

MORRIS AREA SCHOOL DISTRICT POLICY #625

ADOPTED – JANUARY 2010
REVISED – APRIL 2013, JUNE 2016
REVIEWED – OCT. 2019, NOV. 2022*

#625 TESTING OUT PROCESS & PROCEDURES

I. PURPOSE

The benefits of testing out for students are perceived to be:

- Allows well-prepared students to move ahead to more advanced courses for which they have skill and competence, but lack the “prerequisite credits”;
- Allows students to pursue broader coursework than they would otherwise be able to pursue if they were required to participate in coursework they have already mastered;
- Recognizes that learning takes place at different rates for a given grade level or age, and in places outside the school even before the school program is offered.

II. TYPES OF RESULTS

- A. EXEMPTION - students in grades 7 and 8 may apply for an exemption to get the student to the correct level of difficulty. Students must demonstrate that they can perform the course requirements at a 90% or above level work. Under the process, a student would not receive a credit or grade but could be exempted from a course through the test out procedure. This would not change the student’s credit requirement for graduation or grade point average, but would allow the student to pursue other courses without taking the actual required course.
- B. CREDIT - Under this process, a student could earn actual graduation credit through the test out procedure. Depending on the course, students may earn a semester’s (.5) or year’s (1) credit. Students must demonstrate that they can perform the course requirements at a 90% (or above) level work. A student would be granted full credit with the transcript notations of “70” (tested out), which would not affect the student’s grade point average (GPA) or class rank.

III. APPLICATION PROCEDURES

- A. GUIDANCE - The student shall discuss the request for test out assessment with the Counselor and submit an application not later than one full quarter prior to the start of the regular class; therefore, once a class has begun, it is not possible to test out of that class. A student may only attempt to test out of courses that are at the student’s correct level of difficulty.
- B. TIMELINE – If a student requests to test out of a year-long or semester 1 course, the entire application and test out process should be completed by the end of the third quarter the year before the student would normally be taking the course.

A student who requests to test out of a semester 2 course must complete the entire application and test out process before the end of the first quarter the year the student would normally be taking the course.

Test out procedures are to take place during the academic school year and NOT during the summer months.

At the time of application, it is assumed that the student is ready to begin the assessment process.

- C. APPLICATION FORM - Student application must be completed on the approved “Testing Out Application” form.
- 1) Students may not apply to test out of classes for which they have previously received grades, received an “Incomplete”, or dropped with a (W).
 - 2) Students may apply for and be approved for the test out process only once for a given course.
 - 3) Students shall test out of sequential courses in the same sequence.
 - 4) Students shall currently be enrolled as a full-time student in the district and must agree to maintain full-time status during the time the tested-out course is scheduled.
- D. SUPPORTING EVIDENCE - With the application form, the student must submit supporting evidence of competence in the course materials. Such evidence may include portfolios or other samples of previous accomplishments and work, letters of support from teachers or other individuals - these may include grade reports and evaluations.
- E. ASSESSMENT COMMITTEE - The school shall utilize an Assessment Committee who shall review the materials of each applicant. This committee shall include the teachers whose class the student is attempting to test out of, the counselor, and the high school principal. The committee shall determine, based on the student application materials and the course standards, whether or not the student is approved for the test out opportunity.

Under Special circumstances, the Assessment Committee may waive the application deadline.

- F. NOTIFICATION - The student applicant and his/her parents shall be notified of the committee decision within ten working days of the application deadline. Decisions of the committee may be appealed within ten days of notification. The committee’s decision(s) regarding the student application for test out shall become a part of the student’s file.
- G. OPPORTUNITY GRANTED - When approved for the test out opportunity, the teacher(s) of the course for which the testing is to take place would interview the applicant. Details of the requirements, including due dates, shall be determined and recorded in the student’s file (See Form B)
- 1) Test out requirements may include both examinations and performances.
 - 2) Failure to meet deadlines established will be sufficient cause for termination of the test out opportunity.
 - 3) Requirement for testing out shall be at the level of the course exit outcomes and shall not require completion of all developmental activities and information. The level of achievement required shall parallel the skills students would normally demonstrate at the end of the course to receive a “90% or better.
 - 4) Students shall have access to course materials for the test out requirements.
 - 5) Testing may be in two parts; that is, it may be pre-established that a student must achieve a specified level on one part of the requirements before moving to the next.
 - 6) During the next portion of the assessment process, the student may be asked to demonstrate skills, answer questions in an interview, exhibit a portfolio of tasks, or be involved in some other performance-based assessment.
 - 7) Requirements shall not be unduly time consuming for either student or instructors. If a student fails to complete the entire assessment process during the designated time period, the application will be denied.
- H. RESULT WITH NOTIFICATION - The notification of the results must be completed at least three weeks before the regular course commences. Upon completion of all requirements and required

materials, the teacher will file results the Assessment Committee, which shall notify the student and his/her parents of the student's test out results within five working days. A principal or counselor on the Assessment Committee may act with the power of the committee to receive results and notify students and parents. This step does not require an actual committee meeting.

- I. APPEAL - The result of the testing may be appealed to the Assessment Committee within ten working days of notification.

Morris Area High School Testing Out Application

This application is to be used when students feel they are ready to demonstrate that they are already able to meet the standards and benchmarks of a course. *This process must begin at least one quarter prior to the start of the class.*

To Be Completed By Student:

Name _____ Grade _____

Address _____ State _____ Zip _____

Phone-Home _____ Phone-Cell _____

I am requesting permission to test out of the following course (a separate application must be completed for each course):

I am requesting (select one of the following):

_____ Exemption from this course

_____ Credit for this course

I believe I am prepared to successfully complete the assessment process for this course because:
(Documentation or evidence of subject mastery is strongly recommended.)

Student Signature _____ Date _____

To Be Completed by Parent/Guardian:

I have reviewed this application and grant permission to proceed with the assessment process for the course listed above.

Parent/Guardian Signature _____

Date _____