

Wayne-Westland Community Schools
Department of Instruction

Testing Out Procedures and Policies

1. A student currently enrolled in Wayne-Westland Community Schools will be permitted to test out of any high school class. A student may not test out of a course they are currently enrolled in at the time the application is submitted. Testing must be accomplished during the specific testing window.
2. There are three identified windows for testing out. The first window is during the first week of school. The second window is in the last week of the first semester. The last window is the next to last week of the school year for underclassmen. Applications for testing out must be turned into the Counseling office no later than three weeks before the test out window. Seniors may be eligible to test out on a case-by-case basis.
3. To be eligible to test out of a class, a student must submit an application to the Counseling Department Chair no later than three weeks before the testing window. This date will be communicated to parents and students.
4. Credit will be earned contingent upon the demonstration of successful mastery of the required course content expectations for the Michigan Merit Curriculum or course outcomes determined for that class. Credit is earned if the student receives a C+ or better (78%) on the testing out instrument administered.
5. Credit is recorded as a Passing grade with the letter G on the transcript and the credit is not utilized in the computation of grade point average (GPA).
6. Students will be given a copy of the course syllabus, additional required resources and books. There will be a \$10 deposit per course to cover materials.
7. All course materials must be returned in good condition.
8. Once a student earns testing out credit for a course, the student may not receive testing out credit for a course lower in course sequence concerning the same subject area.
9. If the student is testing out for credit recovery and is successful, credit will be awarded. The original failing grade will remain on the transcript and will be included in the computation of GPA.

Responsibilities

1. Principals/Assistant Principals will:

- Ensure that all Department Chairpersons or teachers prepare and make available an end of course assessment for each course that complies with the Wayne-Westland testing out procedures and policies.
- Provide appropriate notification of testing out procedures and policies in student and parent or guardian publications.
- Ensure equal access to this process for all students in grade eight who will become Freshmen as well as all currently enrolled students.
- Provide prompt notification to all participants and their parent(s) or guardian(s) regarding the results and awarding of credit.
- Provide to the Senior Executive Director of the Department of Instruction a report that lists all student participants, all courses tested and a written summary of the results.

2. Counselors will:

- Explain testing out and its relationship to dual enrollment, proficiency examinations, and high school graduation requirements to students in grades eight to twelve.
- Include testing out information during the scheduling process.
- Assist building administrators in the organizational activities related to testing out and in the notification of results.
- Submit completed applications to the counseling department chair or designee who will notify the content area department chairs or designee.
- Meet with the testing out students and monitor their progress toward meeting their graduation requirements.
- Counsel the student to the possible effect that testing out credit may have on the students' admission to college or NCAA eligibility.
- Provide the student with a copy of the signed testing out application upon submission.

- File the completed testing out application with student assessment results in the CA-60, the Data Center, with the building principal, and give a copy to the student.

3. Department Chairpersons will:

- Coordinate efforts to have available course syllabus, additional required resources and books.
- Provide the principal or designee a copy of the current materials a student will need to demonstrate mastery for a course. If a portfolio, research paper or other demonstration of knowledge beyond the assessment is required, a detailed description will be provided.
- Ensure equity of the assessment and/or requirements, which will be reasonable and comparable to those required of students taking the course during the same school year.
- Review all student performances on such assessments and report results to the counseling department chair or designee.

4. Students will:

- Submit the required application form to the Counseling Department Chair by the deadline.
- Obtain the necessary materials. Pay the deposit fee and save the receipt.
- Provide on the day of testing all of the required components indicated for the particular course (portfolio, research papers, etc.).
- On the day of testing return all textbooks and materials.
- Meet with their counselor to monitor their progress toward meeting their graduation requirements.
- Be responsible for verifying the effect that testing out credit may have on their admission to college or NCAA eligibility.

5. Parents/Guardians will:

- Be knowledgeable about student rights and responsibilities in regard to testing out.
- Approve and sign the student's testing out application.
- Assist in meeting all published deadlines.
- Be responsible for verifying the effect that testing out credit may have on the students' admission to college or NCAA eligibility.