

## Testing Out Request Form

Name: \_\_\_\_\_ Grade: 9 10 11 12

Course: \_\_\_\_\_ Date of Request: \_\_\_\_\_

II. Administrative approval \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
(Administration forwards to appropriate department)

III. Pick-up Course Syllabus  
Picked up by: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

IV. Test provided by: \_\_\_\_\_

V. Testing dates: \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_

Test proctored by \_\_\_\_\_

VI. Test grade \_\_\_\_\_ %

### Testing-Out Deadlines

- Students need to turn in completed forms by May 15 to test out of a class for the following year.
- Course syllabus will not be available until **two weeks before semester exams**. On that day or after, students may pick up the course syllabus for their particular course in the Counseling Office.
- Testing Out will take place over three days (two hours each day) on the afternoons of spring semester exams **only**.

## **Williamston High School**

### **Testing Out of High School Classes**

The State of Michigan mandates that high schools provide students a method of testing out of classes. This allows students who already have knowledge or skills taught in specific high school classes to show mastery in those subject areas. Students who successfully test out of a course may go on to higher levels or take additional courses available to them.

1. All students have the opportunity to test out of any semester (1/2 credit) or year-long (1 credit) class and are limited to a maximum of one (1) credit per semester.
2. Students must exhibit mastery of course content by attaining a grade of 78% or better on a assessments. The assessments may include, but are not limited to, portfolios, performances, essays, research papers, projects, experiments, and/or presentations.
3. Students successfully testing out of a class will be counted as credit but will not count as a fulfillment of a requirement and, by law, the course cannot be included in a computation of grade point average for any purpose.
4. Parents and students can get further information by contacting the Principal at [delps@gowcs.net](mailto:delps@gowcs.net)
5. There is no charge to students for testing out.

#### **Procedures on the Day of Testing Out**

1. On the designated day, students must arrive on time and be fully prepared for testing out. If a student arrives late, he or she will be admitted at the discretion of the proctor.
2. If assigned, students must turn in all supplemental materials (including, but not limited to, portfolios, essays, research papers, projects, and experiments) upon arriving for testing out. No late materials will be accepted.
3. Students must complete the comprehensive exam in the time given. At the end of the examination period, all tests and testing materials will be collected by the proctor.

#### **Here are some other things to consider:**

- Students receive credit for successfully testing out of a course (78% or better). Testing out allows a student to move past a prerequisite and into the next level course. For example, if a student wanted to take English 11 but has not taken English 10, successfully testing out of English 10 will fulfill the sequence requirement and allow the student to take English 11 but will not count toward the 4 required English credits.. Consult the Williamston High School Curriculum Guide for questions or clarifications on prerequisites.
- Students should return completed forms to the Counseling Office. Two weeks prior to exams, students may pick up a copy of the course syllabus from Student Services. Keep in mind that no study sessions will be held. Of course, students may study beforehand but testing out is intended to test existing knowledge.
- Finally, testing dates will be on the afternoon of a half day during semester finals. A teacher will grade the exam and other related materials. Students will receive their results in the mail.

If you have any questions please call 655-2142.