

PREAMBLE

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.

This policy has been adapted and approved by the SDABC K-12 Board, the School Authority.

**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.

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.

COURSE CHALLENGES**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.

PROCEDURES**Courses that are offered at the enrolling school**

1. A student may not challenge a Bible/Religion course.
2. A student may not challenge a course for which he or she has previously gained credit.
3. Normally a student should have at least 88% in the previous course in order to challenge the next level.
4. The student should approach the Academic Administrator (AA) for a copy of the Course Overview for the course to be challenged and a Course Challenge Application Form.
5. The AA, 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.
6. At the end of this process the teacher will give a written report to the AA indicating that the intended learning outcomes have been met and assessing a final term grade for the student.
7. 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.
8. If the course would normally have an exam the student will be required to write the exam. In order to ensure the success of the student in the next course, the student will be expected to pass the exam with a minimum of 75%. If this is done the final grade will be calculated using the term/exam percentage ratio for that course.
9. The AA will make the final decision as to whether the student has successfully challenged the course.
10. A Course Challenge must be completed prior to taking a course at the higher level. (e.g. Science 9 challenge must be complete before starting Science 10, English 10 challenge must be complete before starting English 11, although a student may start English 11 before the government exam result is finalized)
11. For a provincially examinable course the school will assess and give a mark based on that assessment and report that mark through TRAX before the student writes the associated Provincial Exam.

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 Academic Administrator (AA) to obtain a copy of the Ministry IRP's 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

Approved by K-12 Board action #07-15, February 18, 2007; Revised #16-26, May 29, 2016; Revised #21-41, June 3, 2021

- 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.
4. 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 to the evaluation of the course content being evaluated.
 5. 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.
 6. If the school is unable to find a suitable person the challenge may not take place.
 7. At the end of this process the teacher will give a written report to the AA indicating that the intended learning outcomes have been met and assessing a final term grade for the student.
 8. If the course has a government exam the course mark will need to be given at least two weeks prior to the exam date. The final grade will be calculated using the term/exam percentage ratio for that course.
 9. The AA will make the final decision as to whether the student has successfully challenged the course.

EXTERNAL CREDENTIALS POLICY

This policy describes how students earn credit towards graduation through certain external credentials approved by the Ministry.

All students enrolled with a school board are entitled to receive credit if they have earned a Ministry-approved credential.

The Ministry of Education has sole authority to review and approve external credentials and assessments, and to provide an official list of these approved credentials and assessments to schools. The list is published in the Ministry's Course Information Book. External credits will be awarded strictly on the basis of the current Course Information Book. School boards may not charge students for external credential reviews.

PROCEDURES

In order to earn credit for an approved credential, students must provide the appropriate documentation proving successful completion of the external assessment, course or program. Students may have earned an approved external credential prior to entering Grade 10; if so, they are awarded credit if they present their credential any time after they enter Grade 10. For reporting and transcript purposes, schools must assign all credits received as a result of an external credential either as a letter grade and percentage (if possible to determine), or "Transfer Standing" (TS).

REPORTING TO THE MINISTRY OF EDUCATION

NOTE

"To receive funding, enrolling school boards must report successful course Challenges to the Ministry through the Transcript and Examination (TRAX) system by June 30 of the school year in which the Challenge occurred. For courses completed via a Challenge process, schools must report the appropriate TRAX code in the "Course Type Field." More information about reporting course Challenges can be found in the [Handbook of Procedures](#)" (**Earning Credit through Equivalency, Challenge, External Credentials, Post-Secondary Credit and Independent Directed Studies, 2004**)

DOCUMENTATION

Standard practices for the handling of documents associated with Equivalency and Challenge:

- Associated documents are to be stored according to PIPA guidelines for handling student information.
- Schools to retain records of the application for equivalency and copies of the supporting documents.
- School to retain evaluation documents used to award a mark for a course that has been challenged.
- A summary of the challenge and equivalency policy should appear in the handbook of the school and be available for review, in its entirety, upon request.
- Official copies of successful applications are to be forwarded to the Office of Education.
- All courses credited under this policy must be reported through TRAX in a timely manner as outlined by the BC Ministry of Education.

FORMS

Standardized forms to be generated and authorized through the Office of Education.*

- * Equivalency and Challenge Application form is available on our web site – sdabceducation.net – Principals' section/Policies

Use in conjunction with the Equivalency & Challenge Application.