

PLAR CHALLENGE ROLES AND DESCRIPTIONS

i. Students

- Attend system level orientation.
- Provide to the school principal a fully completed PLAR package: Application, Reasonable Evidence Portfolio submission, and Annual Education Plan (see Appendices A, B, C, D).
- Attend the teacher/student consultation PLAR Challenge Assessment.
- Complete all of the PLAR Assessments as outlined by the PLAR Challenge teacher.

ii. School Administrator

- Receive and review the PLAR Challenge application package and Reasonable Evidence Portfolio from the student.
- Assign staff to assess the reasonable evidence portfolio and provide confirmation (Appendix E, Appendix F, Appendix G)
- Assign a certified teacher to develop the PLAR Challenge Assessments.
- Receive from the student the PLAR Challenge Assessment.

Award and confirm successful credits. (see Appendix H) F.

- Assign duties to Guidance and other appropriate teaching staff to co-ordinate the school level application and record keeping process for PLAR. (see Appendices I, J, K, L)
- Arrange the PLAR challenge procedures with another WCDSB secondary school principal, if the challenge course is not offered at the student's home school.

iii. Teachers

- Assess "Reasonable Evidence Portfolio Submission" and report results to the principal.
- Develop the "PLAR Challenge Assessment" in consultation with Program Services department.
- Consult with students regarding the completion of the "PLAR Challenge Assessment".
- Complete the PLAR Challenge Performance Assessment and the report form for submission to the principal. (see appendix I)
- Submit copies of all "PLAR Challenge Assessment" materials and results to the Program Services Department.

iv. Guidance Teachers

- Counsel students (ie., likelihood of their success).
- Assist Program Services with the distribution of information regarding the PLAR challenge process including Ministry and Board websites.
- Assist principal with co-coordinating the record keeping process for PLAR challenge including mark entry, PLAR tracking forms, and AEP notation. (see Appendices I, J, K, L)

v. Program Heads

- Assist the principal where required in determining the approval of the PLAR challenge and awarding of credit.

vi. Program Services

- Plan and deliver the system level PLAR “Challenge” orientation session.
- Assist teachers with the development of the “PLAR Challenge Assessments”.
- Provide an orientation session for teachers assigned the assessment duties in the PLAR challenge process.
- Maintain WCDSB system records of PLAR challenges.

vii. Supervisory Officer

- Assign schools the responsibility of developing PLAR challenge assessments.