

APPENDIX XI

Awarding Credit for External Courses

What is an External Course?

An external course is a department-approved course developed and/or offered outside the Newfoundland and Labrador school system which can be used to obtain high school credits. These courses are of a senior high school standard, may have learning outcomes other than those of a department authorized/approved senior secondary courses but contribute to the essential graduation leanings. Learning resources for external courses will be the responsibility of the student or the national organization.

Procedures/Guidelines

The external credit process recognizes documented prior learning. A student is entitled to a review of documented learning that has taken place outside the regular school system.

External credit may be awarded in one of two ways:

- If the outcomes of the external course match those of a department authorized course, a direct transfer credit is awarded; or,
- If the outcomes of the external course do not directly match those of a department authorized course, general credit is awarded in a related subject area.

Excluding AP and college-level courses, a student may be awarded a maximum of four external high school credits towards their graduation requirements. Each external credit must be based on a minimum of 55 instructional hours.

Course credits awarded through the external credit process are reported on the high school transcript along with the corresponding code of (x) in the "Note" field.

Course credits awarded through the external credit process are awarded credit, but no numerical grade is included on the transcript. Verification of documentation is carried out by officials of the Department of Education.

Students wishing to obtain credits through the external credit process for equivalency should be advised of possible implications of their decision, (e.g., post-secondary acceptance may be complicated by the absence of course marks for external credits on the high school transcript).

An organization that wishes to have its credentials accepted for high school equivalency must submit a request supported by the appropriate documentation to the Division of Program Development at the Department of Education, including, but not limited to the following:

- number of hours of instruction;
- program/course objectives and depth of treatment;
- teaching and learning activities;
- evaluation criteria used to award the credential; and,
- contribution to the essential graduation learnings.

The policy on awarding credit for external courses will be subject to periodic review to ensure that it continues to meet students' needs.

Procedure for Obtaining External Credit

- I. A student can get a copy of the request for external credit application from the school or the Department of Education and Early Childhood Development's website.
- II. The application is sent to the Department of Education and Early Childhood Development by fax 709-729-0611.

Any supporting documents must be sent directly from accrediting body to the Department of Education and Early Childhood Development before credit can be awarded.

The following is a list of cadet courses and music courses that are eligible for external credits. **A student can only be awarded a maximum of 4 external credits.**

External Credits, Equivalent Courses

Sea Cadets

Specialty Courses (Must be Group III (TG-III) courses)

Boatswain's Mate	2 Credits in Leadership
Drill and Ceremonial	2 Credits in Leadership
Shipwright	2 Credits in Guidance **
Marine Engineer	2 Credits in Guidance **
Intermediate Sail	2 Credits in Guidance **
Sail Coach	1 Credit in Leadership
	1 Credit in Guidance **
Ship Boat Operator	2 Credits in Guidance **
Air Rifle Marksmanship Instructor	2 Credits in Guidance**

Air Cadets

Specialty Courses (Must be Group III (TG-III) courses)

Leadership and Ceremonial Instructor	2 Credits in Guidance **
Glider Pilot Scholarship	2 Credits in Technical Education
Advanced Aviation Technology-Airport Operations	2 Credits in Technical Education
Advanced Aviation Technology-Aircraft Maintenance	2 Credits in Technical Education
Pipe Band - Advanced Musician	2 Credits in Music
Military Band - Advanced Musician	2 Credits in Music
Powered Pilot Scholarship	2 Credits in Technical Education
Advanced Aerospace	2 Credits in Technical Education
Air Rifle Marksmanship Instructor	2 Credits in Guidance**

Army Cadets

Specialty Courses (Must be Group III (TG-III) courses)

Military Band Intermediate	2 Credits in Music
Drill and Ceremonial	2 Credits in General Education
Leadership and Challenge	1 Credit in Guidance **
Full Bore Marksman Phase 1	2 Credits in Guidance **
Full Bore Marksman Phase 2	2 Credits in Guidance **
Pipe Band Intermediate	2 Credits in Music
Army Cadet Expedition Instructor	1 Credit in Guidance **
Air Rifle Marksmanship Instructor	2 Credits in Guidance**

**Does not fulfill graduation requirements for Career Development.

Music Courses

Royal Conservatory of Music

Grade 6 Practical and intermediate rudiments*
Grade 8 Practical and advanced rudiments*

Applied Music 2296
Applied Music 3296

*Applicable for all instruments and voice.

Conservatory Canada

Grade 7 Practical and Grade 3 Theory*
Grade 8 Practical and Grade 4 Theory*

Applied Music 2296
Applied Music 3296

*Applicable for all instruments and voice.



High School Certification

REQUEST FOR EXTERNAL CREDIT (Royal Life Saving Society)

Student Information

Student Name: _____	MCP #: _____
School Name: _____	Date of Birth: _____

The following courses/programs must be completed to be eligible for the designated credit. Please indicate successful completion of these courses/programs.

	Bronze Medallion
	Bronze Cross
	National Lifeguard
	Aquatic Emergency Care (or Lifesaving Standard First Aid)
Credit Awarded: Physical Education 1299	

Please send or fax this form as well as a copy of the appropriate certification for each course/program.

Note: The copy of the transcript of certification must be received by the Department of Education directly from the Royal Life Saving Society.

Government of Newfoundland and Labrador
 Department of Education and Early Childhood Development
 High School Certification
 PO Box 8700
 St. John's, NL, Canada, A1B 4J6

Fax: 709-729-0611



High School Certification

REQUEST FOR EXTERNAL CREDIT (Duke of Edinburgh's Award)

Student Information

Student Name:	_____	MCP #:	_____
School Name:	_____	Date of Birth:	_____

Please indicate which external course credit is being requested.

<input type="checkbox"/> Silver Award	<input type="checkbox"/> Gold Award
Credits Awarded: General Education 2199 Physical Education 2199	Credits Awarded: General Education 3199 Physical Education 3199

Please send or fax this form as well as a copy of the completed "*Award Application Form*".

Note:

- **Confirmation of the award received must come directly from the Duke of Edinburgh's provincial awards office.**
- **To receive four credits the student must complete both Silver and Gold. Completing Gold, without Silver, will result in the awarding of General Education 3199 and Physical Education 3199 only.**

Government of Newfoundland and Labrador
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Fax: 709-729-0611



**High School Certification
Request for External Credit**

Royal Conservatory of Music / Conservatory Canada

Student Information

Student Name	_____	MCP	_____
School Name	_____	Date of Birth	_____

Please indicate which external course credit is being requested.

Royal Conservatory of Music

<input type="checkbox"/>	Grade 6 Practical and Grade 1 Theory	Applied Music 2296
<input type="checkbox"/>	Grade 8 Practical and Grade 2 Theory	Applied Music 3296

Conservatory Canada

<input type="checkbox"/>	Grade 7 Practical and Grade 3 Theory	Applied Music 2296
<input type="checkbox"/>	Grade 8 Practical and Grade 4 Theory	Applied Music 3296

Note: The copy of the transcript of certification must be received by the Department of Education and Early Childhood Development directly from the Royal Conservatory of Music or the Conservatory Canada.

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Fax: 709-729-0611



**High School Certification
Request for External Credit**

Air, Army, Sea Cadets

Student Information

Student Name	_____	MCP	_____
School Name	_____	Date of Birth	_____

Please indicate which external course credit is being requested.

Course Completed:

Note: The copy of the transcript of certification must be received by the Department of Education directly from the particular cadet element where the course is completed.

Government of Newfoundland and Labrador
Department of Education and Early Childhood Development
High School Certification
PO Box 8700
St. John's, NL, Canada, A1B 4J6

Fax: 709-729-0611

APPENDIX XII

District (Local) Courses: Policy and Procedures

Introduction

Local (district) courses are intended to enhance the course options for students without negatively affecting student access to the provincial curriculum.

Local (district) courses are expected to be developed in conformance to the standards set out by the Department of Education. They are to comply with the outcomes orientation as per the provincial curriculum and be formatted as per the outline in Appendix A. A template can be provided upon request by the department.

Definition

A local (district) course is a non-provincial senior high school course which can be either of two types, depending on the source of the course. Such courses are developed:

- either locally at the school or district level; or,
- by external agencies.

The content of district courses focuses on a particular region of the province (e.g., Aquaculture 3226, Hospitality/Tourism 3120) or some unique orientation deemed important as a focus of study by its students (e.g., AP Physics 4224). All local (district) courses are denoted by a third digit “2” in the four number courses designation scheme.

Policy

The school district ensures local (district) courses meet the required standards and are in keeping with district course offering policies before submission to the Department of Education.

The Division of Program Development evaluates and approves local (district) courses for students enrolled in the senior high school program.

Local (district) courses may be approved in any curriculum area.

A maximum of four local (district) courses credits may be used for graduation purposes. These are inclusive of district courses and/or alternate courses (as defined in Pathways to Graduation), for graduation of the minimum 36 required. The four credit limit does not include Advanced Placement nor native languages courses.

Students must successfully complete, or be enrolled concurrently in, the highest level of the provincial course in that subject to be permitted to register for an Advanced Placement course in that discipline. For example, students enrolled in A.P. European History must have successfully completed or be currently enrolled in World History 3201.

At the request of the Division of Program Development, local (district) courses numbers are assigned by the Division of Evaluation and Research.

Requests from school districts for new and/or revised local (district) courses approval shall be accompanied by a curriculum guide.

Local (district) courses are approved for up to three years after which it is the responsibility of the school district to request re-approval and to submit all required documentation. Permission from one district to another with respect to a district course does not constitute provincial approval. Nor does approval of a course for one district constitute approval for its use in another.

De-listed provincial courses will **NOT** be approved as district courses.

Procedures

1. The school administrator submits the request, along with the curriculum guide, for a district (local) courses to the assistant director (programs).

The Division of Program Development will provide a template for use by local (district) courses developers to ensure consistency in district course descriptions.

2. The assistant director (programs) arranges for district staff to evaluate the curriculum guide using the criteria supplied by the Department of Education, and to prepare the supporting documentation for submission to the Department for its evaluation and approval by the director of program development.

The Division of Program Development will provide a course evaluation form for districts to use in their assessment of district courses.

Districts must conduct a thorough analysis of each of its local (district) courses in relation to their conformity to the provincial learning outcomes and the provincial curriculum, and submit the course evaluation form, as provided by the Department of Education, accompanied by a letter of support stating why a course should be approved.

3. The request for new and revised courses should be received by the director of program development by the end of November of the school year preceding the projected implementation date.
4. The Division of Program Development evaluates the curriculum guide and, if approved, obtains a course number from the Division of Evaluation and Research. The school district is notified of the outcome of the request by January 30. In some instances, the course is approved in principle with additional revisions required by March 31 before final approval is granted.

In the case of co-operative education, schools are required to submit the final curriculum guide by the end of October in the year of implementation. The guide must include a clear indication of how workplace safety issues will be addressed.

5. School districts seeking to offer a local (district) courses developed by another school district obtain written permission from that district before requesting approval from the Division of Program Development.
6. School districts submit one comprehensive request listing all schools and the local (district) courses proposed to be offered in each school. New and/or revised curriculum guides are also attached for evaluation.
7. Upon receipt of written approval of local (district) courses, schools order the approved learning resources. By the end of January of the year of implementation school districts submit copies of paid invoices, including the number of students enrolled in the course, to the Learning Resources Distribution Centre for reimbursement.
8. In collaboration with the Divisions of Evaluation and Research and the Division of Program Development maintains a data base of all district courses.
9. The initial year of implementation is considered as a pilot year. The school district submits a report to the Division of Program Development on the evaluation of the pilot indicating revisions made to the curriculum guide.

The curriculum guide format for local (district) courses can be found by contacting the Division of Program Development at the Department of Education and Early Childhood Development.

Appendix XIII

Alternate Courses and Registration

An alternate course for credit must be assigned a course number. The course number is chosen based on the following criteria:

- (i) subject code: 70 indicates the alternate course subject code
- (ii) grade level: Level I, II or III
- (iii) number of credits: 1 or 2
- (iv) course code: ELA - 73, Math - 79, Science - 74, Social Studies - 75

For example a Level II, 2 credit alternate course in Math would be 70 2279

Possible alternate course numbers are listed in the chart below

English Language Arts	Math	Science	Social Studies
70 1173	70 1179	70 1174	70 1175
70 1273	70 1279	70 1274	70 1275
70 2173	70 2179	70 2174	70 2175
70 2273	70 2279	70 2274	70 2275
70 3173	70 3179	70 3174	70 3175
70 3273	70 3279	70 3274	70 3275

Alternate courses for credit (to a maximum of 4 credits) in high school must be submitted to the district office for review and approval before submission to the Department of Education. Credit will only be given in the *any other subject* section of the provincial graduation requirements.

All course descriptions for alternate courses must be mailed or faxed to the High School Certification office. The purpose of this is to have the course descriptions available for review if needed.

Please submit completed form, next page, and course descriptions to:

Government of Newfoundland and Labrador
Department of Education and Early Childhood Development
High School Certification
PO Box 8700
St. John's, NL, Canada, A1B 4J6

Fax: 709-729-0611



**High School Certification
ALTERNATE COURSE REGISTRATION**

Note: This form should only be submitted if the alternate course is for high school credit program

STUDENT INFORMATION

STUDENT NAME: _____ MCP# : _____

SCHOOL NAME: _____ SCHOOL # : _____

The course code required must be selected from those listed on the previous page.

COURSE INFORMATION

Course Code: _____

REQUIRED SIGNATURES

Principal Date

Program Specialist for curriculum area Date

Assistant Director - Programs Date
(or designate)

Please note: All course descriptions for alternate courses must be mailed to the high school certification office. The purpose of this is to have the course descriptions available for review if needed.

APPENDIX XIV

School Mark Adjustment

In each case, the amount of adjustment is calculated for each course within each school using the following formula:

$$\text{Adjustment} = \pm 5 - [(SE_S - PE_S) - (SE_P - PE_P)]$$

Where:

SE_S = School average on school evaluation

PE_S = School average on public examination

SE_P = Provincial average on school evaluation

PE_P = Provincial average on public examination

Factor ± 5 is positive, if relative difference is positive, and negative, if relative difference is negative.

Safeguards have been put in place to ensure that students are not adversely impacted by the application of the school mark adjustment

- (a) aberrant students are not included when an average is calculated (20 more/less than the average difference);
- (b) if a student does as well or better on his/her exam then there is no negative adjustment applied regardless if there was a negative adjustment for the school; and,
- (c) if a school's marks are adjusted down, the lowest mark a student from that school will be awarded is his/her exam mark.

The application of the school mark adjustment procedure is best illustrated by the example below:

World Geography 3202 Class List:

	School Submitted Mark	School Adjusted Mark	Public Exam Mark	Final Mark
Student 1	88	84	78	81
Student 2	76	72	52	62
Student 3	94	90	89	90
Student 4	80	76	47	62
Student 5	62	58	54	56
Student 6	88	84	78	81
Student 7	76	72	55	64
Student 8	92	88	69	79
Student 9	76	72	46	59
Student 10	90	86	88	87
Student 11	76	76	78	77
Student 12	66	62	36	50
Student 13	66	62	46	54
Student 14	64	60	39	50
Student 15	71	67	48	58
Average	78	74	60	67

Calculation of the Adjustment

School average (for this school) before adjustment = 78
 Public examination average (for this school) = 60
 Difference in averages = 18

Note: the average drop for the students in this school is 18 marks. An aberrant student for this class would be one who either;

- (a) dropped by 38 marks or more (20 less than the average difference)

OR

- (b) went up by 2 marks or more (20 more than the average difference)

Notice that student 11 is an aberrant student for this class. This student went up by 2 marks. This is 20 marks more than the average difference (Average difference = - 18).

Therefore to calculate the D-factor we drop this student from the class, for both the school average before adjustment, and the public examination average.

School average (for this school) before adjustment minus aberrant student(s)	= 78
Public examination average (for this school) minus aberrant student(s)	= 59
Difference after aberrant student(s) removed	= 19

This school dropped 19 marks on the examination after aberrant student # 11 was removed.

Provincial Averages

School average (provincially)	= 76
Public examination average (provincially)	= 66
Difference	= 10

The province dropped 10 marks on the examination.

The school dropped 9 marks ($19 - 10 = 9$) more than the provincial drop (-10). When we employ the ± 5 differential ($-9 + 5 = -4$), the final adjustment becomes **- 4**.

As you can see from the table above, the school adjusted mark reflects this **- 4** adjustment.

Therefore, the combined or final mark for this course would now be 67% (average between school adjusted mark and public examination mark: $(74 + 60)/2 = 67$).

