
CHALLENGE PLAR COMMUNICATIONS, TIMELINES AND PROCESS

“Prior learning includes the knowledge and skills that students have acquired outside secondary school both formally and informally. Students enrolled in Ontario secondary schools 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. This formal evaluation and accreditation process is known as **Prior Learning Assessment and Recognition (PLAR)**.” (OSS, section 6.6)

The “**PLAR challenge process**” refers to the process whereby students’ prior learning is assessed for the purpose of granting credit for a course developed from a provincial curriculum policy document.

A. Student Communication

The student will be informed about when they can challenge for credit and what opportunities for challenge are available through the school course calendar and at the time of registration. **It is the student’s responsibility to attend an information session in order to initiate the PLAR process.**

B. PLAR Challenge Timelines

A student must request a PLAR challenge and submit all required documentation to the Principal of Adult and Alternate Education no later than six (6) weeks after the first day of semester one for the January Challenge and no later than six (6) weeks after the first day of semester two, for the May Challenge.

C. PLAR Challenge Process

Step 1: Application and Initial Assessment

- Student seeks information on the PLAR Challenge process and receives the PLAR Brochure
- Counsellor, in consultation with the student, will review the transcript and education plan.
- Student decides to challenge and initiates the PLAR Challenge Process by submitting a completed application to their school’s guidance office by **the deadline date and time**. After this point, any withdrawal will appear on the student’s Cumulative Record of PLAR Challenges.
- The Principal of Adult and Alternate Education, in consultation with qualified board staff, will provide an initial assessment of the student’s eligibility for the PLAR challenge and respond to the student accordingly; and, if appropriate, set the time and location of the challenge.

Step 1 Continued: Initial Assessment Criteria

A student may challenge credits:

- only for courses that have not been completed through previous enrolment;
- that are currently taught within TLDSB;
- that do not contain significant overlap with a course for which a credit has already been granted;
- where the student has completed all course prerequisites;
- where the student has not been granted a credit in that subject in a later grade;
- where parental approval has been provided (for students who are not adults);
- that are not transfer courses, locally developed courses, cooperative education courses and ESL courses (if student has one or more English credits).

As well as the above criteria, the documentation in the Application Package will be used by the Principal to decide if the student has shown reasonable evidence of success in the challenge.

Submission of an incomplete application package will result in the termination of the PLAR challenge process.

Step 2: Evaluation of Application

- The Principal, if necessary, will hire a teacher to review the documentation and determine if reasonable evidence for success exists.
- The Principal, in consultation with the subject knowledgeable teacher, will recommend whether the challenge should occur and inform the student, and if applicable, the student's parent/guardian the result of the application evaluation.

Step 3: Challenge

- The Principal will hire or assign a teacher to create, administer and evaluate the assessment.
- A percentage grade will be determined for the student based on assessments of 70% from formal tests and 30% from a variety of other assessment strategies appropriate to the particular course.

Step 4: Reporting and Recording

- The Principal will:
 - grant the credit, if the challenge was successful;
 - complete the PLAR Cumulative Tracking Sheet and file in OSR;
 - communicate to the student the resulting percentage grade earned through the PLAR challenge process.
- The Principal will update the CTS and the OST.