

Sunrise School Division

Divisional Procedure

Procedure Number - 7102

Procedure Title	Procedure – Senior Years Challenge for Credit Option		
Date of Issue	May 6, 2003	Related Procedure	
Revision Dates		Related Forms	
Review Date	May 6, 2005	Originator	Board of Trustees

Procedure

Intent of the Challenge for Credit Option

Sunrise School Division recognizes that students may, in exceptional circumstances, have already acquired the knowledge, skills and attitudes of a particular course. The 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. The student must demonstrate that he/she can meet the curriculum learning outcomes.

These guidelines do not apply to the Special Language Credit Option or the Private Music Option, as policy on these opportunities already exist.

Guidelines

1. The Challenge for Credit Option is available from Senior 1 to Senior 4.
2. The student must be enrolled in Sunrise School Division.
3. The student must be able to demonstrate their prior learning sufficiently to satisfy the outcomes of current Manitoba Education curriculum outcomes. This may be through previous appropriate independent study, work or life experiences, volunteer activities, or hobbies. Prior learning will be demonstrated through a portfolio or performance demonstration, an oral examination, and a written test or exam.
4. The student may challenge a particular course only once.
5. 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.
6. Only courses that are offered using established Manitoba curricula will be accepted for a Challenge for Credit Option application (school initiated courses are not available to challenge).
7. No challenge will be accepted for courses that are not taught in the school.

8. The student will not receive retroactive credits on the basis of the Challenge for Credit Option (i.e. a student may not challenge S4 ELA and receive credits for S1-S3 at the same time). Each course must be attempted with a separate challenge process.
9. Courses which have been previously taken by the student at the school (either successfully or unsuccessfully) may not be challenged for credit.
10. There is no fee for challenging a course.

Application Information

1. The student must apply in writing using the divisional application form **before October 1st in first semester and before March 1st in second semester.**
2. The principal will review the student's application and discuss the process with the student by **no later than October 15th in the first semester or March 15th in the second semester.**
3. The principal will determine if the application will proceed further, based on the discussion with the student, the possibility of success in challenging the credit, in considering whether the challenge for credit would involve an unreasonable academic load, and the prior academic history of the student.
4. The principal's decision is final.

Evaluation Process

1. Once the principal has accepted the application, an examining committee will be arranged. This examining committee will include an administrator, a divisional representative, and at least two experienced teachers who have taught the course. The committee members may be selected from outside the student's home school. The examining committee will meet during school hours, with substitute release time provided at divisional expense.
2. To ensure an adequate demonstration of learning outcomes and a reliable evaluation of achievement, the student must demonstrate prior learning through a variety of ways, as is the case in the regular classroom setting. Prior learning will be demonstrated through
 - a portfolio or performance demonstration (as determined by the school to be appropriate for the course under challenge),
 - and an oral examination or presentation,
 - and a written test or exam (compulsory standards tests will be written).
3. The principal of the student's school will specify and make available to the student a description of the means of evaluation to be used and the level of performance expected at least two months prior to the final assessment.

4. Deadline dates will be established by the principal, and the student will be notified of the date and location of any oral or written examinations at least one month prior to the end of the semester. All work and examinations must be completed by the end of the semester in which the challenge was made.
5. A student in Senior 1 or Senior 4 who successfully completes a compulsory course challenge is expected to write provincial standards tests.
6. The student who successfully demonstrates through the Challenge for Credit Option that he/she possesses the learning outcomes for the course will be awarded a final numerical grade and one credit.
7. Successes as well as failures will be reported and included on the student's transcript and in any cumulative grades, in the same manner as for students in the course. All documentation related to the Challenge for Credit Option shall be placed in the student's cumulative file, whether the student is successful in achieving the credit or not.
8. The numerical grade and overall evaluation decision of the examining committee is final.

Support Documents

By June 2003, divisional *Intent to Challenge* and *Letter of Agreement* forms will be developed. By October 2003, suggested evaluation rubrics and guidelines will be developed and available for the use of schools and the external examining committees. These forms and support materials will be reviewed on an annual basis by Senior Years principals.