PROCEDURE FOR TAKING THE CREDIT BY EXAM:

- Step 1: Discuss this option with your counselor, who will be the first person to sign off on a "Credit by Institutional Examination" form.
- Step 2: Collect signatures from your instructor and department chair, David Detwiler, on the petition form given to you by your counselor. (See below for contact information.)
- Step 3: Return paperwork, with all necessary signatures and payment, to Admissions & Records by February 21, 2014. [Please do not wait until the last day to try to complete this process since it will be impossible to get the necessary signatures at the last moment.]
- Step 4: Submit the white Credit by Instructional Examination form to Professor Detwiler after paying for the course (see contact information below). Students will not be allowed to take the exam without submitting that form.

THE EXAM WILL CONSIST OF FOUR PARTS:

1. Listening Comprehension
2. Reading Comprehension
3. Essays on the topics covered during the semester. Grading will be based on comprehensibility, content and organization, as well as correct usage of vocabulary, grammatical structures, punctuation (including accent marks) and spelling.
4. 5-8 minute Comprehensive Oral Interview usually conducted either before, during or after the written section of the exam.

STUDY GUIDE FOR THE EXAM:


TESTING LOCATION:

- Exams will be proctored in the Language Lab at the Oceanside Campus, Rm 4701 (except for Thursday, May 8, which will take place on the San Elijo Campus).

TENTATIVE TESTING DATES (Spring 2014):

- Monday, April 28, 12:00 pm - 2:00 pm.
- Friday, May 2, 8:00 am - 10:00 am.
- Wednesday, May 7, 2:00 pm - 4:00 pm.
- *Thursday, May 8, 6:00 pm - 8:00 pm. (This exam will be administered in the Language Lab on the San Elijo Campus, Rm. 508)

PLEASE NOTE:

- Sign up for one of the above mentioned testing dates on BlackBoard after you drop off your completed Credit by Exam form.
- Students who fail to take the Credit by Exam in the prescribed semester will receive an "F." Absolutely no make-ups or incompletes.
- Please allow yourself the full two hours to complete the exam.

CONTACT INFORMATION:

- Spanish Credit by Exam Coordinator & Department Chair: David Detwiler
  - Office: SEC 510 (San Elijo Campus)
  - Office hours: Wednesdays: 9-11 am & by appointment
  - Email: didetwiler@miracosta.edu
  - Phone: (760) 944-4449, ext. 7758
- Webpage: https://www.miracosta.edu/Instruction/InternationalLanguages/Spanish/creditbyexamspanish.htm