



Title	Prior Learning Assessment and Recognition
Policy No.	D.3.5
Approval Body	Education Council
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	October 5, 2004
Effective Date	March 14, 2017

1. PLAR availability will be identified in the PCG and/or individual course outlines.
2. Students requesting PLAR must apply and meet all the entrance requirements of a program or be accepted into a program prior to requesting PLAR.
3. Students must consult with the PLAR advisor in the Registrar's Office and/or the Department Leader to determine suitability and timelines for PLAR.
4. To initiate the PLAR process students must complete the application form available through the Registrar's Office.
5. Assessment fees will be levied for PLAR. Once a student has registered and paid for PLAR assessment, withdrawal is not permitted.

Assessment Process

6. Students will be assessed by one of the following methods as selected by the program;
 - a. **Challenge Exam:** A test or exam (written or oral) that is designed to validate the knowledge of the candidate as it relates to the learning objectives/outcomes of the course.
 - b. **Standardized Test:** Although similar to a Challenge Exam this test is usually developed by someone other than the assessor. It is focused around widely recognized standards that are equivalent to the course objectives.

Components of learning assessments *c-h* to be determined by the Department Leader or delegate

- c. **Products/Portfolio:** Documents or objects that have been produced by the candidate and demonstrate tangible proof of accomplishment. These may include, but are not limited to, reports, computer printouts, videos, illustrations, prototype models, or an artist's portfolio. Students may be asked to demonstrate abilities or answer questions about the portfolio by the assessor.
- d. **Demonstration/Simulation/Performance Assessment:** Simulation or actual presentation of a candidate's abilities, which may be live, recorded, or videotaped. The demonstration may include, but is not limited to such activities as presenting a speech, role-playing a situation, creating a document on computer, giving a musical

performance, performing a lab experiment, interviewing a client, operating equipment, or completing a procedure.

- e. **Interview:** Oral questioning. The PLAR interview is focused around course objectives and may include techniques such as open-ended questions, case studies, and prepared analyses. The interview is used to clarify areas of learning, and may be used in parallel with other methods, as a sole method of assessment, and/or as a means to ensure authenticity of products.
 - f. **Worksite Assessment:** Similar to a demonstration. The candidate is observed performing tasks as a part of normal work routine, or as specifically assigned, in the place or work. Assessment is normally made by faculty assigned to a candidate, but may also be made by a work supervisor or field expert. If performed by an external assessor, it may be followed up by a self-assessment and/or interview with a faculty assessor.
 - g. **Self-assessment:** Assessment performed by the candidate, usually with the aid of an established form or questionnaire. Normally requires a parallel assessment by a field expert and/or faculty assessor.
 - h. **External Evaluation:** Assessment provided by an expert other than VCC faculty. Assessment method may include, but is not limited to, performance evaluation, letter of validation, or worksite assessment, and may require follow-up by a faculty assessor.
7. If PLAR is successful then the student transcript will be updated with a grade of S, which will count as credits attempted and taken but not toward GPA calculations.
 8. If PLAR is unsuccessful there will be no listing on the transcript and students will be advised by a letter.
 9. Policy C.1.2 Appeal of Final Grade will apply to Prior Learning Assessment and Recognition.

RELATED POLICY

Refer to D.3.5 Prior Learning Assessment and Recognition Policy.