

## PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

<b>POLICY ITEM: Course Challenge Process</b>	<b>CODE: HII</b>
<b>LEGAL STATUS: Board Motion #123.03; #10.18</b>	<b>DATE APPROVED: 22 Jan 18</b>

### Background:

It is recognized that some students, because of their life experience, academic ability or efficient study habits, are able to demonstrate the achievement of the desired learning outcomes of a particular course without spending the required amount of class time studying the course material.

### Policy:

**The Board of Education will allow a student to challenge a course and demonstrate attainment of the course requirements through a rigorous and comprehensive challenge process in order to move onto higher learning. A student may challenge a maximum of two provincially developed course credits at the 10 and/or 20 level.**

### Guidelines:

1. To challenge a course, the student must be enrolled in the Prince Albert Roman Catholic School Division.
2. Provincially developed courses at the 10 or 20 level, with the exception of Christian Ethics and or Catholic Studies, may be challenged in subject areas identified by the Director or designate in consultation with the school principal. Level 30 courses will not be accepted for course challenge.
3. The school will communicate to parents and students the availability of courses for the course challenge process and its procedures. The outcomes and assessment strategies for course challenges will be made available.
4. The course challenge process for any course will be administered by a committee consisting of the principal and at least one teacher who has taught the course a minimum of two times.
5. To challenge a course a student must have attained successful academic standing in two previous courses taken in the subject area and be able to give evidence of readiness to initiate the course challenge process.
6. The student's parent/guardian must be in agreement with the student's request.
7. The course challenge process must include a variety of assessment techniques that measure the level of student attainment of course outcomes and are consistent with the philosophy of Core Curriculum.
8. The student must attain a minimum final standing of 80% through the course challenge process in order to be granted credit. The percentage mark attained will be recorded on the student's transcript.
9. Students who are not successful in the course challenge process shall not be allowed to challenge the same course a second time. In order to receive credit for the course, these students will be required to register in and successfully complete the course.

### Procedures

1. The provincially developed courses that may be challenged in the school division will be determined by April 30<sup>th</sup> for the upcoming school year by the Director or designate in consultation with the in-school administrators.

2. Under special circumstances consideration may be given to allow a student to challenge a provincially recognized course not previously listed but previously taught by a teacher at least twice. The decision will be made in consultation with the Principal, the Director or designate and the teacher who will administer the course challenge.
3. Assessment strategies for a challenge process shall be developed by a committee consisting of the principal and at least one teacher who has taught in the appropriate subject area for at least two years, and will be based upon course requirements and current classroom assessment techniques. Course outcomes and assessment strategies will be attached to the *Intent to Challenge Course* form found on the Saskatchewan Ministry of Education website. Each course challenge process will be reviewed annually by the Principal and a teacher of the particular course.
4. The course challenge process will be allowed prior to the beginning of the first or second semester only, or in the case of special circumstances, at the discretion of the principal.
5. The student will inform the principal of the intent to challenge a course and submit a completed *Intent to Challenge* form to the principal by June first for first semester of the following school year and November twenty-second for second semester of the same school year.
6. Students may not challenge a course in which they have previously been registered in Saskatchewan.
7. The student will provide evidence of readiness to challenge a course (i.e. high academic standing in a prerequisite course, selections from a portfolio or other collection, recommendation from a previous teacher, documentation or work or other experience, etc.)
8. The decision to proceed with the course challenge process will be determined at the school level by a team of at least two individuals including the principal and the teacher who will administer the course assessment. The decision will be based on an analysis of the student's chance of successfully meeting the course outcomes, have acquired a minimum of 80% on the course prerequisite and, subsequently, the student's capacity to successfully complete the course at the next level where applicable.
9. The student will be notified of the decision to approve or refuse the course challenge within two weeks of receipt of the *Intent to Challenge* form. Reasons for a refusal will be stated. Approvals will set a date for completion of the challenge process, which must be within the first week of the semester. The committee's decision will be deemed final.
10. If the *Intent to Challenge* is refused, the student is required to register in and successfully complete that course in order to receive credit for the course.
11. Students who successfully complete the challenge process will be granted one credit for the course once completed and verified by the committee consisting of the principal and at least one teacher who has taught the course a minimum of two times.

## References

Saskatchewan Ministry of Education - *Course Challenge Process: Policy and Procedures, 2017*