

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 600 – Students

**ADMINISTRATIVE PROCEDURE: CREDITS AND RECOGNITION FOR
ALTERNATIVE STUDENT ASSESSMENT**

<i>PROCEDURE CODE:</i>	<i>616 AP 003</i>
Policy Reference: 616 – Student Assessment	

PROCEDURE

Medicine Hat Public School Division (MHPSD) will allow students who demonstrate the required knowledge, skills and attitudes in a specific course or program to receive the appropriate credit and recognition.

1. Each school principal or designate will be responsible for ensuring that appropriate student assessment procedures are in place.
2. The availability and the content of these procedures need to be communicated to students and parents.
3. The criteria and standards used to assess student achievement and performance will be consistent with the expectations which exist for the regular course or program.
4. 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.
5. Depending upon the course being challenged, one or more of the following assessment techniques may be used by the school.
 - 5.1. Interview - having an interview (informal assessment of course objectives) with designated personnel to assess candidacy for the challenge.
 - 5.2. Portfolio - providing a portfolio demonstrating the full range of skills, knowledge and attitudes of the course to be challenged.
 - 5.3. Written or Practical Exam - taking an exam at a predetermined scheduled time.
6. 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 based upon the successful results of the assessment only.

7. Each school will have available for students an application form, to be completed in writing, which will outline the reasons for the student's request and a self-description of the competencies the student possesses.
8. Each school principal or designate will receive and approve the assessment criteria and procedures developed by staff prior to the beginning of each new school year.
9. Individual student assessments may also be conducted at any time of the year upon receiving the approval of the school principal or designate. Mutually acceptable timelines for the completion of the challenge assessment process will be established at the time of approval.
10. School staffs will conduct the assigned assessments and report the results to the school principal or designate along with their recommendation.
11. The school principal or designate will determine the final standing of a student who requests an alternate assessment.
12. If a request for alternate assessment is denied, the school principal or designate will contact the student and explain why the alternate assessment opportunity is not available.
13. Any specific course may be challenged only once.

Approved: February 22, 2005

Revised: November 7, 2016

