



August 2024

Dear Parents and Students:

SUBJECT: Testing Out Procedures

Romeo High School, in compliance with Michigan Merit Curriculum guidelines, will allow students to “test out” of specified courses. These tests will be sound demonstrations of course mastery based on the standards of learning expected of the students enrolled in the same course. Students will be required to demonstrate a reasonable degree of mastery either through a combination of written examination, written papers, projects, portfolios, or other comparable forms. **THESE TESTS WILL BE VERY CHALLENGING AND WILL COVER ALL CONTENT EXPECTATIONS OF THE COURSE.**

The following policy statements will apply:

1. This policy will apply equally to all students at Romeo High School.
2. Course requirements will be satisfied if a student receives a C+ (78%) or better on the test.
3. Earning a C+ or better on the test will count toward the fulfillment of a requirement of a subject area or a course sequence.
4. No letter grade will be earned by testing out of a course. A grade of a C+ or better will provide a pass (P) notation on the transcript.
5. If students earn a “pass” notation in this course, they cannot subsequently request individual assessment for a prior course in the sequence, or enroll in a lower course in the same subject sequence.

If students wish to “test out,” they must complete a request form (provided on the RHS Counseling Office web page) and return it to Mrs. Schwehofer no later than the second Friday in November for the test out in January or the third Friday in May for the test out in August. A course description, course curriculum map and a description of the “test out” format will be available by the end of the school year. Testing will be scheduled for the third week in January for the winter test out and the week of Bulldog Days in August for the summer test out. You will be notified of specific dates and times for the test.

Testing out of a class could give your son or daughter an opportunity to pursue more advanced courses or fit an additional elective into his/her schedule. If you have questions or concerns, please contact your high school counselor at 586-752-0300.

Sincerely,  
Erin Schwehofer  
DEM Academy Principal

ROMEO HIGH SCHOOL

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ROMEO HIGH SCHOOL  
STUDENT REQUEST FOR "TESTING OUT" IN LIEU OF COURSE

Date of Request \_\_\_\_\_

Student Name: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

I am requesting to demonstrate mastery of the content in a course at Romeo High School. I understand that this assessment may include not only an examination, but also written reports, research papers, a portfolio or other assessments normally required when taking the course. I understand I can only earn a "pass" notation that will not be used in computing grade point average (GPA). I am aware that if I earn a "pass" notation in this course, I cannot subsequently request individual assessment for a prior course in the sequences, or enroll in a lower course in the same subject sequence.

I am requesting to test out in the following course(s):

Course Title(s): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

\*\*\*\*\*Office Use Only\*\*\*\*\*

Request approved and referred to: \_\_\_\_\_ On \_\_\_\_/\_\_\_\_/\_\_\_\_  
Department Chair/Instructor Date

Results of Individual Assessment: \_\_\_\_\_

(Attach copies of critical material and student performance/products/portfolios.)

I hereby affirm that \_\_\_\_\_ has demonstrated master of  
the content of \_\_\_\_\_.

Department Chair/Instructor Signature(s): \_\_\_\_\_

\*\*\*\*\*

Request denied because:

\_\_\_\_\_ Student has previously tested out of/completed a higher course in this sequence

\_\_\_\_\_ Other (Explain)