

## Administrative Procedures

<b>AP-619</b>	<b>Date of implementation:</b> May 12, 2023
	<b>Date of update:</b>
	<b>Related Administrative Procedures:</b>
<b>COURSE CHALLENGE</b>	

**Purpose:** The Ministry of Education and the Division recognize that some students can demonstrate high levels of achievement of curricular outcomes for a particular course without spending the required hours enrolled in the course. As such, students are allowed to challenge a course for credit and move on to further learning once they have demonstrated the course requirements through a rigorous and comprehensive challenge process. Students are allowed to challenge a maximum of two (2) provincially-developed courses at the 10 or 20 level for credit through the course challenge process.

### **Requirements:**

- 1) To challenge a course, the student must be enrolled in the Division at a local school.
- 2) Only provincially-developed courses at the 10 or 20 level may be challenged.
- 3) A student may challenge a maximum of two (2) courses.
- 4) Only a teacher who has previously taught the course at least twice (in different semesters/blocks, not concurrently) is qualified to administer the course challenge process.
- 5) The course challenge process must include a variety of assessment techniques to measure the level of student achievement of course outcomes.
- 6) The student must attain a minimum of eighty percent (80%) through the course challenge to be granted credit for the course. The percentage mark attained will be recorded on the student's transcript.
- 7) Students who are not successful in the course challenge (do not attain a minimum of eighty percent (80%)) shall not be allowed to challenge the same course a second time. To receive credit for the course, these students will be required to register in and successfully complete that course.

### **Procedures:**

- 1) The assessment strategies used in the course challenge process shall be determined by the course teacher based upon course requirements and upon current class assessment strategies.
- 2) A student must make a formal request to challenge a course to the principal through the submission of the Intent to Challenge Course form (available as an appendix in the Course Challenge Process: Policy and Procedures document from the Government of Saskatchewan).

- 3) Course outcomes (or objectives, for non-renewed curricula) will be listed with the assessment strategies as part of the Intent to Challenge Course form.
- 4) Requests to challenge a course can be made throughout the regular school year between the months of September and March.
- 5) Students are required to provide evidence of readiness to challenge a course. This might include evidence such as a high mark in a prerequisite course, selections from a portfolio, recommendations from previous teachers, documentation of work or other experience, etc.
- 6) The Intent to Challenge Course form will be evaluated by a team of at least two (2) individuals to determine whether the course challenge shall proceed. The team must include the principal and the teacher who will administer the course challenge. Arrival at this decision shall include discussion of:
  - a) Student readiness,
  - b) Student likelihood of attaining the eighty percent (80%) requirement,
  - c) Ability of student to complete the course challenge independently,
  - d) Student's capacity to successfully complete the course at the next level.
- 7) If the request to challenge a course is denied, the student is required to register in and successfully complete the course to receive credit.
- 8) Students enrolled in a course for more than twenty-five percent (25%) of the course length may not challenge the course.
- 9) The principal will notify the student of the approval or denial of their Intent to Challenge within ten (10) school days after it is received.
- 10) Refusals will be documented and stored in the student's cumulative folder. Approvals will state a date for the completion of the challenge and documentation will be stored in the student's cumulative folder.
- 11) Students who do not successfully complete the course challenge (receive a mark lower than eighty percent (80%)) will not have any marks submitted or recorded on their transcripts. Documentation of the course challenge shall be stored in the student's cumulative folder.
- 12) Students who successfully complete the course challenge process will be granted one credit for the course on their transcript, using the Secondary Level Mark Correction form. This document, along with a completed Intent to Challenge form and this administrative procedure should be sent to the Ministry following the guidelines in the Course Challenge: Policies and Procedures document.

*References:*

*The Education Act, 1995 – Section 85, 87, 175, 231*

*The Education Regulations, 2019 – Sections 24, 25, 26*

*The Registrar's Handbook for School Administrators*

*Course Challenge Process: Policies and Procedures – Government of Saskatchewan*