



# Regina Roman Catholic Separate School Division # 81

<b>Curriculum &amp; Instruction</b> <b>8760</b> <b>Course Challenges</b>	<b>Administrative Application</b>	
	<b>Effective:</b>	January 7, 2019
	<b>References:</b>	Ministry of Education - Course Challenge Process: Policy and Procedures 2018 - Intent to Challenge Course Form - Secondary Level Mark Correction Form Policy 12 – Role of the Director
	<b>Status:</b>	Operational

## Preamble

The Regina Catholic School Division (RCSD) 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 school division will allow students in the division to challenge a maximum of two (2) courses for credit at the 10 or 20 level.

## Application

1. In order to administer the course challenge process, the teacher shall have taught the course at least twice.
2. Only provincially developed courses at the 10 or 20 level may be challenged.
3. The course challenge process shall include a variety of assessment techniques that measure the level of student attainment of course objectives/outcomes.
4. The student must prepare for the course challenge independently, though the teacher will provide general guiding material.
5. In order to receive credit, the student shall attain a minimum mark of 80% through the course challenge process.
6. Students not successful in a course challenge shall not be allowed to challenge the same course a second time.
7. In order to receive credit for the course, a student who does not attain a mark of 80% in the challenge process will be required to register in and successfully complete the course.
8. Applications for a challenge process will be forwarded to the school principal, who will inform the student of the approval or refusal of the challenge application within ten (10) school days of receipt.
9. In order to challenge a course, the student must submit *the Intent to Challenge Course* form attached, to the principal. The student must also provide a portfolio indicating a record of experiences and previous learning opportunities that would indicate that the student has met the learning targets of the course.



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10. The principal and two (2) teachers in the discipline in which the student is challenging a course will evaluate the *Intent to Challenge Course Form*. One of these teachers will be responsible for administering the challenge requirements. This committee of three (3) will consider the student's chance of
  - a. attaining a mark of 80% through the process (with completion of the "Summary of Achievement" form attached),
  - b. being successful in completing the next level of the course.
11. The process will be administered and completed within a one-semester time frame.
12. If the challenged course is a prerequisite, any credits in subsequent courses will **not** be granted until the challenged course is successfully completed.
13. Students are limited to only one (1) attempt at the challenge. If they are unsuccessful they:
  - a. will immediately be removed from any course which requires the challenged course as a pre-requisite, and
  - b. may register in and successfully complete the challenged course as they would for any other course.
14. Students will
  - a. successfully complete a course challenge before enrolling in the next level (subsequent) course.
  - b. indicate their intention to challenge a course within twenty (20) days of the commencement of the semester, using the form provided,
  - c. obtain a course outline at the semester's start from the designated teacher or school administration,
  - d. examine the course goals and outcomes to ascertain the prerequisite knowledge and skills to attempt the course challenge,
  - e. seek out and obtain, at the teacher's convenience, review materials, the assessment formats, and required textbooks, no later than thirty (30) days prior to the writing of the course challenge final,
  - f. prepare diligently for the course challenge and complete all required assessments by the due dates,
  - g. complete the course challenge assessment(s) within the designated timeframe determined by the designated teacher and the principal,
  - h. understand that the designated teacher is not responsible for any teaching, tutoring, or assistance other than providing a course outline, review materials, assessments, and a test format description.
15. Teachers will



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- a. develop assessment strategies for the challenge process in consultation with the principal and other teachers within that discipline based upon course requirements and upon current classroom assessment techniques. Course outcomes will be listed with the assessment strategies and shall be available to attach to the Intent to Challenge Course form.
  - b. correct the assessments, including the challenge exam, within one (1) week of submission and provide student services with the assessments and the earned grade, and
  - c. not tutor or be responsible for reviewing material provided to the student.
16. The supporting documents for a course challenge credit include:
- a. Registration for a challenge credit by the school to the Registrar's Office (Student Records) by letter;
  - b. School/school division course challenge process;
  - c. [Intent to Challenge Course](#) form; and, when the course is complete
  - d. [Secondary Level Mark](#) Correction form.
17. Submit all documents to:

Registrar's Office, Ministry of Education  
1<sup>st</sup> Floor, 2220 College Avenue, Regina SK S4P 4V9  
Telephone: 306-787-6012  
Fax: 306-787-0035  
Website: [www.saskatchewan.ca](http://www.saskatchewan.ca)  
Email: [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca)

## Sample Letter

Date

Registrar's Office, Ministry of Education  
1<sup>st</sup> Floor, 2220 College Avenue,  
Regina SK S4P 4V9

Re: (Student)

We are submitting an "Intent to Challenge Course," form along with our application process for course challenges for the above student.

We will submit a Secondary Mark Correction Form when the course is complete. Thank you.

Sincerely,

Your Name  
Counsellor

## 1.4 Intent to Challenge Course Form

<b>STUDENT INFORMATION (Please print)</b>													
Last Name	First Name	Middle Name											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Birthdate</td> <td style="width: 25%; padding: 5px;">Grade</td> <td style="width: 50%; padding: 5px;">Learning ID</td> </tr> <tr> <td style="padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">Day</td> <td style="width: 33%; padding: 5px;">Month</td> <td style="width: 33%; padding: 5px;">Year</td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 20px;"></td> <td style="border-bottom: 1px solid black; height: 20px;"></td> <td style="border-bottom: 1px solid black; height: 20px;"></td> </tr> </table> </td> <td style="border-bottom: 1px solid black; height: 20px;"></td> <td style="border-bottom: 1px solid black; height: 20px;"></td> </tr> </table>	Birthdate	Grade	Learning ID	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">Day</td> <td style="width: 33%; padding: 5px;">Month</td> <td style="width: 33%; padding: 5px;">Year</td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 20px;"></td> <td style="border-bottom: 1px solid black; height: 20px;"></td> <td style="border-bottom: 1px solid black; height: 20px;"></td> </tr> </table>	Day	Month	Year						Course Title and Number:
Birthdate	Grade	Learning ID											
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Day	Month	Year											
<b>Readiness to Challenge Course:</b> I have read the attached Course Outcomes and Assessment Strategies for the course. I have also attached the following evidence of readiness to challenge this course.													
<b>Previous courses taken in this subject area:</b>													
Course		Mark %											
Course		Mark %											
<b>Selections from portfolio or other collection:</b>													
<b>Additional documentation or other information:</b>													
<b>Reasons for the Course Challenge:</b> Reasons for the course challenge request (be specific):													

		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Day</td> <td style="width: 33%; padding: 2px;">Mon</td> <td style="width: 33%; padding: 2px;">Year</td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 15px;"></td> <td style="border-bottom: 1px solid black; height: 15px;"></td> <td style="border-bottom: 1px solid black; height: 15px;"></td> </tr> </table>	Day	Mon	Year			
Day	Mon	Year						
Student	Signature							
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Day</td> <td style="width: 33%; padding: 2px;">Mon</td> <td style="width: 33%; padding: 2px;">Year</td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 15px;"></td> <td style="border-bottom: 1px solid black; height: 15px;"></td> <td style="border-bottom: 1px solid black; height: 15px;"></td> </tr> </table>	Day	Mon	Year			
Day	Mon	Year						
Parent/Guardian	Signature							

**Approved OR Rejected**

<b>Reasons for Approval OR Rejection:</b>

		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Day</td> <td style="width: 33%; padding: 2px;">Mon</td> <td style="width: 33%; padding: 2px;">Year</td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 15px;"></td> <td style="border-bottom: 1px solid black; height: 15px;"></td> <td style="border-bottom: 1px solid black; height: 15px;"></td> </tr> </table>	Day	Mon	Year			
Day	Mon	Year						
Principal	Signature							
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Day</td> <td style="width: 33%; padding: 2px;">Mon</td> <td style="width: 33%; padding: 2px;">Year</td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 15px;"></td> <td style="border-bottom: 1px solid black; height: 15px;"></td> <td style="border-bottom: 1px solid black; height: 15px;"></td> </tr> </table>	Day	Mon	Year			
Day	Mon	Year						
Director of Education/Director Independent Schools & Home-Based Education, Ministry of Education, Approved Program Supervisor	Signature							

Intent to Challenge Course Form

(continued)

Course Outcomes (from Curriculum Guide) (Attach)	
Assessment Strategies for Course Challenge (from current classroom assessment techniques)	Weighting %

## Secondary Level Mark Corrections Student Data System

Form 8

Clear

Learning ID (if known)									

Schools submitting secondary level marks information via XML or through the SDS website may make corrections electronically (up to 30 days after the course end date). After 30 days, submit corrections using this form. Schools submitting secondary level marks information in paper format should use this form to submit corrections.

Student Information									
Last Name									
First Name				Middle Name			Birthdate (dd/mm/yyyy)		
School Information									
School Division/Tribal Council			School				Ministry Assigned Number		
Course Information									
Course Number					Course Name				
Teacher Certification Number					Teacher Name				
Final School Mark		_____ %							
Course Start Date		Day	Month	Year	Course End Date		Day	Month	Year
<b>This is a:</b> <small>(see following page for definitions)</small>		<input type="checkbox"/> Correction to an Existing Mark				<input type="checkbox"/> Remove Existing Mark			
		<input type="checkbox"/> Correction to an Existing Course				<input type="checkbox"/> Credit Recovery (school based)			
		<input type="checkbox"/> New Mark Addition				<input type="checkbox"/> Credit Recovery (summer school)			
		<input type="checkbox"/> Course Challenge				<input type="checkbox"/> Other (explain below)			
		<input type="checkbox"/> Dual Credit (teacher info not required above)							
Reason for the Correction:									

Teacher

Signature (electronic signature acceptable)

(I acknowledge that in accordance with [The Electronic Information and Documents Act, 2000](#) my electronic signature has the same effect as a signature.)

Day	Mon	Year

Principal

Signature (electronic signature acceptable)

(I acknowledge that in accordance with [The Electronic Information and Documents Act, 2000](#) my electronic signature has the same effect as a signature.)

Day	Mon	Year

Submit form to Registrar's Office, Ministry of Education: Email to [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca) or fax 306-787-0035

Submit

## **Secondary Level Mark Corrections**

**Correction to an Existing Mark** – select this option to correct an existing mark that was submitted in error (e.g., typo, number reversals) on the SDS. More than 30 days have elapsed since the course end date, and the school no longer has access to update the mark.

**Correction to an Existing Course** – select this option to correct an existing course on the SDS (e.g., student was given credit for Visual Art 30, but they actually took Visual Art 20). More than 30 days have elapsed since the course end date, and the school no longer has access to update the course.

### **New Mark Addition:**

- **Non-existing course registration** – select this option when a student has completed a course, but a mark was not previously entered on SDS. More than 30 days have lapsed since the end of the school year, the student was not registered in the class on SDS, and the school no longer has access to add a mark; or,
- **Existing course registration** – select this option when a student has completed a course, but a mark was not previously entered on SDS. More than 120 days have lapsed since the end of the school year and the school no longer has access to add a mark.

**Course Challenge** – the school wishes to submit a mark as per the Course Challenge Process: Policy and Procedures which can be found in the [Registrar's Handbook](#). A copy of the school/school division's course challenge policy and a completed [Intent to Challenge Course Form](#) must be attached to the Mark Correction form. The mark must be submitted to the Ministry of Education for entry onto the SDS.

**Dual Credit** – student has earned a credit from an outside entity eligible for Dual Credit recognition. Teacher information is not required.

**Remove Existing Mark** - select this option to remove a mark from the SDS that was incorrectly or inappropriately submitted. More than 30 days have elapsed since the course end date, and the school no longer has access to remove the mark.

**Credit Recovery (school based)** – student has improved their mark in a course by doing additional work to meet the outcomes (e.g., hand in missed assignments, complete a project). The mark will replace the existing mark on the SDS. Credit recovery must be completed within 30 days after the course end date (for courses that end in May/June, credit recovery must be completed within 30 days of the next school year).

**Credit Recovery (summer school)** – student has completed a course at a school, AND has completed at least 60 hours of instructional time through a summer school registered with the Ministry in order to improve their mark. The mark will replace an existing mark on the SDS, and is to be submitted by the base school.

**Reason for the Correction:** All Mark Correction forms must include a written explanation of the circumstances behind the correction and the reason that the addition/correction was not made by the school within 30 days after the course end date.

**\*School Supplemental** – Supplemental examinations for Grade 12 subjects (for which there are departmental exams) may be written for 100% of the student's mark. Students taught a Grade 12 subject by an accredited teacher shall have the opportunity to write a teacher-prepared comprehensive supplemental examination to raise his/her mark (please see the Registrar's Handbook for more information). Marks obtained through school supplemental examinations should be entered by the school as a new mark record, not a change to an existing mark. If the exam is given as a re-write, rather than as a supplemental examination, the mark would be submitted as a mark correction.

**\*\*Summer school** courses that are full 100 hour courses, not credit recovery (no prior registration in the course is required) should have marks submitted by the summer school, through the normal mark submission process.