



POLICY NUMBER AND NAME: 04.01.06 RCS SECONDARY COURSE PLACEMENT, EQUIVALENCY, AND CHALLENGE GUIDELINES	SECTION: 04 -STUDENT ENROLLMENT AND EDUCATION
	VERSION: 1.0
	LAST REVISION DATE:
ADOPTED: JULY 8, 2024	REVIEW FREQUENCY: EVERY 4 YEARS

BACKGROUND

Richmond Christian School (RCS) recognizes that relevant learning can be acquired by students outside the regular school system. Course equivalency is recognition of valid credentials equivalent to Grade 11 and 12 levels/courses.

Equivalency encompasses two kinds of learning activities:

1. A credential granted by a recognized outside agency, or
2. A credential from another school jurisdiction.

The Ministry of Education and Child Care has determined that students may be given credit for Ministry-approved external courses developed or offered outside of the British Columbia school system.

Richmond Christian School also recognizes that relevant learning can be acquired by students outside the school system. Course challenge is an acceptable avenue for students to have prior undocumented learning acknowledged and to receive credit for this learning.

These guidelines provided clarity for course placement procedures and provide guidelines for course equivalency and challenge.

REVIEW HISTORY		
DATE	VERSION	CHANGES



1. Definitions

- a. **Course Placement** is the process of recommending which course or level a student would have the best ability to be successful.
- b. **Course Equivalency** is the process of receiving credit for a Grade 11 or Grade 12 course based on documentation from another educational jurisdiction or institution that shows that the student has achieved the learning outcomes of a course offered within the regular B.C. school system. The course equivalency process is not intended to recognize undocumented prior learning.
- c. **Course Challenge** is a process by which students demonstrate that they can meet the learning outcomes of a Grade 11 or 12 provincially or locally developed course to the same standard as students who take the course through regular classes.

2. Course Placement Guidelines

- a. All students will have equal access to select courses and receive consultation and recommendations on course selection and placement.
- b. The course catalog will be provided to parents annually and include prerequisite recommendations for courses where applicable.
- c. Prerequisite recommendations will include the recommended grade or proficiency level for a student to have the best chance of success (i.e. It is recommended that a student be at a proficient level or have a minimum of 65%).
 - i. Students who have met the prerequisite recommendation will be prioritized for enrolment in a course.
 - ii. Students who have not met the prerequisite recommendation may be approved by the Principal, or designate, given the following conditions have been met:
 - 1) An endorsement from a previous teacher has been received
 - 2) There is space in the course
 - 3) The parents and student have been consulted.
- d. Prerequisite requirements will only be mandatory for courses in which the completion of a prerequisite course is mandatory (ie. Physics 12 requires the completion of Physics 11).
- e. Placement assessments may be provided to determine a student's likelihood of success in a course. Placement assessments:
 - i. May not be used for Equivalency or Challenge
 - ii. May not be used to refuse enrolment in a course



- iii. Are not required for students but may be recommended.
- iv. Are not intended to restrict access to a course based on level of ability
- v. May be used to make recommendations to the students and parents on course selection.

3. **Course Equivalency Guidelines**

- a. Equivalency reviews are available for students who have registered or are in the admissions process at RCS.
- b. Equivalency credits will only be granted for courses and programs that meet all of the following requirements:
 - i. The student is able to provide documentation that the course has been successfully completed.
 - ii. The course matches 80% of the prescribed learning outcomes of a Ministry-authorized or locally developed course taught within the District.
 - iii. The course has been completed in another institution or educational jurisdiction outside the regular B.C. school system.
 - iv. The course satisfies different learning outcomes than those of courses for which the student already has credit. A student cannot receive credit for two equivalent courses.
- c. Two-credit and four-credit courses only are open to equivalency reviews.
- d. To gain successful equivalency, it must be determined that the student has met the same standards as those expected of students taking the regular course.
- e. The final decision on equivalency credit will be approved by the Principal.
- f. Approved equivalency credit will either be assigned a percentage and letter grade or a “transfer standing” (TS), as outlined in the B.C. Handbook of Procedures, B.C. Graduation Program Policy Guide and B.C. Graduation Program Implementation Guide.

4. **Course Challenge Guidelines**

- a. Only students enrolled at RCS are eligible to challenge a course.
- b. Students must apply for a course challenge. The readiness and relevancy for a challenge to proceed will be determined by the principal, or designate, in consultation with the student and parent(s).
- c. A course challenge is a two-stage process:
 - i. When a student is able to give compelling evidence that he or she will succeed in a challenge assessment.



- ii. When a student demonstrates that he or she has successfully met the learning outcomes prescribed for the provincially or Board/Authority Authorized course.
- d. A variety of assessment strategies (minimum of 2) will be used to attain a reliable evaluation of understanding and achievement as measured against the course's prescribed learning outcomes.
- e. Only one level of a course can be challenged at a time.
- f. Students must challenge the full course.
- g. Students cannot challenge courses they have previously taken or courses for which they have received credit for similar learning outcomes.
- h. Students will be granted only one opportunity to challenge a specific course.
- i. Only courses that are Board/Authority Authorized or provincially developed two and four-credit courses at the Grade 11 or 12 level are able to be challenged.
- j. Externally developed courses recognized for credit by the Ministry cannot be challenged (e.g. International Baccalaureate and Advanced Placement).
- k. Course challenge cannot be used to upgrade existing marks in a course.
- l. Students will be awarded credit for a successful challenge and will receive a letter grade and percentage for the course as per the Ministry reporting policy.
- m. The final decision to award credit will be approved by the principal.
- n. The course challenge must be completed by May 15 of the previous school, unless special permission is granted by the Principal.
- o. Course challenge will not be offered until one year after new curricula are scheduled for full implementation.