



LEARN @ HOME PROGRAM
Durham Continuing Education – EA Lovell
120 Centre St. South, Oshawa, Ontario, Canada L1H 4A3
905-440-4500 or 1-800-408-9619
Email: LAH.inquiry@ddsb.ca



INFORMATION SHEET

(as of Nov 1, 2019)

COURSE STRUCTURE

- Most courses consist of 20 lessons divided into either 4 units or 5 units.
- Where courses require additional software or materials for completion – it is the responsibility of the student to purchase such software/materials at their cost.
- The total work involved, and the level of difficulty, is equivalent to that specified in O.S.S. 2011 Policies by the Ministry of Education, regarding the definition of a credit.
- Each lesson may contain support questions and key questions or assignments. All **KEY QUESTIONS** **MUST be completed and submitted for marking** to the Learn@Home office. Unit Key Questions are for practice only. Where **KEY QUESTIONS** do not exist, all **ASSIGNMENTS must be completed and submitted for marking. Please disregard any references in materials that state otherwise.**
- Courses have a midterm examination after 10 lessons in a 4-unit course and 12 lessons in a 5-unit course, and a final examination after 20 lessons in all courses. (For 0.5 credit courses, the final exam follows the 10th lesson)
- **ALL** final grades are calculated with the term work (40% (70% in 0.5 credit courses)) and the midterm (30% (N/A in 0.5 credit courses)) valuing 70% of the final mark and the final examination valued at 30% of the final mark. **Please disregard any references in materials that state otherwise.**
- When a reference is made to an **e-journal** or **course journal** – use your own paper. Where a reference is made to Digital Course Components – please disregard as we do not use this.
- **PLEASE** clearly label materials being submitted with your name, course code, lesson number, and key question (assignment) number. **Submit complete lessons only.**

COURSE TIME LINES

- Total time for course completion is **four (4) months**. This is a maximum time period – there is no minimum time period – we encourage students to complete the courses as quickly as possible.
- Course extensions **may** be granted at the discretion of the department head up to a maximum of an additional two (2) months. Requests must be made in writing at the Learn@Home office.
- Full-time secondary students taking courses during the academic year **MUST** have all lessons and exams completed and submitted to Learn@Home by **June 1** of that year. Extensions are not possible.
- Full-time secondary students taking courses during the summer months **MUST** have all lessons and exams completed and submitted to Learn@Home by **August 15** of that year. Extensions are not possible.

LESSONS SUBMISSION

- Students may submit lessons for marking at any of the Learn@Home offices. Marked lessons will be available for pick up at the office where the student registered (electronically submitted lessons will be returned by email). Exams may be reviewed at our Oshawa location or upon request at the location where student registered. Students **CANNOT** remove exams from the Learn@Home office(s). Exams and lessons will be held for one year from date of submission, and then destroyed. Please expect marking to take 3 weeks for processing (marking will not be completed during academic or statutory holidays).
- **E-submission is available for all students – No login/passwords are needed.** Please see instructions on additional pages. Work cannot be submitted on a jump/thumb drive, CD/DVD or any form of Sky Drive, Cloud or virtual drive. Pdf and scanned documents also are not accepted.
- Students must hand in complete lessons (**partial lessons will NOT be remarked**). Please clearly label each question with course code, lesson number and key question number.
- Students may continue on with lessons while waiting for work to be marked.

PLAGIARISM

- Plagiarism is academic dishonesty. Students must not copy another person's work or ideas. Plagiarism also includes retrieving a document from another person's disc or hard drive or copying directly from another computer screen or the Internet and claiming the work as your own. If you fail to acknowledge the borrowing of ideas using proper MLA or APA referencing standards, you will receive zero on any assignment in which plagiarism occurs. It is your responsibility to report the suspected plagiarism of your own work as soon as you become aware of it. Failure to do so may result in a reduction of your mark or zero.

TUTOR

- A Tutor is available for students on Wednesday evenings in Oshawa between 6:00 p.m. and 8:30 p.m. (no appointment necessary) – please visit our website for specific date and location information.

SPECIAL EDUCATION ACCOMMODATIONS

- Students requiring accommodations for physical or mental exceptionalities must provide either medical documentation from a registered medical practitioner or a copy of an Individual Education Plan (IEP) from a publicly funded Ontario school board. Accommodations will be made to the best of our ability where resources are available.

EXAMINATIONS

- Examinations must be written at one of the Learn@Home offices.
- Students who wish to write exams must book an examination time with the Learn@Home Oshawa office at least one day in advance. Exams can be booked by telephone or online at our website www.dce.ca under Programs/Learn at Home. **Students will be required to show photo ID prior to writing each exam.**
- Students may see their marked examination at the Learn@Home office; however, the examination cannot be removed from the Learn@Home office.
- Students must have lessons 1-10 (lessons 1-12 in 5 unit courses) submitted before they can write the midterm exam and lessons 1-20 before the final exam (CHV2O1/GLC2O1 must have lessons 1-10 submitted before writing the final exam). The final examination will cover content from the entire course.

COMPLETED CREDITS – PROOF OF MARK

- Upon successful completion of a credit, students will be issued a report card. Report cards are generally ready for pick-up 3 to 4 weeks after the final exam has been completed. Contact the Learn@Home office to ensure your report card is ready prior to arrival.
- All credits are granted at the discretion of the Principal.
- Students are expected to take the report card to their home school to have the course added to their Ontario Student Record. If the home school will not add the course to the Ontario Student Transcript, student may obtain a transcript of courses earned at Durham Continuing Education from the Guidance Department in Rm. 227 at the EA Lovell site (905.440.4539). Records will be held for 55 years.
- Students who require a Proof of Mark and/or Proof of Registration for work, post-secondary application or other reasons, may request such letter(s) from the Learn@Home – Oshawa office. It is the responsibility of the student to forward the letter to the required destination. We do not have access to OUAC/OCAS profiles.

FULL DISCLOSURE

- Full Disclosure will occur on a student's transcript if the student withdraws/does not complete a course, but has completed the midterm exam and has proceeded to the eleventh (11th) lesson in a 4 unit course or the thirteenth (13th) in a 5 unit course.

TEXTBOOKS – LESSON BOOKS – WORKBOOKS

- The textbooks, lesson books and workbooks are on loan to the students. Students are requested not to write, underline or highlight in any of the loaned materials, **except workbooks**, as indicated by the course materials. Defacing the materials will result in the forfeiting of the book deposit.
- Textbook and other bound materials must be returned within 6 months of registration. Failure to return materials in this timeframe may result in forfeit of deposit.

MATURITY/PRIOR LEARNING ASSESSMENT CREDITS

- Maturity credits are credits that are granted to adult students for prior life and non-high school educational experiences. These are available for students who started high school prior to Sept. 1999 within the province of Ontario and may be granted at the discretion of the Guidance Counsellor/Principal.
- Students requiring a maturity credit assessment are advised to make an appointment with the Guidance Counsellor after the completion of their first Learn@Home credit for a Mature Student Evaluation. There is NO fee for this service.
- Students who are seeking credit for prior learning experience but started school after Sept. 1999 may wish to complete challenge exams under the PLAR system. Make an appointment with the Guidance Office for further information regarding the PLAR process. There is NO fee for this service.

DIPLOMAS AND GRADUATION

- Upon successful completion of all necessary diploma requirements, students are requested to set-up a Diploma Request appointment with the Guidance Office, Rm. 227 or by calling the Guidance Office at 905.440.4539.
- Diplomas will be issued to students at the annual commencement exercises.

LOCATIONS AND HOURS

Appointments are required for some registrations – begin the registration process by completing the “Request to Register” on-line at www.dce.ca or call the Learn@Home office.

Appointments are required for ALL exams – book on-line at www.dce.ca or call the Learn@Home office.

Oshawa (Main Office)	<p>Durham Continuing Education, E.A. Lovell Centre 120 Centre St. S., 2nd floor Main Office, Oshawa, ON L1H 4A3 905.440.4500 or 1.800.408.9619</p> <p>Hours: (Sep – June) Mon to Fri: 8:30 am to 3:30 pm Hours: (July – Aug) Mon to Fri: 8:30 am to 2:30 pm</p>
Oshawa (evening)	<p>Durham Continuing Education – E.A. Lovell Centre 120 Centre St. S., 2nd floor Main Office, Oshawa, ON L1H 4A3 905.440.4500 or 1.800.408.9619</p> <p>Hours: (Sep – end of May) Wed evenings 6:00 pm – 8:30 pm</p>
Pickering	<p>Durham Continuing Education 1400 Bayly St. Unit 1, Pickering ON L1W 3R2 905.440.4500 or 1.800.408.9619</p> <p>Hours: (Oct - Mid May) Tues evenings 6:00 pm – 8:30 pm</p>
Brock HS	<p>Durham Continuing Education – Brock High School Office RR#1 C1590 Concession 12, Cannington, ON L0E 1E0 905.440.7302</p> <p>Hours: (Sep – June) Tues only – 3:00 pm – 5:00 pm</p>

Note: Durham Continuing Education is closed for all academic and statutory holidays. Hours listed above are subject to change without notice – please check our website for changes and closures at www.dce.ca

COST

Materials Deposit (hard copy materials) \$100.00 (Refundable) *Refundable if student returns materials in good condition within six months of course registration. Refunds will be mailed to the address on file in the form of a cheque or refund to a credit card (if originally paid by credit card), approximately 3 to 4 weeks from the date of return of materials. NO cash refunds.*

eDelivery \$0 if no additional materials are required.

Payable by CASH, DEBIT or CREDIT CARD in Oshawa. **NO Cheques!** Credit Card only at Pickering site. Cash or Credit at Brock.

ADDITIONAL INFORMATION

Eligibility:

- Prospective students must be at least 21 years of age OR a high school graduate AND cannot be attending a publically funded secondary school in Ontario.
- Prospective students 18 to 21 years of age who are not attending a publically funded secondary school in Ontario are seeking courses other than University Preparation level, must first obtain approval from Durham Alternative Secondary School (905.579.1990) before booking a registration appointment.
- Individuals under 18 years of age and/or those who are attending a publically funded secondary school are **not** eligible for this program. Durham District School Board students with special circumstances may be considered – students must obtain specific permission from both the home school and Durham Continuing Education principals prior to registration.

Required Documentation for Registration (for NEW students or students who have not taken a course in with Learn@Home in the previous 3 years):

- A **VALID** Canadian Passport, **OR**
- Current government photo ID (such as a Driver’s License or Health Card) **AND** proof of Canadian citizenship or Landed Immigrant/Permanent Resident status (such as birth certificate or Permanent Resident Card or Statement of Live Birth). Please bring **ORIGINAL** documents – copies cannot be accepted.
- If you have changed your surname since attending secondary school, you must also bring proof of name change documents (i.e. marriage certificate).

Note: registration cannot be completed without the documents listed above.

- A transcript/consolidated summary/status sheet from your last high school (this document is highly recommended to assist in academic counselling).

Additional Information can be found in our FAQs at www.dce.ca

e-Delivery Instructions (note: this is not e-Learning)

How to access e-delivery:

- Access your course materials through our website at www.dce.ca
- Learn @ Home courses can be accessed by following these steps:
 - Step 1: On the DCE home page, scroll down until you find the “Learn@Home - Course Login” (Just above our Instagram Feed). Click.
 - Step 2: Click on the “Course Logins”
 - Step 3: Choose the area of study i.e. Math, Science, etc. Open the menu by clicking on the + symbol.
 - Step 4: Find your course and click. Click on “Student Login” and enter the credentials given at time of Registration (case sensitive).
- Your username and password are defined at time of registration. For students registering in Pickering or other off-site locations, your username and password will be emailed to you generally within 72 hours of registration. If you have lost this information – please call 905.440.4500 during regular business hours for assistance or email LAH_inquiry@ddsb.ca
- If you are unhappy with the e-delivery process, please visit our Learn@Home office and we will gladly change you over to the traditional delivery method (materials deposit required).
- Please be reminded that posted materials are the property of the Durham District School Board/Durham Continuing Education and are not to be reproduced (except for personal use), copied, distributed or sold.

e-Submission (open to all students – no login information required)

Please note the following:

- All lessons must be produced in either Microsoft Word, Microsoft Excel, Microsoft Power Point, or using Word Pad. **Other formats cannot be supported.**
- Please do not send .pdf files or document scans of written work (markers are unable to comment in .pdf documents or give any indication of marks within the documents). **No Sky Drive, Cloud, Google Drive or other virtual drive links.**
- Students will submit materials to the defined address on our website (www.dce.ca) and must attach a completed lesson coversheet and the actual lessons to the email. Please include your name, course code and lesson number(s) in the subject line.

Follow these instructions to e-submit lessons:

- www.dce.ca / Programs / Learn@Home
- Click on Instructions on how to e-Submit Lessons
- Follow the instructions to complete the process (remember to include the cover sheet)

- All e-submissions will be acknowledged within 1 – 2 business days indicating that they have been “Sent to Marker” – if you do not receive a confirmation, please resubmit.
- Please include all Key Questions for a Lesson in **ONE** file. If you are submitting multiple lessons at a time, consider putting all lessons in one file. Ensure you clearly label the questions with Lesson # and Key Question #.
- Upon receipt, we will forward your submitted lessons to a marker for evaluation. Upon return from the marker, we will forward the evaluated lessons to you via email. Please allow 2 to 3 weeks for processing.
- **e-submission is for transmitting materials for evaluation only.** This is not for course help or appointment booking.
- Exams must still be written at one of our Learn@Home locations.
- **IMPORTANT** – remember to **save a copy** of your work before you send it.

If you have any questions or concerns, please contact Learn @ Home at 905.440.4500 or 1.800.408.9619 or email: LAH.Inquiry@ddsb.ca

Additional Information can be found in our FAQs at www.dce.ca