

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

STUDENTS
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TESTING OUT PROGRAM

- A. The Talented and Gifted (TAG) coordinator shall administer the testing out program.
- B. All student requests for testing out shall be given to the district TAG coordinator or to the appropriate counselor by the instructional staff.
- C. Each appropriate department or grade level will develop, score, and require the students to have 90% mastery in the designated courses. The test should represent the same mastery level skills as those of the course being waived. The test may be written, portfolio, audition, or verbal depending upon the subject.
- D. Students who successfully test out of a class would still be required to attain the minimum number of credits required within the subject area.
- E. Testing out of courses which would result in credit in higher education institutions will be governed by that institution's requirement.
- F. Students and/or parents may appeal the process by requesting a review by their building principal.

Approved: 8/18/04