

AQ Course Policies and Procedures (May 2017, Revised April 2019)

Appeal

Course participants have the right to appeal a failed grade assigned in a course subject to the marking scheme set out by the course instructor(s).

As a first step, the course participant should contact through email their instructor and request an informal review of the grade. Instructors are strongly encouraged to consent to this review. This request should be made within 10 working days of the grade being received. Normally the instructor will provide a reconsidered grade and notify the candidate by email within a further 10 working days of the receipt of the request and any further information being submitted by the course participant.

If the request for an informal review by the instructor is denied or if the course participant is not satisfied with the decision, a formal appeal may be submitted to the **Director of Post-Secondary Education**. The appeal must be submitted in writing with copies of all relevant documents not later than 10 working days after the reconsidered grade being received and must be accompanied by a **faculty** appeal fee. (A certified cheque or money order payable to Kenjgewin Teg for \$100) The fee will be refunded to the course participant if, as a result of the review, a failing mark is raised to a pass. The reconsideration will be by two reviewers appointed by the **Director of Post-Secondary Education**; one reviewer will be the original instructor, if possible. The work under question will be reviewed and the course participant will be informed of the reconsidered grade, normally within 30 working days of receipt of the written appeal.

If the course participant is not satisfied with the decision after the review, the next stage of review lies with the Kenjgewin Teg **Quality Assurance** Appeals Committee. The course participant must send an appeal in writing, within 15 working days of receiving the decision to the Kenjgewin Teg **Quality Assurance Appeals Committee**. There is no fee for the appeal to the Kenjgewin Teg **Quality Assurance Appeals Committee**. Following the appeals committee meeting, the course participant will be informed of the decision in writing. The decision of the Kenjgewin Teg **Quality Assurance Appeals Committee** is final. However, if a course participant believes that there are grounds for an appeal on other than academic grounds, the course participant may appeal to the Executive Director for consideration.

OCT Recommendations – Administration Procedure

The **Post Secondary Education and Training Division** of Kenjgewin Teg reports course completion to the Ontario College of Teachers (OCT) after receiving final grades from the instructor of the Additional Qualification (AQ), which is generally within two weeks of the end date of the course. The OCT then requires four to six weeks to send an acknowledgment to candidates and update certificates of qualification.

You may view your Certificate of Qualifications, including Additional Qualifications, on the OCT Website.

You must be registered with the OCT to have an Additional Qualification course added to your Certificate of Qualification by the College. All recommendations made to the Ontario College of Teachers by Kenjgewin Teg are subject to acceptance by the College.

It is the candidate's responsibility to select the appropriate course, and to ensure that the course taken meets the purpose for which it is intended.

Notifying Teachers' Federations

It is the candidate's responsibility to send transcripts to a teachers' federation and to ensure that the Additional Qualification course they select meets their federations' requirements. Candidates who are completing an Additional Qualification course for a purpose of a salary category change may wish to have the course pre-approved by their federation.

Official Kenjgewin Teg transcripts may be ordered/requested through the Registrar.

DOCUMENTS REQUIRED FOR REGISTRATION

All documents submitted for registration purposes are the property of Kenjgewin Teg and cannot be returned to candidates or forwarded outside of Kenjgewin Teg.

Prerequisites

Certificate of Qualification:

Must be registered with the Ontario College of Teachers or hold an interim Certificate of Qualification. Must hold an acceptable university degree or equivalent. It is no longer necessary to send in a copy of your Certificate of Qualification. We have access to this information via the OCT Public Registry.

Admission requirements

Candidates are responsible for ensuring they satisfy the specific eligibility prerequisites **prior** to course start date. Failure to submit the necessary documents will result in the candidate being removed from the program.

For admission into Part 1 of a multi-session course or a one-session course:

- You must be a member in good standing with the Ontario College of Teachers; and
- If the AQ has a divisional focus i.e. Primary Education – Part 1, you must be certified in the applicable division.

For admission into a Part 2 Additional Qualifications course:

- You must be a member in good standing with the Ontario College of Teachers;
- You must hold the corresponding Part 1 AQ (shown on your OCT Certificate of Qualifications); and
- You must provide evidence of at least one year (194 days) of successful teaching experience in Ontario certified by the appropriate supervisory officer (not a principal) or evidence of at least one year of successful teaching experience outside of Ontario certified by the appropriate supervisory officer (not a principal).

For admission into a Specialist Additional Qualifications course:

- You must be a member in good standing with the Ontario College of Teachers;
- You must hold the corresponding Part 1, and Part 2 AQ (shown on your OCT Certificate of Qualifications); and
- You must provide evidence of at least two years (388 days) of successful teaching experience, including one year of experience in Ontario in the subject in which the qualification is being sought. This experience must be certified by the appropriate supervisory officer (not a principal). Complete the Teaching Experience Form and submit this with your application prior to the course starting date.