

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

S 10.2
July 2017

POLICY:

The Nipissing-Parry Sound Catholic District School Board believes students should have a variety of opportunities to obtain credits toward their Ontario Secondary School Diploma. Accordingly, the Board supports the Prior Learning Assessment and Recognition (PLAR) process whereby students may obtain credits for prior learning.

ADMINISTRATIVE REGULATIONS AND PROCEDURES

A) The Challenge Process

1. The Principal will ensure that the school course calendar has a statement notifying students of the prior learning assessment and recognition process. The Principal will carry out the responsibilities as required in Policy/Program Memorandum 129 and OSS sections 6.6 and 8.2.
2. Students wishing to challenge a credit will obtain an application form from the student services department at the beginning of the first semester and submit the completed forms to the Principal with relevant documentation.
3. The Principal or designate, the teacher adviser/guidance counselor and appropriate subject department head will meet with the student (and parent(s)/guardian if the student is less than 18 years old) to review the application, and determine whether reasonable evidence for success exists and whether the challenge should occur.
4. If it is agreed the challenge should occur, the appropriate staff will meet with the student (and parent(s)/guardian, where applicable) to review the application, provide materials related to the course being challenged, and to establish a timeline for assessing the challenge for credit of a course.
5. Assessments will be recorded on the forms provided in the appendices. Credits will be recorded on the student's Ontario Student Transcript (OST) and in accordance with Ministry policy.

B) The PLAR Equivalency Process

1. The Principal will ensure that information related to the equivalency process is included in the school course calendar.
2. Equivalency credits will be granted in accordance with PPM 129 and OSS 1999 for placement only, for students who transfer to the secondary school from non-inspected private schools or schools outside of Ontario.

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<ol style="list-style-type: none"><li data-bbox="305 342 1382 411">3. Students requesting equivalency credits will meet with the Principal and appropriate staff upon registration and submit appropriate documentation.<li data-bbox="305 443 1382 512">4. The Principal will grant equivalency credits using as a guide Appendix 8 of OSS or the On-Line Information System (OLIS).<li data-bbox="305 543 1382 613">5. Equivalency credits will be recorded in accordance with Ministry of Education policy.	

**PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)
Application to Challenge for Credit for a Course**

Please complete this application form and submit it to your school principal.

The personal information you provide on this form is collected by the Nipissing-Parry Sound Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss.58.5, 265 use and 266 as amended. The information will be used for School and Board operations including but not limited to student registration, staff and resource allocation and to provide information to employees where necessary to support them in carrying out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and may be required to be disclosed in compelling circumstances, for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, please contact your school Principal.

Surname: _____

Given names: _____

MIN/OEN: _____ Grade: _____

Gender: male female Date of birth: _____ year _____ month _____ day

Name of parent/guardian: _____

School: _____

I wish to challenge for credit for the following course:

Course Title	Course Type	Course Grade/Level	Course Code

I am aware that a passing or failing mark resulting from a challenge for credit for a Grade 11 or 12 course will be entered on my Ontario Student Transcript and that a passing or failing mark or a withdrawal resulting from a challenge for credit for any Grade 10, 11 or 12 course will be entered on my PLAR tracking record and maintained in my Ontario Student Record.

I am aware that the PLAR challenge process will include formal tests (balanced between written work and demonstration, as appropriate for the subject) worth 70 per cent of the final mark, and other types of assessment worth 30 per cent of the final mark. I am aware that my skills and knowledge will be evaluated against the expectations outlined in the appropriate provincial curriculum policy document. I am aware that a maximum of four credits may be granted through the challenge process for courses in Grades 10 to 12, with no more than two in any one discipline.

OVER>>>

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

- letter(s) of recommendation from teacher(s) familiar with the course expectations
- letter(s) of recommendation from member(s) of the community
- a portfolio of relevant work
- proof of successful relevant experience in a supervised setting
- proof of independent learning in a relevant area
- a videotape, audiotape, or CD-ROM with samples of relevant work
- proof of relevant prior learning from another educational jurisdiction
- proof of successful completion of courses identified as prerequisites for this course

Student Paragraph

Write a paragraph of 100-200 words stating why you want to challenge for credit for this course. Be sure to include the following:

- ways in which the course credit will help you to fulfill your educational goals
- your special interests and skills related to this course.

I have reviewed the curriculum expectations and the descriptions of the levels of achievement for this course with a designated subject teacher.

I understand that a board/school committee will review my application.

Signature of student

Date

Signature of parent/guardian (for student under 18 years of age)

Date

Signature of teacher-adviser/guidance counselor

Date

Signature of subject teacher

Date

FOR OFFICE USE ONLY

Date application received: _____

Date challenge process completed: _____

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

Record of Assessment of Challenge for Credit for a Course

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Student's surname: _____

Given names: _____

MIN/OEN: _____

Gender: male female Date of birth: _____
(year / month / day)

Name of parent/guardian: _____

Course title: _____ Course type: _____

Course grade/level: _____ Course type: _____

Teacher: _____

School: _____

ASSESSMENT STRATEGIES USED

a) Formal Tests - 70% of final percentage grade

Overall Expectations Covered	Type of Test	Date Completed	Level of Achievement

Percentage Grade (out of 70%) _____

b) Other Assessment Strategies - 30% of final percentage grade

Overall Expectations Covered	Type of Assessment Strategy	Date Completed	Level of Achievement

Percentage Grade (out of 30%) _____

Final Percentage Grade _____

Signatures:

Subject teacher: _____

Date: _____

Student: _____

Date: _____

Principal: _____

Date: _____

Teacher-adviser/guidance counselor: _____

Date: _____

Parent/Guardian: _____

Date: _____

(If student is under 18 years of age)

PRIOR LEARNING ASSESSMENT AND RECOGNITION: CHALLENGE FOR CREDIT

Cumulative Tracking Record

The personal information you provide on this form is collected by the Nipissing-Parry Sound Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss.58.5, 265 use and 266 as amended. The information will be used for School and Board operations including but not limited to student registration, staff and resource allocation and to provide information to employees where necessary to support them in carrying out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and may be required to be disclosed in compelling circumstances, for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, please contact your school Principal.

<i>Surname</i>	<i>Given Names</i>	<i>MIN/OEN</i>	<i>Student Number</i>	<i>Gender</i>	<i>Date of Birth</i>
<i>School Board/School Authority/Inspected Private School¹</i>		<i>Number</i>	<i>Name of School</i>	<i>Date of Entry</i>	

Date (Year/ Month)	School Board/Inspected Private School²	Course Grade/ Level	Course Title	Course Code	Discipline	Percentage Grade	Credit	Compulsory	Withdrawal	Authorization³

¹Name of school board/school authority/inspected private school that maintains the student's OSR
²Name of school board or inspected private school through which the student earned the credit(s)
³Signature of person authorized to maintain the student's OSR

Note: For policy on the use of this form, see Policy/Program Memorandum 129, "Prior Learning Assessment and Recognition (PLAR): Implementation in Ontario Secondary Schools".

PRIOR LEARNING ASSESSMENT AND RECOGNITION: CHALLENGE FOR CREDIT

Interim Tracking Record

The personal information you provide on this form is collected by the Nipissing-Parry Sound Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss.58.5, 265 use and 266 as amended. The information will be used for School and Board operations including but not limited to student registration, staff and resource allocation and to provide information to employees where necessary to support them in carrying out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and may be required to be disclosed in compelling circumstances, for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, please contact your school Principal.

<i>Surname</i>	<i>Given Names</i>	<i>MIN/OEN</i>	<i>Student Number</i>	<i>Gender</i>	<i>Date of Birth</i>
<i>School Board/School Authority/Inspected Private School¹</i>		<i>Number</i>	<i>Name of School</i>	<i>Date of Entry</i>	

Date (Year/ Month)	School Board/Inspected Private School ²	Course Grade/ Level	Course Title	Course Code	Discipline	Percentage Grade	Credit	Compulsory	Withdrawal	Authorization ³

¹Name of school board/school authority/inspected private school that maintains the student's OSR

²Name of school board or inspected private school through which the student earned the credit(s)

³Signature of principal who granted the credit(s)

Note: For policy on the use of this form, see Policy/Program Memorandum 129, "Prior Learning Assessment and Recognition (PLAR): Implementation in Ontario Secondary Schools".