

Section 7000 – Instructional Program

7650-R Testing Program (Cf. 8940 *et seq.*)

7650-R

Use and Dissemination of Test Results (Cf. 8940 *et seq.*)

The custodian of student records is responsible for safekeeping all test results.

Standardized Tests

Staff shall analyze all standardized tests used in the District relative to:

- a. The population represented by the norms or comparison groups,
- b. The specific use or uses of such tests and how these standards compare to the District's goals, and
- c. Available alternatives to such tests.

The following statements will apply:

- a. Successfully testing out of a course shall be based upon a "pass" grade and shall not be included in the computation of the grade point average for any purpose.
- b. Successfully testing out of a course may fulfill a graduation requirement, and will count towards the total number of credits required for the granting of the diploma.
- c. Students may not test out of previously taken courses or any lower sequenced courses in the same subject area where credit has been earned.

Testing Out

Purpose: To establish consistent procedures through which high school students may request the opportunity to demonstrate reasonable mastery in a course at their high school for the purpose of "testing out."

Testing out Procedures

1. A student currently enrolled in high school will be permitted to "test out" of any class in which they are not registered in the upcoming school year.
 - a. Testing out is conducted during specified testing periods of each year.
 - b. Once a student has begun a class, they may not test out of it.
 - c. Classes a student has already taken for grade and/or credit are exempt from testing out. (Provisions may be made for students who may have taken and failed a particular course.)

Section 7000 – Instructional Program

7650-R Testing Program (Cf. 8940 *et seq.*)

7650-R-2

2. Graduation requirements will be fulfilled contingent upon successful mastery of the required assessment.
 - a. Graduation requirements will be fulfilled if the student receives 80% or better on a comprehensive final examination. Students may also be required to demonstrate mastery through assessments used in the class which may include, but are not limited to, portfolios, performance, papers, projects, and/or presentations.
 - b. Graduation requirements will be recorded as fulfillment of a requirement in a course sequence.
 - c. A graduation requirement will be granted for successful mastery of the required assessment.
 - d. Once credit is earned, a student may not test out for a lower course in that course sequence.

Testing Out Process

1. To be eligible to "test out" of a class for the upcoming school year, a student must complete a Testing Out Application during the time specified by the District. An application will be provided to interested students during a prearranged time period.
2. Each year, the course syllabus and course objectives for each class will be available for students who have met the application deadline. The date these materials will be available will be included in the letter of explanation.
3. Students will have access to textbooks, supplementary course material, and other materials that will be of assistance to them in preparing for the assessment.
4. A testing window in will be established each year and communicated to students in the letter of explanation.
5. A parental signature will be required on the student application.
6. Students requesting the opportunity to "test out" will be given, in conjunction with the application, a copy of the student outcomes for the course, the instructional strategies and methodologies used in the course, activities which are incorporated in the course, a listing of the materials used in the course, and a

Section 7000 – Instructional Program

7650-R Testing Program (Cf. 8940 *et seq.*)

7650-R-3

description of what will serve as the exhibition of mastery of the outcomes for the course.

Responsibilities

1. Principals/Assistant Principals will:
 - a. Ensure that all teachers of courses, other than those courses which have a common District assessment, prepare and submit an assessment for each course that complies with the intent of the law and is consistent with the assessment(s) usually utilized for that course.
 - b. Ensure equal access to this process for all students in the high school(s).
 - c. Provide to the Superintendent each semester a report that lists all students, affected courses, and summarizes assessment results.
 - d. Provide appropriate notification to all students, parents, and guardians regarding the results of the student's performance.
 - e. Publish information relating to testing out procedures and in the appropriate student and parent publications.
 - f. Provide a letter of explanation about "testing out" to all students at least two weeks prior to the end of the school year.
2. Counselors will:
 - a. Beginning in the 8th grade, explain testing out and its relationship to dual enrollment, proficiency examinations, high school graduation requirements, and the basic procedures related to "testing out."
 - b. Include information about testing out in regular counseling contacts in the scheduling process.
 - c. Actively assist the building administrators in the organizational activities related to "testing out."
3. Classroom teachers will:
 - a. Prepare and submit, two weeks prior to the beginning of a semester in which a course will be offered, a written examination through which a student may demonstrate reasonable mastery in a course. If a portfolio, research paper, or other form of assessment is required, a detailed description of that form is also required.

Section 7000 – Instructional Program

7650-R Testing Program (Cf. 8940 *et seq.*)

7650-R-4

- b. Indicate the performance criteria that will demonstrate reasonable mastery of the course content.
 - c. Review the student's performance on such assessments and report to the principal whether the student has demonstrated mastery by attaining a grade equivalent to 80% or better and has earned a "pass" for the course.
 - d. Ensure that the assessment and procedures required of students under this provision are comparable and equivalent to those required of students taking the subject course.
4. Students will:
- a. Submit the required form ("Student Request for Individual Assessment") during the allotted time frame indicated by the high school Principal.
 - b. Fulfill the requirements for those individual assessments within the specified time period.
 - c. Return course materials as/when required.
 - d. Work with their counselor to continually update their four year plan and monitor progress on graduation requirements.
5. Parents/Guardians will:
- a. Become fully informed about student rights and responsibilities in relation to testing out and be actively involved in the decision-making process when courses are selected by the student for "testing out."
 - b. Communicate with their student and counselors in making the appropriate course selections.
 - c. Approve the student's application for testing out.

Rules Accepted: June 29, 2009