ERHS TEST OUT PROCESS

The steps below outline the East Ridge Test Out process.

- Applications for testing out of a course can be obtained in the Counseling Office.
- Four test dates for the current school year are listed on the application.
- Applications must be submitted at least 30 days before the test out date.

Step 1:

Student and parents complete and sign the application and turn it into the Counseling Office secretary.

Step 2:

The Counseling secretary ensures that application is completed accurately, stamps it with date received, and forwards it to the ERHS Office Coordinator to obtain the approval of the Principal. If approval is not granted, the Principal or designee will notify the parent/student with the rationale.

Step 3:

The Office Coordinator returns approved or rejected application to the Counseling secretary. The Counseling secretary then emails the Academic Department Leader and parent to notify them of the approved application. The Counseling secretary documents the Test Out on the Test Out Master List and places a copy of the application in the Department Leader's mailbox.

Step 4:

The Department Leader will work within their department to confirm a Test Administrator. This teacher will then contact the student/parent to schedule a test out date and time that coordinates with the end of the trimester. The teacher will meet with the student and provide materials to assist the student in preparation for the test out. The Department Leader will communicate the date & time of the test out to the Counseling secretary for documentation.

Step 5:

Once the Test Out has occurred, the Test Administrator will return the application to the Counseling secretary with the score of the assessment. The parent and student will be notified of the score directly by the Test Administrator. Any score of 80% or higher will result in credit for the course with a "P" being added to the student's transcript by the Counseling secretary. A copy of the application will be given to the appropriate counselor for notification and the original will be placed in the student's cumulative file.