



## Challenge for Credit Administrative Procedure 3.A.20

3.0 Programs and Curriculum  
3.A Instruction and Learning

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**Board Governance Policy Cross Reference:** 1, 2, 3, 4, 12, 13, 16

**Legal Reference:**

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**Date Adopted:** August 2003

**Date Amended:** June 2007, November 2024

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Evergreen School Division recognizes that students may, in exceptional circumstances, have already acquired the knowledge, skills and attitudes of a particular course. The **Challenge for Credit Option** provides a process for students to demonstrate that they have achieved learning outcomes as defined in the Manitoba curriculum for a directly-related course.

Requirements to earn a credit via challenge should not be more demanding than the requirements to earn the credit through regular instruction; this must involve demonstrating that the student can meet the curriculum learning outcomes in an appropriate way.

The challenge for credit option does not apply to the Special Language Credit Option or the Private Music Option as Manitoba Education and Training policy on these opportunities already exist.

### Regulations

This option is intended to serve particular needs such as:

- students who, by virtue of special talents or private study, can be accelerated in particular subject areas;
- students transferring into an Evergreen School Division school from another jurisdiction whose placement in a subject/grade would be facilitated by such a provision;
- students whose educational attendance has been interrupted through sickness or other reasons and who may be able to successfully challenge the learning outcomes of a particular subject area, in which they were previously unable to enrol;
- students who were previously home schooled;
- students who are considered exceptional achievers in a certain area;
- students who can demonstrate that they have met course requirements through life experiences such as independent study, world of work, volunteer activities, and hobbies.

### Criteria

1. The Challenge for Credit Option may be used from Grade 9 to Grade 12.
2. To ensure an adequate demonstration of learning outcomes and a reliable evaluation of achievement, various assessment strategies should be used as in regular classroom setting (formal tests, evaluation of written assignments, portfolio of work, interviews, demonstrations/performances, laboratory work, research paper(s)/essay(s), quizzes, practical examinations, skill demonstrations and simulations, etc.). It is important to note that the Challenge for Credit Option for a particular course may include a combination of assessment strategies and skill demonstration methods. The intent is to allow a student to demonstrate prior learning in an appropriate way.

3. A student in Grade 9 or in Grade 12 who successfully completes a compulsory course challenge is expected to write provincial standards tests in the subjects where such exist.
4. Only students who have not completed the course through previous enrolment should be eligible to challenge for credit. This means that a student who has successfully completed a course cannot use the Challenge for Credit Option to raise their mark.
5. A student who challenges the course, either successfully or unsuccessfully, may subsequently choose to take the course.
6. A student may attempt a particular course challenge only once. If the student is unsuccessful, but wants credit in the course or wishes to raise their mark, the student is required to take the course. Related documentation should be part of the student cumulative file.
7. A student who successfully demonstrates through the Challenge for Credit Option that they possess the learning outcomes for the course would be awarded a final course mark and credit.
8. In principle, there is no limit to the number of courses that a student may challenge. However, it is expected that only in exceptional circumstances would a student attempt to challenge multiple courses.
9. In order to be eligible to participate in the Challenge for Credit Option, a student must be enrolled in the Evergreen School Division.
10. A school will not charge registered students or their families a fee for administering course challenges. (*The Special Language Credit Option uses community examiners who charge a fee for conducting the examination*).
11. Schools will not provide challenge for provincial courses which are not taught in the school.

## The School Division's Responsibilities and Requirement

To develop a policy and process that governs the administration of Challenge for Credit Option.

(*Reference: Increasing Choice and Flexibility – MET, June 2002*)

### School Responsibilities

1. To communicate to parents/guardians and students the availability, procedures, objectives, and assessment strategies for the Challenge for Credit Option.
2. To provide the opportunity, when necessary, for the Challenge for Credit Option.
3. To determine the student's readiness for the Challenge for Credit Option through consultation that includes the student, parent/guardians(s), subject teacher(s) and the Superintendent - Instruction. The consultation should include evidence that the student has a reasonable possibility to meet the learning outcomes for the course.
4. To ensure that assessment for the Challenge for Credit Option includes strategies that will assess the breadth and scope of the learning outcomes for the course as presented in the curriculum documents, in a timely and practical manner.
5. To assign the administration and evaluation of assessment for a course challenge to a certified teacher who has taught the course.
6. To administer the *Intent to Challenge* form. (*See Appendix A*)
7. To grant students, who successfully complete a challenge, equivalent credit for the course. The mark is to be submitted to Student Records.

## Student Responsibilities

1. Students who request the opportunity to challenge a course must be able to provide reasonable evidence that they have some likelihood of completing the challenge successfully such as appropriate independent study, world of work, volunteer activities, and hobbies.
2. Students have to complete and submit the notice of intent form prior to October 30<sup>th</sup>. (*The school would have up to June 15<sup>th</sup> of that school year to complete the assessment.*)
3. Students must comply with the division policy for the Challenge for Credit Option.

Appendix A  
**Notice of Intent to Challenge for Credit  
Parent/Guardian Approval Form**

This form must be submitted to the school principal no later than **October 30**.

I have read and understood the attached policies regarding Challenge for Credit Option. I understand that my son/daughter/ward is prepared to demonstrate their acquisition of the course learning outcomes for: \_\_\_\_\_ at the end of \_\_\_\_\_.  
Name of Course and Grade Level Month

I am aware that the Challenge for Credit Option will count for 100% of the final mark for the course they are challenging. (Provincial standards tests for the Senior 4 compulsory subject areas will account for 30% of the student's final mark).

\_\_\_\_\_  
Parent/Guardian Signature Student Name (please print)

\_\_\_\_\_  
Date Student Signature

**Course to be challenged:** \_\_\_\_\_

Previous courses taken in this subject area:

Course	Teacher / School/Organization	Mark / Standing

**To be completed by the student:** Reasons for the challenge for credit request:  
Please comment on the following:

- How will the course credit help you to fulfil your educational goals?

\_\_\_\_\_  
\_\_\_\_\_

- What are your special interests and skills related to this course?

\_\_\_\_\_  
\_\_\_\_\_

- How are you planning to demonstrate that you have already acquired the knowledge, skills and attitudes of this particular course?

\_\_\_\_\_  
\_\_\_\_\_

Appendix B

**Challenge for Credit Option for a Course Credit  
Letter of Agreement between the Student and the School**

This letter of agreement must be co-signed by the student, the parent/guardian and the school principal no later than \_\_\_\_\_.

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

I wish to challenge for credit for the following course:

Course Name	Course Grade/Level	Course Code

I will be submitting the following as evidence that I am qualified to challenge for credit this course:

	Letter(s) of recommendation from teacher(s) familiar with the course learning outcomes
	Letter(s) of recommendation from member(s) of the community
	A portfolio of relevant work
	Proof of successful relevant experience
	Proof of independent learning a relevant area
	Sample of relevant work
	Proof of relevant prior learning from another educational jurisdiction
	Proof of successful completion of courses
	Others

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

**For Office use only:**

Date application received: \_\_\_\_\_

Date challenge for credit option completed: \_\_\_\_\_

Result: \_\_\_\_\_

Appendix C  
**Challenge for Credit Option Assessment Strategies Used**  
**Final Report Form**

Assessment Strategies	Date Completed	Level of Achievement

Percentage Grade \_\_\_\_\_

Signatures

Subject Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_