

# PRIOR LEARNING ASSESSMENT (PLA)

Request for Evaluation



Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Address: \_\_\_\_\_

Course Code	Courses to be Evaluated Name	Method of Evaluation (Examination/Portfolio)

1. Faculty Assessor may contact student, by mail, or phone, for a personal interview.
2. Credit award is not automatic. The assessor is under no obligation to grant credit if learning is below the level expected of traditional students in the classroom in that course. Additional demonstration of learning (verbal exam, written exam, practical demonstration etc.) may be requested.
3. Students requesting an assessment of prior learning are required to pay an assessment fee. Students will not receive a refund if credit is denied.
4. In exceptional circumstances, supplementary assignments may be requested, if an area of learning falls short of a particular course outcome/objective. Special reading assignments, learning contract, projects or reports, and interviews, may be required, in addition to the initial assessment process. If minimal additional time is spent with students, assignments may be arranged informally.
5. Faculty Assessor may contact references or employees as named in the portfolio to verify sources of documentation.
6. Submission of portfolios must allow sufficient time for completion of the evaluation and processing of paperwork in order for the grade to appear on the transcript.
7. By signing this application, I certify that all of the information/documents provided, to support this assessment are authentic, accurate and true. I agree that my application for credit may be denied if I have falsified any information in any way. I authorize the use of all documentation, assignments, projects, exams and portfolio by Faculty Assessors, for the purposes of assessing prior learning. I understand that receiving a credit for prior learning does not guarantee entry into a program of study.

\_\_\_\_\_ Student Signature \_\_\_\_\_ Date

The information on this form is collected under the legal authority of the Ministry of colleges and Universities Act, R.S.O., 1980, Chapter 272, S.S.: R.R.O. 1980, Regulation 640. The information is used for administration and statistical purposes of the College and/or the Ministries and Agencies of the Government of Ontario and the Government of Canada. For further information, please contact the Registrar of the College.

**Amount Due: Total Number of Courses \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_**

**Please make cheques or money orders payable to Loyalist college (Student Number must be written on the cheque or money order). Mail or deliver the payment with this form to the cashier as soon as you have been approved for evaluation. The fees are non-refundable. The PLA Coordinator will be advised of your payment.**