

SCHOOL RESPONSIBILITIES: CHALLENGE FOR CREDIT

1. The school shall establish procedures to communicate to parents/guardians and students about the availability, procedures, objectives, and assessment strategies for the Challenge for Credit Option.
2. The principal shall determine the student's readiness for the Challenge for Credit Option through consultation that includes the student, parent/guardian(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.
3. The school shall 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.
4. The Principal will assign the administration and evaluation of assessment for a course challenge to a certified teacher who has taught the course.
5. The school will grant students who successfully complete a challenge equivalent credit for the course. Students must write Provincial exams when appropriate. The mark will be to be submitted to Education, Training and Youth.
6. **Schools may establish additional criteria consistent with Divisional policy on challenge for credit options.**

SCHOOL YEAR - CHALLENGE FOR CREDIT TIMELINES

Last Friday in September	Deadline: Notice of Intent to Challenge for Credit (Full year and First Semester Courses)
Last Friday in October	Deadline: Letter of Agreement Form (Full year and First Semester Courses)
Second Friday in January	Deadline: Teacher's Final Assessment Report (First Semester Courses)
Last Friday in February	Deadline: Notice of Intent to Challenge for Credit (Second Semester Courses)
Last Friday in March	Deadline: Letter of Agreement Form (Second Semester Courses)
Second Friday in June	Deadline: Teacher's Final Assessment Report (Second Semester and Full Year Courses)

Notice of Intent to Challenge for Credit

This form must be submitted to the school principal no later than **the last Friday of September for full year and first semester courses or no later than the last Friday of February for second semester courses of the school year.**

I have read and understood the attached policies regarding the **Challenge for Credit** option. I understand that (student's name) _____ is prepared to demonstrate the acquisition of the course learning outcomes for _____ (Name of Course)

I am aware that the **Challenge for Credit** will count for 100% of the final mark for the course challenged. (If a provincial standard test is written, as required by the Department of Education, it will account for 30% of the final Challenge for Credit mark). I am also aware that the challenge mark will appear on the official transcript of my child/ward.

Student Name: _____

Student Signature: _____

Date: _____

Course to be Challenged: _____

Parent/Guardian Signature: _____

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

LETTER OF UNDERSTANDING

This letter of understanding has to be co-signed by the student, the parent/guardian and the school principal no later than last **Friday of October for full year and first semester courses** or no later than the **last Friday of March for second semester courses** of the school year. The information required to process the **Challenge for Credit**, as outline below, must also be received by the Principal no later than dates mentioned above.

Last Name: _____ First Name: _____

Name of parent/guardian: _____

Grade: _____ School: _____

I wish to **Challenge for Credit** for the following course:

Course title	Course Grade/Level	Course Code

After consulting with the Principal, I will be submitting the following as evidence that I am qualified to challenge this course for credit.

	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;
	Proof of independent learning in a relevant area;
	Sample of relevant work;
	Proof of relevant prior learning from another educational jurisdiction;
	Proof of successful completion of courses

Student Signature: _____

Date: _____

Signature of parent/guardian: _____

Date: _____

For office use only

Date application received: _____

Date challenge for credit option completed: _____

Challenge for Credit

Final Assessment Report Form

School: _____ Course Challenged: _____

Student Name: _____ Date Completed: _____

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 determined. After a decision has been made by the Principal regarding the results of the Challenge for Credit, this form will be forwarded to the student/parents.

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

<p>The Challenge for Credit has been: Successful _____</p> <p style="text-align: right;">Unsuccessful _____</p> <p>Final Grade _____%</p>

Subject Teacher: _____

Date: _____

Principal: _____

Date: _____