

*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 - EXHIBIT: COURSE CHALLENGE
SUMMARY SHEET

<i>EXHIBIT CODE:</i>	<i>616 E 002</i>
Policy Reference: 616 – Student Assessment	

EXHIBIT

See below for form.

Approved: May 17, 2005

Revised: May 7, 2013

COURSE CHALLENGE SUMMARY SHEET

Name: _____ Date: _____

Student ID: _____

Course to be Challenged: _____

Department Head/Lead Teacher: _____

COURSE CHALLENGES: Challenging a course refers to a provisions that allows students who believe they have already mastered the learning of a given course to challenge the expectations for that course. In making such a challenge, the student goes through a formal assessment process to determine if she/he has indeed mastered the learning in that course. If the student is successful, she/he receives a final mark and credits for the course and may proceed to the next sequential course in that program/stream. A non-refundable fee of \$100.00 will be required with the completed application form in order to initiate the process.

1. Application Form Received by Department Head/Lead Teacher

_____ (Dept. Head/Lead Teacher signature)

2. Business office's receipt of fee.

_____ (Business Officer signature)

3. Recommendation of previous teacher in the program.

_____ (Dept. Head/Lead Teacher signature)

4. Portfolio received.

_____ (Dept. Head/Lead Teacher signature)

5. Interview with Department Head or designate.

_____ (Dept. Head/Lead Teacher signature)

6. Comprehensive Exam _____

7. Other requirements: _____

8. Assigned Mark _____

9. Department Head/Lead Teacher Signature: _____



10. Principal's Signature:

11. Student Records Signature:

**** If Diploma Courses only school-based mark can be challenged**