

Credit Flex/Test-Out Policy

(Updated 8-28-19)



In accordance with Ohio SB 311, high school students can earn units of high school credit based upon a demonstration of subject area competency. The policy allows students to earn credit instead of completing classroom instruction hours when they demonstrate mastery of a course by passing a comprehensive exam which includes the essential knowledge and skills addressed in the traditional course. With this plan, students will be able to show what they know and move on to higher-order content they are ready to learn and have not yet mastered.

CONTENT MASTERY

Students must score 80% or higher to demonstrate content mastery of the course and to earn high school credit. Any score less than 80% will not earn credit.

TEST OUT PROCEDURE AND DEADLINES

- The purpose of “testing-out” is to provide students options beyond taking required courses; students may not take a test for a class they have already taken and failed.
- Teachers will not provide any instruction to prepare students for these tests. Each department will provide a syllabus so that students know what the test will cover and any additional items (demonstrations, research papers, portfolios, etc.) that will be required as part of the comprehensive evaluation. The syllabus will include a list of study materials and a copy of the curriculum.
- Study materials will also be available for student use. Students must return all course materials on the day of the test-out exam.
- Students will take the exams on school-identified dates. Testing schedule will be announced before test day.
- Test-out exams will be scored within two weeks. Students who pass the assessment will have their results recorded on their transcript and be promoted to the next course in the academic sequence (if applicable).
- The maximum number of tests a student may request each year is two. Not all courses may be eligible for test out option.
- Newly enrolled students can take the test with the discretion of the school administration.
- Test-out request form must be signed and submitted to College Counseling Department by the first school day in May. Late applications will not be considered.



“A School Where Dreams Come True!”

Test-Out Request Form

This application must originate in GUIDANCE with a College Counselor/Student Conference

Counselor Signature _____ Date _____

STUDENT INFORMATION:

Student Name _____ Grade _____ ID # _____

Student phone and other contact information:

Parent/Guardian name and contact information:

Reason(s) for Application (Check all that apply):

Early Graduation Enrolled in CCP Health/ Medical
 Parenting responsibility Admin Override Transfer Student
 Home Instruction Course/Credit Advancement
_____ Other (Specify)

Course Title: _____

Teacher of Record: _____

Core Subject Area field (e.g. Physical Science, Fine Arts, Social Studies, etc.)

Check here if student is completing a course previously attempted _____

Explanation/Comments: _____

Amount of Course credit: _____ School Year: _____

Student Signature: _____ Date: _____