



## **WISDOM High School Credit Policy**

Students in high school may choose to pursue Alberta Education courses for credits and marks. Respecting parents as the student's educator, WISDOM provides support and guidance to help the student be as successful as possible in fulfilling Alberta Education's requirements for course credits and marks.

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### **1. General Policies**

- 1.1. As per Section 6 of the Alberta Home Education Regulation, WISDOM high school students may gain credits and marks in high school courses that follow the Alberta Programs of Study.
- 1.2. WISDOM awards credits and marks through a Course Challenge process, or credits as an Evaluated Mark.
  - 1.2.1. WISDOM policy and procedures for high school credits follow the requirements of the Home Education Regulation and Course Challenge rules, as found in the Alberta Guide to Education, and any other relevant regulations.
  - 1.2.2. Evaluated marks may be approved for out of province courses, and/or external learning opportunity courses, following all requirements of the Alberta Guide to Education, and any other relevant regulations.
- 1.3. All course marks submitted to Alberta Education will be evaluated by a certificated teacher employed by the Gilbertine Institute.

- 1.3.1. Designated Core Courses will be evaluated by Subject Specialists. The core subjects include: English Language Arts, Social Studies, Mathematics, Science, Latin, French and Spanish.
- 1.3.2. All other courses will be evaluated by the student's Facilitator, or another certificated teacher employed by the Gilbertine Institute.
- 1.4. A student may postpone or withdraw a request for a Course Challenge at any time in the process, but must inform WISDOM prior to the submission of the course mark to PASI.
  - 1.4.1. Note: A student who has submitted a course portfolio *and* has written the WISDOM final exam may opt to extend the period of preparation and engage in the Course Challenge during the next term or school year exactly once. When delaying the Course Challenge at this point, the student may be required to write another final exam and supplement the portfolio at the discretion of the Subject Specialist.
- 1.5. Approved courses, not available through Course Challenge, will be submitted using the delivery method of Home Education or Evaluated Mark.
- 1.6. External Learning Opportunity courses will be submitted using an Evaluation Mark.
- 1.7. Courses taken out of province may be submitted for evaluation and approval. Out of province courses will be submitted using an Evaluation Mark.
- 1.8. As per Alberta legislation, students may not pursue Course Challenge for Off Campus Courses and Locally Developed Courses.
- 1.9. Students may choose to complete as few or as many courses by Course Challenge as suits their goals. If a student wants to pursue the Alberta High School Diploma or the Alberta Certificate of High School Achievement, WISDOM will provide support and guidance to that student through a Credit Advisor, Core Subject Specialists, the High School Advisor, and their Facilitator.
- 1.10. WISDOM will communicate to families any dates and deadlines that need to be met in order to have a Course Challenge mark submitted to Alberta Education in November (related Diploma Exam courses), January (Term 1 courses), April (related Diploma Exam courses) and June (Term 2 or full year courses).
- 1.11. Course Challenges can only be completed and reported during the regular school year, providing the student is actively enrolled with WISDOM in a grade 10+ program at the school year start date, having no conflicting enrollments with another school authority.
  - 1.11.1. Course Challenge preparation may begin prior to entering grade 10 (typically during the summer). Generally, Course Challenge preparation can include any portion of the Course Challenge process except completion through principal approval.

- 1.11.2. Students who are not yet enrolled in grade 10 may provisionally complete one or two Core Course Challenges in grade 9. The school mark will be reported to AB Education once the student is enrolled with WISDOM in high school.
- 1.12. Non-core courses are not eligible for Course Challenge prior to enrolling in grade 10
- 1.13. WISDOM commits to offer support to students preparing for Course Challenge (including academic evaluation) to students who are currently enrolled with WISDOM Home Schooling at a high school level, or grade 9 for up to two core courses.
- 1.14. If a student shows advanced academic standing, they may request to be advanced to grade 10 early. In such a case, the entire home education program will be evaluated at a grade 10 level.
- 1.15. New students to WISDOM who seek Core Course Challenge credits for course work completed at another jurisdiction will need to complete WISDOM Course Challenge requirements once they have become WISDOM students.
- 1.16. All students challenging Alberta courses and credits should have myPass accounts to monitor their progress and to audit their course entries and marks.
- 1.17. All students challenging Core Courses must have WISDOM Solaro accounts.
- 1.18. All students pursuing Core Course Challenges will be issued a WISDOM student email account in order to access Google Classroom for Core Course Challenge communications and portfolio submissions.
- 1.19. Students may choose to take some of their courses through Distance Education. WISDOM supports the following options:
  - 1.19.1. Shared Responsibility with another school for up to 10 credits. Registration must be completed before the end of September funding count date. (Code 611 and 612)
  - 1.19.2. Non-Primary Registration for one 5 credit online course per year funded by Alberta Education (Code 600 and 621/622)
- 1.20. Plagiarism is a serious offense; it is the student's responsibility to be aware of what plagiarism is and how to avoid it. Every paper or report submitted must be the student's own work. Wording must be the student's own. Quotes from lectures, Internet sources, books, articles, and the use of other writers' phrases or sentences must be cited. This includes the use of AI writing tools.
  - 1.20.1. Any instances of alleged plagiarism will be reviewed by the Credit Advisor.

- 1.20.2. If a student plagiarizes an assignment whether in draft form or as part of a portfolio, the assignment will be rejected with a warning. This warning will apply to the student across all subjects. Any further instance of plagiarism may result in WISDOM rejecting the student's request to complete any Alberta course through Course Challenge.

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### **Core Course Challenge and WISDOM Final Exams**

- 1.21. All Core Course Challenges include proctored WISDOM final exams.
- 1.21.1. A proctor can be any mature person that is not immediately related to the student nor living in the same household.
- 1.21.2. Proctors must agree to all WISDOM proctoring responsibilities.
- 1.21.3. In a structured setting (i.e a co-op program), a parent/teacher may supervise multiple students at the same time including their own child, with approval by the Associate Principal of Home Education (all regular proctoring requirements must still be met).
- 1.22. Subject Specialists review the student's portfolio to determine exam readiness. Upon approval, the Subject Specialist will provide the parent with a link to proceed with the exam booking process.
- 1.22.1. Note: a student may request to write the WISDOM final exam even if the Subject Specialists recommends otherwise.
- 1.23. By default, all WISDOM final exams are administered online through Solaro, except in some cases where a digital exam is not available.
- 1.23.1. Paper final exams can be made available upon request. For exam integrity, paper exams must be printed by the proctor of the exam, or a parent who has signed an exam integrity agreement. Students may not have access to final exams prior to the exam writing. Final exams are not to be used as a study resource.
- 1.24. For exam security, final exams are released as close to the writing date as possible.
- 1.25. Final Exams are the exclusive property of the Gilbertine Institute. They cannot be duplicated, distributed or stored. Once the exam has been completed, any copies (digital or print) are to be removed/destroyed.
- 1.26. Final exam marks are shared with the student/family by the subject specialists. Specific exam results (such as which questions were correct vs incorrect) are not shared. Specialists may, however, provide feedback on student results.

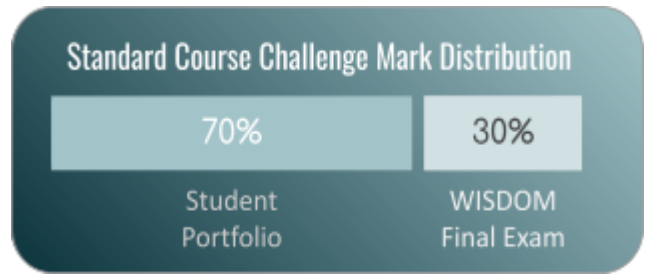
- 1.27. Final exam results are retained by WISDOM for one year before they are destroyed/removed.
- 1.28. Accommodations for WISDOM final exams will be handled on an individual basis.

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## 2. Core Course Challenge Final Grades

2.1. All core course grades will be evaluated by the Subject Specialist according to the specific learning outcomes of the course in the Alberta Education Programs of Study. The grade will reflect the student’s depth and breadth of knowledge and skills in the course. Although a student may have studied material beyond the scope of the AB Education course, only the content required by the AB Programs of Study will be evaluated. If any AB Education Outcomes are absent from the portfolio, the Subject Specialist may provide the student with the opportunity to do additional coursework before submitting the portfolio for Course Challenge evaluation.

2.2. The standard mark distribution for Core Courses is 70% portfolio and 30% WISDOM final exam.



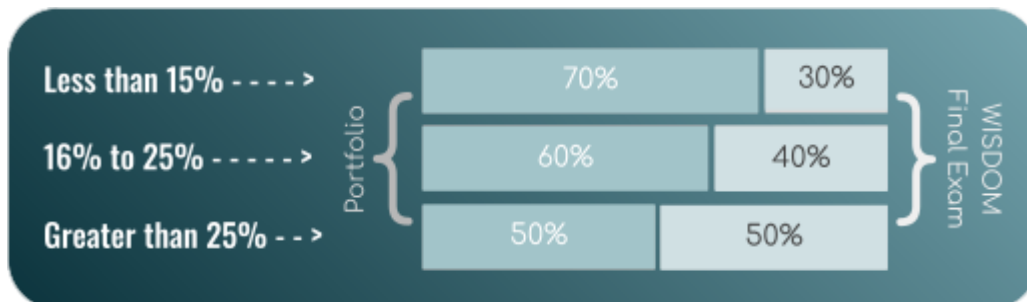
2.3. While the student’s effort is key to achievement, no marks are awarded for effort.

2.4. A student must achieve a minimum grade of 40% on the WISDOM Final Exam in order to achieve a passing school-based mark for the Core Course Challenge.

40% to Pass

2.5. The following sliding scale will be used when the student score on the WISDOM final exam is more than 15% below the evaluated portfolio mark:

- 2.5.1. Less than 15%: portfolio (70%), WISDOM final exam (30%)
- 2.5.2. 16% to 25%: portfolio (60%), WISDOM final exam (40%)
- 2.5.3. Greater than 25%: portfolio (50%), WISDOM final exam (50%)



- 2.6. If the student is not satisfied with the mark achieved, the student has the following options:
  - 2.6.1. Cancel the Course Challenge (no mark is submitted to Alberta Education).
  - 2.6.2. Appeal the mark to the Credit Advisor. Requests for a mark re-evaluation should be submitted within 2 weeks of receiving the course evaluation. The Credit Advisor will complete the re-evaluation within 10 days of receiving the appeal request.
  - 2.6.3. Extend the period of preparation for Course Challenge into the next term or year. At a minimum, the student will have to write a new WISDOM final exam. The student may also supplement the portfolio with new material.
  - 2.6.4. A student may only extend the preparation period for Course Challenge once.
- 2.7. WISDOM will take care to be accurate in its reporting of course marks to Alberta Education. Students should check course mark submissions through myPass to ensure all Course Challenge marks have been reported and all marks submissions are accurate. If an error is found, the student should contact the High School Advisor at the WISDOM office.
- 2.8. Students who demonstrate advanced academic knowledge may challenge a higher level course that follows a sequence without having marks or credits for the lower prerequisite course(s) (except where sequenced courses are non-waivable prerequisites). Where applicable, at the time of reporting Course Challenge marks and credits, WISDOM will apply Waived course credits for all lower level courses in the sequence following the Guide to Education. The student will receive course credits and a “Pass” on their transcript for all Waived Courses. The credits awarded for each waived course are the same as the number of credits achieved for the higher-level course completed.
  - 2.8.1. The student should take into consideration that a prerequisite course may be one in a series of courses required for admission into a post-secondary institution or to qualify for an external industry certificate, therefore requiring a final grade.

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### 3. Non-core Course Challenge Final Grades

- 3.1. All the non-core Course Challenges or Section 6 course completions will be evaluated by the Facilitator (or other assigned certificated teacher) according to the specific learning outcomes of the course found in the Alberta Education Programs of Study. The grade will reflect the student’s depth and breadth of knowledge and skills in the course. Although a student may have studied material beyond the scope of the AB Education course, only the content required by the AB Programs of Study will be evaluated.

- 3.1.1. If any AB Education Outcomes are absent from the portfolio, the Facilitator (or assigned teacher) may provide the student with the opportunity to do additional coursework before the portfolio is submitted for evaluation.

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#### 4. Diploma Exams

- 4.1. A student completing a Course Challenge in a Diploma course must write the Diploma exam at the time of completing the Course Challenge to receive an Official Mark on the AB Education transcript.
  - 4.1.1. WISDOM does not have a summer school program. Consequently, students wanting to complete a Course Challenge and diploma exam in the summer must register in a summer school.
  - 4.1.2. A student who has already achieved a diploma course school mark via Course Challenge (or other means) may self-register for an exam at a willing diploma writing center through their myPass account at any time (summer included) to achieve an Official Mark.
- 4.2. For Diploma Exam courses, the Official Mark is a blend of the Course Challenge mark and the Diploma exam mark (normally, a 70/30 weighting respectively or as determined by Alberta Education).
- 4.3. Students may self-register for Diploma exams through their myPass accounts.
- 4.4. WISDOM will assist students in registering for Diploma exams.
- 4.5. Diploma Exam Rewrite - students must make their own arrangements through myPass (fees apply).
- 4.6. Accommodations for Diploma Exams will be handled on an individual basis.
  - 4.6.1. For accommodations that can not be handled at the school level, the Special Cases Procedure put forth by Alberta Examination Branch will apply. These accommodations must be approved by the Associate Principal of Home Education.

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#### 5. Dates and Deadlines and Parent Agreement

- 5.1. WISDOM will publish and distribute a Course Challenge Dates and Deadlines document annually. Course Challenge submissions after the deadline will be processed in the next term or year.
- 5.2. Once a student has requested a course challenge, the parent(s) will receive a Parent Agreement to complete and return via email.

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