

FITZGERALD HIGH SCHOOL

Test-Out Request Administrative Guideline

Michigan law provides opportunities for high school students to demonstrate content mastery of a particular course by successfully completing and scoring well on a single test or series of tests created by the subject area department. These tests will be given twice each school year at the high school. Students are required to satisfy the Michigan Merit Curriculum (MMC). This legislation mandates that these students receive high school graduation credit for “testing out” of a course at a level of content mastery determined by the subject area department. Dates for application window can be found on our website. (fitz.k12.mi.us)

CONTENT MASTERY:

The following are levels of content mastery for testing out:

- **Scores below 77%** do not demonstrate proficiency and students will be required to take the course for high school graduation credit.
- **Scores 77% or higher** demonstrate content mastery of the course and students will be given both Fitzgerald High School and Michigan Merit Curriculum credit.

TESTOUT PROCEDURE AND DEADLINES:

- The intent of “testing out” is to provide exceptionally able students options beyond what they might have if required to take courses in which they have already mastered the material. Students may not request to test-out of a class they have already taken and failed.
- Teachers will not provide any instruction to prepare students for these tests. Each department will provide a syllabus so that students know what the assessment will cover and additional items (demonstrations, research papers, portfolios, etc.) that will be required as part of the comprehensive evaluation. The syllabus will include a list of reading materials and a copy of the curriculum.
- Study materials will also be available for student use. Students will be contacted by administration when they can pick up these materials. Students must return all school materials on the day of the test-out assessment.
- Test out assessments will be scored as soon as possible after the test date. Students and counselors will be notified by U.S. mail as soon as results are available.
- Students who pass the assessment will have their results recorded on their transcript and be promoted to the next course in the academic sequence (if applicable). Students should make an appointment to see a counselor to make a schedule change.
- The maximum number of assessments a student may request each testing session is two.

Test-Out Request Form

Student: _____ Grade: _____ Phone: _____

Parent/Guardian: _____ Counselor: _____

Address: _____ City: _____ Zip: _____

Test-out Dates (choose one): _____

Semester 1: _____

(Dates on website: fitz.k12.mi.us)

Semester 2: _____

I am requesting that my student be given an opportunity to test out of the following course(s):

Course Title(s): _____

I understand that the test-out assessment for this course may include not only a written examination, but also written reports, research papers, or other assessments normally required when taking the course.

I understand that if I pass the assessment(s), I will be promoted to the next course in the academic sequence, and that a passing result will be indicated on my transcript. If credit is earned, it will be applied toward graduation for courses in which I have successfully tested out. I understand that it is my responsibility to make arrangements for testing. This can be done through the high school administration. I have read the school policy and understand all requirements:

Student Signature

Parent/Guardian Signature

Date

Please return this completed form to the High School Main Office

For Office Use Only

Request received on _____ by _____
Date Administrator

Results of Assessment:

___ Student has passed the test-out assessment with the following score: _____ Credit Earned/No Credit Earned

- This course should be replaced with the following course: _____
- Results have been recorded on the transcript.
- Student/Parent has been notified by mail.

___ Student has not passed the test-out assessment.

- Student/Parent has been notified by mail.

Proctor's Signature

Date

