

TESTING OUT GUIDELINES & REQUEST FORM

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** take a test for 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 test 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, and 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 exam.
- Test out exams will be scored as soon as possible after the test date. Students and counselors will be notified by 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 tests a student may request each testing session is two.

Test-Out Request

Student: _____ Grade: _____ Phone: _____
Parent/Guardian: _____ Counselor: _____
Address: _____ City/Zip: _____
Test-out Dates (choose one): Semester 1: _____
Semester 2: _____

I am requesting that my student be given an opportunity to test out if 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