

## CHALLENGE FOR CREDIT

### School Responsibilities

The school shall establish procedures to communicate pertinent information regarding the Challenge for Credit Option to students, parents and guardians.

The school shall establish reasonable timelines for:

- . The student to file a notice to challenge
- . The student to file a letter of agreement with required documentation
- . The principal to assess documentation and determine if the challenge can proceed.
- . Completion of the assessment including writing of a divisional or provincial exam when one is required.

The principal of the school in collaboration with course area teacher and guidance counselor shall determine the student's readiness for the challenge.

The principal will assign the administration, evaluation and assessment of the course challenge to a teacher who is teaching or has taught the course.

The school shall ensure assessment strategies for the Challenge for Credit Option assess the breadth and scope of the learning outcomes prescribed in the curriculum.

### Student Responsibilities

In order to be eligible to participate in the Challenge for Credit Option, a student must be registered in the Division and enrolled in the school in which the challenge is requested.

The student must provide reasonable evidence that he/she will complete the challenge successfully.

The student must complete a notice of intent in accordance with timelines established by the Division.

The student shall provide a signed letter of agreement and if the student is under the age of 18, the letter must be co-signed by the parents/guardians.

A student may attempt a Challenge for Credit in a course only once.

A student who completes a Challenge for Credit is required to write Divisional and/or Provincial Exam.

A Challenge for Credit must be completed within specific semester or full year course timelines (e.g.) a challenge for a course in the first semester must be completed prior to the end of the first semester and in accordance with school guidelines.

Timelines – Challenge for Credit

September 30: NOTICE OF INTENT TO CHALLENGE FOR CREDIT  
First Semester and Full Year Courses

October 31: LETTER OF AGREEMENT FORM  
First Semester and Full Year Courses

January 31: TEACHER’S FINAL ASSESSMENT REPORT  
First Semester Courses

February 28: NOTICE OF INTENT TO CHALLENGE FOR CREDIT  
Second Semester Courses

MARCH: LETTER OF AGREEMENT FORM  
Last Teaching Day Prior to Spring Break  
Second Semester Courses

JUNE 30: TEACHER’S FINAL ASSESSMENT REPORT  
Second Semester and Full Year Courses

Note: Students are advised if their intent is to challenge for credit in a single semester program to do so in the first semester. In the event of an unsuccessful challenge a student may register for the course in the second semester.

Appendix A, Notice of Intent to Challenge For Credit

Student  
Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

I wish to challenge for credit for the following course: \_\_\_\_\_

I will be submitting the following as evidence that I am qualified to challenge for credit this course:

- Letter(s) of recommendation from teacher(s) familiar with the course learning outcomes
- Letter(s) of recommendation from member(s) of the community
- A portfolio of relevant work
- Proof of successful relevant experience
- Sample of relevant work

Proof of relevant prior learning from another educational jurisdiction  
Proof of successful completion of courses  
Other

Student

Signature: \_\_\_\_\_

Date:

\_\_\_\_\_

I have read and understand the policy and procedure in relation to Challenge for Credit. I am aware that the Challenge for Credit Option will count for 100% of the final mark for the course being challenged. (Provincial standards tests for the Grade 12 compulsory subject areas will account for 30% of the student's final mark).

Signature,

parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For office use only:

Date application received: \_\_\_\_\_

Date challenge for credit option completed: \_\_\_\_\_

Result: \_\_\_\_\_

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