

SECTION 600 – Students

ADMINISTRATIVE PROCEDURE: CHALLENGES FOR COURSE CREDITS

PROCEDURE CODE:	616 AP 002
Policy Reference: 616 – Student Assessment	Exhibits: 616 E 001 - Application Form: Student-Initiated Challenge Assessment 616 E 002 - Challenge Assessment Summary Sheet

BACKGROUND

The rate of progress in a student's program should be determined by their ability and demonstrated understanding and performance rather than by other factors. Therefore, students will progress in their educational program at different rates, and schools need to have structures and mechanisms which will facilitate such differences.

Providing students with the opportunity to demonstrate that they possess the expected knowledge, skills and attributes associated with a specific course or program should be facilitated by an established student assessment process. This process will allow students to receive the appropriate recognition for demonstrated achievement and performance. In addition, students may use this process to allocate additional time to those courses or programs where they require additional instruction and support.

PROCEDURES

1. Each school principal or designate will be responsible for ensuring that course challenge procedures are in place.
2. Students and parents will be advised of the Challenges for Course Credits Policy.
3. A written description of the associated procedures will be available at each school and made available upon request.
4. The criteria and standards used to assess a course challenge will be consistent with the expectations which exist for the regular course or program.
5. The criteria and standards used by individual schools will be shared with other schools for the purpose of ensuring that similar expectations exist among schools.

6. Depending upon the course being challenged, one or more of the following assessment techniques may be used by the school.
 - 6.1. Interview - having an interview [informal assessment of course objectives] with designated personnel to assess candidacy for the challenge.
 - 6.2. Portfolio - providing a portfolio demonstrating the full range of skills, knowledge and attitudes of the course to be challenged.
 - 6.3. Written or Practical Exam - taking an exam at a predetermined scheduled time.
7. The school principal or designate will be responsible for approving all requests for students who wish to have their achievement and performance assessed for purposes of receiving credit and recognition.
8. Each school will have available for students an application form, which will outline the reasons for the student's request and a self-description of the competencies the student possesses.
9. Course challenge procedures developed by staff will be approved by a school principal or designate.
10. Individual student assessments may also be conducted at any time of the year upon receiving the approval of the principal or designate. Mutually acceptable timelines for the completion of the challenge assessment process will be established at the time of approval.
11. School staff will conduct the assigned assessments and report the results to the school principal or designate along with their recommendation.
12. The school principal or designate will determine the final standing of a student who requests an alternate assessment.
13. If a request for alternate assessment is denied, the principal or designate will contact the student and explain why the alternate assessment opportunity is not available.
14. Any specific course may be challenged only once.
15. Fee charged will be as per Policy 616 E 002 – Challenge Assessment Summary Sheet.

Approved: May 17, 2005

Revised: May 7, 2013



