

CHALLENGE FOR CREDIT OPTION

Beautiful Plains School Division recognizes that students may, in exceptional circumstances, have already acquired the knowledge, skills and attitudes of a particular course. Challenge for Credit Option provides a process for students to demonstrate that they have achieved learning outcomes as defined in the Manitoba curriculum for a directly-related course. Requirements to earn a credit via challenge should not be more demanding than the requirements to earn the credit through regular instruction; this should involve demonstrating that the student can meet the curriculum learning outcomes in an appropriate way. These guidelines do not apply to the Special Language Credit Option or the Private Music Option as policy on these opportunities already exist. This option is intended to serve particular needs such as: students who, by virtue of special talents or private study, can be accelerated in particular subject areas; students transferring into a Manitoba school from another jurisdiction whose placement in a subject grade would be facilitated by such a provision; students who are considered exceptional achievers in a certain area; students who can demonstrate that they have met course requirements through life experiences such as independent study, world of work, volunteer activities, and hobbies.

Guidelines

1. The Challenge for Credit Option may be used from Grade 9 - 12.
2. To ensure an adequate demonstration of learning outcomes and a reliable evaluation of achievement, various assessment strategies should be used as in regular classroom setting (formal tests, evaluation of written assignments, portfolio of work, interviews, demonstrations/performances, laboratory work, research paper(s)/essay(s), quizzes, practical examinations, skill demonstrations and simulations, etc.). It is important to note that the Challenge for Credit Option for a particular course may include a combination of assessment strategies and skill demonstration methods. The intent is to allow a student to demonstrate prior learning in an appropriate way.
3. A student in Grade 9 or in Grade 12 who successfully completes a compulsory course challenge is expected to write provincial standards tests.
4. Only students who have not completed the course through previous enrolment should be eligible to challenge for credit. This means that a student who has successfully completed a course cannot use the Challenge for Credit Option to raise his/her mark.
5. A student who challenges the course may subsequently choose to take the course.
6. A student may attempt a particular course challenge only once. If the student is unsuccessful, but wants credit in the course or wishes to raise her/his mark, the student is required to take the course. Related documentation should be part of the student cumulative file.

7. A student who successfully demonstrates through the Challenge for Credit Option that he/she possesses the learning outcomes for the course would be awarded a final course mark and credit.
8. In principle, there is no limit to the number of courses that a student may challenge. However, it is expected that only in exceptional circumstances would a student attempt to challenge multiple courses.
9. In order to be eligible to participate in the Challenge for Credit Option, a student must be enrolled in the school division.
10. A school should not charge registered students or their families a fee for administering course challenges. (The Special Language Credit Option uses community examiners who charge a fee for conducting the examination).
11. School divisions/districts are not obliged to provide challenge for provincial courses which are not taught in the division.
12. To be eligible to challenge compulsory courses a student must demonstrate an academic record which shows a high level of competence in the subject area being challenged.
13. The Challenge for Credit Option cannot be used to challenge an established mark.

Schools Responsibilities

1. Establish procedures to communicate to parents/guardians and students the availability, procedures, objectives, and assessment strategies for the Challenge for Credit Option.
2. Provide the opportunity, when necessary, for the Challenge for Credit Option.
3. The principal shall determine the student's readiness for the Challenge for Credit Option through consultation that includes the student, parent/guardians(s), and subject teacher(s). The consultation should include evidence that the student has a reasonable possibility to meet the learning outcomes for the course.
4. Ensure that assessment for the Challenge for Credit Option includes strategies that will assess the breadth and scope of the learning outcomes for the course as presented in the curriculum documents, in a timely and practical manner.
5. Assign the administration and evaluation of assessment for a course challenge to a certified teacher who has taught the course.
6. Grant students, who successfully complete a challenge, equivalent credit for the course. The mark is to be submitted to Education, Training and Youth.

Student Responsibilities

1. Students who request the opportunity to challenge a course must be able to provide reasonable evidence that they have some likelihood of completing the challenge successfully such as appropriate independent study, world of work, volunteer activities, and hobbies.
2. Students have to complete a notice of intent form as developed by the school division.
3. Students must comply with the division policy for the Challenge for Credit Option.

Timelines

- March 15 Students must have filed a Notice of Challenge with the Principal.
The Principal will outline the requirements of the student as stated in the Letter of Agreement.
- April 15 Students must file Letter of Agreement with the required documentation.
The principal will assess the documentation and determine if the challenge can proceed.
- If the Principal determines all the criteria has been satisfied, a staff member will be assigned to conduct the assessment.
- June 1 The assessment will be completed by June 1 except where the student is required to write a Provincial exam.

Parent / Guardian Approval Form

Notice of Intent to Challenge for Credit

This form must be submitted to the principal no later than March 15.

I have read and understood the attached policies regarding Challenge for Credit Option. I understand that my son/daughter/ward is prepared to demonstrate his/her acquisition of the course learning outcomes for _____ .
(name of course)

I am aware that the Challenge for Credit Option will count for 100% of the final mark for the course he/she is challenging. (Provincial standards tests for the Grade 12 compulsory subjects will account for 30% of the student's final mark). I am also aware that the challenge mark will appear on the official transcript of my child/ward.

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

Student Name: _____

Course to be Challenged: _____

Previous Courses taken in the subject area:

Course	Teacher/School/Organization	Mark/Standing

To be completed by the student:

Reasons for the challenge for credit request:

Please write a short essay commenting on the following:

- What are your educational goals and long term career ambitions
- What are your special interests and skills related to this course
- How are you planning to demonstrate that you have already acquired the knowledge, skills, and attitudes of this particular course

Challenge for Credit Option

Letter of Agreement between the Student and the School.

This letter of agreement has to be co-signed by the student, the parent/guardian and the school principal no later than March 15. The information required to proceed with the challenge (as outlined in this agreement) must be handed in no later than April 15.

Surname: _____ Given Names: _____

School: _____ Grade _____

Name of parent/guardian: _____

I wish to challenge the following course:

Course Name	Course Grade Level	Departmental Course Code

To be filled out by the Principal

In consultation with the student the Principal will decide which of the following evidence will qualify the student to challenge for credit this course:

	Letter(s) of recommendation from teacher(s) familiar with the course learning outcomes
	Letter(s) of recommendation from members of the community/home school coordinator
	Transcript
	A portfolio of relevant work
	Proof of successful experience
	Proof of independent learning in a relevant area
	Samples of work
	Other (specify)

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

For office use only

Date application received: _____

Date challenge for credit completed: _____

Result: _____

**Challenge for Credit
Assessment Strategies
Final Report Form**

This form is to be filled out by the teacher and handed in to the principal by June 1 or when the provincial exam results have been established.

Assessment Strategies	Date Completed	Level of Achievement
Provincial Exam (where required)		

Percentage Grade: _____

Signatures

Subject Teacher: _____ **Date:** _____

Student: _____ **Date:** _____

Parent/Guardian: _____ **Date:** _____

Approved October 15, 2002