



## **TEST OUT PROCEDURES**

Test Out will be held in the spring of 2019 for the  
**2019-2020 school year**

**Registration Period:** Students will register from **January 29- February 15, 2019**

- **Application for Approval:** Parent/ Student MUST complete the application for “Approval to Test Out” Form to register. This form is available on the website, or high school/ middle school counseling office. The form must be completed and will require the class name, information, and the counselor’s signature. Please submit to your counselor at your school for their signature.
- Credits earned in this manner will not impact G.P.A. and will be recorded on the transcript as “testing out course” for test out and a “P” will be recorded if the student passes with a 77% or better.
- Each department will provide a syllabus so that the students know what the test will cover and what additional items (demonstrations, research paper, portfolios, etc.) will be required as part of the comprehensive evaluation. The students will receive the course syllabus from the counseling office by March 2nd.
- If a performance/ lab/ demonstration component is required, it will be arranged with the department if the student passes the exam on March 16.
- Students can register to test out of up to 1.0 credit (1 year long or 2 semester classes) each year.
- **Test Out Exams will be taken on March 15, 2019 in the afternoon on the early release day from 12:30-3:30.**
- “Approval to Test Out” application must be completed and submitted no later than **FEBRUARY 15, 2019 at 3:00 pm.**