

## 2023-24 Walnut Hills High School Entrance Exam Special College Preparatory Program (SCPP) TESTING SCHEDULE AND IMPORTANT INFORMATION

***Please read this entire document carefully. It contains information regarding guidelines, test dates, retests, and directions to register for a test.***

For entrance into Walnut Hills High School in the 2024-2025 school year, the SCPP/Walnut Hills Entrance Exam may be administered to students currently enrolled in Grades 6-11. Each student can take the SCPP/Walnut Hills Entrance Exam a maximum of two times in a school year. Students needing to retest must wait two months after the first attempt to take their second attempt. (NOTE: If a student waits to test for the first time until a winter test date, there is not an opportunity to retest.) Students must have a minimum composite national percentile rank score of 140 across the Reading Total and Math Total scores --- with a minimum of a 65th national percentile rank on each part. Both scores (Reading, Math) must be from the same school year. The test must be administered by the Walnut Hills High School Testing Team.

**CPS 6th Grade students take the SCPP Exam at their CPS building during October 2023 as part of CPS' Districtwide Gifted Screening. These students are not permitted to sign up for an October or November date unless they were unable to test at their schools. If necessary, retests can be scheduled for a winter test date.**

CPS students in grade 7 and above, in-district (non-CPS) students in grades 6-11, and out-of-district students in grades 6-11 have an opportunity to take the examination on Saturday test dates offered from October through February each school year. This test is multiple-choice and is taken on paper. The SCPP exam is the Iowa Assessment (subtests are Reading, Vocabulary, Math and Computation) and is grade-level appropriate (i.e. current 6th graders take the 6th grade test, current 8th graders take the 8th grade test).

***Registration for 2023-2024 testing will take place at [register.cps-k12.org](https://register.cps-k12.org) beginning on September 5, 2023 at 9am.***

## Fall (first time) Test Dates – Registration opens September 5, 2023

- **Saturday, October 14, 2023 @ Walnut Hills High School**
  - Registration Deadline (including Out-of-District Fee and/or Documentation<sup>1</sup>): September 26<sup>th</sup> at 3:00 p.m. EST
- **Saturday, November 18, 2023 @ Walnut Hills High School**
  - Registration Deadline (including Out-of-District Fee and/or Documentation<sup>1</sup>): October 31<sup>st</sup> at 3:00 p.m. EST

## Winter (first Time & retest) Dates – Registration opens November 7, 2023

- **Saturday, January 20, 2024 @ Walnut Hills High School**
  - Registration Deadline (including Out-of-District Fee and/or Documentation<sup>1</sup>): January 2<sup>nd</sup> at 3:00 p.m. EST
- **Saturday, February 3, 2024 @ Walnut Hills High School**
  - Registration Deadline (including Out-of-District Fee and/or Documentation<sup>1</sup>): January 16<sup>th</sup> at 3:00 p.m. EST

<sup>1</sup>Documentation and/or Out-of-District Fee information: (must be received by the registration deadline for that test date)

- If a student does not attend a CPS school but lives in the district, Proof of Residence documentation must be submitted (copy of current utility bill; copy of mortgage/lease agreement, etc.) with their application to test.
- If a student who lives out-of-district and does not attend a CPS school, there is a non-refundable \$55 fee to take the test (no additional fee for a retest in the same school year).
- If a student has an accommodations plan (IEP, 504, LEP) and does not attend a CPS school, the plan must be submitted with the application to test. We try to follow the accommodations plan with the following notes:
  - Extended time accommodation is limited to 1.5x (not 2x or unlimited).
  - Test booklets may not be written in (no highlighting or underlining). Scratch paper is available.
  - Calculators, if specified in the accommodations plan, will be supplied for the Math subtests. Calculators are not allowed for the Computation subtest.
  - For students with limited English proficiency, if a word-to-word dictionary is specified in the LEP, the student must bring their own.

Students unable to attend a Saturday testing date due to a religious conflict may arrange for a Thursday test in October (10/12/2023) or January (1/18/24). Please contact the Testing Department to determine eligibility. Students testing on a Thursday will need written permission from their school principal prior to testing. Deadline to register for a Thursday test is two weeks prior to the date.

### Retesting information:

- Students will retest on any part of the SCPP exam (Reading, Math) that they did not score at least 75.
- Only 1 retest is allowed per school year. (Retest must be scheduled at least two months after the first test.)
- Maximum score of each part from both attempts will be used for the composite score.
- Both scores must be from the same school year.

NOTE: This Entrance Exam qualifies the student for the SCPP program at Walnut Hills, but it does not guarantee enrollment. That decision is made by Walnut Hills High School – parents must follow the registration instructions and deadlines set by Walnut Hills High School. Students entering after grade 9 must also be able to meet the SCPP (Walnut Hills) graduation requirements to graduate on time.

If you have any questions, please call the Testing Department at the Cincinnati Public Schools Education Center, 513-363-0186, or email [scpp@cps-k12.org](mailto:scpp@cps-k12.org). Please see the directions for registering for the test below.

### Directions for Parents to sign their child up for the Walnut Hills Exam:

1. Go to [register.cps-k12.org](http://register.cps-k12.org) in any browser
2. Login into your existing account or create a parent account using an email address
3. Once logged in, make sure the School Year (in upper right hand corner) is set to 2024-2025.
4. Find “Start a Walnut Hills Entrance Examination Application” near the middle of the screen and click on the link under it. Or if the student is already associated with your parent account, click on their name, and then on the Walnut Hills Entrance Exam tab in the box below, and then click on “Continue” to complete the application.
5. Enter information on the following screens and click Continue at the bottom of each screen to advance.
6. Upload IEP/504/LEP plans if applicable, as well as Proof of Residence (if the student is not a CPS student).
7. On the SCPP Examination Scheduling page, choose a test date (in red) from the calendar on the left and then click on “Choose Slot” to select that appointment date and time. Click Continue at the bottom of the screen.
8. ***SCPP Examination Payment only applies to students who live outside the district boundaries (and do not attend a CPS school), and whose parents are not CPS employees.*** (NOTE: Only click on “Pay \$55.00” once. If clicked on more than once, multiple charges may be applied.)
9. Parent/Guardian must “sign” the application.
10. Click on “Save and Exit” on any screen so you can return another time to complete the application prior to the deadline for that test date.
11. Before clicking on “Send Application” to submit your student’s application, review all information. Use the navigation pane on the left side of the screen to go to a specific section. Make sure all applicable documentation is uploaded, and if payment is applicable, make sure the payment has been made. If you do not have the documentation and/or payment ready at this time, do not click on “Send Application”. Instead, click on “I Want to Finish Later” so you can return another time, but before the deadline, to complete the application for that test date.
12. **All applicable documents and payment must be uploaded BY THE REGISTRATION DEADLINE in order for the student to be confirmed for the test date selected.**
13. Parents receive an email when the application is submitted that reserves the seat for their child (this is not a confirmation email. At least one week before the test date, the parent will receive the confirmation email with details of the test date.
14. Issues, questions or to reschedule an appointment after the application has been completed, please contact (513)363-0186 or [scpp@cps-k12.org](mailto:scpp@cps-k12.org).