**KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD**

**ADMINISTRATIVE REGULATIONS**

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| **Section:**      **Educational Services** | |
|      **• Programs and Curriculum** | **Regulation Code: ES-3.12.2** |
| **Regulation:** **PRIOR LEARNING ASSESSMENT AND** | **Policy Code Reference: ES-3.12** |
|      **RECOGNITION (PLAR) – MATURE STUDENTS** | **Page 1** |

This administrative regulation is written in accordance with the guiding principles in Board Policy No. ES-3.12, Prior Learning Assessment and Recognition (PLAR).

1. **Applicability**

   The Prior Learning Assessment and Recognition (PLAR) requirements set out herein apply to the following two groups of mature students:

   1.1      mature students who are *new* to the Ontario secondary school system as of February 1, 2004, and who are working towards the Ontario Secondary School Diploma (OSSD) under Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016 Ontario Schools (OS) diploma requirements.

   1.2      mature students who were *enrolled as regular day school students* in the Ontario secondary school system, and were placed in Grade 9 in 1999-2000 or later, Grade 10 in 2000-2001 or later, Grade 11 in 2001-2002 or later, or Grade 12 in 2002-2003 or later; and who return to school as mature students on February 1, 2004, or later to work towards the OSSD under OS diploma requirements.

   Note:    The principal is responsible for determining whether the mature student was previously enrolled in the Ontario secondary school system (under Ontario Secondary Schools, Grades 9-12: Program and Diploma Requirements, 1999 (OSS); Ontario Schools, Intermediate and Senior Divisions (Grades 7-12/OACs): Program and Diploma Requirements, 1989 (OSIS); or Circular H.S.1, 1979-81) on the basis of written evidence of previous enrolment (e.g., an Ontario secondary school report card, an Ontario Student Transcript).

   Note:    A mature student is a student who is at least 18 years of age on or after January 1 of the current school year in which he or she returns to school, and who is enrolled in a secondary school program for the purpose of obtaining an Ontario Secondary School Diploma (OSSD).

   Note:    An individual assessment includes all assessment activities related to the granting of up to 16 Grade 9 and 10 credits to any one mature student in any one school year.

   These regulations set out the PLAR process under OS unless otherwise noted.

2. **Mature Prior Learning Assessment and Recognition (PLAR) Process**

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Prior Learning Assessment and Recognition (PLAR) is the formal evaluation and credit-granting process whereby students may obtain credits for prior learning. Prior learning includes the knowledge and skills that students have acquired, in both formal and informal ways, outside secondary school. Students may have their knowledge and skills evaluated against the expectations outlined in provincial curriculum policy documents in order to earn credits towards the secondary school diploma. The PLAR process for mature students involves two components: "equivalency" and "challenge".

2.1    The "equivalency" process for mature students involves the granting of up to 26 credits as follows:

        2.1.1    individual assessment for the purpose of granting up to 16 Grade 9 or 10 credits, and/or

        2.1.2    assessment of credentials and other appropriate documentation from jurisdictions within and outside Ontario for the purpose of granting up to 10 credits for a Grade 11 or 12 course developed from the most recent Ontario curriculum policy.

2.2    The "challenge" process for mature students is the process whereby students' prior learning is assessed for the purpose of granting credit for a Grade 11 or 12 course developed from the most recent Ontario curriculum.

2.3    All credits granted through the PLAR process – that is, through either the challenge process or the equivalency process – must represent the same standards of achievement as credits granted to students who have taken the courses.

2.4    As stated in OS, section 7.2.5, principals will determine the number of credits, including compulsory credits, that a mature student needs in order to meet diploma requirements. Up to 16 Grade 9 and 10 credits may be granted to a mature student through the equivalency process at the discretion of the principal, following individual assessment. Mature students may earn 10 of the 14 remaining Grade 11 and 12 credits needed to meet diploma requirements in three ways:

        2.4.1    they may demonstrate achievement of the required secondary school curriculum expectations and receive credit through the challenge process;

        2.4.2    they may present education and/or training credentials and/or other appropriate third party documentation for assessment through the equivalency process; or

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2.4.3   they may take the course.  Mature students will earn a minimum of 4 final Grade 11 and 12 credits by taking the necessary courses at a secondary school, through correspondence, or through any of the alternative ways described in section 7.2.5.2 of OS.  Mature students who have previously accumulated 26 or more credits towards the diploma must successfully complete the required number of courses to bring their total number of credits up to 30 before they will be eligible to receive the OSSD.

2.4.4   at the discretion of the principal, mature students who present evidence of a completed post secondary diploma and/or degree from an accredited Canadian post secondary institution may qualify for the OSSD under Ontario Schools by completing a minimum of one Grade 11 or Grade 12 credit.

2.5   There will be no fees charged to mature students who undergo the challenge or equivalency process.  Ontario Regulation 285 (Continuing Education) under the Education Act does not permit publicly funded school boards to charge fees for continuing education credit courses.

## 3.   The Equivalency Process

### 3.1   Grade 9 and 10 Credits

3.1.1   Up to 16 Grade 9 and 10 credits may be granted to a mature student at the discretion of the principal following individual assessment.  These Grade 9 and 10 credits must meet the diploma requirements that would usually be met through successful completion of the Grade 9 and 10 program.  There is no challenge process for Grade 9 and 10 credits.

3.1.2   Each mature student who does not have transcripts indicating successful completion of the first two years of secondary school in the Ontario education system – or in an education system outside Ontario or Canada that is comparable to the Ontario system – will be required to successfully complete an individual assessment before being granted any Grade 9 and 10 credits.  This will consist of assessment in English, mathematics, science, and Canadian history and Canadian geography.  The principal may grant up to 4 Grade 9 and 10 credits for demonstrated achievement in each of these 4 subject areas.  Students can earn up to four credits for each of the subject based assessments. If the principal grants fewer than four credits for any of these subject based assessments, the principal will determine how the student will obtain the remaining credits.

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3.1.3    Each mature student who has evidence of *partial completion* of the first two years of secondary school in the Ontario education system – or in an education system outside Ontario or Canada that is comparable to the Ontario system – will be required to successfully complete an individual assessment in English, mathematics, science, and Canadian history and Canadian geography in order to earn the credits required to bring the total up to 16 Grade 9 and 10 credits.

3.1.4    The principal has the authority to defer assessment on Grade 9 and 10 Canadian geography and Canadian history until the student has had sufficient time to develop language skills at a Grade 11 or 12 level and, for students new to Canada, to become more familiar with Canadian culture. Before granting an OSSD, however, the principal will ensure that the student has successfully completed the assessment on Grade 9 and 10 Canadian geography and history.

3.1.5    The principal may grant, at his or her discretion, the Ontario Secondary School Certificate (OSSC) to a mature student following an individual assessment, if the student, in the principal's judgement, has met the requirements for the OSSC, as specified in OS, section 6.3: The Ontario Secondary School Certificate.  Note that, whereas the OSSC may only be granted to regular day school students who have met OSSC requirements *and* are leaving school before earning the OSSD, the OSSC may be granted to mature students who have met OSSC requirements and are also planning to earn the OSSD in the future.

**3.2    Grade 11 and 12 Credits**

Note:   In applying the criteria governing equivalent-credit allowances, a principal may consider it desirable to delay assigning some or all of the equivalent credits until students have completed one or more courses normally taken in the Senior Division.

3.2.1    The following types of credentials and other appropriate documentation may be accepted for the purpose of determining whether to grant Grade 11 and 12 equivalent credits:

3.2.1.1    Formal transcripts issued by a recognized educational or training institution or a government ministry in Ontario or outside Ontario (e.g., a secondary school, a provincial college of applied arts and technology, a university, a ministry of education or training).

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3.2.1.2 Certificates of Apprenticeship and Certificates of Qualification for apprenticeships granted by or recognized by the Ontario Ministry of Training, Colleges and Universities.

3.2.1.3 Other appropriate documentation of learning gained from other programs, courses, or work experiences.

3.2.1.4 Principals will ensure that mature students who do not have appropriate documentation of prior learning owing to extraordinary circumstances (for example, students who are refugees) will receive advice and/or referral to an appropriate service provider concerning the gathering and giving of evidence.

Note: In all these cases, the principal is responsible for ensuring that equivalent credits are granted to mature students only if their transcripts or other appropriate documents show evidence of learning that relates directly to the Ontario curriculum expectations for specific courses.

3.2.2 Principals may grant half-credits to mature students through the equivalency process if the documented prior learning relates directly to the Ontario curriculum expectations for specific half-credit course.

## 4. The Challenge Process

### 4.1 Grade 11 and 12 Credits

4.1.1 The challenge process is an evaluation process. It may not be used as a way for students to improve their mark in a course for which they have already earned a credit.

4.1.2 Mature students may challenge for credit a maximum of 10 Grade 11 and 12 courses in provincial curriculum. However, they may obtain no more than 10 Grade 11 and 12 credits through the challenge and equivalency processes combined. There is no maximum on the number of credits that may be obtained in any one discipline. For those mature students who have recognized Canadian postsecondary credentials, they may obtain 13 of the 14 Grade 11 and 12 credits through the challenge and equivalency processes combined.

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4.1.3    Mature students may challenge for credit for a course only if they can provide reasonable evidence to the principal that they would be likely to be successful in the challenge process, in accordance with criteria established by the Ministry in  OS, section 7.2.5, and in Policy/Program Memorandum No. 132, Prior Learning Assessment and Recognition (PLAR) for Mature Students: Implementation in Ontario Secondary Schools, and with policies and procedures established by the Board.  In cases where a mature student disagrees with the decision of the principal about whether or not the student should challenge for credit, the mature student may ask the appropriate supervisory officer to review the matter.

4.1.4    Mature students may use certificates or other records of accomplishment earned outside Ontario classrooms as reasonable evidence of eligibility to challenge for credit for a related course within the Ontario curriculum, if they wish to earn credit for the course without taking the course.  Students with music certificates that are accepted for credits in Ontario Schools, Music Certificates Accepted for Credits, are not required to challenge for credit for the appropriate music courses, but are granted credits in accordance with Ontario Schools.

4.1.5    A mature student must challenge for credit for an entire course, whether it is a full-credit or a partial-credit course.

4.1.6    Credit will be granted only for the specific course for which the student has successfully challenged for credit.

4.1.7    Principals may grant half-credits to mature students who successfully challenge for credit for specific half-credit courses.

4.1.8    A student cannot be granted credits through the challenge process for any of the following courses:

   4.1.8.1   a course for which the student has already earned a credit but for which they wish to improve the mark;
   4.1.8.2   a course in any subject if a credit has already been granted for a course in that subject in a later grade;

   4.1.8.3   a course for which there is significant overlap with a course for which credit has been granted;

   4.1.8.4   a transfer course;

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4.1.8.5    a locally developed course;

4.1.8.6    a co-operative education course; (i.e. DCO)

4.1.8.7    a course in English as a second language (ESL), English literacy development (ELD), or Anglais pour débutants (APD), if the student has one or more credits in English from the curriculum policy documents for English for Grades 9 to 12 under OSS (i.e., the documents for English-language schools or the documents for French-language schools) or from the curriculum guidelines for English or Anglais/English for Grades 9 to 12/OACs under OSIS;

4.1.8.8    a course in French as a second language (FSL), Actualisation linguistique en français (ALF), or Perfectionnement du français (PDF), if the student has one or more credits in Français from the curriculum policy documents for Français for Grades 9 to 12 under OSS or the curriculum guideline for Français for Grades 9 to 12/OACs under OSIS;

4.1.8.9    the Ontario Secondary School Literacy Course.

4.1.9    A student will be permitted to challenge for credit for a specific course a second time after a reasonable interval, if the student can provide reasonable evidence to the principal that they are likely to be successful after having benefitted from additional study and experience during the interval.

## 5.    Responsibilities of School Principals

5.1    Schools are required to record PLAR data using the forms in the attached appendices. Cumulative results for credits granted through the Mature PLAR process will be reported to the Ministry in the October Board Reports.

5.1.1    The report will include the following:

5.1.1.1    the number of mature students who received an individual assessment for up to 16 Grade 9 and 10 credits during the school year (one assessment per mature student per fiscal year *only*).

5.1.1.2    the number of mature students who received an equivalency assessment for up to 10 Grade 11 and 12 credits during the

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school year (one assessment per mature student per fiscal year *only*).

5.1.1.3   the number of completed challenges for credit for Grade 11 and 12 courses (up to 10 full-credit courses per student, or the equivalent in half-credit courses), whether successfully or unsuccessfully completed.

5.2   PLAR procedures for mature students will be carried out under the direction of the school principal, who grants credits.  The principal is responsible for the implementation of PLAR in accordance with section 7.2.5 of OS and Policy/Program Memorandum No. 132, Prior Learning Assessment and Recognition (PLAR) for Mature Students: Implementation in Ontario Secondary Schools.

5.3   Principals will ensure that mature students who do not have appropriate documentation of prior learning owing to extraordinary circumstances (e.g., students who are refugees) will receive advice concerning the gathering and giving of evidence and/or referral to an appropriate service provider concerning the gathering and giving of evidence.

## 6.   Equivalency Process

### 6.1   Grade 9 and 10 Credits

The principal will:

6.1.1   ensure that every mature student is informed about the policies and procedures related to the individual assessment through the equivalency process for mature students, including policies on and procedures for recording results in the Ontario Student Record (OSR) and on the Ontario Student Transcript (OST).

6.1.2   ensure that every prospective applicant is informed about the policies and procedures related to the individual assessment of mature students, including policies on and procedures for recording results in the Ontario Student Record (OSR) and on the Ontario Student Transcript (OST);

6.1.3   determine whether the student can be granted up to 16 Grade 9 and 10 credits, on the basis of transcripts indicating successful completion of two years of secondary school that are comparable to Ontario Grade 9 and 10;

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6.1.4     determine, in the absence of transcripts, the number of Grade 9 and 10 credits to be granted following an individual assessment;

6.1.5     record any Grade 9 and 10 credits granted on the appropriate form.

**6.2**     **Grade 11 and 12 Credits**

The principal will:

6.2.1     ensure that every prospective applicant mature student is informed about policies and procedures related to the equivalency process for mature students, including policies on and procedures for recording Grade 11 and 12 results in the Ontario Student Record (OSR) and on the Ontario Student Transcript (OST);

6.2.2     ensure that every mature student is provided with an application form for equivalency process for mature students as well as materials that indicate what is expected in the Grade 11 and 12 courses (such as the curriculum expectations) for which the student wishes to be granted credits;

6.2.3     evaluate each application in consultation with the student and appropriate school staff (i.e., subject teachers) to determine whether the student should begin the equivalency process;

6.2.4     determine whether there is a direct relationship between the credentials and/or other appropriate documentation presented by the student and the curriculum expectations for a specific Grade 11 or 12 course in one of the Ontario curriculum policy documents published in 2000 or later;

6.2.5     determine whether equivalency should be granted for a specific full- or half-credit course;

6.2.6     record any Grade 11 and 12 credits granted on the appropriate form.

**7.**     **Challenge Process**

7.1     The principal will:

7.1.1     ensure that mature students are informed that they are responsible for initiating the challenge process for the purpose of obtaining Grade 11 and 12 credits, and for satisfying all of the requirements;

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7.1.2 ensure that every prospective applicant is informed about policies and procedures related to challenging for credit, including policies on and procedures for recording results in the Ontario Student Record and on the Ontario Student Transcript;

7.1.3 ensure that every prospective applicant is provided with an application form as well as materials that indicate what is expected in the Grade 11 and 12 courses (i.e., the curriculum expectations) for which the student wishes to challenge for credit;

7.1.4 evaluate each application in consultation with the student and appropriate school staff (i.e., subject teachers) to determine whether reasonable evidence for success exists and whether the challenge should occur;

7.1.5 determine whether the student should challenge for credit for a specific full- or half-credit course;

7.1.6 develop formal tests and other assessment strategies;

7.1.7 conduct the assessments (i.e., the use of formal tests and of other appropriate assessment strategies);

7.1.8 evaluate and report on the student's performance.

Note: Principals must ensure that only teachers certified by the Ontario College of Teachers conduct the PLAR challenge process.

8. **Assessment and Evaluation**

Assessment and evaluation through the PLAR process will be based on the curriculum expectations and the achievement charts in the Ontario curriculum policy documents. Assessment and evaluation must be based on all the strands in a course and on all categories of knowledge and skills and the descriptions of achievement levels given in the achievement chart that appears in the curriculum policy document for the discipline. A student's level of achievement will be recorded as a percentage grade on the OST in the same way as achievement in other courses.

8.1 Assessment and evaluation strategies for the challenge process must include formal assessments (70 per cent of the final mark) and a variety of other assessment strategies appropriate for the particular course (30 per cent of the final mark). The formal assessments must have a balance between written work and practical demonstration that is appropriate for the subject/discipline. Other

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assessment strategies may include evaluation of written assignments, demonstrations/ performances, laboratory work, and quizzes, and observation of student work.  The principal is responsible for developing and administering the formal tests and for determining which assessment strategies are most appropriate for each course for which a student is challenging for credit.

9.     **Record Keeping**

   9.1     **Forms and Record Keeping**

      9.1.1     Principals will ensure that the appropriate PLAR Cumulative Tracking Record forms for mature students are maintained and included in the student's OSR.  These forms are intended to track the number of credits that a mature student has obtained through the equivalency and challenge processes and the disciplines in which these credits have been obtained, as well as failures and withdrawals.

      9.1.2     The principal of the student's regular school will enter this information onto the Cumulative Tracking Record form in the student's OSR.  Only the Cumulative Tracking Record form will be maintained in the student's OSR.  (If it is necessary to use more than one Cumulative Tracking Record form to record a student's results in the equivalency process or attempts to challenge for credit, the additional form(s) should be attached to the original form).

   9.2     **Equivalency Process**

      9.2.1     **Grade 9 and 10 Credits**

         9.2.1.1     Principals will ensure that the results of a mature student's individual assessment are recorded on the Cumulative Tracking Record form and, if required, on the Interim Tracking Record form for Grade 9 and 10 credits.  Up to 4 credits for each of English, mathematics, science, and Canadian history and Canadian geography will be entered on the appropriate form.

         9.2.1.2     Entries on the student's OST must be made in accordance with The Ontario Student Transcript (OST): Manual, 2013. The following information must be entered on the OST:

            • The equivalent credits granted for Grades 9 and 10, entered as *one total*.

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- The notation "Equivalent Credits" in the "Course Title" column, and the code "PLE" in the "Course Code" column.

- The total number of equivalent credits (up to 16) in the "Credit" column.

- The total number of compulsory credits granted as equivalent credits (up to 14 compulsory credits for mature students working under OSS diploma requirements).

**9.2.2   Grade 11 and 12 Credits**

9.2.2.1   Principals will ensure that equivalent credits for mature students are recorded on the Cumulative Tracking Record form and, if required, on the Interim Tracking Record form for Grade 11 and 12 credits.  The appropriate value for individual credits granted or earned must be entered on the tracking record forms.

9.2.2.2   Entries on the student's OST must be made in accordance with The Ontario Student Transcript (OST): Manual, 2013. Beginning February 1, 2004, the following information must be entered on a mature student's OST, in accordance with Procedure 2 in the OST manual:

- The appropriate course codes for equivalent credits granted for all Grade 11 and 12 courses through the equivalency process.
- The code "EQV" in the "Percentage Grade" column.

- The appropriate value for individual credits granted or earned in the "Credit" column.

- An "X" in the "Compulsory" column for each compulsory credit granted.

**9.3     Challenge Process**

9.3.1   Principals will ensure that the following entries are made on a mature student's Cumulative Tracking Record form and Interim Tracking Record form, as applicable:

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9.3.1.1    For challenges for credit for Grade 11 or 12 courses, the student's passing percentage grade, failing percentage grade, or withdrawal from the challenge process must be entered on the appropriate tracking record form(s).

9.3.2    The following entries must be made on the mature student's OST:

9.3.2.1    For challenges for credit for Grade 11 and 12 courses, passing and failing percentage grades will be entered on the student's OST. No notation will be entered on the OST if the student withdraws from the challenge process. See The Ontario Student Transcript (OST): Manual, 2013, pages 16-18, for additional information.

Process information is provided in Appendix A – Diploma Requirements for Mature Students.