TEST OUT PROCEDURE

Beginning with the class of 2011, as prescribed by the Michigan Merit Curriculum, students are eligible to test out of courses. According to the Allen Park Public Schools Board Policy 7650-2, students must attain a grade of not less than 80%. The following policies apply to a student who wishes to test out.

Policy:

- Credit will be earned contingent upon the demonstration of successful mastery of required course outcomes on the required assessment.
- Credit will be earned if the student earns an 80% or higher in the course comprehensive assessment.
- Credit will be recorded on the student transcript as P (pass) and the credit will not be calculated in the grade point average.
- Passing earns credit.
- Once credit is earned by testing out, a student may not receive credit, by any means, for a lower course in that course sequence.
- To be eligible to test out of a class, a student must complete and turn in to the counseling office the required paperwork by the published deadlines. No exceptions will be made. 14 (NCAA) – denotes course approved for use in establishing the certification status of student-athletes by the National Collegiate Athletic Association. Testing Out Policies and Procedures
- If students taking the class are required to demonstrate knowledge beyond taking a test, a student wishing to test out may be required to do the same. This may include an exam and/or written reports, research papers, demonstration, a portfolio or other assessments normally required when taking this course.
- The Test Out Request must be obtained, completed, and turned in to the Counseling Office by the appropriate date (1st Monday in June for the August test out/1st Monday in December for the January test out, and the 1st Monday in April for the May test out).
- Each test date will be published on the school calendar. There will be three test dates: the last week of August, the 1st week of January after the winter break, and the 1st week in May.
- Most tests will be allocated 90 minutes. A maximum of 4 tests will be eligible for test out on any given test date. Skill-based or portfolio-based exams may require a different time frame than traditional exams.
- Upon approval to take the test out, the student must obtain the necessary materials (course expectations, directions for assessment, and any other relevant materials) from the Counseling Office or subject area department.
- Students must return all borrowed materials prior to taking the assessment.

Students Responsibilities:

- Submit the required form during the allotted time frame to the Counseling Office.
- Obtain the necessary materials for the course(s) from the Counseling Office or subject area department.
- Fulfill the requirements for the comprehensive assessments within the specified time period. Extensions are not available. Parents
- Become fully informed about student rights and responsibilities in relation to testing out located in district publications.
- Become actively involved in the decisions for their student to participate in testing out. • Assist the student in meeting all published deadlines.
- Approve the student's application for testing out.