

North East School Division - Administrative Procedure



AP 425

Credit Recovery (Grades 10-12)

References:

[The Education Act, 1995](#)
[Credit Recovery Policy](#) – Ministry of Education

Related:

[AP 414-Assessment](#)
[Registrar’s Handbook for School Administrators](#)
[Secondary Level Mark Corrections – Form 8](#)

Tracking:

Revised – Aug. 2023

Status:

Approved – Dec 2023

CREDIT RECOVERY

North East School Division (NESD) believes the primary purpose of assessment, evaluation and reporting is to improve student learning. The following principles lay the foundation for rich and challenging practice. When these principles are fully understood and observed by all teachers and in-school administrators, they will guide the collection of meaningful information that will help inform instructional decisions, promote student engagement, and improve student learning.

Credit Recovery is an opportunity for students to earn an academic credit without repeating an entire course by completing additional work or resubmitting work in a course that they have not successfully completed. The NESD believes the best pathway to recovering a credit is through an analysis of the student’s completion of outcomes. Hence, for the purpose of this AP, the NESD will refer to Credit Recovery as Outcome Completion. The strategy for Outcome Completion is individualized and will vary from student to student.

GUIDING PRINCIPLES

1. Outcome Completion is available for students enrolled in Grade 10, 11, and 12 courses.
2. The course in question must have been taken by the student in a NESD school.
3. To be eligible for Outcome Completion a student must have:
 - 3.1. Achieved a minimum of 20% successful completion of the outcomes in the course, and/or
 - 3.2. Received a final mark less than 50% for the course in question which was submitted to the Ministry of Education
 - 3.3. Applied to participate in the [Outcome Completion process](#).
4. It is recommended students complete the Outcome Completion process within 30 days of the course end date. If additional time is required, the student’s Outcome Completion Plan will reflect this and be included with the [Secondary Level Mark Corrections – Form 8](#).
5. The final mark a student receives in Outcome Completion is determined by the Outcome Completion teacher, in consultation with the original teacher, based upon the achievement of the student. In the event the original teacher is no longer employed at the school or otherwise unable to participate in the process, the student’s final Outcome Completion mark will be determined by the Outcome Completion teacher in consultation with the principal.
6. A limit to the number of credits that can be recovered through the Outcome Completion option is to be determined by the school and the school division (if necessary).
7. At minimum, secondary schools within the NESD shall offer Outcome Completion for the courses required for graduation.

ROLES AND RESPONSIBILITIES

1. Student:
 - a. The student shall apply for Outcome Completion to the Outcome Completion Team within five (5) days of the course end date. This allows for the teacher and administrator to identify the required outcomes that must be achieved and approve an Outcome Completion Plan.
2. Teacher:
 - a. Identify students who may be eligible for the Outcome Completion option and notify the Outcome Completion team by the final day of each semester.
 - b. In the event the original teacher is no longer employed by the school or school division, the principal may authorize a supervising teacher in the course to assist with the Outcome Completion process.
 - c. Determine the outcomes to be recovered and the assessment needed for the final mark record.
 - d. Collaborate as required with the Outcome Completion Team to create the Outcome Completion Plan.
 - e. Provide support for the student to implement and complete the requirements detailed in the Outcome Completion Plan.
 - f. Communicate the Outcome Completion plan with parent/guardian.
3. Principal:
 - a. Appoint a school team that determines eligibility for Outcome Completion.
 - i. The team will include at least one of the school's administrators, career guidance personnel, original teacher (or supervising teacher), other members as required.
 - b. Approve the Outcome Completion Plan.
 - c. In the event the original teacher is no longer employed at the school, assign a supervising teacher to assess the course work detailed in the Outcome Completion Plan.
 - d. Authorize the final mark record change to the Ministry of Education ([Secondary level Mark Corrections - Form 8](#)).
 - e. Ensure the Outcome Completion Plan is placed in the student's cumulative folder.
4. Central Office:
 - a. In the event the original teacher is no longer employed at the school, Superintendent of Learning will approve a supervising teacher to assess the course work detailed in the Outcome Completion Plan. (*Refer to 3.c. above*)
 - b. Approve the final mark record change to the Ministry of Education ([Secondary Level Mark Corrections - Form 8](#)).
 - c. Ensure mark changes through the Outcome Completion process are completed with the SDS by an authorized school official with 30 days of the original course end date, if possible.
 - d. If a mark is changed after 30 days of the original course end date, complete supporting documentation and submit the [Secondary Level Mark Corrections - Form 8](#) with principal and Superintendent of Learning signatures to Ministry of Education – Student and Educator Services.

5. Ministry:
 - a. Provide schools and school divisions with the authority to change a final mark record within 30 days of a course end date.
 - b. Enter Outcome Completion final mark record change submissions for mark record changes after 30 days of course end date pending receipt of Secondary Level Marks Completion Form 8 with supporting documents.
 - c. Audit Outcome Completion final mark submissions.

PROCESS

1. Consultation for Outcome Completion will include parents/guardians, school designated teacher, Principal and the Superintendent of Learning, Career Guidance Counsellor and Student Support team members may also be included.
2. If the course the student is attempting to recover is a prerequisite for another course, students completing the Outcome Completion Plan in the first 30 days of the semester may be considered for a course requiring the prerequisite. If the Outcome Completion is not successful, the student will be withdrawn from the course requiring the prerequisite.
3. The final grade in the Outcome Completion course will be calculated using the new assessment results produced by the student during the Outcome Completion process.
4. The final mark calculation is determined by the original teacher, principal and/or Superintendent of Learning, and/or Director.
5. Schools may change final mark records within 30 days of the course end date.
6. After 30 days of the course end date, schools must submit the [Secondary Level Mark Corrections - Form 8](#) to the Ministry of Education with the supporting Outcome Completion Plan.

ADDITIONAL CONSIDERATIONS

1. Exceptional circumstances for extending Outcome Completion may be considered.
2. Exceptional circumstances for extended Outcome Completion time (beyond the semester) may be considered.
3. Exceptional circumstances require the authorization from the Director or Superintendent designate.
4. If the original course was taught in another school division or out of province, Outcome Completion will not be considered.