

## Administrative Procedure 365

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### COURSE CHALLENGE

#### Background

High school students are to have the opportunity to enroll in courses appropriate to their background and learning rate. Senior high students who believe they already possess the knowledge, skills and attitudes prescribed in the Programs of Study for a course, shall be allowed to demonstrate these learnings through special assessment opportunities.

Course challenge is a provision that allows senior high students to participate in a formal evaluation process, to be given a final course mark, and if successful, credits in that course. The onus is on the student to demonstrate to the Principal that the student has a reasonable chance to successfully meet the acceptable standards of the course.

#### Procedures

##### 1. Development and Administration

- 1.1 Each high school Principal shall develop a course challenge procedure that is consistent with the Guide to Education: ECS to Grade 12 and with this Administrative Procedure. Once established, the course challenge process will be communicated to the student and parent(s)/guardian(s).
- 1.2 Course challenges shall be administered by each Principal or designate in accordance with the established procedure on Course Challenges and only applicable after the student has registered in that school.
- 1.3 The Principal shall assign the administration and evaluation of the course challenge to a certificated teacher who has taught the course.
- 1.4 The Principal or designate shall ensure that each course challenge includes strategies that will assess the breadth and scope of learning expectations for the course as outlined in the Programs of Study. The assessment process includes the 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. Teachers may elect to use summative evaluations from the Alberta Assessment Consortium to assist with the evaluation process.
- 1.5 Course challenge assessment opportunities will be provided in January and June of each school year and coincide with the exam schedules for regular courses that are being offered in the school.
- 1.6 No fees shall be charged for administering course challenges.
- 1.7 Schools shall receive 20% of the CEU funding for a student who completes a course challenge, even if the student does not receive credits for the challenge.

## 2. Application for a Course Challenge

- 2.1 Normally, a course challenge will apply only to a course that is at a higher level in a course sequence, or is at a similar level in an alternative course sequence.
- 2.2 Students may only challenge courses that have specifically defined content in the Programs of Study. Courses such as Work Experience and Special Projects cannot be challenged.
- 2.3 The student shall initiate the course challenge process, and shall take the responsibility for providing evidence of readiness to challenge a course. This might include such things as a student portfolio, documentation of work and/or experience, recommendations from previous teachers, etc.
- 2.4 If a student makes application for a course challenge, it does not automatically mean that the challenge will be granted. Based on consultation that involves the student, the parent(s)/guardian(s) and subject teacher(s) where applicable, the Principal shall make the final decision about the student's readiness for the course challenge.
- 2.5 If there is no qualified teacher on staff capable of administering the challenge course, the Principal can refuse the student's request.

## 3. Completion of a Course Challenge

- 3.1 A student may attempt a particular course challenge only once. If the student is unsuccessful in the course challenge, but wants credit in the course or wishes to raise his/her mark, the student is required to take the course.
- 3.2 Upon successful completion of a course challenge, waived prerequisite credits and a "P" for "pass" for courses lower in the course sequence shall be awarded. For example, if a student successfully completed a challenge in Math 24, waived prerequisite credits would be awarded for Math 14, provided credits had not already been earned in Pure or Applied Math 10.
- 3.3 In the case of diploma exam courses, the mark obtained on the course challenge is to be combined with the mark obtained on the diploma exam before a final course mark or credits are awarded.
- 3.4 For students who are registered in a course during a semester and who elect to attending classes, or are asked to leave the course because of behaviour or attendance problems, the course challenge route will not be available to them during that semester.
- 3.5 If a student has been registered in a course for 50% or more of the required time and decides to drop the course, the Principal may choose to allow that student to write the final exam for that subject.
  - 3.5.1 The Principal is to consult with the teacher in such situations before making a final decision.
  - 3.5.2 The final mark in the course would then be determined by the overall evaluation scheme of outlined for that course. This type of situation is different and separate from a "course challenge" request by a student.

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