

Administrative Procedure 7020 R1

Course Challenge

1. A “Challenge and Equivalency Information Package” is available at the school board office, at schools enrolling grade 11 and 12 students and at North Island Distance Education School.
2. **Challenge Eligibility**
 - 2.1 The student must be enrolled in the district.
 - 2.2 A student previously enrolled in a course will not normally be eligible to challenge that course for credit.
 - 2.3 Students in grade levels other than grade 11 or 12 may apply to challenge grade 11 or 12 level course.
 - 2.4 A student must give compelling evidence that he or she will succeed in challenging a course.
3. **Challenge Approval**
 - 3.1 Before approval to challenge a course is granted, students must complete the preliminary checklist and course challenge application form and submit it to North Island Distance Education School.
 - 3.2 Through this application form, the student will provide a written explanation of how the challenge will meet educational goals as outlined in the student’s learning plan.
 - 3.3 The approval for the challenge application must be made by the principal or designate of the student’s home school, in consultation with the designated advisor or counsellor, the parents or guardians, and the student, as well as with the principal, or designate, of North Island Distance Education School.
4. **Requirements for Challenge**
 - 4.1 A student will be given one opportunity to challenge a specific course.
 - 4.2 Courses eligible for challenge must be at the grade 11 or 12 level and must currently be offered by the Open School and/or Distance Education Schools.

- 4.3 A student may challenge only one course at a time, although there is no limit to the number of courses a student may challenge.
- 4.4 A student may not challenge a course for the purpose of improving a previously assigned grade.
- 4.5 The entire course must be challenged. Partial credit will not be granted through the challenge process.
- 4.6 A student must demonstrate, through a variety of ways, that the learning outcomes of the course have been met. Examples of performance and assessment activities are: research reports, essays that express student opinion about the issues they are exploring, a 'product' that in some way reflects or summarizes the area of study, a journal that reflects student learning, a learning log of the time spent on activities, a portfolio of student work, documented research time spent in a library, letters of recommendation or certificates of achievement, an interview, a presentation, or a test or examination.

5. **Challenge and Provincial Examinations**

In order to challenge a course with a provincial examination, a student must first successfully challenge the school portion of the mark. If successful, the student will then be provided the opportunity to write the provincial examination at the first available Ministry-set examination date. In accordance with Ministry policy, the final letter grade and percentage mark will be based on the blended school and examination mark.

6. **Challenge Dates and Fees**

- 6.1 A student may apply to challenge a course at any time during the school year; however, the opportunity to undergo the formal challenge review will be available at the end of September and the end of February.
- 6.2 A fee of \$120.00/ course or (\$30.00/credit) will be charged by North Island Education School to administer the challenge. This fee will be communicated to the student and the parent or guardian.

7. **Challenge Credits and Reporting**

The school is responsible for the transcript of marks under current Ministry policy and guidelines.