**Creating a PLAR Assessment: Overview & Checklist**

**What is PLAR?**

[PLAR (Prior Learning Assessment and Recognition)](http://www.algonquincollege.com/plar) allows students to receive course credit for non-academic life experience such as employment, community work, independent study, on-the-job training, volunteering, or travel and leisure.

Unlike [credit transfer](https://www.algonquincollege.com/ro/apply-to-college-and-program-eligibility/advanced-standingexemptions/course-exemptions-credit-transfers/), the PLAR process involves a formal assessment, with the students’ results appearing on their transcript using the **same grading scheme as the course** (e.g. A to F letter grade; Pass/Fail).

**What does a PLAR assessment look like?**

A PLAR assessment might be a portfolio, exam, assignment, interview, or any combination thereof, as determined by the academic area. Please use the PLAR assessment method listed on the [course outline](https://www.algonquincollege.com/comms/). If multiple methods are listed on the course outline, please use at least one assessment method listed.

# **Is my PLAR assessment ready for use?**

Please complete the checklist below to confirm that your PLAR assessment includes all necessary components as listed by format. **A completed checklist must be sent back to the PLAR Office with the assessment.**

## ***All PLAR assessments should...***

* Address all Course Learning Requirements (CLRs) as identified in the course outline.
* Contain clear instructions.
* *If more than one component to the assessment (e.g. both exam and assignment):* indicate the weighting of each component, to a total of 100%.

### ***PLAR exams should…***

* Clearly state exam conditions (e.g. time limit, open book, closed book, one 8.5 x 11 cheat sheet, calculator allowed…).
* Include a clear breakdown of points per question.

### ***PLAR assignments should…***

* Include an assessment tool (e.g. rubric, rating scale).
* *If adapted from an assessment already used in the course:* remove references to course materials (e.g. textbook, BrightSpace, course notes, group work).

### ***PLAR portfolios should…***

* Include portfolio guidelines (either the PLAR Office’s General Portfolio Guidelines, or custom guidelines as developed by faculty).
* Include an assessment tool (e.g. rubric, rating scale).