

ADMINISTRATIVE PROCEDURE NO. 352

COURSE CHALLENGE

Background

Course challenge is a provision that allows high school students to challenge the expectations for a course by participating in a formal assessment process, rather than taking the course. Alberta Education's, *Guide to Education*, outlines the conditions and procedures under which this may take place.

Procedures

1. The principal shall ensure that the school handbook provide information explaining and outlining the availability and the procedures for students to follow in order to challenge a course.
2. The principal shall review the course challenge process with the student and direct the student to a specific teacher of the course being challenged.
3. A student must demonstrate readiness (depth and breadth of understanding of a course) by completing a course review in the subject that they wish to challenge. If the principal requires an on-site meeting(s), this will be at their discretion in terms of the readiness assessment. The student needs to demonstrate that they have a proficient knowledge of the general and specific learner outcomes as prescribed by the Alberta Education's *Program of Studies* through a pre-assessment. Readiness can be demonstrated through any of the following means as agreed upon by the school principal:
 - Portfolio
 - Documentation of work and/or experience
 - Teacher recommendations
 - Review package completion
 - Unit and mid-term exam assessments
 - Other collections of work that reflect the student's abilities
4. The principal shall make the final decision on the student's readiness for the course challenge. The principal shall base this decision on the consultation with the student, parent(s) and the teacher of the course.

5. A reasonable time allotment for the challenge to a course must be given. Generally, this will be 6 weeks prior to the completion of a course in any given semester.

6. If a student wishes to challenge a course but is not registered in that school or school district, they must make sure that the associated fees (the school's registration fees) have been paid.

7. As stated in Alberta Education's *Guide to Education*, a student shall attempt a particular course challenge no more than one time.

8. Students may only challenge courses that have specifically defined content in Alberta Education's *Programs of Studies*. Students are not permitted to challenge the following courses:

- Agriculture Safety (AGR3000)
- All Green Certificate Program courses
- All Registered Apprenticeship Program (RAP) courses
- Career and Technology Foundations (CTF) courses completed in grades 6, 7, 8 and 9
- Career Internship 10
- Locally developed/acquired and authorized courses, with the exception of locally developed language courses
- Special Projects 10, 20 and 30
- Work Experience 15, 25 and 35
- Workplace Practicums
- Workplace Readiness
- Workplace Safety Systems (HCS3000).

9. Completion of a Course Challenge

a. 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.

b. 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, a student who has earned credits for Science 30 may not challenge Science 24. High school mathematics course sequences are an exception, as

they are designed based on content rather than the level of difficulty. A student may challenge Mathematics 20-3 or Mathematics 20-2 after being awarded credits in Mathematics 20-1, as Mathematics 20-1 is not considered part of a higher-level course sequence in this instance. The same exception applies to 30-level mathematics courses. A student who has been waived into a higher-level course in a sequence may challenge the lower-level course(s) in that sequence. For example, a student who is waived into Science 30 may challenge Science 20. A student who challenges a course, either successfully or unsuccessfully, may subsequently choose to take the course.

c. Upon successful completion of a course challenge, schools will place a statement in the student's individual Historical Grade within PowerSchool. This statement should take the following form:

Student Name was assessed by **Teacher/Admin Name** to have successfully completed a course challenge for **Course Name**, on **Date**. It was determined that **Student Name** met the outcomes in **Course Name** and was recommended to move to **Course Name (higher course)**. Parents/Guardians of **Student Name** were informed of **his/her** successful completion of this course challenge and of **his/her** eligibility to take **Course Name (higher course)**.

d. 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.

References:

Alberta Education Funding Manual for School Authorities
Alberta Education Guide to Education