



POLICY NO. 6104 COURSE CHALLENGE

POLICY

Challenge: The process of receiving credit for a provincial, Board/Authority Authorized, or locally-developed grade 10, 11 or 12 course through the assessment of a student's undocumented prior learning.

The purpose of challenge is to permit students to obtain full credits for a grade 10, 11 or 12 course **without having to take the course** because they have already acquired the appropriate learning elsewhere. All students are entitled to challenge; however, it is anticipated that only a small number will be able to give strong and compelling evidence that they will succeed in the challenge, and that it is in their best interests. Challenge is not envisioned as a way for students to improve their course marks, nor as a replacement for the valuable experience a student gains by learning in a classroom setting.

The principles providing a basis for challenge include:

- (a) Students learn in a variety of ways and at different rates.
- (b) The diverse needs and abilities of students should be acknowledged.
- (c) Relevant learning acquired by students outside school should be acknowledged and documented.
- (d) Students should be able to demonstrate readiness before they are allowed to challenge for credit.
- (e) Students must demonstrate that they have met the prescribed curriculum for the course being challenged to receive course credit.
- (f) The challenge process should maintain the high standards to be expected of a good education.



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REGULATIONS

- (a) In order to be eligible to participate in the challenge process, a student must be enrolled in the school district, registered with the school district for home schooling, or enrolled in a distance education program.
- (b) Each secondary school in the district will establish a process for the review of challenge applications.
- (c) Students in grades other than 10, 11 and 12 may be eligible for challenge.
- (d) Students who have been previously enrolled in the course are not eligible to challenge it for credit.
- (e) The entire course must be challenged; a partial credit will not be granted through the challenge process.
- (f) Students will be granted only one opportunity to challenge a specific course.
- (g) Students must demonstrate to the satisfaction of the school Challenge Review Team that they have met the prescribed learning outcomes of the course to a mastery level of 75% for the challenge to be successful.
- (h) Students will receive a percentage mark for a successful challenge. This mark will be recorded on report cards and transcripts.
- (i) In order to challenge a course with a provincial examination, students must first successfully challenge the school portion of the mark. If successful, students will then be given the opportunity to write the provincial examination at the first available examination date. The final percentage mark will be based on the blended school and examination marks.
- (j) Some courses may not be open to challenge because of their nature, e.g. 100 Hours Work Experience. The schedule for implementation of courses available for challenge will correspond to the Ministry IRP implementation schedule.
- (k) Each secondary school in the district is not obligated to provide challenges for provincial or locally-developed courses not taught in that school.
- (l) Timelines for challenge will be established at the discretion of individual schools, dates for challenge to be identified in the individual school calendar.
- (m) If the course to be challenged is taught in the district, no fee would be charged.
- (n) If the course to be challenged is not taught in the district, a fee will be charged as follows. A non-refundable fee of \$20.00 will be required by the school for the review of the challenge application. If the application is approved, the student will be required to pay a further \$80.00 processing fee plus extraordinary costs required to process the challenge.

Guidelines

(a) Student Eligibility for Challenge:

- Students arriving from other jurisdictions may challenge for credit where equivalency is not appropriate.
- The final decision regarding eligibility will be at the discretion of an administrative officer.
- A teacher may recommend a student for challenge.

(b) Student Readiness for Challenge:

- Students will demonstrate to the satisfaction of the school-based administrator in consultation with a subject specialist their readiness to challenge the specific course.
- Through the Challenge for Credit Application form (attached), the student will provide a written explanation of how the challenge will meet the educational goals as set out in his/her Student Learning Plan.
- Before approval to challenge a course is granted, the student will complete the Checklist for Course Challenge (attached).
- The approval for challenge must be made in consultation with an administrative officer, subject specialist, the student's parents/guardians (if applicable), and the student.

(c) Assessing and Evaluating the Challenge:

- To challenge for credit successfully, students must meet the same standards as those expected of students who take the course through regular classes.
- Students will be awarded credit for a successful challenge, and receive a percentage mark for the course according to the Ministry Reporting Policy and Guidelines, and the Student Progress Report Order.
- Provision will be made for time required by teachers to conduct the evaluation of challenge students.

(d) Students may challenge courses with a provincial examination according to the following procedures:

- The student must first challenge the school portion of the course mark;
- If the student is successful, he/she will be given an opportunity to write the provincial examination at the first regularly available examination date.
- The school must submit the school mark derived from the challenge process before the provincial examination is written as indicated in the Ministry's Handbook of Procedures.
- Students may write the provincial examination only at the scheduled time set by the Ministry.
- Students will be awarded credit for the course, and receive a percentage mark for the course according to the Ministry Reporting Policy and Guidelines and the Student Progress Report Order.

CHALLENGE FOR CREDIT

APPLICATION FORM

Please complete all sections of this form. Incomplete applications may delay processing of your request.

Name _____ Student Number _____

Date of Birth _____ Female ___ Male ___

Parent/Guardian Name & Mailing Address _____

Telephone (H) _____ Telephone (W) _____

Last school attended _____

THIS IS AN APPLICATION FOR THE OPPORTUNITY TO CHALLENGE FOR CREDIT

1. I wish to *challenge* the course entitled _____ which is:

A provincially examinable course ___ A provincial course ___
 A Board/Authority authorized course ___ A locally developed course ___
 Numbered 10 ___ OR Numbered 11 ___ OR Numbered 12 ___

2. Describe in 75 to 250 words how successfully challenging this course will fulfill your Student Learning Plan. The written paragraph will be evaluated according to:

- identification of the relationship of course challenge to personal, academic or career goals;
- demonstration of your growth toward meeting the Significant Outcomes highlighted in the Student Learning Plan folder.

3. Complete the Checklist for Course Challenge (see reverse)

4. Submit the application with the checklist (see reverse) to the designated Department Head or Administrator.

I, _____, request consideration for **Challenge for Credit** and agree
 (Name)
 to provide any supporting information needed for that process.

Signature of Student _____

Signature of Parent/Guardian _____

Signature of School Administrator _____

For Office Use Only

School _____
 Course _____
 Coordinator _____
 Application **Approved** **Denied**
 Met with Coordinator
 (Date) _____

Challenge Demonstration
 (Date) _____

Results of Challenge (%) _____

*Fee \$20 _____ \$80 _____

*Applicable if the course to be challenged is NOT taught in the district

**Additional fees may be charged to cover actual cost.

CHECKLIST FOR COURSE CHALLENGE TO BE USED BY STUDENTS/TEACHERS

		Yes	No
1.	I understand that the entire course is challenged for credit and I will not be eligible for partial credit.	___	___
2.	This course is offered at the school at which I am enrolled.	___	___
	<input type="checkbox"/> <input type="checkbox"/>		
3.	I have not previously enrolled in this course.	___	___
<input type="checkbox"/> 4.	This is the first time I have challenged this course.	___	___
	<input type="checkbox"/> <input type="checkbox"/>		
5.	I know the time schedule for challenge. <u>Challenges may be made only at designated times.</u>	___	___
6.	If this is a provincially examinable course, I know when the examination period will be. <i>I must complete the stipulated work for the course mark before I may take the provincial exam.</i>	___	___
		<input type="checkbox"/>	<input type="checkbox"/>
7.	I have met with a counsellor who helped me identify the potential benefits and liabilities of the challenge request.	___	___
	<input type="checkbox"/> <input type="checkbox"/>		
8.	I have completed the application form which includes:		
	• an explanation of the reason for the challenge with its relationship to my Student Learning Plan, and	___	___
	• a copy of my Student Learning Plan.	___	___
	<input type="checkbox"/> <input type="checkbox"/>		
9.	I am aware of the requirements outlined by the District for <i>Challenging for Credit</i> .	___	___
<input type="checkbox"/>			
10.	I am aware that non-examinable course credit through challenge may not be considered by some post-secondary institutions for admission purposes.	___	___
<input type="checkbox"/>			
11.	I am ready to challenge because of:		
	• independent learning in a related area, or	___	___
	• prior learning from another educational jurisdiction, or	___	___
	• recommendation by a teacher. Name of Teacher: _____	___	___
	<input type="checkbox"/> <input type="checkbox"/>		
12.	I am prepared to demonstrate mastery of the required Learning Outcomes (as identified in the relevant Ministry of Education Integrated Resource Package) for the course challenge through a variety of assessment procedures.	___	___
	<input type="checkbox"/> <input type="checkbox"/>		

The information on this form will be used solely for the purpose of processing your application of <i>Challenge</i> for Course Credit. This application will be placed in your file after processing.
