



SD #10 (Arrow Lakes) District Protocol

Challenge

Overview:

The district understands that students learn in a variety of different ways and at different rates, and that the diverse needs and abilities of students should be acknowledged. The Challenge process makes it possible for students to receive course credit for learning that takes place beyond the classroom. Challenge is a means of awarding graduation credit for undocumented demonstrated prior learning. All students enrolled with School District 10 are entitled to undertake a free challenge process to receive credit for Ministry-Developed, Ministry-Approved Language Template or Board / Authority Authorized Grade 10, 11 or 12 courses that are available within the district. Should students wish to Challenge courses offered by another district, the course must first be approved at the school level, and district level. This protocol has been developed to ensure that consistent and equitable Challenge procedures are applied across the district.

Eligibility

1. Students must be currently enrolled with the school district or registered as a home schooler.
2. Students must not have previously challenged the course and received a passing grade, or completed the course through previous enrollment, or been granted equivalency.
3. A student must provide compelling evidence that they will succeed in a challenge assessment and that Challenge is in their best interests.
4. A student must be able to demonstrate understanding of the Intended Learning Outcomes of the course being challenged, and should show success in independent learning in a related area.
5. Students must challenge a course in its entirety.

Application Process

Students who are interested in Challenge and believe that they meet the eligibility requirements must go through an application process.

6. Interested students should indicate to the teacher of the course subject, school counsellor, or school principal that they are interested in the Challenge process for a particular course or courses, and that they meet the eligibility requirements listed above.
 - a. Students are encouraged to provide support of their readiness at this stage that may include a recommendation from a previous teacher or a written rationale.
7. The Principal shall designate a 'Coordinator' (i.e. the teacher of the Challenge course, school counsellor, or other teacher advocate) to initiate, administer, monitor, and report the Challenge process.

8. Prior to engaging in a Challenge process, the Challenge Coordinator must review any documentation of prior learning that a student presents in order to determine if a credit can be awarded through equivalency.
9. The Challenge Coordinator will initiate a pre-challenge assessment to confirm the student's readiness for a course Challenge. Assessment strategies may include one or a combination of the following:
 - a. hands-on demonstrations;
 - b. oral / aural performances;
 - c. interviews;
 - d. written examinations;
 - e. presentations; or
 - f. portfolios or a collection of work
10. The pre-challenge assessment is not intended to be onerous but should clearly provide evidence that a student is ready to Challenge the course in question.
11. The Challenge process from the initial request to the completion must be accurately documented and records maintained in the students cumulative file.
12. On the successful completion of the pre-challenge assessment, the Challenge Coordinator must initiate an evaluation process. This may include:
 - a. self-review of the assessment results;
 - b. joint review of the assessment results;
 - c. review of assessment results by a panel including other teachers, or school administration; and/or
 - d. discussion with the student and the parents/guardians of the student.
13. Following the completion of the evaluation process, the Challenge Coordinator must provide a summary recommendation to the school Principal either approving or denying the Challenge request. The summary recommendation should provide supporting documentation relevant to the recommendation.
14. The school principal will provide final authorization on the recommendation.

Reporting a Successful Challenge

15. To receive a credit for a course that does not have a provincial exam, a student must obtain at least a C- (50% minimum) in the challenge assessment.
16. To receive a credit for a course that does have a provincial exam:
 - a. students must first Challenge the course and receive a passing school percentage reported to the Ministry;
 - b. write the provincial exam on one of the scheduled exam times as set by the Ministry, and
 - c. obtain a final mark in the course of at least a C- (50% minimum) based on the combination of the school mark and exam mark.
17. For reporting and transcript purposes, schools must assign a letter grade and percentage to all credits awarded through the Challenge process by June 30th of the school year in which the Challenge occurred.
18. Schools must report the appropriate TRAX code (under "Course Type Field") in the Transcript and Examination (TRAX) system for successful course Challenges.

Related Documents:

- [MOE - Handbook of Procedures for the Graduation Program](#)
- [Ministry Policy: Earning Credit Through Equivalency, Challenge, External Credentials, Post Secondary Credit and Independent Directed Studies](#)