



# Special Language Credit Option

A Policy and Administrative  
Handbook for Senior 1-4  
Revised 2005

---

# ***SPECIAL LANGUAGE CREDIT OPTION***

*A Policy and Administrative Handbook for Senior Years 1–4  
Revised 2005*

**2005**

Manitoba Education, Citizenship and Youth

---

---

## Manitoba Education, Citizenship and Youth Cataloguing in Publication Data

418.0071 Special language credit option : a policy  
and administrative handbook for  
Senior years, 1-4. — Rev.

ISBN 0-7711-3340-5

1. Language and languages—Study  
and teaching—Manitoba. 2. Languages,  
Modern—Study and teaching—Manitoba.  
I. Manitoba. Manitoba Education,  
Citizenship and Youth.

Copyright © 2005, the Crown in Right of Manitoba as represented by the Minister of Education,  
Citizenship and Youth. Manitoba Education, Citizenship and Youth, School Programs Division,  
1970 Ness Avenue, Winnipeg, Manitoba R3J 0Y9.

---

# CONTENTS

---

## Purpose of Document 1

## Special Language Credit Option Policy and Overview 2

- Administrative Requirements 3
- Special Language Credit Option Examiners 5
- Special Language Credit Option Examinations 5
- Awarding and Designating Special Language Credits 5
- Reporting Procedure 6
- Helpful Hints and Suggestions 7

## Sample Forms 9

- Special Language Option Request Form 10
- Examiner's Registration Form 11
- Examiner's Report Form 12
- Special Language Credit Option — School Report Form 13
- Application for ASL Special Language Credit Option Examinations 14
- ASL Examiner's Report Form 15

For further information on the Special Language Credit Option, visit the website <[www.edu.gov.mb.ca/ks4/cur/diversity/langcredits/index.html](http://www.edu.gov.mb.ca/ks4/cur/diversity/langcredits/index.html)>.

## ***PURPOSE OF DOCUMENT***

---

This handbook is designed to help schools administer the Special Language Credit Option. It describes the basic procedures and requirements established by Manitoba Education, Citizenship and Youth. The document outlines the Special Language Credit Option policy and administrative information. It also provides copy masters of the request for the Special Language Credit Option, Examiner's Registration, Examiner's Report, School Report Form, Application for ASL Special Language Credit Option Examinations, and ASL Examiner's Report Form.

## **SPECIAL LANGUAGE CREDIT OPTION POLICY AND OVERVIEW**

---

The Special Language Credit Option, introduced in 1974, provides for the recognition of Manitoba's linguistic diversity. Senior Years students proficient in languages other than English or French are eligible. This includes students who have

- come recently to Canada
- maintained a proficiency in a first or a Heritage language
- developed proficiency in an additional language in an alternative setting

Manitoba Senior Years students who demonstrate competency in a language other than English or French may claim credits in accordance with the following:

- Only one Special Language Credit may be earned at each of the Senior Years.
- **Commencing in September 1996**, the maximum number of Special Language Credits allowable is four out of the 28 credits presently required for Senior Years graduation, one each at Senior 1–4.
- **Special Language Credits are recognized as Department-approved credits** (they are not School-Initiated Courses [SICs]). Special Language Credits may be used to meet optional credit requirements.
- Students enrolled in Senior Years programming and adult or evening Senior Years classes are eligible for Special Language Credits.
- Languages eligible for special credit are classified by
  - languages for which Department-developed or -approved curricula **are** available
  - languages for which Department-developed or -approved curricula are **not** available
- Subject codes for reporting Special Language Credit Option credits are listed in the Department's annual *Subject Table Handbook*, available online at <[www.edu.gov.mb.ca/ks4/docs/policy/sth/](http://www.edu.gov.mb.ca/ks4/docs/policy/sth/)>.
- American Sign Language—For further information on ASL examinations, contact Manitoba School for the Deaf (see page 7) or access the ASL and the Special Language Credit Option information available on the Department's website at <<http://www.edu.gov.mb.ca/ks4/docs/support/asl/index.html>>.

## **Administrative Requirements**

Schools/divisions should ensure that the educational partners who share responsibility for administering the Special Language Credit Option have access to this information. Students should also be made aware of the Special Language Credit Option and the process to be followed. To earn Special Language Credit, the following four-part process needs to be followed.

### **Step 1:** The student will

- ask for the Special Language Credit Option based on the criteria identified on page 2
- complete the Special Language Credit Option Request Form identifying the language to be examined and submit it to the school principal (see page 10)

### **Step 2:** The school principal will

- review and approve the student's request, if all criteria are met (see page 2)
- identify a qualified examiner
- make the necessary arrangements for the examination

### **Step 3:** The examiner will

- test the student using an appropriate examination process and instrument
- provide the school principal with a report on the examination results using the Examiner's Report Form on page 12

### **Step 4:** The school principal will

- review the examiner's report and decide whether awarding a Special Language Credit is warranted
- approve the Special Language Credit
- report Special Language Credits granted to Professional Certification and Student Records Unit, Administration and Professional Certification Branch, and Special Language Credit Option office of Manitoba Education, Citizenship and Youth (see page 13)

In administering the Special Language Credit Option, responsibility is shared by schools, examiners, and School Programs Division staff.

School principals, or their designates, are responsible for supervising, coordinating, and administering Special Language Credit Option examinations. This includes

- establishing the administrative fee to be paid for Special Language Credit examinations to cover all relevant expenses in the school division
- identifying a qualified examiner and making the necessary arrangements (e.g., setting the examiner's fee, date, and site for the examination)
- requesting approval to use an examiner not listed by Manitoba Education, Citizenship and Youth by submitting an Examiner's Registration Form (see page 11)
- supervising the examiner and approving the examination process and instrument
- reviewing the examiner's report and awarding the appropriate credit using either the course designations and subject codes in the Department's *Subject Table Handbook* (available online at <[www.edu.gov.mb.ca/ks4/docs/policy/sth/index/html](http://www.edu.gov.mb.ca/ks4/docs/policy/sth/index/html)> or from the contact on page 7)
- reporting the Special Language Credits as part of the school's regular report to the Professional Certification and Student Records Unit and to the Special Language Credit Option office (see page 13)

The examiner's responsibilities include

- negotiating remuneration and other arrangements with the school principal
- developing and administering the examination to meet the school's requirements
- preparing and submitting the examiner's report form to the school principal

School Program Division's responsibilities include

- providing the necessary forms to schools (*Special Language Credit Option Request Form, Examiner's Report Form, Examiner's Registration Form, Special Language Credit Option—School Report Form, Application for ASL Special Language Credit Option Examinations, and ASL Examiner's Report Form*) (see pages 10–15)

- approving examiners and maintaining an updated list of qualified examiners
- assisting in identifying eligible examiners
- providing general guidelines for administering Special Language Credit examinations
- verifying the reporting of Special Language Credits

### **Special Language Credit Option Examiners**

Manitoba Education, Citizenship and Youth is responsible for registering all Special Language Credit Option examiners. Teachers within the school system who are proficient in languages eligible for the Special Language Credit Option or other qualified persons outside the school system are invited to register. Individuals with the requisite skills and knowledge will be registered and their names will appear in the list that is made available to schools. **Please note that it may not always be possible to provide qualified examiners for all languages.**

To become a Special Language Credit examiner, individuals must complete and submit the Examiner's Registration Form (see page 11) and résumé to the School Programs Division. This procedure also applies to schools that may wish to use an examiner who is not currently registered with Manitoba Education, Citizenship and Youth.

### **Special Language Credit Option Examinations**

Examinations for Special Language Credits are developed and prepared by qualified examiners. An *Examiner's Handbook* is available on request from the School Programs Division.

While examinations are developed and prepared by the Special Language Credit examiners, the examinations should be reviewed and approved by the school principal. Examinations are designed to evaluate students on all elements of language proficiency.

### **Awarding and Designating Special Language Credits**

Examinations in languages that **have** Department-developed or -approved curricula must reflect the goals and objectives or outcomes specified in departmental documents. For languages that **do not have** Department-developed or -approved curricula, examinations will be based on the requirements of locally developed curricula and the *Examiner's Handbook*.

In terms of awarding and designating Special Language Credits, students will

- be awarded credit for language proficiency by the school, subject to the established criteria
- be awarded credit on the basis of successful completion of a Special Language Credit examination
- receive marks stated as a per cent score or as “S” (standing) for retroactive credits awarded
- receive credit for language competency on the basis of the level examined (further credit should only be granted after actual demonstration that increased proficiency has occurred)
- have transcripts recorded with the appropriate course designations (i.e., languages for which Department-developed or -approved curricula **are** available—10G, 20G, 30S, 40S; languages for which Department-developed or -approved curricula **are not** available—11G, 21G, 31G, 41G).\*
- be awarded retroactive credits at Senior 4 (40S/41G) for superior language competency, upon recommendation of the examiner, subject to established school criteria, and with approval of the school principal

## **Reporting Procedure**

Schools must

- review the examiner’s report and award the appropriate Special Language Credit
- ensure that the school report form has been completed and signed after the examination (return promptly with a copy of the examiner’s report to the Special Language Credit office at the address below). It is expected that schools will
  - contact the office if they do not have an examiner or require additional forms or information

- phone or write to the office for additional information for all languages, except American Sign Language (ASL)

Special Language Credit Option  
School Programs Division  
Manitoba Education, Citizenship and Youth  
23B – 1567 Dublin Avenue  
Winnipeg MB R3E 3J5  
Telephone: 204-945-6879  
Toll free: 800-282-8069, ext. 6879  
Fax: 204-948-2344

- for information on ASL and the Special Language Credit Option, see <[www.edu.gov.mb.ca/ks4/docs/suport/asl/index.html](http://www.edu.gov.mb.ca/ks4/docs/suport/asl/index.html)> or phone or write to the Manitoba School for the Deaf

Principal  
Manitoba School for the Deaf  
Manitoba Education, Citizenship and Youth  
242 Stratford Street  
Winnipeg MB R2Y 2C9  
Telephone: 204-945-8934  
Toll free: 800-282-8069, ext. 8934  
Fax: 204-945-1767

## **Helpful Hints And Suggestions**

The following are some suggestions. It is helpful to

- ensure that all staff are aware of Special Language Credit Option policies and the administrative requirements
- inform students and their parents about the Special Language Credit Option well in advance
- find out the dates for receipt of applications and examinations (if you are using the services of another school division)
- ensure that examiner fees are agreed upon beforehand to
  - ensure that the hourly rate is competitive and in line with that paid to instructors in continuing education programs
  - avoid paying for examination preparation unless a new examination is being prepared
  - include oral portion of examination in the **total** examination time (not claimed separately)

A few school divisions may accept non-resident students for regularly scheduled Special Language Credit examinations. These are usually held in the fall or spring. For further information, please contact

Winnipeg School Division  
Adult and Continuing Education  
Special Language Credits Coordinator  
Room 123, 700 Elgin Avenue  
Winnipeg MB R3E 1B2  
Telephone: 204-775-0416  
Fax: 204-786-3401

Seven Oaks School  
Assistant Superintendent, Curriculum  
800 Powers Street  
Winnipeg MB R2V 4E7  
Telephone: 204-586-8061  
Fax: 204- 589-2504

Louis Riel School Division  
c/o Dakota Collegiate  
Special Language Credits Coordinator  
661 Dakota Street  
Winnipeg MB R2M 3K3  
Telephone: 204-256-4366  
Fax: 204-257-4347

---

# Sample Forms

---

N.B. These sample forms are provided to help administer the Special Language Credit Option. Schools or school divisions may wish to develop their own reporting forms. If alternative forms are used, please ensure that all the required information is provided.

## Special Language Credit Option Request Form

Students claiming special credit for languages must complete this form and forward it for approval to the school principal.

### Part 1 — Completed by the student

Name of applicant

(Surname)

(Given name)

Language

Grade level to be tested/challenged (check)

10G\*  20G  30S  40S

11G  21G  31G  41G

Additional comments/information

Date

Applicant's signature

### Part 2 — Completed by the school

Names of examiner(s) competent to judge fluency in this language

(Name)

(Address)

(Postal Code)

(Phone)

If you wish to use an examiner not listed in the handbook, please complete the Examiner's Registration Form.

Approved

Date

Principal's signature

**Manitoba Education, Citizenship and Youth  
Special Language Credit Option  
Examiner's Registration Form**

Individuals wanting to obtain approval to act as an examiner for Special Language Credit Option purposes must complete this form and forward it with a résumé to: Special Language Credit Option, School Programs Division, Manitoba Education, Citizenship and Youth, 23B-1567 Dublin Avenue, Winnipeg, MB R3E 3J5, Fax: 204-948-2344, or email <tony.tavares@gov.mb.ca>.

Name of applicant \_\_\_\_\_  
(Surname) (Given name)

Address \_\_\_\_\_  
\_\_\_\_\_  
(Postal Code)

Business telephone \_\_\_\_\_ Home telephone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Language(s) you are proficient in and qualified to examine

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please process my request to be registered as a Special Language Credit Option examiner for the language(s) listed above. **I hereby authorize Manitoba Education, Citizenship and Youth to publish my personal contact information in the Department's list of Special Language Credit Option Examiners (check the appropriate box).**

- In both **print and electronic** format via the Internet.  
 In **print** form only.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's signature

**Manitoba Education, Citizenship and Youth  
Special Language Credit Option  
Examiner's Report Form**

Name of student \_\_\_\_\_

Name of school \_\_\_\_\_

Date of examination \_\_\_\_\_

Language examined \_\_\_\_\_

Grade level tested/challenged:      Senior 1     Senior 2     Senior 3     Senior 4

Student marks. Please complete:

Listening \_\_\_\_\_ per cent

Speaking \_\_\_\_\_ per cent

Reading \_\_\_\_\_ per cent

Writing \_\_\_\_\_ per cent

Overall Mark \_\_\_\_\_ per cent

***Examiner's recommendation: I recommend the student be awarded the following credits based on the student's performance. (Check all boxes that apply including retroactive credits to be awarded.)***

Languages for which Department-developed or  
-approved curricula **are** available      10G     20G     30S     40S

Languages for which Department-developed or  
-approved curricula **are not** available      11G     21G     31G     41G

Name of examiner \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

(Home)

(Business)

Fax \_\_\_\_\_

(Home)

(Business)

Examiner's signature \_\_\_\_\_

Date signed \_\_\_\_\_

Manitoba Education, Citizenship and Youth  
**Special Language Credit Option — School Report Form**

SLCO-4/05

|                 |                   |                    |                       |              |
|-----------------|-------------------|--------------------|-----------------------|--------------|
| <b>Division</b> | <b>School No.</b> | <b>School Name</b> | <b>Recording Date</b> |              |
|                 |                   |                    | <b>Year</b>           | <b>Month</b> |
|                 |                   |                    |                       |              |

| Student Identification        |                     |                    |                   | Credits and Marks<br>(Marks reported as percentage or S (standing) for retroactive credits awarded) |    |    |    |    |
|-------------------------------|---------------------|--------------------|-------------------|---|----|----|----|----|
| Manitoba Student No.          | Surname, Given Name | Birth Date (d m y) | METY Subject Code | Language  | S1 | S2 | S3 | S4 |
|                               |                     |                    |                   |   |    |    |    |    |
|                               |                     |                    |                   |   |    |    |    |    |
|                               |                     |                    |                   |   |    |    |    |    |
|                               |                     |                    |                   |   |    |    |    |    |
|                               |                     |                    |                   |   |    |    |    |    |
|                               |                     |                    |                   |   |    |    |    |    |
| <b>Principal's Signature:</b> |                     |                    |                   | <b>For use by Manitoba Education, Citizenship and Youth:</b>  |    |    |    |    |

Return to: Special Language Credit Option  
 School Programs Division  
 Manitoba Education, Citizenship and Youth  
 23B – 1567 Dublin Avenue  
 Winnipeg MB R3E 3J5  
 Telephone: 204-945-6879  
 Toll free: 800-282-8069  
 Fax: 204-948-2344  
 Email: <tony.tavares@gov.mb.ca>

## Application for ASL Special Language Credit Option Examinations

All Senior Years students requesting ASL challenge examinations for Special Language Credit Option purposes must complete this form. **AMERICAN SIGN LANGUAGE (ASL) ONLY.**

Return to: ASL Specialist  
Manitoba School for the Deaf  
242 Stradford Street  
Winnipeg MB R2Y 2C9  
Telephone: 945-8934  
Fax: 945-1767

### Part 1—Completed by the student

Full name of applicant \_\_\_\_\_  
(Surname) (Given Names)

Address \_\_\_\_\_

Home telephone number \_\_\_\_\_ Postal code \_\_\_\_\_

Date of birth \_\_\_\_\_ Present grade \_\_\_\_\_  
(Day / Month / Year)

School attended this year \_\_\_\_\_

Address of school \_\_\_\_\_

Postal code \_\_\_\_\_ Telephone number \_\_\_\_\_

Name of Principal \_\_\_\_\_

School division \_\_\_\_\_

Check the grade/ASL level for which an examination is requested:

ASL 10G     ASL 20G     ASL 30S     ASL 40S

Additional comments or information: \_\_\_\_\_

\_\_\_\_\_

(Date)

(Signature of Applicant)

### Part 2—Completed by the school

This is to certify that the applicant \_\_\_\_\_ is a student presently enrolled in this school. His/her application for a special credit is hereby approved and the school/school division accepts responsibility for the expense involved in the assessment.

School \_\_\_\_\_

Signature of teacher or counsellor \_\_\_\_\_

APPROVED \_\_\_\_\_

(Principal)

(Date)

Forward Marks To: Mailing address \_\_\_\_\_

Email \_\_\_\_\_

Fax \_\_\_\_\_

**Manitoba Education, Citizenship and Youth**  
**Special Language Credit Option**  
**ASL Examiner's Report Form**

Name of student \_\_\_\_\_

Name of school \_\_\_\_\_

Date of examination \_\_\_\_\_

Grade level tested/challenged:      Senior 1       Senior 2       Senior 3       Senior 4

Student marks. Please complete:

ASL Communicative Skills:      Final mark \_\_\_\_\_ per cent

***Examiner's recommendation: I recommend the student be awarded the following credits for American Sign Language (ASL) based on the student's performance. (Check all boxes that apply including retroactive credits awarded.)***

10G

20G

30S

40S

Name of examiner \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Fax                                      (Home)                                      (Business)  
\_\_\_\_\_

Examiner's signature \_\_\_\_\_

Date report prepared \_\_\_\_\_