

Administrative Procedure 219

Course Challenge Process

Background:

The Division 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 hours enrolled in the course. The intention is to allow students to challenge a course and to demonstrate the course requirements through a rigorous and comprehensive challenge process, in order to move on to further learning. To accommodate this, Saskatchewan Education has developed a process for challenging courses for credit. Using this process, a student may earn a maximum of two credits. The credits may be earned only at the 10 and 20 level.

Procedures:

1. General
 - 1.1. To challenge a course, the student must be enrolled in the Division.
 - 1.2. The school will administer the course challenge process within provincial guidelines and Division procedures.
 - 1.3. Provincially-developed courses may be challenged at the 10 or 20 level.
 - 1.4. A teacher who has previously taught the course at least twice is qualified to administer the course challenge process.
 - 1.5. The course challenge process is to include appropriate assessment techniques that measure the level of student attainment of course objectives.
 - 1.6. The student must attain a minimum of 80% through the course challenge process in order to be granted credit. The percentage mark attained will be recorded on the student's transcript.
 - 1.7. Students who are not successful in the course challenge process shall not be allowed to challenge the same course a second time. In order to receive credit for the course, these students will be required to register in and successfully complete that course.

2. The Lloydminster Comprehensive High School, in consultation with the Director or designate, will determine which courses at the 10 or 20 level may be challenged in their schools. This decision will be based upon whether teachers have taught a particular course at least twice.
3. Students shall complete the Intent to Challenge form ([Form 219-1](#)).
4. The course instructor shall develop assessment strategies for a challenge process based upon course requirements and upon current classroom assessment techniques. Course objectives will be listed with the assessment strategies and shall be available to attach to the Intent to Challenge Course form. It is anticipated that teachers of a particular course will meet at the beginning of the school year to share assessment strategies and develop a challenge process. The respective teachers of the particular course are to review each course challenge process annually.
5. A time will be determined for the course challenge based on the availability of the teacher involved.
6. The school will communicate to parents and students the availability, procedures, objectives and assessment strategies for course challenges.
7. To challenge a course, the student must make a formal written request to the Principal and then submit the completed Intent to Challenge Course form to the school.
8. Students shall take the responsibility for providing evidence of readiness to challenge a course (e.g. a high mark in a prerequisite course, selections from a portfolio or other collection, recommendation from a previous teacher, documentation of work or other experience, etc).
9. The decision to proceed with a course challenge process by evaluating the Intent to Challenge Course form will be determined at the school by a team of at least two individuals (to include the Principal and the teacher who will administer the challenge process). Arrival at this decision shall include discussion of the student's chance of successfully meeting the exemplary level in the course challenge and, subsequently, the student's capacity to successfully complete the course at the next level.
10. If the "Intent to Challenge" is refused, the student is required to register in and successfully complete that course in order to receive credit for the course.
11. The Principal will notify students of the approval or refusal of their "Intent to Challenge" within two weeks. Refusals will be documented according to criteria. Approvals will state a date for completion of the challenge process.

12. Students who successfully complete the challenge process will be granted one credit for the course. The mark shall be submitted to Saskatchewan Education.

References:

Section 85, 87, 108, 109, 168, 169, 170, 175, 231 Education Act
Course Challenge Process, Policy and Procedures (October 1988)

Revised:

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