



Walled Lake Consolidated Schools

850 Ladd Road, Building D
Walled Lake, MI 48390
248-956-2000

Central High School Counseling Office (248) 956-4827
Northern High School Counseling Office (248) 956-5321
Western High School Counseling Office (248) 956-4427

Dear Parent/Guardian:

Students enrolled in high school are allowed by the Michigan State School Code to “Test Out” of any class in which they are not currently enrolled. Exceptions are those classes students have already taken for a grade and/or credit.

Students must demonstrate mastery of course content by achieving a grade of C+ (78%) or better on a comprehensive final examination, which may include portfolios, performances, papers, projects and/or presentations. Assessments required of students are equivalent to those normally required of students taking the course.

While “testing Out” will allow students to accelerate through a curriculum, no grade or credit will be earned by testing out of a course. Credit will not be counted toward graduation requirements and will not be counted in the computation of the grade point average (GPA). Once the “Testing Out” process has been completed, students may not receive credit for a lower course in the course sequence.

Students, who wish to “Test Out” of a class for the upcoming school year, must return a completed ENHANCED LEARNING OPPORTUNITIES APPLICATION and **TESTING OUT APPLICATION** to the counselor. The application must include parent signatures. Applications are available in all high school and middle school **counseling offices or on-line**. www.wlcsd.org/academics.cfm?subpage=963583

“Testing Out” examinations will be administered in August of each year during the registration week. Students who wish to participate must submit their application to the **counseling office not later than May 1st** for the August examination. **No Applications Will Be Accepted After May 1st**.

The high school staff designee will provide students interested in “Testing Out”, with a course syllabus and the course objectives. The staff designee will notify interested students when the materials are available as well as where to pick them up.

Eighth grade students wishing to participate in the “Testing Out” process should **go to their middle school counseling office** or on-line for an application. Applications should be completed by the student and returned to their **eighth grade counselor**. Middle school counselors must submit all completed applications to the receiving high school **no later than May 1st**.



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Testing Out Procedures

Students enrolled in high school may “Test Out” of any class in which they are not currently enrolled. Exceptions are any courses that the student has already taken for a grade and/or a credit.

Students and parents will be notified by March 1st of each year about the “Testing Out” option, the timelines for student applications and the dates for the testing in August of each year. Notice of the “Testing Out” option is included in the high school’s *Program of Studies* book, district website, and in the registration materials.

High school principals will send the “Testing Out” letter to the parents of all eighth grade students by March 1st, interested students must secure a Enhanced Learning Opportunities Application and Testing Out Application form from their middle school counselor or on-line, complete the application and return it to the middle school counselor by May 1st. www.wlcsd.org/academics.cfm?subpages=963583 The testing will occur at the high school in August usually during registration week. Students will be notified of the date and location of the test.

The State of Michigan has determined that a grade of C+ (78%) or better on a comprehensive final examination is required to successfully test out of any course. The examination will require students to demonstrate mastery through basic assessment(s) of the course, which may consist of one or more tests, portfolios, performance, papers, projects or presentation so for a combination of these.

While testing out will allow students to accelerate through a course sequence, no grade or credit will be earned by testing out of a course. Graduation requirements and GPA will not be affected by the testing out results. Once the student has successfully tested out of a course, a lower course in the sequence may not be taken for credit.

Students who wish to “Test Out” of a class for the upcoming school year, must complete both; the Enhanced Learning Opportunities Application and the Testing Out Application, during the time frame specified. The Enhanced Learning Opportunities Application and Testing Out Application are available on-line and in the Counseling Office. www.wlcsd.org/academics.cfm?subpages=963583 Parental signature is required to start the “Test Out” process. It is also the **student’s** responsibility to check out the necessary text books from the high school bookkeeper by the end of the school year.

By June 1st, the staff designee at each high school will be provided the names of the students interested in “Testing Out”. It is the staff designee’s responsibility to provide a packet of information which may include: a description of the instructional strategies and methodologies used in the course, activities which are incorporated in the course, course objectives, access to major tests and materials, a description of the assessments used to measure mastery of the course outcomes and the performance criteria needed to demonstrate mastery. Assessments required of students will be comparable and equivalent to those normally required of students taking the course.



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TESTING OUT TIMELINE

By March 1 st	Building administrator sends notice of testing out option to students and parents.
May 1st	Deadline for students to submit testing out applications to counselors for August testing..
June 1 st	Counselors notify staff designee and principal of testing out exams that have been requested.
June	Principal establishes test dates, examination schedule and arranges for proctors. Students are notified of test date. Staff designee provides students with the necessary preparation items, which may include: course syllabi, handouts, course objectives and description of any assessment and performance criteria which will be tested.
August	<ul style="list-style-type: none">· Test will be administered by staff designee.· Test scored by staff designee.· Notification sent by staff designee to principal and counselor with test results.
Prior to Start of School	<ul style="list-style-type: none">· Student's schedules will be adjusted by counselor to reflect results of "Testing Out" examination.· Student and parent notified by staff designee or principal of the "Testing Out" results.



Walled Lake Consolidated Schools Testing Out Application



(Please Print)

STUDENT'S NAME: _____ GRADUATION YEAR: _____

ADDRESS: _____
(Street) (City) (Zip)

PHONE: _____ COUNSELOR: _____ STUDENT NUMBER _____

I am requesting to demonstrate mastery of the content in the course listed below. I understand that this assessment may include an examination, written reports, research papers, a portfolio and any assessments normally required when taking the course. I understand that I can not earn credit toward graduation through this assessment nor can I earn a grade for the course. I understand that the results will not be used in computing my grade point average. I am also aware that if I "Test Out" of this course, I can not subsequently request to "Test Out" of a prior course in the sequence or enroll in a lower course in the same subject sequence.

CLASS TO TEST OUT: _____

Return to counseling office no later than May 1st for testing in August.

(Signature of Student) (Date)

(Signature of Parent/Guardian) (Date) (Parent Phone – Work)

(E-Mail Address if available)

Office Use Only

Request Approved: _____
(Signature of Staff Designee) (Date)

NOTIFICATION OF TESTING TIMES, MATERIALS PROVIDED TO STUDENT, APPROVAL, ETC.

MATERIALS PROVIDED BY: _____
(Signature of Staff Designee) (Date)

STUDENT TESTED: _____ TEST ADMINSTRERED BY _____
(Date) (Proctor Signature)

RESULTS OF TESTING OUT ASSESSMENT _____ (GRADE RECEIVED)

I hereby affirm that _____ has demonstrated mastery of _____
(Student Name) (Course Title)

(Signature of Staff Designee)

TESTING OUT RESULTS GIVEN TO: _____
(Counselor Name) (Date)

Request for "Testing Out" examination denied because:

- ____ Student previously tested out or completed a higher course in the sequence.
- ____ Student has submitted a request for non-eligible course. Specify: _____
- ____ Other (explain): _____