



**RICHMOND  
CHRISTIAN  
SCHOOL**

EST. 1957

<b>POLICY NUMBER AND NAME:</b> <b>04.01.06 RCS SECONDARY COURSE PLACEMENT, EQUIVALENCY, AND CHALLENGE GUIDELINES</b>	<b>SECTION: 04 – STUDENT ENROLLMENT AND EDUCATION</b>
	<b>VERSION: 2.0</b>
	<b>LAST REVISION DATE: SEPTEMBER 08, 2025</b>
<b>ADOPTED: JULY 8, 2024</b>	<b>REVIEW FREQUENCY: EVERY 4 YEARS</b>

#### **PURPOSE**

Richmond Christian School (RCS) affirms the value of prior learning and recognizes the diverse educational experiences that students bring. In alignment with the BC Ministry of Education requirements, RCS provides opportunities for students to receive credit for prior learning through Equivalency or Challenge processes.

<b>REVIEW HISTORY</b>		
<b>DATE</b>	<b>VERSION</b>	<b>CHANGES</b>
SEPTEMBER 8, 2025	2.0	POLICY CONTENT AND TEXT UPDATED TO CONFORM TO MINISTRY REQUIREMENTS

## 1. **EQUIVALENCY**

### a. **Definition**

Equivalency is the process used when students have earned credentials or completed courses from an educational jurisdiction or institution outside the BC school system, and these are deemed equivalent to BC Ministry–authorized Grade 10, 11, or 12 courses.

### b. **Eligibility and Conditions**

- i. Equivalency may only be granted for Grade 10, 11, and 12 courses.
- ii. There is no limit to the number of credits a student may be awarded through equivalency.
- iii. Students may not be charged any fees for an equivalency review; however, if documentation is not in English, students may be asked to provide certified translations at their own expense.
- iv. Appropriate documentation, such as official transcripts, certificates, or records, must be provided as proof of successful completion.

### c. **Criteria for Determining Equivalency**

- i. Comparison of courses may include, but is not limited to:
  - 1) Alignment of learning standards
  - 2) Similarity of subject matter content
  - 3) Breadth and depth of coverage
  - 4) Assessment methods and achievement standards
- ii. To be deemed equivalent, content must be sufficient to prepare the student for further learning in the subject area.

### d. **Award of Credit**

When equivalency is granted, students receive Ministry credit (with Standing granted, not a percentage grade) recorded on their transcript.

### e. **Challenge**

#### i. **Definition:**

Challenge is the process by which students may receive credit and a percentage grade for a Ministry-authorized Grade 11 or 12 course without taking the course, by successfully demonstrating prior learning through a formal assessment.

ii. Eligibility and Conditions

- 1) Students may not challenge a course if they already have:
  - a) Challenged the course previously and received a passing grade,
  - b) Completed the course through regular enrolment, or
  - c) Been granted equivalency for the course
- 2) All RCS students have the right to challenge Ministry-developed Grade 11 or 12 courses offered through BC boards of education, free of charge.

iii. Assessment Standards

- 1) The challenge process will assess students on the Big Ideas, Curricular Competencies, and course content.
- 2) Schools must conduct a pre-challenge review to determine whether equivalency might be more appropriate.
- 3) Assessment standards for challenge are the same as for students enrolled in the course.
- 4) A challenge is successful when the student achieves a minimum of 50% (C-).

iv. Documentation Requirements

- 1) RCS must document each challenge process, including the pre-challenge review and the assessments used.
- 2) Documentation must be available to the BC Ministry of Education for audit purposes.

v. Placement (Clarification)

Placement differs from equivalency or challenges. Placement refers to placing students into higher-level course without granting credit for lower-level courses. For example, a student may be placed into a Grade 12 course without completing Grade 11 in that subject area. Placement does not award transcript credit for lower-level courses.

vi. Implementation and Oversight

- 1) The Principal or designate will oversee the review of equivalency documents and the management of challenge processes.
- 2) RCS will ensure consistency, fairness, and transparency in applying this policy in compliance with Ministry expectations.
- 3) This policy will be reviewed every three years or as directed by changes in Ministry regulations.

## 2. PROCEDURES FOR SECONDARY SCHOOL COURSE CHALLENGE AND EQUIVALENCY

### a. **Equivalency Process**

- i. Student (or parent/guardian) submits a formal request for Equivalency, providing the following to the school office:
  - 1) Completed Equivalency Request Form
  - 2) Official documentation, transcripts, or certificates (plus certified translations, if not in English)
- ii. The Principal or designate reviews submitted documents to verify authenticity.
- iii. The Principal or designate compares the course(s) to BC curriculum using:
  - 1) Learning standards
  - 2) Subject matter content
  - 3) Breadth and depth of coverage
  - 4) Assessment methods and standards
- iv. If needed, the Principal may consult with subject teachers or district staff for expertise.
- v. The Principal makes a determination and communicates it in writing to the student/family:
  - 1) If approved, documentation is processed and credits recorded on the student's transcript by the counselling office.
  - 2) If denied, reasons are provided in writing along with appeal process information.
- vi. Originals of all documents and the decision are placed in the student's permanent file.
- vii. No fees shall be collected from students for equivalency review (translation costs, if needed, are the student's responsibility).

### b. **Challenge Process**

- i. Student (or parent/guardian) submits a Challenge Request to the counselling office, specifying the Ministry-authorized Grade 11 or 12 course they wish to challenge.
- ii. The Principal or designate reviews records to ensure the student is eligible (i.e., has not completed, challenged, or been granted equivalency for this course).
- iii. A pre-challenge equivalency review is conducted to verify that challenge is the appropriate pathway.
- iv. The Principal, with department head or subject teacher, arranges and communicates:

- 1) Details of the formal assessment (exams, projects, interviews, etc.)
- 2) Schedule and format of the assessment
- v. Student completes the challenge assessment according to timelines provided.
- vi. The subject teacher or department head evaluates the assessment using the same standards as enrolled students. A minimum 50% (C-) is required to pass.
- vii. Results and supporting documentation are placed in the student's permanent file and made available for Ministry audit.
- viii. The outcome is communicated to the student and/or family, and the percentage grade is submitted for transcript recording.
- ix. No fees shall be charged for the challenge process.

**c. Placement Process (For Information)**

- i. Any concerns about appropriate learning level placement are referred to the Principal or counselling office.
- ii. The students' previous records and educational background are reviewed.
- iii. The Principal (in consultation with subject matter teachers as needed) determines the appropriate placement level.
- iv. Parent/guardian and student are informed of the placement decision.
- v. Placement on a higher-level course does not result in credit for skipped prerequisites.