

TESTING OUT

ADMINISTRATIVE OPERATING PROCEDURE

To establish consistent procedures through which secondary students may request the opportunity to demonstrate reasonable mastery in a course at Davidson (9th grade), Southgate Anderson High (or Asher) Schools for the purpose of testing out of a course.

Testing Out Procedures

1. A student currently enrolled full time in eighth grade or higher will be permitted to test out of any high school class in which he/she is not currently enrolled. This must be accomplished during the specified testing period in August of each year.
 - a. Courses a student has already taken for grade and/or credit are exempt from testing out.
2. Credit will be earned contingent upon the demonstration of successful mastery of required course outcomes on the required assessment(s).
 - a. Credit will be earned if the student receives a C+ or better (78%) in the course. A student may be required to demonstrate mastery through basic assessments used in the class which may include, but are not limited to, a final examination, portfolios, performance, papers, projects and presentations.
 - b. Credit will be recorded on the student transcript as "TO" (Tested out-Pass) and the credit will not count in the computation of the grade point average.
 - c. Credit will be accepted as fulfillment of a requirement in a course sequence and toward fulfillment of graduation requirements of required courses.
 - d. Once credit is earned by testing out, a student may not receive credit, by any means, for a lower course in that course sequence.
3. To be eligible to test out of a class for the next school year, a student must submit a written request on the proper application form in a timely manner (Page 8). This form will be submitted to the building Principal or Assistant Principal where the course is taught. The application will be provided to interested students during the prearranged time period.

4. Students requesting the opportunity to test out will be given, in conjunction with the application, a copy of the student outcomes for the course, activities which are incorporated in the course, a listing of the materials used in the course, and a description of what will serve as the exhibition of mastery of outcomes for the course.
5. Each year, the course syllabus and course objectives for each course will be given to eligible students who wish them. In addition, eligible students will be given access to textbooks, supplementary course material and other material that will assist them in preparing for the assessment. A refundable fee will be assessed each student who is given textbooks and materials.
6. A testing window in August will be established each year and will be communicated to students in writing.
7. All course materials must be returned in good condition to participate in testing out. Refunds will be given when materials are returned.

Responsibilities

1. Principals/Assistant Principals will:
 - a. Ensure that all Department Chairpersons or teachers of eligible courses prepare and submit an end of course assessment for each course that complies with the intent of the law and is comparable with the assessment(s) usually utilized for that course.
 - b. Ensure equal access to this process for all students in grades eight who will become Freshmen the following tri-mester and for all students currently earning high school credit.
 - c. Provide to the Superintendent or designee a report each year that lists all student participants, affected courses and a summary of assessment results.
 - d. Publish information relating to testing out procedures in appropriate student and parent publications before May of each year.
 - e. Provide appropriate notification to all participants and their parent or guardian regarding the results of the performance and awarding of credit.

2. Counselors will:

- a. Explain testing out and its relationship to dual enrollment, proficiency examinations, high school graduation requirements. Explain the testing out procedures to students in grades eight through eleven.
- b. Include information about testing out in regular contacts in the scheduling process.

3. Department Chairpersons (Classroom Teachers) will:

- a. Coordinate efforts to have a current course syllabus, a copy of the student outcomes for the course, activities which are incorporated in the course, and a description of what will serve as the exhibition of mastery of the outcomes for the course.
- b. Coordinate efforts to have textbooks and current materials available for eligible students to receive.
- c. Provide the Principal with the current materials a student will utilize to demonstrate reasonable mastery for the course. If a portfolio, research paper or other form of assessment is required, a detailed description of what is needed will be provided. Provide a written document which indicates the performance criteria needed to demonstrate reasonable mastery of the course content. Ensure that the assessment forms and procedures are reasonable and comparable to those required of students enrolled in the course during the same school year.
- d. Review the student's performance on such assessments and report the results of the performance to the building Principal and counselor. Give a grade.

4. Students will:

- a. Submit the required form during the allotted time frame (Page 8) indicated by the high school Principal to the building Principal/Assistant Principal where the course is taught.
- b. Obtain the necessary textbooks and materials for the course(s). Pay deposit fee to appropriate school personnel and save receipt for texts, materials and fees.

- c. Fulfill the requirements for the individual assessments within the specified time period. No extensions will be available.
- d. Return course textbooks and materials BEFORE the moment of the individual assessment. Sign document that indicates the fee has been refunded.
- e. Request meetings with counselor to continually update Educational Development Plan and monitor progress on graduation requirements.
- f. Request meetings with the counselor or appropriate teacher regarding any concerns about the testing out process.

5. Parents/Guardians will:

- a. Become fully informed about student rights and responsibilities in relation to testing out located in District publications.
- b. Become actively involved in the decisions for their student to participate in testing out.
- c. Assist the student in meeting all published time deadlines.
- d. Approve the student's application for testing out.

KEY COMPONENTS

- 1. Description of course requirements including
 - a. Student outcomes
 - b. Activities incorporated in the course
 - c. A listing of textbooks and materials used in the course.
- 2. Course Syllabus
 - a. A copy of the student outcomes for the course.
 - b. Activities which are incorporated in the course.
 - c. A listing of the materials used in the course.

- d. A description of information to be covered in the course.
 - e. A description of projects, activities, papers, etc. students must accomplish.
 - f. A description of how student assignments and assessments will be graded.
 - g. A description of what will serve as the exhibition of mastery of the outcomes for the course.
 - h. A supplemental reading list, where appropriate.
3. Assessment materials
- a. Portfolios, Demonstrations, Performances, Papers, Projects, Presentations (a written description of the requirement and how it will be assessed).
 - b. Final Exam (a written description of the requirement and how it will be assessed).
Copy of assessment must be given to administrator.
4. Both the course requirements and the manner in which grades are calculated for the attainment of a C+ (78%) should be specifically noted.
5. Student Request Form for Testing Out (see attached form A)
6. Test Out Check List (see attached form B)

FORM A

Student Request for Testing Out

Date of Request _____

Student Name _____

ID# _____

Parent/Guardian Name _____

Phone _____

Address _____

Grade Level _____

Current School _____

I am requesting to demonstrate mastery of the content in a course offered at _____ School. I understand that this assessment may include an exam and/or written reports, research papers, demonstration, a portfolio, or other assessments normally required when take the course. I understand that I will earn credit toward graduation through this assessment upon successful mastery of the course content expectation with a grade of a C+ (78% or above). My passing grade, "TO" will not be included in computing my grade point average (GPA). I am aware that if I pass this course, it will fulfill a graduation course requirement and/or sequence requirement. I understand that if I pass this course, I cannot subsequently request individual assessment for a prior course in a sequence or enroll in a prior course in the same sequence.

I am requesting individual assessment in lieu of taking the course for:

Course Title _____

Course Number _____

(Student Signature)

(Parent/Guardian Signature)

Office Use Only:

Request approved and referred to: _____
(Dept. Chair/Instructor) (Date)

(Signature of Principal)

(Date)

Request denied because:

- _____ Student has submitted a request for a non-eligible course. Specify: _____
- _____ Student has previously completed or tested out of a higher course in this sequence.
- _____ Student has not met published deadlines.
- _____ Other: _____

When testing out is complete, please return this signed form to Counseling Office.

Testing out Timelines

April 1 st	Information to staff. Begin meeting with counselor to voice interest in testing
May 1 st	Course information to assist students in registration for testing out is due to administration
May 18 th	Deadline for student registration for testing out
June 1 st	Deadline for staff to submit course materials to administration Deadline to make appointment and meet with administration for testing out
Before end of school	Determine test locations and test times. Distribute study materials and books to students
First week of Aug	Take examinations. Examination will always coincide with the week of summer school finals.
August 10 – 20	Student schedule adjustments

TESTING OUT
Questions Commonly Asked and The Answers
For
Southgate Community School District

- Q.** May the district assess a fee to cover extra costs incurred by the testing out process?
A. No, it is not legal to assess a fee for this purpose. Fees assessed for material deposits must be returned when materials are returned.
- Q.** If a student has a native language, other than English, which is offered by the district as a course, may he test out using the native tongue to demonstrate proficiency and receive foreign language credit?
A. Yes.
- Q.** Are there certain students who we can eliminate from this process?
A. Pupil enrolled in high school refers to a student who is currently attending a school in the district, or who is formally registered for next semester. This would include all 8th grade students and students from private or parochial schools who plan to enter our district by formally enrolling. Just as we may not pick and choose the courses for testing out availability, we may not pick and choose which students have access to the testing out process.
- Q.** Why did we choose a C+ (78%) for the passing grade?
A. We did not choose this grade. It is part of the law.
- Q.** Why do we have to do all of this?
A. There are a handful of students who are highly skilled in certain areas who are forced to participate in courses or in prerequisite courses. Some of our students have opportunities to learn skills that far exceed our course offerings. This will allow them the opportunity to take other courses we offer. Remember, this probably will not be for the masses, but for a highly skilled few who have exceptional talent(s). Not all students will wish to take advantage of this process.
- Q.** Can a student try more than once to test out of the same course?
A. Yes, but he/she must wait one year. Furthermore, a student who fails a testing out attempt could participate in the testing out process during the next available time period and receive a passing grade for the course by this means.
- Q.** What about extra help for these students?
A. An instructor is not to offer extra assistance for students who wish to participate in the process. If an instructor does this, the equal access for all students is violated. This also violates the idea that the student has already attained mastery.