Section: Policy: Cirriculum & Instruction 6.22

Revised: Approval:

September 2024 Motion #477

6.22 Challenging and Equivalency Policy

1. Rationale

The BC Graduation Program provides students in grades 10 to 12 with the opportunity to challenge a course rather than having to take the course. The student who successfully challenges the course receives credit. The challenge must follow the procedures established in this policy. This policy will outline the steps to be taken and will also be made available to those who want to challenge a course. The fact that courses may be challenged will be made known to the school community. Graduation credit is also available by Equivalency which is determined by the school's acting academic administrator.

2. Equivalency Policy

This policy describes how secondary schools award credit to students who have successfully completed an equivalent Grade 10, 11 or 12 course from an educational jurisdiction or institution outside the BC school system. There is no limit to the number of credits granted through Equivalency. Schools may not charge students for Equivalency reviews. When awarding credits based on equivalency, the Grades 10, 11 and 12 Ministry-developed courses (including courses with a Graduation Program Exam) and board authorized courses will be the standard of comparison.

3. Equivalency Procedures

Schools will award credit through Equivalency following the procedures approved by the K-12 Board.

It is the responsibility of the student to provide the appropriate documentation as proof of successful completion of the course. This would include;

- Transcript of official record of completion of the course and the assigned mark.
- Documentation of the course content and requirements.

For the purpose of determining Equivalency, the school will make a comparison of courses which may be based on factors such as:

- comparison of learning outcomes
- comparison of general subject matter
- comparison of depth or breadth of coverage of subject matter comparison of assessment methods, instruments, and standards.

To be deemed equivalent, there should be a match of approximately 80% or more of the learning outcomes to either a Ministry-developed or board authorized Grade 10, 11 or 12 course.

For reporting and transcript purposes, schools should assign a letter grade and percentage to all credits awarded through Equivalency. If the student's documents show only a letter grade or level, schools may choose to assign a percentage, based on the mid-point of the matching British Columbia letter grade range. Schools may use "Transfer Standing" (TS) if it is not possible to determine a letter grade and a percentage from the documentation

4. Course Challenge Policy

This policy describes how secondary schools award credit to students who can demonstrate prior learning. All students enrolled with a school are entitled to undertake a free Challenge process to assess their prior learning.

Prior to engaging in a Challenge process, schools must review any documentation of prior learning that a student presents in order to determine if credit can be awarded through Equivalency.

5. Course Challenge Procedures

Courses that are offered at the enrolling school

- a. A student may not challenge a course for which he or she has previously gained credit.
- b. A student should have at least 80% in the previous course in order to challenge the next level.
- c. The student should approach the principal or designate for a copy of the Course Overview for the course to be challenged and a Course Challenge Application Form.
- d. The principal, in consultation with the department head and teacher, will establish a means by which the student can demonstrate that the intended learning outcomes have been met. This could include the student presenting a project, a research paper, writing a series of tests, completing an interview with the teacher, etc. The student is responsible for meeting the requirements. Documentation of this process must be retained in the students' file.
- e. At the end of this process the teacher will give a written report to the principal indicating that the intended learning outcomes have been met and assessing a final term grade for the student.
- f. The teacher providing the assessment and evaluation from which the marks are derived must be a BC certified teacher with appropriate professional expertise suiting them for evaluation of the relevant course content and outcomes.

- g. The principal or designate will decide whether the student has successfully challenged the course.
- A Course Challenge must be completed prior to taking a course at the higher level. (e.g. English 10 challenge must be complete before starting English 11, although a student may start English 11 before the government exam result is finalized)

Courses that are not offered at the enrolling school

- 1. A student may not challenge a course for which he or she has previously gained credit.
- 2. The student should approach the principal or designate to obtain a copy of the Ministry IRP's (Integrated Resource Package) for the course to be challenged and a Course Challenge Application Form
- 3. The administrator will try to find someone who is able to assess whether the student has met the intended learning outcomes for the course. The student will meet (or be in contact) with this person who will establish a means by which the student can demonstrate that the intended learning outcomes have been met. This could include the student presenting a project, a research paper, writing a series of tests, completing an interview with the teacher, etc.

6. Course Challenge Application From: Student Declaration

All students currently enrolled at Kootenay Christian Academy are eligible to challenge courses (with the exception of Board/Authority Authorized courses in their first year of implementation). Only those students who give strong and compelling evidence that they can meet the required learning outcomes and that it is in their best interest will be permitted to proceed. Challenge is intended to respond to unique needs in exceptional circumstances; it is not intended to replace the valuable experience of classroom learning, nor is it intended to be an opportunity for students to improve their course marks.

Name of course to be challenged:	
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	Yes	No
1. I have read and understood the paragraph above and know that I must be able to demonstrate a high level of competency related to the prescribed learning outcomes for this course.		
I have reviewed and am able to demonstrate master of the provincial learning outcomes (IRP) designated for the course challenge.		
I understand that the challenge exam(s) will include provincial learning outcomes (IRP) of the full course.		
I have attempted and/or received a passing grade for this course of challenge exam before.		
5. I am registered in this course at this or another school.		
 I recognize that the challenge process will involve a number of steps which may include a portfolio, a written test, a lab/project, and an interview. 		
7. I am aware that the full course must be challenged.		
8. I am aware that if this is provincially examinable course I may be required to write the provincial exam.		
9. I have met with the principal and or designate who has approved this application.		
10. I can explain my desire to challenge this course in relation to my graduation plan.		

I have acquired knowledge as follows:
The Challenge supports my learning plan in the following way:

7. Course Challenge Application From

Student Information:

Student Name:	Date of application:	
Name of school registered:	Student PEN:	
Parent/Legal guardian names:	Date of birth:	
Address:	Phone number:	
City:	Postal Code:	
am applying to challenge (course name):		
Student Name	Signature	
Parent/ Guardian Name	Parent/ Guardian Signature	
Principal/ designate name	Principal/ designate signature	
	I	
Approval Signature		
This application submitted by	(name)	
to challenge (course) is approved.		