

KNOWLEDGE & SKILLS PROFILE

A Knowledge & Skills Profile must accompany the PLAR challenge application form. The Profile will be a consideration in evaluating the PLAR challenge. Elements of a Profile include:

- Letters of recommendation from teacher(s) and member(s) of the community;
- Portfolio of relevant work;
- Proof of successful relevant experience in a supervised area;
- Proof of independent learning in a relevant area;
- Video recording or audio recording with samples of relevant work;
- Proof of relevant prior learning from another educational jurisdiction; and,
- Proof of successful completion or courses identified as prerequisites for this course.

APPLICATION STATUS

The student completes the PLAR package and submits the documentation to the PLAR Student Coordinator. Student/parent is notified of the status of the challenge by the PLAR Student Coordinator in writing.

INITIAL ASSESSMENT INTERVIEW

The Initial Assessment Interview consists of a meeting where the student will discuss his/her PLAR package and receive a course specific Challenge Assessment Guide and timelines from the PLAR Subject Specific Teacher.

FORMAL ASSESSMENT

A percentage grade will be determined for the student based on assessments of 70% from formal tests and 30% from various other assessment strategies appropriate to the course. The assessments may consist of written tests, portfolios, oral examinations, simulations, case studies, task demonstration, observation, and product assessment.

PLAR FEEDBACK

The resulting percentage grade earned through the PLAR challenge process will be communicated to the student.

ADDITIONAL INFORMATION

Repeating the Challenge

Students may submit a second application for challenge for a specific course after a reasonable interval if they can provide evidence of additional study and experience.

Withdrawal Policy

A student may withdraw from the challenge process prior to the final formal test without a notation on their Ontario Student Transcript (OST). Once students have entered the "final formal test" stage of the challenge process, and choose to withdraw from the process, a mark will be entered on the OST (Grade 11 & 12) and on the Cumulative Tracking Record (Grades 10-12).

Final Mark

The student's final percentage grade will be recorded on the student's OST in the same way as achievement in other courses.

PLAR PROCESS

PLAR assessments may occur at various times throughout the year, and will follow the process outlined below:

1. PLAR Package

The student must complete the PLAR Package and submit it to their secondary school Student Services Department.

2. Application Status

Student and their parent(s)/guardian(s) are notified of the status of the challenge by the HWCDSB PLAR Program Facilitator.

3. Initial Assessment Interview

Students are notified of their Initial Assessment Interview by the subject-specific PLAR Assessment Teacher.

4. Formal Assessment

Students are to complete and submit all required assessments to the PLAR Assessment Teacher by the agreed upon date.

The PLAR challenge process will take up to 20 hours of assessment time. There is no teaching component to this process.

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

Challenge Process

For more information, contact your Guidance Counsellor in the Student Services Department at your secondary school.

Bishop Ryan	905 573-2151
Bishop Tonnos	905 523-2331
Cathedral	905 522-3581
St. Jean de Brébeuf	905 388-7020
St. John Henry Newman	905 523-2314
St. Mary	905 528-0214
St. Thomas More	905 388-3030

# PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR) - CHALLENGE PROCESS

## What is PLAR?

Prior Learning Assessment and Recognition (PLAR) is a formal evaluation and accreditation process. Students may obtain credits towards the secondary school diploma (OSSD) for the knowledge and skills that they have acquired outside of secondary school.

This prior learning is assessed and evaluated to determine whether the student has met the provincial course expectations. The student may “challenge” a specific course for credit or may obtain credits through the “equivalency” process if they have credentials from schools outside Ontario.

## Student Eligibility

Secondary school students who are enrolled in a Grade 9, 10, 11 or 12 regular school program in an Ontario secondary school may challenge a course for credit. Mature students (at least 18 years old) who have returned to the Ontario secondary school system after being out of school for at least a year will be able to challenge Grade 11 and 12 courses for credit.

## Permissions

Students under the age of 18 require parental/guardian approval before applying to challenge for credit for a course.

## Types of Courses

Students may challenge for credit only Grade 10, 11 or 12 courses taught in the Hamilton-Wentworth Catholic District School Board (HWCDSB) which are developed from a provincial policy document. These courses are described in the schools' course calendars.

The following courses **cannot** be challenged:

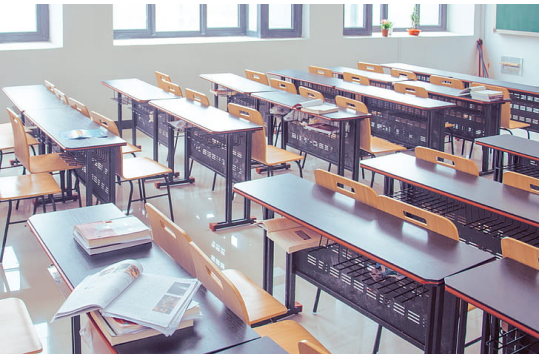
- The Ontario Secondary School Literacy Course (OLC 40);
- a transfer course;
- a locally developed course; and,
- a Cooperative Education course.

## Number of Courses

Students may earn no more than four credits through the challenge process, including a maximum of two credits in any one discipline.

## Appeals

In cases where there is a disagreement with the decision of the principal about whether a student should challenge for credit, an adult student (at least 18 years old) or the parent/guardian of a student who is not an adult may appeal to the appropriate supervisory officer.



## Am I likely to be a successful challenge candidate?

You must answer **NO** to all of the following questions below to be a likely PLAR Challenge candidate:

- Have you already earned a credit in the course you want to challenge for credit?
- Have you already earned a credit in a course similar to the course you want to challenge for credit?
- Have you already received credit as part of a block of equivalency credits for the course you want to challenge for credit?
- Have you previously failed this course?
- Have you already earned a credit in English and want to challenge English as a Second Language (ESL), English Literacy Development (ELD), or Anglais pour debutants (APD)?
- Have you already earned a credit in Français and want to challenge French as a Second Language (FSL), Actualisation linguistique en français (ALF), or Perfectionnement du français (PDF)?

Also, you must answer **YES** to all of the following questions to be a likely PLAR Challenge candidate:

- Do you plan to challenge the entire course for credit?
- Have you met the pre-requisite requirements for the course you plan to challenge for credit?
- Is your request to challenge for credit entered in your Individual Pathway Plan (IPP) as part of your plans for fulfilling your educational goals?

## PLAR CHALLENGE PROCESS STEPS

There are six steps in the PLAR Challenge:

1. Connect with the school’s PLAR School Coordinator
2. Complete PLAR Package
3. Receive Notification of Application Status
4. Attend Initial Assessment Interview
5. Complete and Submit Formal Assessment
6. Receive PLAR Feedback

## PLAR PACKAGE

To request a PLAR Challenge, the student must complete the PLAR Package. The PLAR Package may be obtained from the PLAR School Coordinators in the Student Services Department.

The components of the package are:

- PLAR Challenge Application Form
- Ontario Student Transcript
- Knowledge and Skills Profile
- Individual Pathway Plan (IPP)
- Individual Education Plan (IEP) if applicable
- Student Paragraph
- PLAR: Cumulative Tracking Record

