

## AVONDALE HIGH SCHOOL

# Test Out Policy and Request Form

*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.*

### CONTENT MASTERY

The following are the levels of content mastery for testing out:

- **Scores below 77%** will not demonstrate proficiency and students will be required to take the course for high school graduation credit.
- **Scores between 77% and 89%** will demonstrate proficiency and students will have fulfilled the requirement for course sequence. *High school graduation credit will not be granted.*
- **Scores 90% or higher** will demonstrate content mastery of the course and *students will be given both Avondale High School and Michigan Merit Curriculum credit for that course.*

### 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.
- After 8<sup>th</sup> grade, students may attempt test-outs twice each year, starting in the August prior to 9th grade. Applications for testing out must be completed and turned into the high school counseling office by the first weekday in **May** (for the August test-out) and/or the first weekday in **November** (for the December test-out). They are available in the guidance office or online.
- 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 any 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 the Guidance Office Secretary when they can pick up these materials. Students **must** return all school materials on the day of the test-out exam.
- Students will be notified, by mail, regarding the test-out schedule. The tests will be scheduled during the second full week of August and December. The notification will include exact time and location for the exams.
- 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.
- To test out of Chemistry Essentials and Physics Essentials, both tests must be passed at the percentages stated above for a student to move into Biology.

**Test-out Date:** *Tuesday, August 4 8-11 a.m. Meet in the Avondale High School office*

**Test Out Request**  
**DUE FIRST WEEKDAY IN MAY**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Counselor: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip \_\_\_\_\_

**Test-out Dates:**     *Tuesday, August 4   8-11 a.m.*                      *Meet in the Avondale High School office*

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, a portfolio, 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 Counseling Office. 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 or Middle School Guidance Office by the FIRST WEEKDAY IN MAY.*

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**For Office Use Only**

Request Received on \_\_\_\_\_ by \_\_\_\_\_  
Date    Guidance Secretary or Counselor

**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