Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

P.V.N.C.C.D.S.B. Prior Learning and Assessment

Appendix A
PLAR Information /
Process Chart

The following process and components must be completed in full in order to proceed with a PLAR challenge.

1)	The student (and parents/guardians) familiarized themselves with the PLAR challenge process and contact the secondary school to arrange for a meeting.
2)	The student meets with Guidance Teacher and/or Principal: ● Receives brochure, application package, and challenge process expectations ● Discuss process and requirements ● Notes return deadline of the completed application package
3)	The student discusses with the parent(s)/guardian(s) and may indicate a desire to proceed with the challenge process
4)	If the student decides to proceed they must complete the PLAR challenge package, including supporting documents, application form (Appendix B), evidence of relevant learning form(s) (Appendix C) , reference(s) (Appendix D), sample product (Appendix E).
5)	The student returns the PLAR Challenge Package and supporting documents to the principal by the deadline
6)	Principal consults with the school PLAR team to determine whether there is sufficient evidence for the challenge to proceed.
7)	The student is informed of the decision to proceed or not with the challenge process based on the PLAR challenge package submitted
8)	Principal: ● forwards completed application to the School Board Team for review ● arrange for a qualified teacher who will conduct the assessment ● makes the student aware of the date of the assessment
9)	The student prepares for assessment independently.
10)	The student attends assessment day(s) and completes tasks
11)	Qualified Ontario Certified Teacher (OCT) evaluates the assessment task(s) and reports to the school Principal.
12)	Principal: ● Issues credit and report form (Report Card) ● Records on Cumulative Tracking Form (Appendix F)
13)	The student is informed of the credit being granted or denied.
14)	If the credit is granted, the Guidance Department will insert the cumulative tracking and report form in the Ontario Student Record (OSR) and record the credit in the electronic profile for the student in the Student Information System. If the credit is denied, the student has the option to proceed with an appeal.