

CHALLENGE FOR CREDIT GUIDELINES

1. The Challenge for Credit Option may be used from Grade 9 to Grade 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 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 complete a compulsory course challenge is expected to write provincial standards tests.
4. Only students who have not completed the course through previous enrolment are eligible to challenge for credit.
5. A student who has completed a course cannot use the Challenge for Credit Option to raise his/her mark.
6. A student, who challenges the course, either successfully or unsuccessfully, may subsequently choose to take the course.
7. 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 his/her mark, the student is required to take the course. Related documentation should be part of the student cumulative file.
8. A student who successfully demonstrated 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.
9. 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.
10. In order to be eligible to participate in the Challenge for Credit Option, a student must be enrolled in the St. James-Assiniboia School Division.

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11. 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).
12. The St. James-Assiniboia School Division is not obliged to provide challenge for provincial courses that are not taught in the Division.

School Responsibilities

1. Establish procedures to communicate to parents/guardians and students the availability, procedures, objectives, deadlines and assessment strategies for the Challenge for Credit Option.
2. Provide the opportunity, when necessary, for the Challenge for Credit Option.
3. 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.
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. Use the *Notice of Intent to Challenge for Credit* form IGBC-E-1 and the *Letter of Agreement between the Student and the School* form IGBC-E-2 for applicants.
7. Grant students, who successfully complete a challenge, equivalent credit for the course using the *Final Report Form for Challenge for Credit* IGBC-E-3. The mark is to be submitted to Manitoba Education.

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 IGBC-E-1 as developed by the Division by the deadlines.
3. The deadlines for applying for and completing Challenge for Credit are:
 - a. Apply by September 15 and complete course work by December 1

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b. Apply by February 15 and complete course work by May 1

4. Students must comply with the Division policy for the Challenge for Credit Option.

Application Process

A school review committee will review all applications and determine whether or not the student's application will be approved. The committee shall consist of:

- a school administrator
- certified teacher who has taught the course
- a Student Services teacher

The parent/guardian or student (if over the age of 18) will be notified in writing of the approval. If a student is not approved for the challenge option they may reapply the following school year.

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