

HIGH SCHOOL EXIT EXAMINATION**Administration**

Each student in grade 10 shall take the High School Exit Examination only at the spring administration and may take the exit exam at each subsequent administration, until each section of the exam has been passed. (Education Code 60851; 5CCR 1204)

The Superintendent or designee shall administer the exit exam in each high school in the district on the dates designated by the Superintendent of Public Instruction as exam days or make-up days. (Education Code 60851)

School personnel at the test site shall be responsible for the accurate identification of eligible students who are to be administered the exit exam. This identification shall be made through the use of photo identification, positive recognition by the test administrator, or some equivalent means of identification. (5 CCR 1203)

All students may have additional time to complete the exam, within the limits imposed by test security. (5 CCR 1211, 1215)

Any student found to have cheated, assisted others in cheating, or compromised the security of the exam shall have his/her test marked "invalid" and not receive a score from that test administration. (5 CCR 1220)

(cf. 5131.9 - Academic Honesty)

District and Test Site Coordinators

On or before July 1 of each school year, the Superintendent shall designate an exam coordinator from among district employees and shall notify the publisher of the identity and contact information of the coordinator. The district coordinator, or Superintendent or designee, shall be available throughout the year and shall serve as the liaison between the district and the California Department of Education for all matters related to the exit exam. (5 CCR 1209)

Annually, the Superintendent shall designate a test site coordinator for each test site, including but not limited to each charter school, court school and school or program operated by the district, from among district employees. (5 CCR 1210)

Test site coordinators shall ensure that strict supervision is maintained over each student taking the exam, both while the student is in the room in which the test is being administered and during any period the student is granted a break from testing.

HIGH SCHOOL EXIT EXAMINATION (continued)

Access to exam materials is limited to students taking the exam for the purpose of graduating and employees of the district directly responsible for test administration. (5 CCR 1211)

Records

The Superintendent or designee shall maintain a record of all students who participate in each test cycle of the exam. This record shall include the following information for the English/language arts section and the mathematics section for each test cycle: (5 CCR 1205)

1. The date on which each section of the exam was offered
2. The names of each student who took each section of the exam
3. The grade level of each student who took each section of the exam
4. Whether each student passed or did not pass the section or sections of the exam taken

(cf. 3580 - District Records)

The Superintendent or designee shall maintain the following information in each student's permanent record and shall ensure that the information is entered prior to the subsequent test cycle: (5 CCR 1206)

1. The date on which the student took each section of the exam
2. Whether the student passed or did not pass each section of the exam

Notifications

At the beginning of each school year, the Governing Board shall provide written notification to all students in grades 9 through 12 and to their parents/guardians that, starting in the 2003-04 school year and each year thereafter, each student completing the 12th grade shall be required to successfully pass the exam as a condition of graduation. Such notification shall also be provided to a student who transfers into the district after the beginning of the school year at the time of the student's transfer. The notification shall include, at a minimum, the date of the exam, the requirements for passing the exam, and the consequences of not passing the exam. The Superintendent or designee shall maintain documentation that the parent/guardian of each student has received this written notification. (Education Code 48980, 60850; 5 CCR 1208)

(cf. 5145.6 - Parental Notifications Required by Law)

(cf. 6146.1 - High School Graduation Requirements/Standards of Proficiency)

HIGH SCHOOL EXIT EXAMINATION (continued)

Prior to each administration of the exam, the Superintendent or designee shall notify each eligible student of the provisions of 5 CCR 1220 related to cheating. (5 CCR 1220)

The principal or designee shall notify parents/guardians of students with a disability about the criteria and process for applying for a waiver of the requirement to successfully pass the exit exam.

Regulation
approved: April 25, 2002
revised: April 10, 2003

MURRIETA VALLEY USD
Murrieta, California

HIGH SCHOOL EXIT EXAMINATION

Parent/Guardian Request for Waiver of the Requirement to Successfully Pass the High School Exit Examination for a Student with Disabilities

Please return the completed form to the principal of your child's high school.

My child _____ is a student with disabilities attending
(Name)
_____. He/she has taken the High School
(Name of high school)
Exit Examination with modifications that alter what the test measures and has received the equivalent of a passing score on one or more parts of the exam.

I hereby request that the principal submit a request to the Governing Board for a waiver of the requirement that my child successfully pass the exit examination in order to receive a high school diploma.

I understand that, in order to receive such a waiver, state law requires that my child possess all of the following:

1. An individualized education program (IEP) adopted pursuant to the Individuals with Disabilities Education Act or a plan adopted pursuant to Section 504 of the Rehabilitation Act of 1973 that requires the modification to be provided when taking the High School Exit Exam
2. Sufficient high school level coursework either satisfactorily completed or in progress in the district's high school level curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the exit exam
3. An individual score report showing that my child has received the equivalent of a passing score on the exam while using a modification that fundamentally alters what the exit exam measures as determined by the State Board of Education

Parent/Guardian Signature: _____

Date: _____

HIGH SCHOOL EXIT EXAMINATION

Principal's Certification and Request for the Governing Board to Waive the Requirement to Successfully Pass the High School Exit Examination for a Student with Disabilities pursuant to Education Code 60851

Student's Name: _____

Student's Number (for use on open session agenda): _____

The parent/guardian of _____, a child with disabilities,
(name)
has requested that the Governing Board waive the requirement that his/her child successfully pass the High School Exit Examination in order to receive a diploma from _____.
(name of high school)
His/her child has taken the high school exit examination with modifications, as determined by the State Board of Education, that fundamentally alter what the test measures and has achieved the equivalent of a passing score on one or both parts of the exam.

I certify that the student qualifies for a waiver because he/she satisfies all of the following conditions:

1. Has an individualized education program (IEP) adopted pursuant to the Individuals with Disabilities Education Act or Section 504 plan that requires the modification to be provided to the student when taking the High School Exit Examination. (Attach the IEP or 504 plan that indicates the modification needed to participate and access the high school exit exam.)
 - a. Describe the nature of the student's disability as identified on the IEP or 504 plan:
 - b. Describe the modification used on the English/language arts section of the exam and/or the math section of the exam:
 - c. List the rationale as to why the modification used was necessary to allow the student to access the test:

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2. Sufficient high school level coursework either satisfactorily completed or in progress in the _____ curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the high school exit examination. (Attach transcript showing coursework completed.)
(name of high school)
 - a. Summarize the student's academic preparation and performance that demonstrates high school level achievement:

3. Has an individual score report showing that he/she has achieved the equivalent of a passing score on the exam (350 or more points) using a modification that fundamentally alters what the exit exam measures. (Attach a copy of the exit exam Student and Parent Report showing "equivalent of a passing score" in either the English/language arts and/or math portion of the exam.)

Certified by, Principal Signature: _____

Date: _____