



**WINDSOR-ESSEX**  
**Catholic District**  
**School Board**

PRIOR LEARNING ASSESSMENT  
& RECOGNITION  
(PLAR)

**CHALLENGE PROCESS**

# WELCOME

The following slides are an introduction to PLAR.

Please review them carefully to assist you in determining if you might be eligible.

# Challenge For Credit

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Students may obtain credits towards the secondary school diploma (OSSD) for 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. Students may “challenge” a specific course for credit if they can provide evidence indicating a likelihood of success.

# 5 PHASES

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- *Orientation,*
- *Application,*
- *Challenge Assessment,*
- *Recording, and*
- *Reporting.*



# ORIENTATION PHASE

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- Student is responsible for initiating the challenge
- Students under the age of 18 require parental approval
- Students are informed about the policies and procedures including policies and procedures for recording results in the Ontario Student Record (OSR) and on the Ontario Student Transcript (OST)
- Every student is provided with an application form and application package

# APPLICATION PHASE

- First step includes an application and interview. Contact Joseph Ibrahim @ 519 9776161 for the next available date.
- Each application is evaluated in consultation with the student and parents (or with the student only if the student is an adult) and appropriate staff (i.e., guidance counsellor, teacher-adviser, and subject teacher) to determine whether reasonable evidence for success exists and whether the challenge should occur
- Students who do not have suitable documentation owing to extraordinary circumstances (e.g., students who are refugees) will receive counselling concerning gathering evidence
- Challenges must be for an *entire* course
- students can not use the challenge process as a way to improve their mark in a course for which they have already earned a credit, nor as a way to obtain a credit for a course they have previously failed

# CHALLENGE ASSESSMENT PHASE

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- The student's performance will be assessed and evaluated using:
  - Formal tests (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)
- Only teachers certified by the Ontario College of Teachers conduct the PLAR challenge process
- Assessment and evaluation are based on all the strands in a course and 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
- Tests have a balance between written and practical demonstration that is appropriate for the subject/discipline



# RECORDING PHASE

- The form “PLAR Challenge for Credit: Cumulative Tracking Record” (PPM 129) is maintained and included in the student’s OSR
- The form “PLAR Challenge for Credit: Interim Tracking Record” (PPM 129) for credits earned through the challenge process in a school outside the student’s regular school is used to communicate the results to the school that maintains the OSR
- Students earn no more than four credits through the challenge process, including a maximum of two credits in any one discipline
- Students’ requests for challenge for credit are entered in their Annual Education Plans as part of their plans for fulfilling their educational goals
- The student’s level of achievement is recorded as a percentage grade on the OST in the same way as achievement in other courses (only passing percentage grades for Grade 10 courses and both passing and failing percentage grades for grades 11 and 12)



# REPORTING PHASE

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- Report on the student's performance. Letter sent to student and parents (if not a Mature student).

# To Initiate Application Process

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Contact: Joseph Ibrahim at 519 977 6161

For the next available session.

# APPLICATION COMPONENTS

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The following components of the PLAR package will be discussed during the first interview:

- PLAR CHALLENGE APPLICATION FORM
- ONTARIO STUDENT TRANSCRIPT
- KNOWLEDGE AND SKILLS PROFILE - Evidence of Relevant Learning and Samples, Reference Letters (Principal, Teacher, Instructors)
- ANNUAL EDUCATION PLAN (A.E.P.)
- INDIVIDUAL EDUCATION PLAN (I.E.P.)-where applicable
- STUDENT PARAGRAPH
- PLAR CHALLENGE FOR CREDIT: CUMULATIVE TRACKING RECORD

# NEXT STEPS

After the interview:

- An application will be completed and all relevant documents collected
- A Confirmation of Receipt of PLAR Application will be sent to the student
- The application will be reviewed for likelihood of success in the challenge process (subject specialist)
- A letter will be forwarded to the student advising on next steps, either:
  - acceptance to proceed with the challenge process and any additional information on how to prepare for the challenge assessment or
  - information on alternatives to the challenge process for obtaining a course credit e.g.; registering for the course, resubmitting a PLAR application at a later date



# CHALLENGE ASSESSMENT

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The student:

- completes all tests and assessment strategies for the specific course challenge within a specified time frame

Subject specialist :

- evaluates the student's tests, assignments, etc. and provides a final percentage grade
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- \* Letter of Challenge Assessment completion sent to student
  - \* PLAR recording and Reporting Checklist completed to update the Ontario Student Record (OSR).



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