

COURSE CHALLENGE

Background

The procedures governing the administration of course challenges shall be uniform throughout the Division. The actual challenge evaluation process itself will vary from subject to subject and between different teachers and principals responsible for the evaluation of student challenges.

Procedures

1. General

- 1.1 Principals shall administer this Administrative Procedure in conjunction with Alberta Education policy and may write additional procedures concerning course challenge at the school level which does not conflict with either of the foregoing.
- 1.2 Students may not challenge the same course more than once.
- 1.3 Students may enroll in the course to be challenged concurrently with their application to challenge.
 - 1.3.1 If the application to challenge is approved a student proceeding with the challenge must withdraw from the course and may not re-register in the course until the following semester.
- 1.4 If a student applies to challenge a course that his/her school is unable to evaluate validly and that course is being taught in that particular semester in another of the Division's high schools, the Principal is to inform the Deputy Superintendent. The Deputy Superintendent shall make arrangements that will allow the application to proceed.

2. Request to Challenge

- 2.1 The right to challenge courses shall be limited to those students who are enrolled in a senior high school of the Division.
- 2.2 The student is responsible for initiating any challenge by applying to the high school Principal within the first two (2) weeks of a semester or within the first two (2) weeks of registering in the school.
 - 2.2.1 The Principal is to make the student aware of relevant procedures and, in particular, the possible breadth of the evaluation process.
 - 2.2.2 The Principal is to attempt to expedite CTS challenges due to the modular nature of the course.
- 2.3 If the student wishes to proceed, the student will be directed to a teacher of the course who shall discuss the possible evaluation process with the student and, if requested, shall provide the student with a challenge application form (Form 365-1). The form shall include a timeline for submission and any requirements in terms of

supporting evidence (portfolio of student work).

- 2.3.1 The student is responsible for supplying any evidence of readiness to challenge requested by the teacher and/or Principal.
- 2.3.2 On submission of the completed form, the teacher will forward it, any accompanying documentation and their recommendation regarding granting the application to the Principal.
- 2.4 After a review of the evidence and consultation with the student, teacher and parents, if requested, the Principal shall make a decision concerning whether the application to challenge is allowed to proceed.

3. Challenge Assessment Process

- 3.1 Once an application for a challenge has been approved the Principal will assign the evaluation process to a teacher who has taught or is teaching the course.
 - 3.1.1 The teacher will provide the student and the Principal in writing with the requirements for the evaluation process (e.g. products of the Alberta Assessment Consortium may be valuable). These strategies will be expected to assess the breadth and scope of the learning expectations for the challenged course, as laid down in the program of studies, together with a timeline and mark breakdown.
 - 3.1.2 Once the evaluation process is complete, the teacher shall award a mark and submit it to the Principal.
 - 3.1.3 The Principal shall report the mark according to Alberta Education's current policies and procedures and, if the student's challenge is successful, grant any applicable credits, including any retroactive ones.
- 3.2 In the case of a diploma exam course, no credits shall be granted, but the Principal shall award a school mark in that course.

4. Appeal

- 4.1 Decisions made under this Administrative Procedure may be appealed under the usual appeal procedures as outlined in Administrative Procedure 390 – Appeals Concerning Student Matters, or Board Policy 13 – Appeals and Hearings on Student Matters.

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 19, 31, 33, 52, 53, 56, 196, 197, 222 Education Act
Guide to Education ECS to Grade 12