

**Course Challenge and Equivalency**

**Policy No. 304.5R**

**REGULATIONS**

**1. Challenge**

**1.1 Purpose of Challenge**

The purpose of challenge is to permit students to obtain credit for a course for which they have acquired appropriate learning outside of the classroom. Students who request the opportunity to challenge a course must give strong and compelling evidence that they will succeed and that it is in their best interests.

**1.2. Challenge Regulations**

- 1.2.1. Only grade 11 and 12 provincial or locally developed courses at the 11 and 12 levels may be challenged.
- 1.2.2. Permission will not be given students to challenge a course in order to improve marks or as a replacement for the valuable experience of learning in a classroom setting that could be accommodated through the school timetable.
- 1.2.3. Students must demonstrate that they have met the prescribed learning outcomes of the course challenged.
- 1.2.4. Students must meet the same standards as students who take the course regular classes.
- 1.2.5. Students will be awarded a letter grade or standing granted and whenever possible percentage marks for a course which has been successfully challenged.
- 1.2.6. There is no limit to the number of grade 11 and 12 courses that a student can challenge.
- 1.2.7. An entire course must be challenged. Students will not be credited for components of a course.
- 1.2.8. Students will only be granted one opportunity to challenge a specific course.
- 1.2.9. The Board is not obligated to provide challenge for provincial courses not taught at the school. In exceptional circumstances and only with the approval of the Administrative Officers/teachers involved inter-school challenge opportunities may be offered.

**1.3. Challenge Eligibility**

- 1.3.1. Students may challenge a grade 11 or 12 course without being enrolled in grade 11 or 12.
- 1.3.2. Students must be currently enrolled in a district school.
- 1.3.3. Only students who have not completed the course through previous enrollment are eligible to challenge it for credit.
- 1.3.4. Students arriving from other jurisdictions may challenge for credit where equivalency cannot be determined.

#### **1.4. Challenge Assessment and Evaluation**

It is expected that the Administrative Officer, through consultation with appropriate staff, establish an acceptable assessment and evaluation criteria which reflects the prescribed learning outcomes of the course being challenged. The strategies should include some or all of the following:

- Minimum hours spent in training
- A journal supported by a supervisor's verification of the skill acquired, the learning outcomes and/or relevant activities completed
- A laboratory demonstration
- Oral performance
- Interview
- Written examination

The granting of credit is subject to the final approval of the Administrative Officer and students will receive a letter grade and a percentage mark for a successful challenge.

#### **1.5. Challenging Courses with Provincial Examinations**

Students may challenge courses with a provincial examination on the condition that they challenge the school portion of the course mark first. If the students are successful, then they will be given an opportunity to write the provincial examination on the provision that the school mark is submitted prior to writing the provincial examination at the scheduled times as prescribed by the Ministry of Education.

### **2. Equivalency**

#### **2.1. Purpose of Equivalency**

The purpose of equivalency is to recognize valid credentials at the grade 11 and 12 levels acquired by students from other educational jurisdictions outside the regular school system.

#### **2.2. Equivalency Regulations**

- 2.2.1 Equivalency credit will be available for grade 11 and 12 provincial or locally developed courses only.
- 2.2.2 There is no limit to the number of credits a student may be awarded through the equivalency process.
- 2.2.3 All students are entitled to apply for an equivalency review on the provision that they provide documentation that they have successfully completed a course or program of learning.
- 2.2.4 The student must be enrolled in a district school and may receive equivalent credit for a grade 11 or 12 course without being enrolled in grade 11 or 12.
- 2.2.5 Students who present appropriate credentials will be eligible to receive equivalent credit for all, or a portion of a grade 11 or 12 course.

### **2.3. Equivalency Procedures**

- 2.3.1. Students are responsible for providing evidence of successful completion of a course or program from other educational jurisdictions or institutions. Such evidence would be:
  - Official credentials
  - Documents
  - Diplomas
  - Certificates
- 2.3.2. Administrative Officers will be responsible for determining whether these credentials are equivalent to provincial or locally developed courses. All course credits received through equivalency will be assigned a mark for transcript and reporting purposes.
- 2.3.3. The final mark must be a letter grade and percentage or given a "Transfer Standing".
- 2.3.4. Students awarded credit will receive a letter grade and mark in the next reporting period.
- 2.3.5. In the event equivalency is not granted the student will have the option of pursuing credit through the challenge process or enrolling in the course.

### **2.4. Evaluation of Credentials for Equivalency**

- 2.4.1. School Administrative Officers are authorized to determine which courses from other jurisdictions or Institutions are equivalent to provincial or locally developed courses.
- 2.4.2. In establishing criteria for evaluation Administrative Officers must consider:
  - a) That the prescribed learning outcomes of the provincial or locally developed course have been met in the program taken at the external institution;
  - b) The credibility of the institutions and qualifications of the instructor(s); and,
  - c) The level of difficulty of the course completed at an external institution and the assessment criteria used to award the credential.