

E2004 PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR) PROCEDURES

DEPARTMENT RESPONSIBILITIES

The department is responsible for determining and identifying which course offerings are eligible for PLAR. Both lower- and upper-level courses may be considered. PLAR should be a commitment of a few hours by a faculty member, not an ongoing process. PLAR entails a one-time assessment, not a series of assessments.

Prior to offering any PLAR option for a regularly scheduled course, Education Council approval is required.

Making Courses Eligible for PLAR

1. The department identifies which course(s) will be eligible for PLAR and the evaluation methods to be used.
2. The faculty subject matter expert will contact a Teaching and Curriculum Development Centre (TCDC) curriculum consultant for guidance and training in PLAR assessment as needed.
3. A TCDC curriculum consultant will support instructors with identifying PLAR appropriate assessment options, aligning assessment(s) with approved course learning outcomes, and developing grading rubrics as appropriate.
4. Department Chair/faculty lead completes the PLAR section of the appropriate Education Council form by checking the box and listing the proposed evaluation method(s) to be used for prior learning assessment.
5. After Education Council approval has been received, the Department Services Assistant (DSA) updates the sample course outline on the Langara website to indicate the course is PLAR eligible.

STUDENT RESPONSIBILITIES IN THE PLAR PROCESS

Before applying for PLAR, a student must:

1. ensure the course is PLAR-eligible by checking the sample course outline on the Langara website; and
2. be confident they have and can demonstrate the skills, knowledge and abilities listed in the course learning outcomes (CLOs). Documented evidence of this knowledge and skill may be required.

Applying for Prior Learning Assessment

1. A student and/or faculty member can initiate the prior learning assessment process for PLAR-eligible courses.
2. If the student is confident their current knowledge, skills and abilities reflect the CLOs, they complete section one of the *Prior Learning Assessment Application* and contact the Department Chair/Program Coordinator to schedule an initial advisory session.
3. During the advisory session, the Department Chair/Program Coordinator answers any questions the student has regarding the PLAR process and policy. The student explains how their prior learning and/or work experience has led to attainment of the required knowledge, skills and abilities (as stated in the CLOs) and provides relevant documentation (e.g. workplace evaluation).
4. The Department Chair/Program Coordinator determines if the student's prior learning is adequate to reasonably expect success in meeting the approved CLOs, signs the *Prior Learning Assessment Application* and refers the student to the faculty assessor for the course.

Completing Prior Learning Assessment

1. The faculty assessor meets with the student to identify the appropriate method(s) of evaluation and the completion date of assessment, and records this information on the *Prior Learning Assessment Application* form ("the form").

Note: PLAR entails a one-time assessment, not a series of assessments or the development/implementation of a course (departments should contact the Teaching and Curriculum Development Centre for more information on prior learning assessment).
2. The student submits the signed form to Registrar and Enrolment Services and pays the application fee. All relevant information and signatures must be on the form to process payment.
3. Registrar and Enrolment Services will forward the form with fee payment confirmation to the designated assessor.
4. After the completed form is returned, the student and the faculty assessor participate in the mutually agreed-upon prior learning assessment by the deadline stated on the form. Missed

assessments may be rescheduled in extraordinary circumstances at the discretion of the faculty assessor with approval of the Department Chair/Program Coordinator.

5. The faculty assessor follows the department-approved standardized process to evaluate evidence of learning, records the grade on the form, signs it, and notifies the student of the result.
6. The completed form is sent to Registrar and Enrolment Services by the faculty assessor, and the grade is entered on the student record. PLAR grades are final and cannot be appealed.
7. Credit received through the PLAR process will be noted on the student transcript as "Flexible Assessment credit".
8. After a grade is awarded, the student can request to meet with the faculty assessor to review the assessment results and identify areas for further study.