



TO: County Testing Out Contacts

FROM: Jeovanna M. Comer, Director of Curriculum & Instruction, RESA 7

DATE: March 20, 2017

SUBJECT: Regional Testing Out Program

Preparations are in progress for the RESA 7 Testing Out Program. The tests will be administered the week of July 17–July 21st at Morgantown High School. Dates when specific exams are given will not be available until late June, after student names and test subjects have been received from all county offices. Students will then be notified of the date and time they are to report to take their assigned exam.

Participating counties must send RESA 7 **one mailing no later than May 5, 2017** that includes a copy of the **completed** Testing Out Program Application Form for each student approved to take a test. Please make sure to include the required testing fee (**checks only please**) for each submitted application. **Late registrations will not be accepted.** Should a student decide not to participate in this program, you must notify the county board of education office and the RESA 7 office in writing no later than June 30, 2017 in order to be removed from the test roster and have incurred fees reimbursed.

Below is the section of important information taken from the registration form.

REGISTRATION

- A. Form – **Students wanting to participate in the testing out program must submit a valid RESA 7 registration form to their county board of education office by Friday, April 21, 2017.** The completed application packet should be forwarded by the local board of education to RESA 7 no later than May 5, 2017. (A waiver may be granted due to special circumstances upon recommendation of the county superintendent.)
- B. Cancellation – if a student decides to cancel a test after registration, fees incurred will be reimbursed if the student notifies the county board of education office and the RESA 7 office in writing by June 30, 2017.
- C. Tests – Each student may register to take no more than five exams within the designated testing out window.



Students may apply to test out of the following subject areas (pending availability of proctors / scorers):

U.S. History to 1900 20 th Century America	World History to 1900 Civics Algebra I Algebra II (*pending county approval) Geometry (*pending county approval) Math III LA
Math I Math II Math III Math III STEM Trigonometry French I Spanish I	Pre-Calculus French II Spanish II
Other languages may be available (Please inquire if interested.)	
Earth and Space (will be developed during 18/19 school year)	
Biology English 9 English 11 English 12	Health English 10

I have included the RESA 7 Application Form and updated Uniform County Testing Out Policy with this mailing for your convenience.

**RESA 7 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 12th

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 \$100.00 per test must be received in the RESA 7 office with the application.** Should a student decide not to participate in this program, you must notify the county board of education office and the RESA 7 office in writing no later than June 30, 2017 in order to be removed from the test roster and have incurred fees reimbursed.

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 2017-2018 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 RESA 7 office within 7 days of receipt of the test scores to schedule a review appointment. The student will review their test at the RESA 7 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)

***STUDENTS WILL BE NOTIFIED BY MAIL AT THE ADDRESS PROVIDED ABOVE AS TO THE SPECIFIC JULY TEST DATE AND ROOM LOCATION. IF YOU HAVE NOT RECEIVED NOTIFICATION BY JULY 4, CONTACT THE RESA 7 OFFICE at 304-624-6554 x 222.**

RESA 7 TESTING OUT UNIFORM COUNTY POLICY

PREFACE

West Virginia Department of Education Policy 2510, updated in April 2007, states, "County boards of education shall provide alternative means for students to earn high school credit." According to section 5.6.8.c of that policy, "A county may develop tests for the purpose of moving students more quickly through the curriculum by "testing out." This practice is considered to be acceleration, which the policy defines as a means of obtaining content mastery at a faster rate or at an earlier time. Students who demonstrate academic readiness for various delivery options are eligible for acceleration.

The county school systems in the RESA 7 service area acknowledge the importance of the teacher and the classroom environment in effectively engaging students in mastery of learning goals and objectives. Generally, students benefit from the daily interaction that occurs within the classroom setting. In this environment, most students are able to achieve success and earn course credit toward high school graduation. However, to meet the needs of students who seek verification of mastery of course goals and objectives through self-study, a regional Testing Out program has been established.

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