



# Turtle River School Division - Administrative Procedure

## Section D – Student Services

### Challenge for Credit Option

Turtle River School Division recognizes that students may, in exceptional circumstances, have already acquired the skills, knowledge, and attitudes of a particular course. The Challenge for Credit Option provides students with an opportunity to demonstrate that they have achieved the learning outcomes as defined by the Manitoba curriculum for that particular course. Students may apply to demonstrate that they can meet the curriculum learning outcomes in an appropriate way.

Key features and purposes of the Challenge for Credit Option include:

- Students who are accelerated in particular subject areas because of special talents or private study;
- Students who transfer into Manitoba from another jurisdiction and would benefit from a placement in a subject/grade;
- Students whose educational attendance was affected by illness that prevented them from enrolling;
- Students who were previously home-schooled;;
- Students who can demonstrate that they have met course requirements through life experiences such as independent study, employment, volunteering, and hobbies.

\*This option does not include the Special Language Credit Option or the Private Music Option as Manitoba Education already has a specific policy for these credits.

### School Guidelines for Challenge for Credit Option

1. Only credits and courses taught at the grade 9 to grade 12 level can be challenged.
2. Fill out the [Intent to Challenge Application form](#). If the student is less than 18 years of age, the parent/guardian must complete the [Parent/Guardian Approval form](#). Both forms are to be submitted to the principal. (The principal may need time to accommodate the student's course challenge based on resource availability.)
3. Students must provide reasonable evidence that they have the potential to successfully complete the challenge (for example: independent study, work experience, volunteering experience, hobbies, or related activities.)
4. Once the principal approves the request, the student must complete the [Challenge for Credit Option Letter of Agreement form](#).

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#### **Assessment Process for Challenge for Credit Option**

1. Various assessments techniques may be used to evaluate the learning outcomes, including: formal tests, written assignments, laboratory work, research papers, essays, quizzes, practical examinations, skill demonstrations, simulations, portfolio of work, and interviews.
2. A student in Grades 9 to 12 who has successfully completed a challenge for compulsory course is expected to write the provincial standards tests. If the course being challenged is Grade 12 English Language Arts or Grade 12 Mathematics, the provincial standards test will represent 20% of their final mark.
3. In most cases, the assessment may be a final exam or a combination of work, assignment and final exam. In this case, the student's final exam mark may represent the final mark reported on the student's transcript.

#### **Eligibility Criteria**

1. Only students who have not completed the course through previous enrolment are eligible to challenge for credit. They cannot use the Challenge for Credit option to increase their mark. However, if a student was unsuccessful at obtaining the credit, then they are able to challenge for credit.
2. After challenging the course, whether successfully or unsuccessfully, students may then decide to take the course.
3. A student is allowed to challenge the course credit only once. If unsuccessful but still seeking credit or aiming to raise their mark, the student is required to take the course. All documentation must be included in the student's cumulative file.

#### **Requirements**

1. Students must achieve a minimum final mark of 50% in order to receive credit with the Challenge for Credit Option.
2. A student who successfully demonstrates through the Challenge for Credit Option that they possess the learning outcomes for the course will be given a final course mark and credit.
3. The student's transcript will not make reference to the challenge option. However, the student's Challenge for Credit Option Final Report form will be placed in the student's cumulative file.
4. There is no limit to the number of courses a student may challenge. However, it is expected only in exceptional circumstances would a student attempt to challenge multiple courses.

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5. To be eligible to utilize the Challenge for Credit Option, students must be enrolled in the school division and attending the school in some degree or form.

#### Guiding Principles

1. No fees are charged for registered students to utilize the Challenge for Credit Option.
2. The Challenge for Credit Option is only available for courses taught within the division. If a student wants to challenge a credit for a course that is not offered, a special agreement may be negotiated between the school and the student if they are able to offer the option on the particular course being challenged. However, there may be some cases where some courses cannot be offered under this option.
3. Schools will make every best effort to offer and provide students with the opportunity to utilize the Challenge for Credit Option.
4. The school principal, resource teacher, guidance counselor, and social worker will promote the option for students to utilize the Challenge for Credit Option as a tool to support students and families.

#### Approval Process

1. The principal makes the decision if the student meets the above eligibility criteria and purpose prior to granting a student the Challenge for Credit Option. In most cases, the principal will consult with the student, parents/guardians, and the previous subject teacher as to the student's readiness to Challenge for Credit. The consultation should include evidence that the student has a reasonable possibility to meet the learning outcomes for the course.
2. The principal is required to respond to a student's Intent to Challenge Application in a timely manner (one week) unless under extraordinary circumstances. However, the principal may require a reasonable amount of time to organize and plan to be able to offer this option to a student.

#### Proceeding with the Challenge for Credit

1. The principal will assign the student to a designated certified teacher who will oversee the students Challenge for Credit. This teacher will have previously taught the course, or similar course, and will be in charge of overseeing the administration and evaluation of the assessment of the course challenge.
2. The designated teacher will initiate a conference with student and/or parent/guardian in order to review the course objectives, course content,

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expectations, and assessment strategies selected to assess the student's learning. The teacher will provide the student with an overview of subject material and content that is required prior to any of the assessments. Students will then be given time to prepare and complete the assessment as provided by the teacher on the agreed upon date.

3. The Challenge for Credit course assessment strategy must be inclusive and representative of the entire course learning outcomes as set out in the curriculum documents. If the course has a provincial exam, then the student's provincial exam must represent 20% of the student's final mark.
4. The assessment must be completed in a timely and practical manner.

#### Final Mark/Standing Report

1. The designated teacher will complete a [Final Report Form](#) that indicates the assessment strategies used, when they were evidenced, and at what level of achievement. When the Challenge for Credit is completed, the Final Report form will be signed and submitted to the principal.
2. Upon successful completion of a course challenge, the principal will submit the student's final mark along with the equivalent course credit attained to the department of education.

#### Challenge for Credit Option – Procedures for the Student

1. If a student would like to utilize the Challenge for Credit Option, he/she must complete the [Challenge for Credit Application Intent](#) form as well as the [Parent/Guardian Approval form](#) if less than 18 years of age. If a student is 18 years of age or older, they can complete their own parent/guardian approval form. They must still complete the form because there is a section that has students answer important questions regarding the course challenge. It also asks the student to identify someone who is willing to support and guide them during their challenge for credit.
2. Students must submit a separate [Intent to Challenge Application](#) form for each course being challenged.
3. Students must meet Challenge for Credit eligibility criteria as noted in the division policy guidelines.
4. The principal will review the application and determine if the student meets the eligibility requirements within one week.

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5. If the student is denied the Challenge for Credit Option, the principal will explain the reason to the student and/or the parent/guardian.
6. If a student is approved to proceed with the Challenge for Credit Option, the principal will communicate with the student and/or parent/guardian the next steps in the process.
7. The student will then enter into a contract by completing the [Challenge for Credit Letter of Agreement form](#). This form confirms that the student is committed to obtaining the credit being challenged and agrees to put in the necessary time and work to be successful.
8. The principal will assign the student a teacher to administer and supervise the Challenge for Credit. This teacher will be certified and have experience in this course of study.
9. The designated teacher will plan and determine what assessment strategies will be utilized, tailored to the needs of the student, course, teacher, and school.
10. The teacher will initiate contact with the student and the parent/guardian in order to review expectations, course content, assessment strategies chosen for this course challenge, and the timeline with specific dates of the course challenge assessments.
11. After the student has completed the Challenge for Credit assessments, the designated teacher will complete the [Challenge for Credit Final Report](#) form that will be submitted to the principal for submission to the department of education. The designated teacher will communicate the results of the course challenge and provide the student and parent/guardian with a copy of this form after it has been signed by all parties. A copy of this form will be placed in the student's cumulative file.

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### Intent to Challenge Application Form

Date of Application: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Course Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Date previously took the course: \_\_\_\_\_ Final Course Mark: \_\_\_\_\_

Why are you looking to Challenge the Course? What is the purpose?

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

What has changed since you took the course that will help support you in successfully achieving the credit through this option (e.g. independent study, world of work, volunteer activities, and hobbies)? What makes you ready to challenge this course now?

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

Have you thought about retaking the course? Why do you feel that by challenging this course you will be successful? What will you do differently in order to be successful at Challenging this Course?

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

Who will help support you in preparing for this course challenge (e.g. friend, teacher, parent, tutor, private art instructor, coach, director of theatre school, etc.?)

*Please note: before listing someone, you should have already asked for their agreement to help you.*

*To be completed by the principal*

**Approved to Challenge the Credit**     **Denied, Need to retake the course**

Reason for Decision:  
\_\_\_\_\_  
\_\_\_\_\_

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

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### Challenge for Credit Option for a Course Credit

#### Parent/Guardian Approval Form – Notice of Intent to Challenge Credit

This form must be submitted to the school principal no later than \_\_\_\_\_.  
DATE

*I have read and understand the attached policies regarding Challenge for Credit Option.  
I understand that my son/daughter/ward is prepared to demonstrate his/her 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 he/she is challenging (Provincial standards tests for the Grade 12  
compulsory subject areas will account for 20% of the student's final mark).*

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

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

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

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

*Previous courses taken in this subject area:*

Course Name	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 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?

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### Letter of Agreement between the Student and School

*This letter of agreement must be completed and signed by both the student, parent/guardian and principal no later than \_\_\_\_\_.*

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ School: \_\_\_\_\_

*I wish to challenge for credit 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 in a relevant area.
	Sample of relevant work.
	Proof of relevant prior learning from another educational jurisdiction.
	Proof of successful completion of courses.
	Others

### *Signatures*

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

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

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

<i>For office use only:</i>
Date application received: _____
Date challenge for credit option completed: _____
Result: _____

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### Challenge for Credit Option Final Report Form

Date: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course Code: \_\_\_\_\_

Assessment Strategies	Date Completed	Level Of Achievement

**Final Course Mark (percentage/grade):** \_\_\_\_\_

#### *Signatures*

Challenge for Credit Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Resource Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

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

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