



GOODWIN COLLEGE PROCEDURE

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| TITLE: | Creation by Exam |
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INTRODUCTION STATEMENT:

The following details out the steps required for an academic department to offer an internally credit CBE (credit by exam).

AREAS OF RESPONSIBILITY:

Goodwin Faculty

- creates and, as necessary, updates and revises all exams offered as CBE options.

Department Chair and/or Program Director

- approves the use of any faculty created CBE;
- ensures those exams are in line with College policy;
- identifies an Exam Administrator for each CBE offered by his/her Academic Program;
- submits to the Academic Affairs Committee a request for a CBE to be used when a standardized test is not available.

Exam Administrator

- trains Proctor when/if necessary,
- ensures that all necessary study materials for the CBE are on reserve at the library,
- ensures that a 'master copy' of the exam is kept locked in the Department's Office,
- grades all CBEs for which he/she is responsible, and
- submits completed CBE Registration Forms to the Academic Office and Transfer Counselor.

Transfer Counselor

- enters in credit based on Exam Administrator notations on the students CBE Registration Form.

PROCEDURE DETAILS:

Academic Advisor

- When discussing the appropriateness of a student taking a CBE verify the acceptability of the exam as part of the student's degree plan
- Refer the student to the applicable Exam Administrator
- Have student fill out CBE Registration Form

Exam Administrator/Proctor

- Verify completed CBE Registration Form - with signature from Accounting to verify payment of assessment fee
- Schedule exam with student
- On the day of the exam:
 - Verify student identity with a Photo ID
 - Completed exam must be placed into an envelope, with student's name on outside, sealed and signed across the flap
- If Proctor and Exam Administrator are not the same person:
 - Proctor
 - Deliver exam to the Exam Administrator making all efforts to ensure the test is safely received by the Administrator
 - Exam Administrator
 - Grades the exam based off of the 'master copy'

- Completes CBE Registration Form
 - Send copy to Transfer Coordinator
 - Original CBE Registration Form and graded exam are sent to Academic Office for filing

Transfer Counselor

- Maintain and publish a list of all CBE’s offered by the College
- Enter in all awarded credit as indicated by the Exam Administrator

DEFINITIONS:

Internal credit by exam (CBE) – standardized exams created by Goodwin faculty for the purpose of evaluation of student competencies and, if successfully passed (73%), the award of collegiate credit.

National standardized exam – exams offered by Advanced Placement, CLEP, Dantes DSST, and Excelsior. The College does not accept all exams offered by these companies. Accepted exams are reviewed and approved by Department Chairs and/or Program Directors and a list of approved exams is maintained by the Transfer Counselor and posted on the College website.

HISTORY:

Created 5/17/2010, Revised 9/30/2010, 4/4/2012, 1/27/2014, February 2016

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| RESPONSIBLE OFFICE: | Registrar |
| REVIEW DATE: | Annually |

APPENDIX:

Include any supporting documentation that would be useful for the implementation and future evaluation and revision of the procedure. Examples include, sample forms, timetables, examples, transaction flow chart, etc.