It is the intent of SBE policy and DPI that LEAs will provide opportunities for CDM in the 2014-15 academic year to inform placement latest by 2015-16. For this optional implementation year, the CDM Working Group recommends starting with the 2014 Spring Timeline below.

**Spring Timeline:**

This timeline is for students attempting to earn CDM during the spring semester for courses scheduled in the fall.

**November – January:** Develop local processes and practices to implement CDM.

**January – Mid-February:** Share CDM opportunities with students and families. Have student/family discussions and advisement. Accept CDM Applications.Set Application deadline date based on local needs and requirements of DPI’s testing procedures. LEAs will report to DPI, student testing information for EOCs one week prior to testing. Work with your District’s Testing Coordinator to ensure the *Procedural Guidelines* are followed.

**Last 2 weeks of February:** Implement Phase I Assessment of the CDM process.

* Complete the Phase I assessment portion of the CDM process for non-EOC courses. Determine process for student examinations.
* **The official DPI testing window for EOC courses is the last two weeks of February** with required test security protocols.
  + For students attempting to earn CDM for appropriate CTE courses, administer CDM post-assessments.
  + For students attempting to earn CDM for EOC courses (Math I, Biology, English II), administer the appropriate EOC.

**First week of March:** Report results to students/families. (English II exam results may take a bit longer.)

**Remainder of March:** Schedule Phase II artifact work for students who achieve the required standard on the assessment. (Allow necessary flexibility to accommodate Spring Break in your district.)

**First 2 weeks of April:** Conduct school–level artifact review. Student Review Panel meets to review artifacts and determine results.

**Mid-April:** Provide results to students/families and discuss course schedule changes. Begin a ten-calendar-day window for submission of appeals.

**First week of May**: Conductappeals reviews.

**Second week of May**: Finalize appeal decisions and share results.

**Prior to End of June:** Report final CDM results of EOC courses to DPI Accountability. Work with District Testing Coordinator to complete process.

Additional recommended timelines for a full academic year may be found in the CDM Toolkit. The CDM Working Group recommends following three implementation timelines for the CDM process in local school districts. These timelines are recommendations and are not required to follow. Consider adapting these timelines as needed to your local context and needs.

The only aspect of the timelines that is unable to be changed is the DPI Testing Window for the early administration of the EOC exams for Phase I Assessment.

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**Step 1:** Information regarding CDM and application process is shared with all students/families and teachers.

**Step 2:** Discussions and advisement with interested students at the school level are held to ensure informed decisions are made regarding participation. Long-term implications are discussed to ensure full understanding. Students/families have the right pursue CDM process even if the school does not support the decision. An individual student, based on his or her own motivation or on a school personnel recommendation, initiates the process to earn CDM

**Step 3**: Student/family completes the CDM Application.

**Step 4**: School CDM Team reviews application and initiates Multi-Phase Assessment process.

**Step 5:** Student completes Phase I Assessment to demonstrate foundational knowledge through a student examination, EOC, CTE Post-Assessment or local exam.

**Step 6:** CDM Student Review Panel reviews Phase I Assessment.

* If student does not meet minimum criteria, student/family is notified. Process no longer continues.
* If student does meet minimum criteria, student/family is notified and completes Phase II Assessment.

**Step 7**: Student completes Phase II Assessment to demonstrate deep understanding and application of content through an Artifact Development process and any other criteria a local school district deems required.

**Step 8:** CDM Student Review Panel reviews Phase II Assessment and provides assessment information to School CDM Team.

* If student does not meet local criteria, student/family is notified. Student/family is notified of Appeals Process.
* If student does meet local criteria and earns CDM for the course, student/family is notified.

**Step 9**: School CDM team meets with family to discuss options for future course enrollment and other specific implications of earning CDM for that particular course.

**Step 10**: Student earns CDM. The combination of examination, artifact creation, and optional additional performance assessments will provide assurance that the student has met standards for the course or subject area, as defined by the North Carolina Standard Course of Study, and deserves credit for the course. School CDM Team enters into PowerSchool the CDM indicator for the appropriate course. [Directions for PowerSchool entry will be released later.]