

TESTING OUT

Adopted by the Gibraltar Board of Education on 05.13.09

WHAT THE MICHIGAN MERIT CURRICULUM LAW SAYS

380.1278(a)(4)(c) A School district or public school academy shall also grant a student a credit if the student earns a qualifying score, as determined by the department, on the assessments developed or selected for the subject area by the department or the student earns a qualifying score, as determined by the school district or public school academy, on 1 or more assessments developed or selected by the school district or public school academy that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit.

380.1279(b) The board of a school district shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a final exam in the course, or, if there is no final exam, by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation. For the purpose of earning credit under this section, any high school pupil may take the final examination in any course. Credit earned under this section shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this section may or may not be counted toward graduation, as the board of the school district may determine, but the board's determination shall apply equally to all such credit for all pupils and credit earned under this section shall be counted toward fulfillment of a requirement for a subject area course and shall be counted toward fulfillment of a requirement as to course sequence. Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

POLICY

Beginning with the class of 2011, as prescribed by the Michigan Merit Curriculum, students are eligible to test out of courses. Students requesting to test out are expected to demonstrate a C+ level of mastery based on the standards of learning prescribed for students enrolled in the same high school course. These demonstrations are determined by individual departments within the Gibraltar School District.

Credit earned by attaining a grade of not less than C+ in a final exam (or other common form of assessment) in the course will be credited toward graduation and counted toward the fulfillment of a requirement for a subject area and/or a course sequence. Credit earned in this manner will be indicated as a "credit" grade (CR) on the student's transcript and shall not be included in the computation of the student's grade point average. Credit earned in a course through testing out prohibits a student from receiving credit thereafter for a course lower in course sequence concerning the same subject area.

Students may only test out of courses required by the Michigan Merit Curriculum and Foreign Language. The Testing Out Request form must be filled out and returned to the Counseling Office by the first Monday in June. The testing department will determine test dates and deadlines. Test dates will typically be assigned on curriculum days prior to the start of the school year (late August/early September). The required paperwork for testing out can be obtained from the Counseling Department (*see proposed "Testing Out Request" form—attached*).

TYPE OF ASSESSMENTS

The testing out assessment does not require a written exam. The testing-out provisions of the new graduation requirements law did not eliminate or supersede all the testing-out provisions of the old law (380.1279b). The old law was based on the assumption that there were final exams but stated that credit could still be earned "...if there is no final exam, by exhibiting mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation." These provisions of the old law still apply.

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. For example, in some classes, students may be required to demonstrate proficiency by:

- Giving a speech
- Demonstrating minimum proficiency in dialoguing in a language other than English
- Writing a college-level research paper
- Designing and carrying out a scientific experiment
- Participating in a cooperative learning experience
- Constructing a project
- Participating in a community service project
- Other

COST

It is not legal to assess a fee for testing out purposes. However, students may be required to turn in a deposit for materials (i.e. books, etc.). Students must return all borrowed materials prior to taking the assessment. Any deposits will be returned.

STUDENT ELIGIBILITY

- There is not a limitation on the number of courses a student can test out of. Law allows a student to attempt to test out of all the credit areas required for graduation in the Michigan Merit Curriculum.
- A student who fails to earn credit for not meeting the district's attendance policy (i.e. earns a 'W' grade) or for not meeting the academic performance in a class (i.e. earns an 'E' grade) may request to test out of a subject, however, the student is not allowed to request to test out until the next available test out window.
- A student who is currently taking a course they would like to test out of is not eligible to do so until the test out window. In other words, if a student decides to earn credit by taking a class but then, after a period of time, wants to get out, they are obligated to attend and participate in that class until the term ends.
- Students may attempt to test out more than once. However, if a student has already attempted to test out, there is a one year wait period before he/she can attempt to test out again.
- Any student who is currently attending a school in the district or who is formally registered for next trimester is eligible to test out. This would include all 8th grade students and students from private or parochial schools who plan to enter this district by formally enrolling.

RESPONSIBILITIES

STUDENTS

- Submit the required form during the allotted time frame to the Counseling Office.
- Obtain the necessary textbooks and materials for the course(s) from the subject area department. Pay deposit fee to Main Office and save receipt for texts, materials, and fees.
- Fulfill the requirements for the individual assessments within the specified time period. Extensions are not available.
- Return course textbooks and materials before the assessment.

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.

TESTING OUT REQUEST

DEADLINE: Submit to Counseling Office no later than the first Monday in June. Any request turned in later than this date will not be considered.

| SECTION 1 - STUDENT INFORMATION | | |
|---------------------------------|------------|---------|
| Last Name | First Name | Date |
| Parent/Guardian Name | | Phone # |
| Student ID# | Grade | |
| Street Address | | |
| City | State | Zip |

| SECTION 2 - REQUEST & SIGNATURES | |
|--|----------|
| <p>I am requesting to demonstrate mastery of the content in a course offered at Oscar A. Carlson High School. I understand that this assessment may include an exam and/or written reports, research papers, demonstration, a portfolio, or other assessments normally required when taking the course. I understand that I will earn credit toward graduation through this assessment upon successful mastery of the course content expectation with a grade of a C+ (77%) or higher. My passing grade will not be included in computing my grade point average (GPA) and will appear as Credit (CR). I am aware that if I earn credit in this course, it will fulfill a graduation course requirement and/or sequence requirement. I understand if I earn credit in this course, I cannot subsequently request individual assessment for a lower course in a sequence or enroll in a course lower in course sequence in the same subject area.</p> | |
| Course Title | Course # |
| Student Signature | Date |
| Parent/Guardian Signature | Date |

| OFFICE USE ONLY | | |
|--|----------------------------------|---|
| Request Approved and referred to: <input type="checkbox"/> Department Head <input type="checkbox"/> Teacher | | Name |
| Name of Teacher Administering Assessment | | |
| Test Date | Test Grade (<i>percentage</i>) | Grant Credit <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Teacher Signature | | Date |
| Administrator Signature | | Date |
| Request denied because: | | |
| <input type="checkbox"/> Student has submitted a request for a non-eligible course. Specify: _____ | | |
| <input type="checkbox"/> Student has previously completed or tested out of a higher course in this sequence. | | |
| <input type="checkbox"/> Student has not met published deadlines. | | |
| <input type="checkbox"/> Other: _____ | | |