

Procedure Information	
Related to Policy No:	E-1.07
Approved by:	Education Council
Approval Date:	August 16, 2022
Date of Next Review:	April 2025

Prior Learning Assessment and Recognition (PLAR) Procedures

Definitions

Prior Learning Assessment and Recognition (PLAR)

Through Prior Learning Assessment and Recognition, the College of New Caledonia will grant credit for significant learning at a post-secondary level through work, training, and informal experiences outside the formal post-secondary system provided it fulfills the requirements of the program in which the student is enrolled.

GPA

Grade Point Average

Successful

Student has participated in a PLAR and has proven to have mastered the goals, course objectives, learning outcomes, or competencies established for the course. Successful PLARs satisfy pre-requisite and graduation requirements.

Unsuccessful

Student has participated in a PLAR, but has not met the goals, criteria, course objectives, learning outcomes, or competencies required of that course.

Post-Secondary Level Learning

Level and content of that knowledge equal to what would be expected of students registered in the College of New Caledonia course being requested for PLAR.

Procedures

Application

1. Having decided to apply for prior learning assessment of a module or course, students must:
 - 1.1. Begin the PLAR application process before, or up to and including, the first week of the commencement of the regular (non-PLAR) course. Exceptions may be made at the discretion of the Educational Administrator of the department.
 - 1.2. Obtain a Prior Learning Assessment and Recognition Application form from the Office of the Registrar or Academic Advising department.
 - 1.3. Contact the Department that is offering the course for which they wish to have a Prior Learning Assessment completed to schedule a meeting with the Faculty

to discuss suitability. Bring the Prior Learning Assessment Application form to this meeting.

- 1.4. Students requiring accommodations as a result of a disability must advise the Faculty and Accessibility Services prior to determine PLAR modality. Students should familiarize themselves with the Accommodations for Students with Disabilities policy and procedure.
2. If a PLAR is determined to be suitable and available, students must:
 - 2.1. Obtain the Faculty signature approving the PLAR module or course and the start and end dates. Start and end dates for the PLAR course are mutually agreed upon by the faculty member and the student.
 - 2.2. Submit the signed Prior Learning Assessment Application form to the Office of the Registrar. The form will indicate the type of assessment(s) required for the PLAR.
 - 2.3. Pay all fees prior to starting the PLAR assessment.

Assessments

3. Challenge Examination: Written, oral and/or practical tests as determined appropriate by a department/program. Challenge exams are developed by the department/program in which credit is sought for courses which the department/program deems suitable for challenge. Individual course objectives/learning outcomes are assessed:
 - 3.1. A minimum passing grade of "C" or 60% or the required minimum grade in the specific program or course (whichever one is higher) must be obtained in the challenge exam.
 - 3.2. A student may write a challenge exam only once, and not for a course that they have failed or have registered in previously.
 - 3.3. Exam re-writes are not permitted.
4. Portfolio Assessment: Assessment of documentation that systematically provides evidence of an individual's learning experiences and accomplishments in relation to course objectives/learning outcomes. This documentation may include a self-reflection. An interview may also be required as a component of this assessment.
 - 4.1. The student compiles the portfolio within the guidelines established by the department and submits the portfolio to the faculty or program committee for assessment.
 - 4.2. The faculty or program committee may recommend minor adjustments to the portfolio, in content or structure. The student would then be asked to resubmit it with changes and the portfolio would be reassessed. If the student chooses to make changes, no additional fee for assessment would be charged. The onus lies with the student to prepare an acceptable portfolio.

- 4.3. Academic standards in assessing the amount and quality of learning demonstrated by portfolio are to be equivalent to the learning expected in the course when credit is acquired via instruction.
 - 4.4. The documents or objects that have been produced by the student to provide proof of accomplishment may include, but are not limited to: reports, computer print outs, videos, illustrations, prototype models, or an artist's portfolio. Students may be asked to demonstrate abilities or answer questions about their portfolio to the faculty or program committee.
 - 4.5. Credit sought by portfolio assessments cannot duplicate other course work.
5. Work-based Assessment: Assessment of a student's prior learning (knowledge, skills, abilities, and/or values) as demonstrated in a simulated or real setting. Learning is demonstrated in a comprehensive way, showing knowledge, understanding, and levels of competence in relation to the course objectives/learning outcomes.
 - 5.1. The student compiles the evidence within the guidelines established by the department and submits it to the faculty or program committee for assessment.
 - 5.2. Academic standards in assessing the amount and quality of learning demonstrated are to be equivalent to the learning expected in the course when credit is acquired via instruction.
 - 5.3. Simulation or actual presentation of a student's abilities may be live, recorded, or videotaped. The demonstration may include but is no limited to such activities as: presenting a speech, role-playing a situation, creating a document on a computer, performing a lab experiment, interviewing a client, operating equipment, or completing a procedure.
 - 5.4. Credit sought by work-based assessments cannot duplicate other course work.

Fees

6. Students are responsible for all associated costs involved with PLAR which may include long-distance phone calls to an assessor, travel to an assessment site, and/or mailing a portfolio to an assessor. All fees are non-refundable.

Grading

7. Upon completion of a PLAR module or course:
 - 7.1. Faculty will submit a "PLAR Completion Form" to the Office of the Registrar and notify the students of the result. Students are entitled to an interview with a faculty member to review their course performance;
 - 7.2. A final grade will be awarded, as per the course grading scale as approved by Education Council. A successful PLAR must meet the minimum pre-requisite requirements. This is normally a "C" or "S" grade unless otherwise stated in the program graduation requirements.
 - 7.3. A successful PLAR is recorded as "PL" on a student's transcript in the term they completed it in, but is not calculated into the College GPA. Unsuccessful PLAR's

will be recorded in the student's permanent record, but not shown on the student's transcript.

Timelines

8. Start and end dates for PLAR are mutually agreed upon by the faculty member and the student and indicated on the Prior Learning Assessment and Recognition Application form. These dates should not exceed the end of the current term.

Student Appeals

9. Students who wish to appeal decisions regarding final grades must refer to the Grade Appeal Policy E-1.20.

Links to Other Related Policies, Documents and Websites

Grading and Evaluation of Student Performance E-1.22
Transfer Credit & Advanced Standing E-1.44
College Credentials E-1.10
Grade Appeal E-1.20
Accommodations for Students with Disabilities E-1.09

Forms

PLAR Application Form
PLAR Completion Form

Procedure Amendment Log

Amendment Number:	Date:
0	November 1990
1	April 2020
2	August 2022