

JASPER COUNTY SCHOOL SYSTEM

Administrative Guidelines for Testing Out of Courses Using EXCEEDS Performance Level on Georgia Milestones (State Board of Education Rule 160-5-1-.15)

I. Introduction: Under the provisions of the amended state rule and guidelines for Awarding Units of Credit, as published by the Georgia Department of Education's (GaDOE) Office of Curriculum, Instruction, and Assessment, local boards of education will award course credit to students who reach the performance level of EXCEEDS on an End-of-Course Assessment (Milestones) taken prior to taking the course. For example, a student may attempt the Biology EOC prior to taking the course. If that student reaches the performance level of EXCEEDS, the school will award the student the Biology course credit. However, a student may only test out of courses that have an associated EOC; and, students are limited in the number of credits that can be earned in this fashion.

II. Student Eligibility: To qualify for this test-out option, students must:

- Not currently be enrolled (or previously enrolled) in the course;
- Have earned a grade of B or better in the most recent course that is the same content area of the course for which the student is attempting the Milestone assessment based on the following matrix:

<u>Course for which student wishes to test out</u>	<u>Prerequisite course</u>
9th Grade Literature	8th Grade Language Arts
American Literature	10th Grade Literature
Physical Science	8th Grade Science
Biology	Physical Science
CCGPS Algebra	8th Grade Math
Geometry	CCGPS Algebra
US History	High School Social Studies course
Economics	No Prerequisite
Note: Exceptions to these prerequisites require Counselor and Principal approval.	

- Have a recommendation from the teacher of the most recent course in the same content area as outlined above (or, if not available, a teacher in the same content area with knowledge of the student's academic achievement) for which the student is attempting the Milestone; and
- Have parent/guardian permission if the student is less than 18 years of age.
- Have not tested out of more than three (3) courses during his/her high school career.
- Fill out Milestones TEST-OUT REQUEST FORM in its entirety.

III. Test Administration Guidelines:

1. Eligible students will be allowed only one opportunity per course to demonstrate subject area competency.

2. Students may only utilize the test-out option for courses associated with an EOCT. Currently, these courses include the following: 9th Grade Literature, American Literature, Analytic Geometry, Coordinate Algebra, US History, Economics, Biology and Physical Science.

3. Student may only earn up to three units of credit by demonstrating subject area competency through the test-out option.

4. Only the GaDOE designated administration windows for this purpose will be utilized and all administrations must be conducted online.

5. Retest Administration forms of the EOCT may NOT be used for this purpose. Doing so may result in additional fees being invoiced to the district.

6. Individual students who are testing for this purpose will be identified when the student is registered in the online platform. This is critical to ensure the proper designation of the test for scoring and reporting purposes. Failure to do so may result in additional fees being invoiced to the district to correct data file/report errors.

7. Students who do not reach the performance level of EXCEEDS when attempting to test out will be required to enroll in and complete the associated course when applicable. Students would again take the Milestone at the conclusion of that course experience regardless of their score during their attempt to test-out. Milestone scores may not be banked.

8. Students who are currently enrolled, or who have previously been enrolled, in a higher level course will not be allowed to attempt to earn credit by testing out. For example, a student taking AP Physics may not earn credit for Physical Science through this process.

9. The administration of all EOCTs for this purpose must adhere to the system's local EOC testing calendar.

10. Students who test out by reaching the EXCEEDS performance level and receiving course credit may NOT choose to take the course at a later date in order to improve the course grade.

IV. Associated Costs for Students Parents/guardians will incur a charge for students who fail to achieve the EXCEEDS performance level. The established fee is currently \$50.00 per test. Students who wish to take advantage of this option will submit a \$50 registration fee as part of completing the EOC Test Out Request Form (refundable upon verification of reaching EXCEEDS performance level on the assessment).

V. Option Availability

The opportunity for students to test-out will be offered during specified EOC Mid-Month windows and during the summer administration window. All test administrations for this purpose must be conducted online. The designated Mid-Month test form must be used for this purpose and the students must be properly identified as an examinee who is attempting the "test out" option. Assigning the wrong form to a student will result in invalidation and may result in a charge to the district/school. Schools may request paper/pencil materials for a student with a disability that prevents the student from accessing the assessment in an online format which is documented in the student's IEP. Braille and Large Print will be available for students who require these formats. A request for such forms must be made a minimum of three weeks prior to the planned test administration. The online test has the ability to deliver a large print version.

VI. Awarding of Grades Upon Reaching EXCEEDS Performance Level

When a student has demonstrated course content mastery by reaching EXCEEDS performance level on the EOCT, the student shall receive credit for the course as if s/he had taken the course. The grade posted on the student's report card and subsequently on the transcript shall be the grade conversion score achieved on the EOC. The posted grade will be used in calculating the student's GPA. The student's report card and transcript will reflect "course completed through credit-by-exam."

VII. Guiding Students:

As part of the advisement process, schools should consider the likelihood for success in future courses that may require knowledge and skills that are inherent within the course. In addition, the student's post-secondary plans and needs must be considered.

The test-out option should not be exercised for students without deliberation and clear evidence of the likelihood of student success both on the test itself and in future coursework/endeavors. Students who do not meet the eligibility criteria above must not be assessed for this purpose. Students (and their parent/guardian) who are considering this option must be made aware of the way in which grades will be awarded upon reaching EXCEEDS performance level and receiving credit for the course. The grade conversion score achieved on the EOCT will appear on the student's report card and subsequently on the transcript. **As such, it is important that students and parents realize that the test-out option can impact GPA and class ranking.** Again, student transcripts will reflect "course completed through credit-by-exam."

Additionally, the Georgia Student Finance Commission will include this score in the calculation for the HOPE Scholarship/Grant Program. Note: The Georgia Student Finance Commission will only calculate HOPE GPA for students enrolled in 9th through 12th grades.

Student athletes who anticipate participating at the collegiate level should consider this option carefully. The NCAA Clearinghouse, which establishes athletic eligibility rules for college students, differs from state and local graduation rules and explicitly prohibits the use of "courses completed through credit-by-exam" for purposes of eligibility.