

## **HIGH SCHOOL COURSE CHALLENGE PROCESS**

### **POLICY**

### **LEGAL REF: EA (1) J**

The Greater Saskatoon Catholic Board of Education recognizes that some students are able to demonstrate a high level of achievement of the learning objectives of a particular course without spending the required amount of class time studying the course material.

The Board believes that students should be given the opportunity to challenge the course through a rigorous and comprehensive course challenge process, which allows them to demonstrate their capabilities and to move on to further learning if the challenge is completed successfully.

### **REGULATIONS AND PROCEDURES**

1. Students requesting to challenge a course in Saskatoon Catholic Schools are required to meet the following criteria:
  - a) The student must be enrolled in the school division
  - b) The student has attained successful academic standing in two previous courses taken in the subject area and can give evidence of readiness to initiate the course challenge process.
  - c) The course being challenged is a provincially-developed course at the 10 or 20 level which is taught in the school division. Level 30 courses will not be accepted for course challenge.
  - d) The student has not challenged the course previously.
  - e) No more than one course credit has been attained by the student through the course challenge process previously.
  - f) The student's parent/guardian is in agreement with the student's request.
2. Each high school is required to communicate to parents and students the availability, procedures, objectives and assessment strategies for course challenges.
3. Any provincially-developed course taught in the school division at level 10 or 20 may be challenged, with the exception of Christian Ethics (Regular or Immersion Courses)

4. The course challenge process will be allowed prior to the beginning of the first or second semester only, or in the case of special circumstances, at the discretion of the principal.
5. The student's responsibilities in the course challenge process are:
  - a) The student will inform the principal of the intent to challenge a course and will be required to submit a completed *Intent to Challenge* form to the school.
  - b) The student will provide evidence of readiness to challenge a course (i.e. high academic standing in a prerequisite course, selections from a portfolio or other collection, recommendation from a previous teacher, documentation of work or other experience, etc.)
  - c) If the *Intent to Challenge* is refused, the student will be required to register in and successfully complete the course in order to receive credit.
  - d) The student must attain a minimum of 80% through the course challenge process in order for credit to be granted.
6. The school's responsibilities in the course challenge process are:
  - a) The decision to proceed with the course challenge process will be determined at the school level by a team of at least two individuals (to include the principal and the teacher who will administer the course assessment). The decision will be based on a discussion of the student's chance of successfully meeting the course objectives at an exemplary level and, subsequently, the student's capacity to successfully complete the course at the next level.
  - b) Proper arrangements will be made within the school division to enlist the assistance of a teacher who has previously taught the course at least twice to administer the course challenge.
  - c) A variety of assessment techniques will be used to measure the level of student attainment of course objectives. Assessment strategies will be developed by the course instructor based upon current classroom course requirements and assessment techniques.
  - d) The student will be notified of the decision to approve or refuse the course challenge within two weeks of receipt of the *Intent to Challenge* form. Refusals will be documented on the basis of the criteria outlined in point 6(a) above. Approvals will outline a reasonable timeline for completion of the challenge process.

- e) If a student successfully completes the course challenge process, the mark will be recorded in the student's transcript and submitted to Saskatchewan Education for credit.
- f) If the first attempt is unsuccessful, a student will not be allowed to challenge the course a second time. In order to receive credit, the student will be required to register in the usual manner and complete the course successfully.

**BOARD APPROVED:**      May 25, 1999