



Distance Learning

INDEPENDENT STUDY OPTION

Manitoba Education
Instruction, Curriculum and Assessment Branch
Distance Learning Unit
www.edu.gov.mb.ca/k12/dl

2011-2012 Senior Years General Information Guide

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anitoba Education is pleased to offer the Independent Study Option (ISO). School age and adult learners are able to study a wide range of compulsory and optional courses. These distance learning courses provide the opportunity to receive a Senior Years graduation diploma while continuing the study of Manitoba Curriculum.

Registration Period

- Option A Students have 12 months from the date of registration to complete a course. Students can register at any time with school authorization.
- Option B Registration and payment to the ISO office by October 14, 2011 to receive a credit by **January 2012**.
- Option C Registration and payment to the ISO office by March 2, 2012 to receive a credit by **June 2012 and Graduation**.
- Option D July and August registrations require school authorization.

Course Fees

All course fees are tax exempt. Fees are in effect until June 30, 2012. Applications received after that date may be subject to new fees.

1 credit course	\$135.00
1/2 credit course	\$115.00

Eligibility for the Independent Study Option

Students attending school who wish to take courses by Independent Study must ensure that the registration form is:

- ◆ Signed by a parent or guardian if the student is under the age of 18.
- ◆ Signed by the school principal/facilitator to indicate school approval.

555 Main Street, Winkler MB R6W 1C4
1-800-465-9915 204-325-1700 204-325-1719 Fax

Over 18 Years of Age Consent

- ◆ Students who are registered in ISO courses and are or will be over 18 years of age will be asked to complete and sign an information release form allowing us to communicate with their ISO facilitator and/or parent/guardian in regard to work, marks, etc.
- ◆ Forms are available from your ISO facilitator or www.edu.gov.mb.ca/k12/dl/forms

Textbooks and Supplies

- ◆ Students are responsible for all costs associated with textbooks and supplies. Resources available from the ISO have a price listed next to their title.
- ◆ All textbooks, videos and supplies from the ISO must be ordered on the Admission/Registration Form. Payment should be submitted with the application form.
- ◆ The abbreviation (MTBB) is located beside resources that must be ordered directly from the Manitoba Text Book Bureau.
- ◆ Students attending school should order MTBB resources through their schools or the school may loan you their textbooks.



SENIOR YEARS – PROCEDURES

Methods of Payment

A cheque, money order, Visa, MasterCard, or purchase order may be used to pay for your order.

- ◆ Make the cheque or money order payable to the Minister of Finance. Post-dated cheques will not be accepted. Do not mail cash.
- ◆ Please ensure that sufficient funds or Visa/MasterCard information accompanies the registration form to cover the cost of the course material, textbooks, videotapes, supplies, or miscellaneous items.
- ◆ Insufficient or incorrect amounts may result in the application being returned for adjustment causing a delay in the delivery of your course.
- ◆ If your cheque is returned from your financial institution marked NSF, a \$20.00 surcharge will be added along with full cost of the course(s) for which you have registered. The student will be withdrawn until payment in full is received in the form of a Certified Cheque or Money Order.

Refund Policy

- ◆ Course refunds must be applied for within the first 30 calendar days of registration.
- ◆ A \$30 administration fee is deducted per course if the wrapping has not been opened.
- ◆ A \$50 administration fee is deducted per course if the wrapping is opened and the complete course is returned unmarked.
- ◆ Refunds will not be issued for reference materials, textbooks, videos, audio CD's, CD ROMs or other resources.
- ◆ Costs incurred in returning course material are at the purchaser's expense.
- ◆ The ISO office is not responsible for lost or damaged goods through the return process.
- ◆ The ISO office reserves the right to refuse a refund based on the return condition of the course material.

Course Distribution

Students have the following three options for receiving their course materials.

- ◆ **Mail** ~ Material will be mailed to the school ISO facilitator if the student is attending school.
- ◆ **Pick up** ~ Course materials may be picked up at the ISO office in Winkler between 8:30 a.m. and 4:30 p.m. Monday to Friday. Please call in your order 24 hours in advance.
- ◆ **Purolator or Greyhound** ~ Course materials may be shipped collect to students via Greyhound. A credit card number must be provided for a Purolator shipment.

Tax Receipts

Independent Study Option courses are not tax deductible, so tax receipts will not be issued.

School/Division Reimbursement

Some schools and school divisions have issued either full or partial refunds to their students upon successful completion of an ISO course. This is not a *Distance Learning Unit* policy. Therefore, contact your school or school division office if you believe that you are entitled to such a refund.

Withdrawing from an ISO Course

- ◆ Consult your school facilitator for a form that must be completed if you are withdrawing from an ISO course. www.edu.gov.mb.ca/k12/dl/forms
- ◆ Please consult the Refund Policy in regard to the process to return the course within the first 30 calendar days of registration.

Replacement Materials (\$52.50)

Students who have misplaced their ISO course materials will be required to complete the appropriate section of the registration form and send it to the ISO in order to receive replacements.

FOR STUDENTS ATTENDING SCHOOL

Examination Rewrite (\$52.50)

Students who fail an examination will be allowed to rewrite the midterm and/or final only once. An examination rewrite must take place within the 12 month course registration time period. The fee must be paid for prior to an examination rewrite.

Course Transfers (\$26.25)

Students may transfer to another course within 30 calendar days of registering. Only one course transfer will be permitted per initial registration. A transfer fee is applicable. To transfer to a subject of a higher credit value, a student will have to pay the transfer fee plus the difference. Courses are not transferable between students.

Plagiarism

Plagiarism is the use of another's words or ideas without correctly crediting the original source. Some examples are:

- ◆ Downloading material in whole or in part from the Internet.
- ◆ Copying word for word from published or unpublished work.
- ◆ Paraphrasing published or unpublished material without bibliographic notation.

Any of the above noted violations are considered serious and may result in the school facilitator being notified and the student will be required to redo the work. *Please note that schools may have their own policy which may override the ISO policy.*

Obtaining Credit for a Course

- ◆ Students must complete all hand-in work and exams before a final grade will be issued.
- ◆ The ISO issues a Statement of Standing for course credit to students who achieve a final grade of 50 % or greater.
- ◆ A minimum mark of 40 % is required on all exams. A Student receiving a mark less than 40 % is required to re-write the examination.

Course Repeats/ReRegistration (\$63.00)

Courses may be repeated in the following circumstances:

- ◆ A student who is unable to complete the course within one year may reregister only once.
- ◆ A student who fails to achieve a passing grade of 50 % or more may reregister only once.
- ◆ Reregistration for a course must occur within 3 months of the expiry of the original registration. A new registration form must be submitted when reregistering. The ISO facilitator's or Principal's signature is required.
- ◆ Course reregistrations do not include a new copy of the course material. If replacement materials are required a replacement materials fee will be applicable.
- ◆ Reregistration will provide an additional **6 months** to complete the course. If more time is required please register for the course again. This will allow another **12 months** to complete the course.

Report Cards

Students are responsible to track their marks throughout the course. A record of progress is provided with each course and duplicates are available on the ISO website linked to each course description.

One copy of a midterm and final report card are provided.

Duplicate Mark Statements

- ◆ Students no longer registered with the ISO may request a duplicate Statement of Standing or transcript for any successfully completed ISO course from the Student Records Unit in Russell.
- ◆ Contact Student Records at 1-800-667-2378 or at <http://www.edu.gov.mb.ca/k12/studrec/contact.html> for further information.

Examinations

- ◆ All students must write exams in a supervised setting.
- ◆ Students attending school should write exams at their respective schools during scheduled examination periods.

INDEPENDENT STUDY OPTION EXAMINATIONS

Students are required to bring their own supplies for exams (drafting equipment, calculators, art paper, etc).

- ◆ The school facilitator will be required to complete an eligibility list that must be mailed or faxed to the ISO office in Winkler at least five weeks in advance of the date on which the examinations are scheduled to begin. The examinations will be sent to the school facilitator who will supervise the writing of the examination and then return it to the ISO office for marking.
- ◆ Final exams must be written within 12 months of the date of registration.
- ◆ A minimum mark of 40% on any mid or final exam or ELA progress test will be required. Students scoring less than 40% on any of the above exams/tests will be required to rewrite. An exam rewrite fee will apply.
- ◆ Students who fail an examination (41-49%) may choose to rewrite the exam.
- ◆ There are fees associated with rewriting the exams. Please consult your school facilitator.
- ◆ Mid-term and final exams can only be rewritten once.
- ◆ ISO students enrolled in a school program may be required by the school division or the school district to write the provincial standards test as well as the ISO examination. Individual school and school division policies governing the administration of examinations shall take precedence over ISO policies governing the same.
- ◆ School-based students wanting to write their examinations during July and August will require written permission from their school. They will follow examination procedures for non-attending students.

Corrected Examinations

- ◆ Corrected examinations will not be returned to students.

Statements of Standing

- ◆ Statements of Standing for midterm and final marks for students attending school will be mailed to the school ISO facilitator. Attending students must request their marks through that individual.

Length of Examinations	
Level/Course	Length
Grade 9 Grades 10 and 11 Grade 12	2 hours 2.5 hours 3 hours
Exceptions:	
Grades 7 to 9 Basic French Finals	1.5 hours
Grade 10: German Midterm/Final Grade 11: Chemistry Final, Accounting Final, Physics Midterm/Final, Pre-Calculus Midterm/Final, German Midterm/Final	3 hours
Grade 12: Chemistry Midterm, Family Studies Final	2 hours
All ELA	2+2 hours
<i>Grade 12 ELA Progress Tests are two– 2hour sessions with a break in between. (Exception: Grade 12 ELA Language and Technical Communications is one 3 hour test)</i>	

- ◆ During the summer months, attending student's Statement of Standing will be mailed to their home address. A duplicate statement will be mailed to the school ISO facilitator during the first week of September.
- ◆ Marks will not be given to students by telephone. Students may make a written request to receive their marks by fax or mail.

June 2012 Graduating

- ◆ All course work must be received by the ISO office on or before May 11, 2012.
- ◆ Student exams must be received by the ISO office on or before May 31, 2012.
- ◆ Priority exam marking will take place for students who have all course work complete.
- ◆ All hand-in work and exams must be completed before a final grade will be issued.