

2.5.5 Flexible Assessment Policy

Preface:

- A.1 College of the Rockies recognizes that learning can take place through a variety of experiences and environments. We are committed to providing diverse and innovative opportunities in which learning can be assessed and credited. While taking a flexible approach to assessment, College of the Rockies faculty maintain integrity and high standards in assessing learning and assigning credit

Note: In cases where candidates have course credits from another institution or another College of the Rockies program, the Transfer of Credit Policy (2.4.10) normally applies.

Guiding Principles:

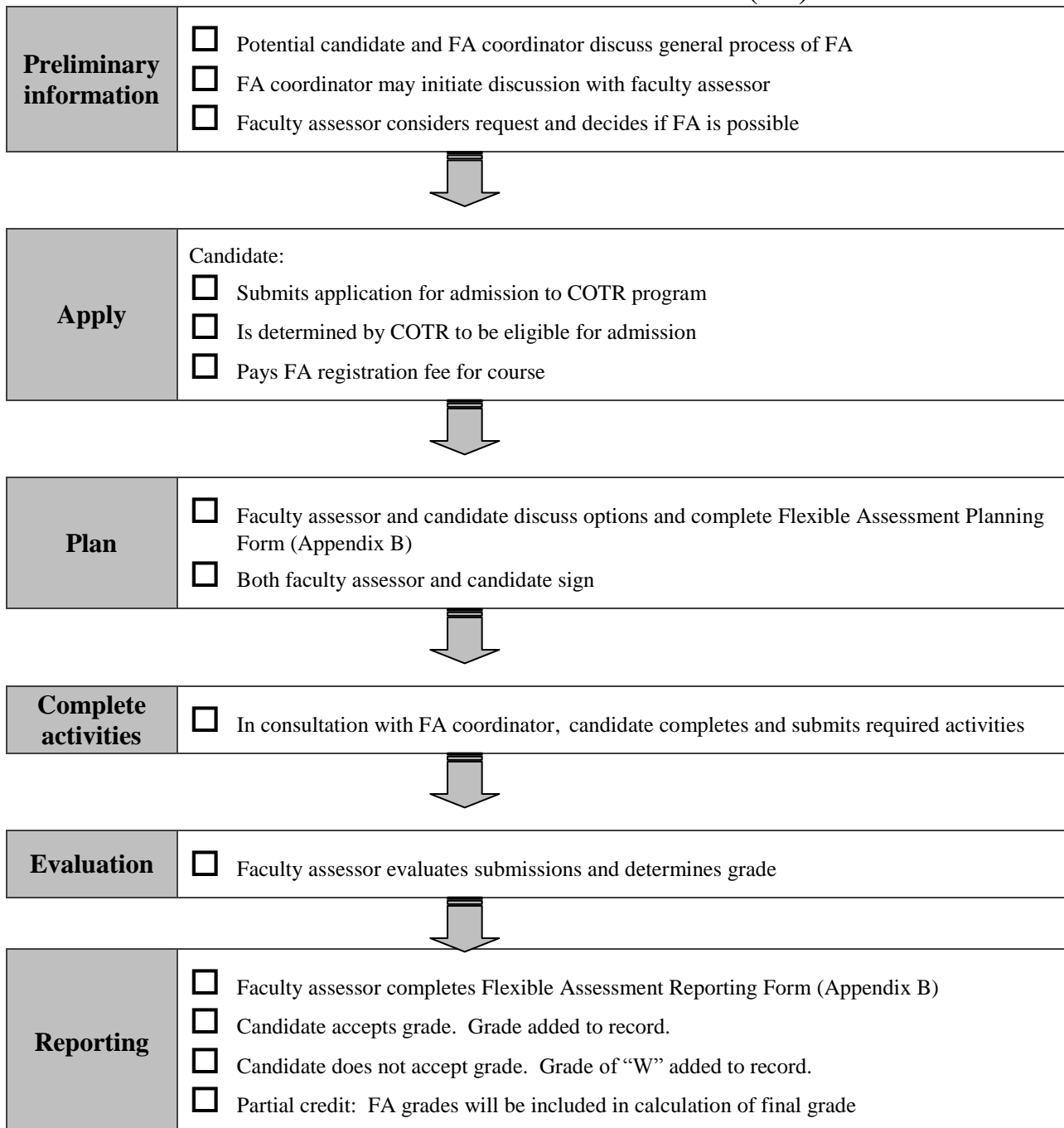
- B.1 College of the Rockies will provide opportunities wherever possible for Flexible Assessment (FA) (formerly known as Prior Learning Assessment or PLA). Learners with prior learning that is relevant to a field of study will have opportunities to provide evidence of their learning, to have their evidence assessed, and to receive recognition.
- The steps in the Flexible Assessment process are listed in Appendix A of this Policy and will be amended as need arises.
- B.2 Work related to Flexible Assessment contributes to faculty workload and is subject to Collective Agreement provisions.
- B.3 Faculty in each program will identify courses/course components eligible for Flexible Assessment. If Flexible Assessment is not an option, faculty members will be required to provide a rationale for their decisions.
- B.4 Credits that are assigned through Flexible Assessment contribute to College of the Rockies residency requirements.
- B.5 Flexible Assessment credit will be granted on the basis of meeting course/program learning outcomes as stated in the course/program outlines. Flexible Assessment credit will be granted when candidates demonstrate that the breadth and depth of their learning is equivalent to learners who are enrolled in and who successfully complete the course or program.
- B.6 Through an evaluation of prior learning, Flexible Assessment allows the opportunity for candidates to receive:
- a. credit for an entire course.
 - b. recognition for part(s) of a course. Remaining learning outcomes must still be met in order to receive course credit.
- B.7 Faculty assessors are recognized by the College as experts in evaluating learning within their discipline(s). Faculty assessors should have previous experience in teaching the course for which Flexible Assessment is requested, as well as experience in teaching in that discipline area.

- B.8 Faculty assessors will consider initial Flexible Assessment requests and decide if Flexible Assessment is an option. If so, they will select the method(s) of Flexible Assessment, and assess the learning. If a faculty member denies a request for Flexible Assessment, s/he will provide rationale for the decision.
- B.9 The Flexible Assessment coordinator is available to assist; however, Flexible Assessment candidates have the primary responsibility for providing evidence to demonstrate that their learning meets the course/program learning outcomes, is at a course-equivalent level, is current, and includes an appropriate balance of theory and practical application. Such evidence may be provided through:
- a. evidence file/portfolio assessment,
 - b. written or oral challenge exams,
 - c. oral interviews,
 - d. practicum challenges,
 - e. skills demonstrations,
 - f. workplace assessment,
 - g. projects or assignments,
 - h. interviews with employers,
 - i. OR a combination of the above.
- B.10 Fees for Flexible Assessment will normally be 100% of the regular course fee; however, in cases in which Flexible Assessment is straightforward and streamlined, the Registrar may approve a reduced fee of 50% of the regular course fee.
- B.11 The grading scale in the applicable College of the Rockies course outline will be followed. Where possible, credit earned through Flexible Assessment will be a regular grade.
- B.12 Candidates who complete the Flexible Assessment process may:
- a. accept the assessed grade, or “FA” grade, which will then be added to their College of the Rockies record; OR
 - b. not accept the assessed grade. A grade or “W” will be added to their College of the Rockies record; OR
 - c. not accept the assessed grade AND register to take the course. A grade of “W” will be added to their College of the Rockies record. The Flexible Assessment fee can be credited toward tuition for that course, if offered, within the next calendar year.
- B.13 All College staff involved with Flexible Assessment will have opportunities for training for the functions they perform, and there will be provision for their continued professional development in areas related to Flexible Assessment.
- B.14 In anticipation of future Flexible Assessment requests, faculty will develop learning outcomes with Flexible Assessment in mind and identify possible assessment options for future students with prior learning.
- B.15 Education Council will regularly monitor, review, evaluate, and revise Flexible Assessment policies and procedures.
- B.16 Flexible Assessment candidates will have access to the Final Grade Appeal Process (Policy 2.5.3).

Issue Date:	April 2011	Concerning:	Students and College Employees		
Amendment:	() Original				
Manager Approval:	<i>Original signed by Doris Silva</i>	Title:	Registrar	Date:	April 2011
College Approval:	<i>Original signed by Nick Rubidge</i>	Title:	President/CEO	Date:	April 2011

APPENDIX A

STEPS IN THE FLEXIBLE ASSESSMENT (FA) PROCESS



NOTE: Adequate time is required for consideration and evaluation of FA requests. Candidates must plan in advance. For most programs, candidates should normally initiate their requests by these times:

- Prior to the end of March for courses in the following Fall/September semester
- Prior to the end of September for courses in the following Winter/January semester

Some programs or courses will have different deadlines. All candidates should check with the FA Coordinator

Flexible Assessment Planning and Reporting Form

Name of Candidate _____ Course name and number _____
COTR Student number _____ Name of Faculty Assessor _____
Candidate contact (phone or email) _____

Part 1—Planning (to be completed by Faculty Assessor and agreed to by Candidate)

Candidate will have flexible assessment opportunity for:

- The entire course
- The following sections: _____

Evidence of learning will be demonstrated by:

Evidence of learning will be submitted by and/or activities will be completed by _____
Date

Signature of Candidate

Date signed

Signature of Faculty Assessor

(1 copy to candidate)

Part 2—Reporting

Full course credit Candidate accepts grade. Grade assigned _____
 Candidate does not accept grade. Grade of “W” assigned.

Partial course credit FA grade(s) _____ (to be included in calculation of final grade)

Assessor comments:

Signature of Faculty Assessor

Date signed

Copy to: Faculty Assessor Candidate Flexible Assessment Coordinator Registrar