

## **TESTING OUT PARENT/STUDENT INFORMATION SHEET**

1. **What information is available and where**  
Information will be available throughout the year in each high school's Counseling Center. The information will consist of this Parent/Student Information Sheet, the state of Michigan's Frequently Asked Questions; and a Testing Out Authorization and Notification Form.
2. **What courses are eligible for 'testing out'**  
UCS courses eligible for 'testing out' are listed on the Utica Community Schools website and in the counseling departments of all secondary schools.
3. **What students will be tested on**  
Students will be tested on their knowledge of the course expectations specific to the Utica Community Schools courses. Students graduating in the year 2011 or later will also be required to demonstrate proficiency on the state high school content expectations for the course.
4. **Minimum passing score**  
Successful performance of the exam (minimum of 80%) allows a student to be placed in the next level. Successful performance on the assessment (at least 80%) will be noted on the student's transcript. No record will be seen on the transcript if the student does not pass.
5. **Testing out and prerequisites**  
Courses tested out of will be accepted as fulfillment of a requirement in a course sequence.
6. **Testing out and credits**  
Credit earned from courses waived through the testing out process will count towards graduation however students must be fully enrolled each year they attend the Utica Community Schools.
7. **Testing out and GPA**  
Courses tested out of WILL NOT count in the computation of the student grade point average.
8. **Testing Out application process**  
Students wishing to waive a class must complete the "Waiving a Course Through Testing Out Authorization and Notification Form" and submit it to the principal by **the specified date listed on the district website.**
9. **Length and nature of test**  
Tests will be limited to four hours (this may be in two parts.) A written exam must be given but can also include other forms of assessment including: oral; portfolio; project; demonstration or other appropriate forms.
10. **Testing out periods**  
There will be three testing out periods: Spring and August for the Fall Semester courses and December for Spring Semester courses. The principals, in consultation with other administrators and teachers, will determine exact dates for the exams. There will be no exceptions.

11. **Testing out location**

School Location and Time can be found on the USC website.

12. **Junior High-High School Notification process**

Middle school principals will contact the high school principals to indicate the number of students and courses for which they wish to be tested.

13. **Number of Testing Out opportunities**

Students will have the opportunity to test out of courses each year, but cannot test more than once for any particular course.

14. **Calculator procedures**

For tests that require their use, the department will designate the use and type of calculators. Memory will be cleared before and after the exam.

15. **Student and Parent notification of test results**

Students will be notified of their test results within a reasonable time. Parents are entitled to a review of their student's performance on the examination within 5 days of the receipt of the score.

16. **Testing out exceptions**

Students may not attempt to test out of a class in which they are currently enrolled at the time of the test. Testing out of a course does not guarantee the student a seat in the next sequential course during the current or subsequent semester.

17. **Course Assessment Information**

Course Content Expectations for Utica Community Schools' courses eligible for testing out are listed on the UCS website: <http://uticak12.org/>

Because the testing out option is designed to give credit for the measurement of prior knowledge, the High School Course Content Expectations and Guidelines for these courses will be the guide for students who seek to review prior to the test. **No other books or study materials for these courses will be available from the Utica Community Schools.**

18. Where do I get more information? The Michigan Department of Education has developed a series of Frequently Asked Questions' about 'Testing Out'. The information is available at: [http://www.michigan.gov/documents/mde/faq4\\_178596\\_7.pdf](http://www.michigan.gov/documents/mde/faq4_178596_7.pdf)