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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

<b>Policy Code:</b>	HLBA
<b>Policy Title:</b>	Course Challenge
<b>Cross Reference:</b>	
<b>Legal Reference:</b>	Alberta Education Policy 1.9.1, <i>Guide to Education</i> :
<b>Adoption Date:</b>	June 15, 2005
<b>Amendment or Re-</b>	December 13, 2001;
<b>affirmation Date:</b>	June 21, 2011

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION RECOGNIZES THAT THE PROVISION FOR SENIOR HIGH SCHOOL COURSE CHALLENGE ENCOURAGES STUDENTS' OWNERSHIP OF LEARNING, ACKNOWLEDGES LEARNING ACQUIRED IN A VARIETY OF SETTINGS AND CAN BE USED TO MEET DIVERSE STUDENT NEEDS. THE BOARD SUPPORTS THE BELIEF THAT IF STUDENTS HAVE ALREADY MASTERED LEARNING IN A PARTICULAR COURSE AND CAN DEMONSTRATE THEIR KNOWLEDGE AND COMPETENCY IN THAT COURSE, THEY SHOULD BE ABLE TO RECEIVE RECOGNITION THROUGH A CHALLENGE PROCESS.

**DEFINITION**

**Course Challenge:** Course challenge is the provision that allows senior high school students to challenge the outcomes for a course by participating in a formal assessment process, rather than taking the course.

**Assessment Process:** In this policy, "Assessment Process" is the process of a student performing a number of tasks and showing samples of work that demonstrate the degree to which the student has achieved the expected standards for the outcomes of the course. The student's performance and the quality of his or her work are evaluated by a certified teacher who has expertise in the subject/course in question.

**GUIDELINES**

1. Course challenge assessments of this kind are intended principally for the placement of a student in a program route or stream and will not usually be approved for courses at the end of a program stream.
2. Course challenge does not apply for courses having no specifically defined content in the Program of Studies; e.g. Special Projects, Work Experience. Additionally, the following courses are excluded from the challenge provision: French 13, Mathematics, Prep 10, all RAP courses and CTS courses completed in Grades 7, 8 and 9.
3. Schools shall establish procedures to communicate to parents and students, the availability of, and procedures for course challenges.
4. A student shall attempt a particular course challenge only once. If the student is unsuccessful but wants credit in the course or wishes to raise his or her mark, the student is required to take the course.

## **Policy HLBA – Course Challenge, Cont’d.**

5. For course challenges in diploma examination subjects, the challenge shall apply only to the school-awarded component of the blended mark. The student will be required to register for and write the diploma examination.
6. Students must challenge all CTS 1 credit courses separately.

## **REGULATIONS**

1. Students have the responsibility to initiate the process by submitting the completed course challenge assessment application at least eight weeks prior to the final week of each semester.
2. A student’s readiness for course challenge shall be determined through consultation that includes the senior high school principal, the student, parent(s) and subject teacher(s). The senior high school principal shall make the final decision about the student’s readiness for the course challenge.
3. If it is determined that the student has demonstrated readiness for a course challenge, the principals shall establish an assessment process in consultation with the subject teacher(s).
4. The principal shall assign the administration and evaluation of assessment for a course challenge to a certified teacher who has taught the course.
5. If the school does not offer the course being challenged and there is not a teacher on the school site with appropriate course experience to evaluate, the principal may refer the course challenge to another school in the Division who offers the course. If the course is not offered by any school in the Division, the school may provide for requests by arranging with another school authority. A student who undertakes such a course challenge shall assume all expenses, other than those normally assumed by a school for assessment. This shall be communicated to the student and parent(s) and agreed upon prior to conducting the assessment.
6. The teacher shall conduct the assigned course challenge assessments and report the results to the principal.
7. The senior high principal shall report a student’s achievement in a course challenge to the student and Alberta Education according to the directive in the *Guide to Education* (“Reporting Student Achievement in High School Subjects”).
8. Upon a student’s successful completion of a course challenge, waived prerequisite credits and a “P” for pass for courses lower in the course sequence shall be reported by the principals to the student and Alberta Education.



**HORIZON SCHOOL DIVISION**

**Student-Initiated Challenge Assessment Form**

**NAME OF SCHOOL:** \_\_\_\_\_

**NAME OF STUDENT:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

**DATE OF APPLICATION:** \_\_\_\_\_

**NAME OF COURSE TO BE CHALLENGED:** \_\_\_\_\_

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**A. List any previous courses taken in the subject area:**

<b>Course:</b> _____	<b>Mark:</b> _____
<b>Course:</b> _____	<b>Mark:</b> _____
<b>Course:</b> _____	<b>Mark:</b> _____
<b>Course:</b> _____	<b>Mark:</b> _____
<b>Course:</b> _____	<b>Mark:</b> _____

*NOTE: If previous course(s) were taken at a different school, documentation must be provided.*

**B. Reasons for this Challenge Assessment (Please be Specific):**

**C. List the provision of evidence that will accompany this application to demonstrate readiness to challenge the course; e.g. portfolio, other collection or documentation of work and/or work experience and a recommendation of a teacher:**

I understand that the final grade that I achieve on the Course Challenge Assessment will be recorded on my Alberta Education Transcript.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Parent/Guardian Signature*