

Ministry of Education

Mowat Block  
Queen's Park  
Toronto ON M7A 1L2

Ministère de l'Éducation

Édifice Mowat  
Queens Park  
Toronto ON M7A 1L2



**MEMORANDUM TO:** Directors of Education

**FROM:** Grant Clarke  
Assistant Deputy Minister,  
Learning and Curriculum Division

Mary Jean Gallagher  
Assistant Deputy Minister  
Student Achievement Division

Raymond Théberge  
Assistant Deputy Minister  
French-Language, Aboriginal Learning & Research Division

**DATE:** September 2, 2010

**SUBJECT:** **Assessment & Evaluation in  
College-Delivered Dual Credit Courses**

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The recent release of *Growing Success: Assessment, Evaluation and Reporting in Ontario Schools, First Edition, Covering Grades 1 to 12, 2010* has led to discussion about the relationship between this Ministry policy and assessment and evaluation practices in college-delivered dual credit courses.

The purpose of this memo is to clarify that since neither instruction nor assessment and evaluation in college-delivered college courses are the responsibility of secondary school teachers, these courses are not governed by the procedures outlined in *Growing Success*.

The following guidelines apply to college-delivered dual credit courses:

- The college instructor/professor is responsible for the assessment and evaluation of student achievement in college-delivered college dual credit courses.
- Students in college-delivered dual credit courses will be informed of what grade is required in order to earn credit for the course (i.e. 50%, 60%, 70%) on or before the first day of instruction.
- The results of the college assessment and evaluation of student achievement are to be reported on the Provincial Report Card and on the Ontario Student Transcript (OST). Guidelines with respect to reporting dual credit achievement on the first and second report will be developed.
- The secondary school principal will record the mark on the student's OST and on the Provincial Report Card as provided by the college instructor/professor. Grades assigned by college instructors/professors must not be adjusted.

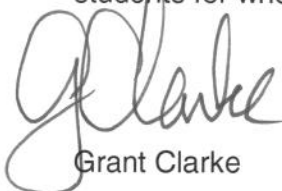
- Students who do not successfully complete the college course, (i.e. do not obtain the passing grade as established by the college), will not receive credit towards the OSSD for the course.
- Full disclosure applies to dual credit courses. Completion of dual credit courses – both successful and unsuccessful – will be recorded on the student's OST. Repeating a successfully completed course will reflect the Ministry of Education's full disclosure policy by indicating an "R" in the credit column of the course with the lowest mark. Withdrawal from dual credit courses will reflect the college's deadlines for withdrawal without penalty. If the student withdraws after the college's deadline date, a "W" is entered in the "Credit" column and the student's percentage grade at the time of withdrawal is recorded in the "Percentage Grade" column.
- Students who do not successfully complete multi-credit college-delivered level 1 apprenticeship programs may be granted credit for partial completion if in the opinion of the instructor and the secondary school dual credit teacher, there is justification for doing so. In such cases, the entry on the student's OST will include the words "partial completion" in front of the name of the Level 1 program.
- Since college delivered dual credit courses are not Ontario curriculum, these courses cannot be challenged using the Ministry of Education PLAR process, nor can they be completed through Credit Recovery. This does not preclude the possibility that similar mechanisms may be available from and administered by the college. It should also be noted that cooperative education courses cannot be tied to college-delivered dual credit courses.

These guidelines will be reflected in the updated *Dual Credit Program Implementation Guide* to be released this fall.

As you plan for your dual credit programs for 2010-11, please ensure that secondary school principals receive a copy of this memo.

The opportunity for students to participate in dual credit programming is known to have a significant impact in the educational progress of many students whom at one time were disengaged and underachieving.

Thank you for your continued support for dual credits and for matching this opportunity with students for whom it can make a difference.



Grant Clarke



Mary Jean Gallagher



Raymond Th  berge

cc: Student Success Leaders  
SCWI Regional Planning Team Chairs