

## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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<i>Management Guideline</i>	PRIOR LEARNING ASSESSMENT AND RECOGNITION FOR MATURE STUDENTS	
<i>Applicable Policy</i>	PRIOR LEARNING ASSESSMENT AND RECOGNITION FOR MATURE STUDENTS	610

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### **OBJECTIVE**

To provide guidelines for the implementation, of Prior Learning Assessment and Recognition (PLAR) for Mature Students, as outlined in *Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements 2016*, (Section 7.2.5.2).

### **DEFINITIONS**

**“Prior Learning Assessment and Recognition (PLAR)”** is the formal evaluation and credit-granting process whereby mature 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. For mature students the PLAR process may involve two components for each of: grades 9, 10 and grades 11, 12. For grades 9, 10 the two components are individual assessment and/or equivalency. For grades 11, 12 the two components are equivalency and/or challenge.

**“Challenge”** means process whereby the mature student’s prior learning is assessed for the purpose of granting credit for Grade 11 or 12 courses.

**“Equivalency”** is the process of assessing credentials from other jurisdictions, workplace and other institutions of learning and may involve individual assessment for the purpose of granting credits.

**“Credits:”** All credits granted through the PLAR process – that is, through either the individual assessment, challenge process or the equivalency process – must represent the same standards of achievement as credits granted to students who have taken the courses. The maximum number of credits that can be obtained from the PLAR process is twenty-six (26). A maximum of sixteen credits for grades 9 and 10 either through equivalency or individual assessment and a maximum of ten credits for grades 11 and 12 either through equivalency or challenge. Each student must earn the last four credits. These last four credits must meet the compulsory credit requirement(s) under Ontario Schools (see section 3.3 below).

**“Mature student”** means a student who is at least 18 years of age on or after January 1 of the current school year and who is enrolled in a program for the purpose of obtaining an Ontario Secondary School Diploma (OSSD). Beginning in February 2004, the following groups of mature students are affected by this policy:

- 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 OSS diploma requirements.

- 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 OSS diploma requirements.
- Mature students who were enrolled previously in the Ontario secondary school system, and were placed in Grade 9 before 1999-2000, Grade 10 before 2000-2001, Grade 11 before 2001-2002, or Grade 12 before 2002-2003; and who are working towards the OSSD under OSIS diploma requirements; or mature students who were enrolled previously in the Ontario secondary school system and who are working towards the Secondary School Graduation Diploma (SSGD).
- Mature students who were new to the Ontario secondary school system, and were enrolled as mature students in the Ontario secondary school system before February 1, 2004 who 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 are working towards the OSSD under OSS diploma requirements
- Mature students who enrolled in a secondary school prior to 1999 in Ontario may choose to be governed by this policy.

1.1 There are two components of PLAR process for mature students:

- a) Equivalency
- b) Challenge

Requirements concerning the application of these procedures differ from those for regular day school students because of the broader life experience of mature students.

1.1 The “equivalency” process for mature students involves:

- i) Individual assessment for the purpose of granting equivalency credits for Grade 9 or 10 courses.
- ii) Assessment of credentials and other appropriate documentation from jurisdictions within and outside Ontario for the purpose of granting equivalency credits for Grade 11 or 12 courses.

1.2 The “challenge” process for mature students is the process whereby students’ prior learning is assessed for the purpose of granting credit for Grade 11 or 12 courses.

2.1 Determination of Credits and/or Previous Enrolment

2.2 The principal is responsible for determining whether the mature student was previously enrolled in the Ontario secondary school system (under OSS, OSIS, or Circular H.S.1, 1979-1981) on the basis of written evidence of previous enrolment (Refer to *Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements 2016* (pages 95-98).

2.3 As stated in OS, section 7.2.5.2, principals will determine the number of credits, including compulsory credits; a mature student needs in order to meet diploma requirements.

2.4 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.

### 3.1 Achieving Mature Students Credit

- 3.2 Mature students may earn up to 10 of the 14 remaining Grade 11 and 12 credits needed to meet diploma requirements in three ways:
- i) Demonstrate achievement of the required secondary school curriculum expectations and receive credit through the challenge process; or
  - ii) Present education and/or training credentials and/or other appropriate documentation for assessment through the equivalency process; or
  - iii) At the discretion of the Principal, mature students may be granted up to 14 remaining Grade 11 and 12 credits if:
    - The mature student presents evidence of a completed postsecondary diploma and/or degree from an accredited Canadian postsecondary institution, including an Ontario Certificate of Apprenticeship and/or Qualification, they may obtain 14 Grade 11 and 12 credits through the challenge and equivalency processes combined.
- 3.3 Mature students will earn a minimum of 4 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 OS. If a mature student who is working towards the OSSD under Ontario Schools has not already successfully completed each of the four Grade 11 and 12 compulsory credit requirements, a mature student must obtain a credit that meets the compulsory credit requirement(s) under Ontario Schools in each of the following:
- i) English, Grade 11 – only the following substitution is permitted:
    - students may count a maximum of three credits in ESL or ELD towards the four compulsory credits in English
    - the fourth credit must be for a Grade 12 compulsory English course
  - ii) English, Grade 12 - no substitution is permitted
  - iii) Mathematics, Grade 11 or 12 - no substitution is permitted
  - iv) Computer Studies, Science, Technological Education, or Math, Grade 11 or 12
- 3.4 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. The principal shall determine which compulsory courses (if any) must still be completed by the student to earn an OSSD.
- 4.1 Other OSSD requirements:
- i) Mature students working towards the OSSD under OSS diploma requirements must also satisfy the literacy graduation requirement either through successful completion of the Ontario Secondary School Literacy Test or completing the Ontario Secondary School Literacy Course.
  - ii) Principals will determine the number of hours of Community Involvement activities that a mature student who is working towards the OSSD under OSS diploma requirements will have to complete.
- 4.2 Appendix I, *Summary of Diploma Requirements, 1974 – 1999* (OS, page 88 – 89) reviews which diploma requirements apply for mature students.
- 4.3 Appendix 2, *Guide to Determining Diploma Requirements for Students Transferring into Ontario Secondary Schools* is to be used by the Principal as a guide to determine the number of credits and additional graduation requirements a mature student must complete.
- 4.4 Appendix 3 to review required PLAR forms for mature students.

Summary of Diploma Requirements, 1974 to 1999

[http://www.edu.gov.on.ca/eng/document/policy/os/onschools\\_2016e.pdf](http://www.edu.gov.on.ca/eng/document/policy/os/onschools_2016e.pdf)

Requirement for the secondary school graduation diploma (SSGD under Circular H.S. 1, 1974-1984

**Note:**

The following table and all of the notes are taken from and refer to Circular H.S.1, 1979-81.

Students who began their secondary school program between 1974 and the beginning of the 1984-85 school year may work towards the SSGD under Circular H.S. 1, (They may also work towards the OSSD under OS/OSS)

Minimum Number of Credits	School Year* in which the student began the first year of a secondary school program				Notes
	1974-75 1975-76 1976-77	1977-78	1978-79	1979-80 1980-81 1981-82 1982-83 1983-84	
For an SSGD including, within this total, the following:	27	27	27	27	Students should be encouraged to enrich their programs by talking more than the minimum 27 credit courses.
• from each area of study	3	3	3	3	Areas of study, Communication, Social and Environmental Studies, Pure and Applied Sciences and Arts
• from English Studies	4	2	2		Course in English Language and literature that have as their major purpose the development of skills in reading, writing, listening and speaking
• from Canadian studies	2				Courses that have as their major purpose a study of some aspect of Canadian society be it historical, environmental, cultural, economic, political, geographic or sociological
In required subjects:					Students in occupational programs require a minimum of 4 credits, 2 of which must be in English.
Intermediate division:					See Appendix A in Circular H.S. 1, for further information
• English (or anglais)		2	2	2	
• Mathematics		2	2	2	
• Science		1	1	1	
• Canadian History			1	1	
• Canadian Geography			1	1	
• Canadian History or	}	2			
• Canadian History and Canadian Geography		or 1 each			
Senior Division					
• English (or anglais)				2	

\* In this document the school year is considered as the beginning on September 1 of one year and ending on August 31 of the following year.

Requirement for the Ontario Secondary School Diploma (OSSD) under OSIS, 1984-1999

[http://www.edu.gov.on.ca/eng/document/policy/os/onschools\\_2016e.pdf](http://www.edu.gov.on.ca/eng/document/policy/os/onschools_2016e.pdf)

**Note:**

The following table and all of the notes are taken from and refer to Ontario Schools, Intermediate and Senior (Grade 7-12/OAC's) Program and Diploma Requirements (1989 OSIS).

Students who began their secondary school program between 1984 and the beginning of the 1999-2000 school year\* may work towards the OSSD under OSIS or OS/OSS

Minimum Number of Credits	Notes	
For an OSSD including, within this total, the following	30	Students may choose to take more than 30 credits, especially students who are incorporating OAC's into their programs.
<p>In required subjects:</p> <ul style="list-style-type: none"> <li>• English (or francais) 5</li> <li>• French as a second language (or anglais) 1</li> <li>• Mathematics 2</li> <li>• Science 2</li> <li>• Canadian Geography 1</li> <li>• Canadian History 1</li> <li>• Additional social science (Senior) 1</li> <li>• Arts 1</li> <li>• Business studies or technological studies 1</li> <li>• Physical and health education 1</li> </ul>	<ul style="list-style-type: none"> <li>• The listing of subjects under areas of study no longer applies.</li> <li>• The principal may grant a substitutions for up to 2 compulsory credits, and up to 4 compulsory credits for students identified as exceptional.</li> </ul> <p>The 5 compulsory credits in English (or francais) will include at least 2 credits from Grade 11, 12, and/or OACs.</p> <p>See Appendix B in OSIS, 1989, for further information.</p>	

\* In this document the school year is considered as the beginning on September 1 of one year and ending on August 31 of the following year.

Guide to Determining Diploma Requirements for Students Transferring into Ontario Schools

[http://www.edu.gov.on.ca/eng/document/policy/os/onschools\\_2016e.pdf](http://www.edu.gov.on.ca/eng/document/policy/os/onschools_2016e.pdf)

For regular day school students who are transferring from home schooling, a non-inspected private school, or a school outside Ontario, principals will grant equivalency credits for placement purposes through the Prior Learning Assessment and Recognition (PLAR) process, based on their evaluation of the student's previous learning (see section 7.2.5.1). Equivalency credits will be recorded on the student's Ontario Student Transcript. (For information about determining equivalency credits for mature students, see section 7.2.5.2, "Prior Learning Assessment and Recognition (PLAR) for Mature Students.")

Principals will use the following table as a guide to determine the number of credits and additional graduation requirements that a student must complete to qualify for the Ontario Secondary School Diploma (OSSD) under OS/OSS

Requirements to Qualify for the OSSD, where the student has normally completed:				
	Grade 9	Grade 10	Grade 11	More than Grade 11
Number of years successfully completed in a secondary school program	1	2	3	more than 3
Minimum number of credits, in total, still to be earned towards the OSSD	22	14	7	4
Minimum number of compulsory credits still to be earned and requirement to be met:				
• English	3	2	1	1 <sup>a</sup>
• Mathematics	2	1	0	0
• Science	1	0	0	0
Literacy graduation requirement	Required	Required	Required	Required
Community involvement <sup>b</sup>	40 hours	-	-	-

- The compulsory English credit for Grade 12 is required if its equivalent has not already been earned.
- The principal will determine the number of hours of community involvement required for students who have successfully completed two or more years in a secondary school program.

*Required PLAR forms for Mature Students:*

1. [Individual Assessment for Grade 9 and 10 Credits: Cumulative Tracking Record](http://www.edu.gov.on.ca/eng/ppm/ppm132/cumulative.pdf) available for download at (www.edu.gov.on.ca/eng/ppm/ppm132/cumulative.pdf)
2. [Individual Assessment for Grade 9 and 10 Credits: Interim Tracking Record](http://www.edu.gov.on.ca/eng/ppm/ppm132/interim.pdf) available for download at (www.edu.gov.on.ca/eng/ppm/ppm132/interim.pdf)
3. [Challenge Process for Grade 11 and 12 Credits: Cumulative Tracking Record](http://www.edu.gov.on.ca/eng/ppm/ppm132/cumulative2.pdf) available for download at (www.edu.gov.on.ca/eng/ppm/ppm132/cumulative2.pdf)
4. [Challenge Process for Grade 11 and 12 Credits: Interim Tracking Record](http://www.edu.gov.on.ca/eng/ppm/ppm132/interim2.pdf) available for download at (www.edu.gov.on.ca/eng/ppm/ppm132/interim2.pdf)
5. [Equivalency Process for Grade 11 and 12 Credits: Cumulative Tracking Record](http://www.edu.gov.on.ca/eng/ppm/ppm132/cumulative3.pdf) available for download at (www.edu.gov.on.ca/eng/ppm/ppm132/cumulative3.pdf)
6. [Equivalency Process for Grade 11 and 12 Credits: Interim Tracking Record](http://www.edu.gov.on.ca/eng/ppm/ppm132/interim3.pdf) available for download at (www.edu.gov.on.ca/eng/ppm/ppm132/interim3.pdf)