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**Board Governance Policy Cross Reference:** [1, 12, 13](#)

**Administrative Procedures Cross Reference:**

[Alternative Senior Years Credits](#)

[Assessment, Evaluation and Reporting](#)

[Graduation Requirements](#)

[Organization for Instruction](#)

**Form Cross Reference:**

[Challenge for Credit - Criteria Final Report](#)

[Parent Approval-Intent to Challenge for Credit](#)

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**Legal/Regulatory Reference:**

[Manitoba Education – High School Graduation Requirements](#)

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The Interlake School Division (ISD) recognizes that students may, in exceptional circumstances, have already acquired the knowledge, skills and attitudes required of a particular course. The Challenge for Credit option provides a process for students to demonstrate that they have achieved learning outcomes as defined in the Manitoba Education curriculum for a Manitoba Education recognized high-school course. Requirements to earn a credit via challenge are not more demanding than the requirements to earn the credit through regular instruction but do involve demonstrating that the student meets the curriculum learning outcomes in an appropriate way.

This option is intended to serve particular needs such as:

- students who, by virtue of special talents or private study, can be accelerated in particular subject areas;
- students transferring into a Manitoba school from another jurisdiction whose placement in a subject/grade would be facilitated by such a provision;
- students whose educational attendance at the school in which they are registered has been interrupted through sickness or other reasons and who may be able to successfully challenge

the learning outcomes of a particular subject area, in which they were previously unable to enroll;

- students who were previously home schooled;
- students who are considered exceptional achievers in a certain area; and/or
- students who can demonstrate that they have met course requirements through life experiences such as independent study, world of work, volunteer activities, and hobbies.

These guidelines do not apply to the special language credit option or the private music option. Please see the appropriate policies from the Department of Education related to these credits.

## 1. Guidelines

- a) The Challenge for Credit option may be used from Grades 9 to 12.
- b) In order to be eligible to participate in the Challenge for Credit option, a student must be enrolled in an Interlake School Division school.
- c) Students may only challenge courses that are taught in the Interlake School Division.
- d) Only students who have not completed the course through previous enrollment are eligible to challenge for credit. A student who has completed a course cannot use the Challenge for Credit option to raise their mark.
- e) Only in exceptional circumstances will a student be permitted to attempt a Challenge for Credit in multiple courses.
- f) A student may attempt a particular course challenge only once. If the student is unsuccessful in the challenge for credit but wants credit in the course or wishes to raise their mark, the student must take the course.
- g) A student who challenges a course, successfully or unsuccessfully, may subsequently choose to take the course.
- h) A student who attempts a Challenge for Credit in a course that has a Provincial Test, must write the Provincial Test. The Provincial Test will contribute to the student's final grade by the percentage determined by Manitoba Education.
- i) A student who successfully demonstrates through the Challenge for Credit option that they possess the learning outcomes for the course will be awarded a final course mark and will be awarded the credit.
- j) Documents related to the Challenge for Credit will be part of the student's cumulative file.
- k) A school shall not charge registered students or their families an administration fee for course challenges.
- l) To ensure an adequate demonstration of learning outcomes and a reliable evaluation of achievement, various assessment strategies must be used as in a regular classroom setting.

### **Examples:**

formal tests	evaluation of written assignments	portfolio of work
interviews	demonstrations/performances	laboratory work
research papers(s)	essay(s)	quizzes
practical examinations	skill demonstrations	simulations

It is important to note that the Challenge for Credit option for a particular course may include a combination of assessment strategies and skill demonstration methods. The intent is to allow a student to demonstrate prior learning in an appropriate way.

## 2. School Responsibilities

- a) Establish procedures to communicate to parents/guardians and students the availability, procedures, objectives, and assessment strategies for the Challenge for the Credit option.
- b) Provide the opportunity, when necessary, for the Challenge for Credit option.
- c) Determine the student's readiness for the Challenge for Credit option through consultation that includes the student, parent/guardian(s), and subject teacher(s). The consultation should include evidence that the student has a reasonable possibility to meet the learning outcomes for the course.
- d) Ensure that assessment for the Challenge for Credit option includes strategies that will assess the breadth and scope of the learning outcomes for the course as presented in the curriculum documents, in a timely and practical manner.
- e) Assign the administration and evaluation of assessment for a course challenge to a certified teacher who has taught the course.
- f) Record the Challenge for Credit mark on the official transcript of the student.

## 3. Student Responsibilities

- a) A student will demonstrate readiness to undertake a challenge for credit through one or more of the following:
  - letter(s) of recommendation from teacher(s) familiar with the course learning outcomes;
  - letter(s) of recommendation from member(s) of the community which identify specific activities or rationale that would support the student's readiness to challenge;
  - 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; and/or
  - other methods as approved by the Principal of the school.
- b) Complete a [Parent Approval-Intent to Challenge for Credit](#) form before the designated deadline.
- c) Comply with the requirements for the Challenge for Credit as laid out by the Division.

#### 4. Timelines/Approval Process

- a) A [Parent Approval-Intent to Challenge for Credit](#) form and supportive materials listed on that form must be submitted to the Principal and a meeting must take place between the parent/guardian, student, and Principal no later than March 15 to determine the student's readiness to proceed.
- b) If the Principal, in consultation with the subject teacher, determines that the student is ready to proceed, the principal will forward the application to the Division Challenge for Credit Panel for final approval to proceed. The Division Challenge for Credit Panel consists of the principals of Teulon Collegiate Institute, Warren Collegiate Institute and Collège Stonewall Collegiate and Superintendent/CEO and/or designate of the Interlake School Division.
- c) If the panel approves the challenge, the student must submit other required material assigned by the subject teacher to complete the requirements of the challenge. All materials must be submitted by the student according to a schedule determined by the subject teacher. The student will also be required to write the Provincial Test, if any associated with the course.
- d) The subject teacher must complete a [Challenge for Credit - Criteria Final Report](#) that must be signed by the student and parent/guardian.
- e) A grade will be awarded after completion of the above requirements.