Candidate Process for Prior Learning Assessment University of Prince Edward Island

Candidates must be admitted to the University and active in a Program, to be eligible for PLAR.

Arrange consultation with PLAR Coordinator	 Explain motivation for seeking PLAR Discuss process and forms Identify program/course challenges Clarify expectations – UPEI and applicant
Complete Form 1 - PLAR Application	Put your decision in writingCoordinator reviews eligibility and rationale
Determine feasibility of PLAR challenge	 Coordinator to explore feasibility with faculty Coordinator to explore course description/outcomes Determination – basis or no basis for PLAR exists
Develop Action Plan (for accepted application)	 Applicant consults faculty responsible for PLAR course Applicant and faculty member complete Form 2 – Assessment Agreement and pays fee Coordinator and applicant set approach, timelines, etc
Prepare for Assessment	 Follow action plan Collect, organize and compile evidence Obtain validations Seek third-party review of portfolio (option)
Submit portfolio or alternate as agreed in <i>Form 2</i>	 Check-in with Coordinator Coordinator forwards documents, and Form 3 – Assessment Report to Assessor
Assessment of evidence	 For Program PLAR, a 3 member panel For Course-based, a subject matter (content) expert
Results submitted to Coordinator (Form 3)	 Coordinator notifies Registrar's Office Credit entered on student record
Applicant formally notified (copy of <i>Form 3</i>)	