

TESTING OUT OF COURSES

I. GENERAL STATEMENT OF POLICY

The District supports multiple opportunities for students to demonstrate performance and to earn credits. As one of these options, students in grades 8-12 will be allowed to test out of any high school course(s) offered as part of the usual selection offered by the high school. Successfully meeting the criteria set by each department and approved by the principals will be necessary for credit to be earned. Credit for successful completion will be counted toward meeting graduation requirements.

II. RESPONSIBILITY

- A. After the course selection booklet is distributed (approximately February of each year), students and parents together should explore if testing out of any course(s) would be a benefit to the educational goals of the student. If so, the student and/or parent should contact the school to request a conference with a building administrator, department representative, and the student and parent/guardian. This process must be completed prior to the last week of school.
- B. Application by the student for testing out must be made to the appropriate department representative and building administrator. The test out process must be completed and criteria successfully met prior to the beginning of the next school year; the exception would be if part of the course has a performance component.
- C. Students will not take the test out option in class(es) of a lower level than those they have already successfully completed in a "series". This will be determined by the department affected.
- D. In early June, the student will receive an information packet for the testing out process, as well as information on the course(s) to be tested. The packet may include:
 1. process/procedures
 2. course outline(s)
 3. course outcomes
 4. requirements/assessments to be successfully completed for credit to be awarded/earned
 5. background sources, readings, etc.
 6. grading process: Pass/fail will be communicated.

Note: This is not an independent study; teachers will only be expected to provide clarification assistance to the student, not formal tutoring or other help. The intent of "testing out" is to verify that the student already knows/has mastered the appropriate outcomes, not to learn the total course on their own in a month or two.
- E. Prior to August 20, the student will be required to complete all parts of the assessment(s) for the course(s). The only exceptions would be with written direction and/or permission from the appropriate departments.

Upon completion of the required assessments, the department chair and/or other staff should review and then approve or deny the credit for the course(s). This will be communicated to the student and the parents as quickly as possible. Arrangements for schedule changes and (if earned) credit(s) for the course(s) should be made by the end of the first week of regular classes in the fall.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Program)

Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation, and LEP Students)

MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)

MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)

MSBA/MASA Model Policy 620 (Credit for Learning)

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