



CALGARY BOARD OF EDUCATION

Administrative Regulation 6021 - Course Challenge

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Preamble Course challenge is a provision mandated by Alberta Education that allows senior high school students who believe that they have acquired the knowledge, skills and attitudes as defined by the program of studies for a given course and are ready to demonstrate that achievement, to participate in a summative assessment/evaluation process, be given a final course mark, and, if successful, credits in that course.

PART 1 GENERAL

Definitions 1 In this regulation,

(a) “**course challenge**” means a provision mandated by Alberta Education that allows senior high school students to challenge the outcomes for a course by participating in a formal assessment process, rather than taking the course;

- (b) **“course sequence”** means the progression of levels of instruction where one course is a prerequisite to the next level of study such as English10-1, English 20-1 and English 30-1.

Application and exceptions

- 2(1)** The following courses are excluded from the course challenge:
 - (a) CTS courses completed in grades 7, 8 and 9;
 - (b) French 13;
 - (c) Mathematics Preparation 10;
 - (d) Special Projects 10, 20 and 30;
 - (e) all Registered Apprenticeship Program (RAP) courses;
 - (f) Work Experience 15, 25 and 35;
 - (g) a course taken by a home education student registered with the Calgary Board of Education except for a home education course that has teacher accountability; and
 - (h) courses having no specifically defined content in the program of studies.
- (2) Course challenge in diploma examination courses applies only to the school-awarded mark component of the course, and therefore will not result in a final course mark or in credits until after the student successfully completes the diploma examination for that course.
- (3) When requested by a student, the school principal must ensure that the student has the opportunity to participate in course challenge assessments for the full range of senior high school courses offered by the Calgary Board of Education authority, other than for those exceptions noted above.
- (4) When a student requests to challenge a course not offered by the Calgary Board of Education, the principal must refer the student to the Area Director who will arrange course challenges with other school authorities, where possible. A student who undertakes such a course challenge must assume all additional expenses, other than those normally assumed by a school for assessment. Examples of additional expenses are personal transportation to the other school authority.

Students

- 3(1)** A student must be enrolled in a Calgary Board of Education senior

high school, Chinook Learning Services or Cbe-learn to initiate a course challenge.

- (2) Students are responsible for initiating the course challenge process with the school principal, the Director of Chinook Learning Services or designate, or the Director of Cbe-learn, as the case may be and must take the responsibility for providing evidence of readiness to challenge a course for example, a portfolio, other collection, documentation of work and/or experience, a recommendation from a junior high school principal or a current teacher of the student.
- (3) A student may not initiate a course challenge for a course in a similar level sequence if the student has already completed a course in a higher level sequence. For example, a student who has earned credits for Pure Mathematics 30 may not challenge Mathematics 24. However, a student who has been waived to 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 Pure Mathematics 30 may challenge Pure Mathematics 20.
- (4) A student who successfully completes a course challenge of the school-awarded mark component of a diploma examination course must write the diploma examination in order to be eligible for a final course mark and credit in that course.

Information to parents and students

- 4 The principal must ensure that parents and students are advised about the availability of and the procedures and assessment criteria for course challenges.

Principal and teacher responsibilities

- 5(1) The principal is responsible for determining a student's readiness for course challenge. In the determination of readiness, the principal may consider the student's chance of successfully meeting the acceptable standard for the course, and the student's apparent capacity to handle successfully the course at the next level.
- (2) The principal is responsible for the final decision about the student's readiness for the course challenge, based on the consultation process.
- (3) The principal must ensure that assessment of a student for course challenge includes strategies that will assess the breadth and scope of the learning expectations for the course, as outlined in the program of studies.
- (4) Course challenge must be conducted in a timely and practical manner.

(5) The principal must assign the assessment for a course challenge to a certificated teacher who has taught the course.

(5) The teacher who conducts the assessment for a course challenge must do so in accordance with sections 7, 8, 9, 10, and 11 of this Regulation.

No fees for course challenge

6 Senior high school students or their families must not be charged a fee for administering course challenges.

PART 2 STUDENT ASSESSMENT

Student assessment

7 The assessment of the student's knowledge, skills and attitudes must reflect the unique learning outcomes of the course being challenged, encompass a variety of assessment strategies, and include the following three components:

- (a) a demonstration,
- (b) a formal interview, and
- (c) a formal examination.

Demonstration

8 A demonstration must include some of the following:

- (a) a portfolio of student work whose components and formats are specified by the subject area,
- (b) project study report,
- (c) performance-based tasks with a focus on both process and product,
- (d) oral presentation for second languages, and
- (e) appropriate safety procedures.

Interview

9(1) The student interview provides a further opportunity to:

- (a) assess the student's knowledge, skills and attitudes,

- (b) assess the breadth and depth of the student's understanding,
 - (c) ensure integrity of the work that has been presented, and
 - (d) address the affective domain of the subject area.
- (2) The student interview may be conducted by one or more teachers.
- Formal examination** **10** A formal examination may include one or more of the following:
- (a) multiple choice test,
 - (b) an oral defence,
 - (c) a written test, if writing has not been a component of the demonstration,
 - (d) a polished performance, and
 - (e) a skilled task.
- Scoring and reporting** **11(1)** The weighting of each component of the course challenge assessment will be determined by the principal responsible for administering the course challenge or their designate.
- (2) The student must pass each component of the course challenge.
- (3) The student's course challenge mark will be communicated to the student through the school's established procedures.
- (4) The teacher assessing the course challenge must provide the student with the opportunity to discuss the results with the teacher.
- (5) A student may appeal a course challenge mark following the school's appeal procedures.
- Marks, credits, reporting** **12(1)** The principal must ensure that a student who successfully demonstrates achievement of the expected standard for the outcomes for the course is awarded a final course mark and credits for the course challenged, except in diploma examination course. In a diploma examination course, the school-awarded mark will be blended with the diploma examination mark before a final course mark or credit

is possible.

- (2) The principal must report a student's achievement in a course challenge to Alberta Education.
- (3) Upon a student's successful completion of a course challenge, the principal must also report waived prerequisite credits and a "P" for pass for courses lower in the course sequence.

Repeating courses

- 13(1)** A student who challenges a course, either successfully or unsuccessfully, may subsequently choose to take the course.
- (2) If a student takes a course in the same semester in which she or he attempts a course challenge either successfully or unsuccessfully, the school shall submit only the course mark.
- (3) A student may attempt a particular course challenge only once. If the student is unsuccessful, but wants credit in the course, or wishes to raise her or his mark, the student is required to take the course.

Approved:

October 28, 2005

References

**Alberta Education
References:**

- Guide to Education: ECS to Grade 12, Appendix 3 Course Challenge, September 2004

Contact Persons:

- School Principal,
- Area Director
- Director of Chinook Learning Services
- Director of CBe-learn