

**TESTING OUT PROGRAM
APPLICATION FORM**

Please print all information.

PART I is to be completed by student and parent.

Name _____ School _____

Home Mailing Address: _____
(Street or P.O. Box)

(City) _____ (State) _____ (Zip Code) _____

Home Telephone Number: _____ WVEIS (Student) Number: _____

Current Grade Level (circle): 8th 9th 10th 11th Email : _____

High school course for which you are requesting to obtain test out credit: _____
(Please use a SEPARATE form for each test request.)

Cumulative GPA: Cumulative: _____ OR Applicable Subject Area: _____ (3.0 recommended)

Have you attempted to test out of this course previously or attempted the course work? _____

A COPY OF YOUR CURRENT TRANSCRIPT AND SCHEDULE MUST BE ATTACHED TO THIS FORM (Incomplete forms will be returned to the student with the submission deadline still applicable.)

By signing below, we agree that _____ has permission for the testing to occur and acknowledge the following criteria:

ELIGIBILITY CRITERIA

To be eligible to test out of a core academic course required for graduation, it is recommended that a student (**current grade 8 – grade 11**) demonstrate a cumulative Grade Point Average of 3.0 or 3.0 for the subject being tested. A student may petition the school principal for special consideration of exception to this criterion with approval of the superintendent or his/her designee. **The registration fee of \$50.00 per test must be received in the county board of education office with the application.**

MASTERY CRITERIA

Student test mastery will be determined by satisfactorily passing the course-specific mastery test with at least a “C” to earn credit for the course. The student will be tested on all curriculum standards and objectives for the subject and grade level to be covered within the 2022-2023 school year. The score the student earns on the test (percent score rounded up at .5), will be translated to a letter grade for the course according to the West Virginia uniform grading scale. The testing out grade will be counted in the student’s cumulative grade point average and class ranking, and credit earned through this process will apply toward the credits required for high school graduation. Upon reviewing the test results, the student may decide to complete the course rather than use the testing out grade.

Once the results have been received by the student, he/she will have seven calendar days to indicate his/her decision related to receiving credit for the testing out exam. The student may choose one of two options:

1. to have the test results forwarded to his/her school—if so, the transcribed course name will be coded to indicate that the student tested out of the class; or
2. to take the standard course work at his/her school with no record of the attempt to test out sent to the home school.

Failure to exercise either of these options within the identified time frame will result in no test scores being forwarded to the school.

APPEAL PROCESS

Students with questions regarding their test scores should contact the county board of education office within 7 days of receipt of the test scores to schedule a review appointment. The student will review their test at the county board of education office. After initial review of the test, if more information is needed, an appointment will be scheduled with the test proctor to review the test and scoring.

(Student Signature)

(Date)

(Parent signature)

(Date)

APPLICATIONS WILL NOT BE PROCESSED WITHOUT ACCOMPANYING PAYMENT.

PART II is to be completed by school and county personnel.

The signatures below are required and indicate that all requirements have been met.

(School Counselor)

(Date)

(School Principal)

(Date)

(Central Office Personnel)

(Date)

PART III is to be completed by county personnel once testing has been completed.

Test Date: _____ Test Subject: _____ Letter Grade: _____

Information Forward to School: _____
(Signature) (Date)