Course Challenge and Equivalency Policy

Course Challenge Policy

To challenge a course is to prove a student has undocumented prior learning. Students are entitled to challenge courses in order to receive credit for Ministry Authorized or Board Authority Authorized Grade 10, 11 or 12 courses.

Prior to engaging in the 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.

A student can challenge a course if he or she:

- Is enrolled with HCOS
- Has not already challenged the course and received a passing grade, or completed the course through previous enrolment, or been granted equivalency for the course.
- Can give compelling evidence that he or she will succeed in the challenge.

Challenge Process

The challenge process begins when it is determined that credit cannot be awarded through equivalency and a student has given compelling evidence that he or she will succeed in a challenge assessment.

To receive credit for a course a student must:

- Provide samples of prior learning to the course teacher assigned for the challenge
- Be willing to meet with the course teacher for assessment
- Obtain at least a C- (50% minimum) grade/score in the challenge course assessment. The course assessment is created by Heritage Christian Online School (HCOS) teachers and staff, and generally consists of a mid-term exam and final exam in core academic courses and oral exam meetings in some areas. In certain electives other criteria will be used to determine competency of the course curricular competencies at the discretion of the course teacher.

The HCOS teacher will complete the HCOS Course Challenge Template and submit both the template and any student samples to the student file in Encom.

Equivalency Policy

Courses taught outside the British Columbia school system that substantially match the curricular competencies of Ministry Authorized or Board Authority Authorized Grade 10, 11 or 12 courses are eligible for credit through equivalency. For example, a student who completes a course in Alberta may receive credit for a comparable course in British Columbia through equivalency.

HCOS will award credit through equivalency following the procedures:

For the purpose of determining equivalency, comparison of courses may be based on factors such as the following:

- comparison of learning standards
- 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, sufficient content should have been covered to enable the student to be successful in further learning in the content area.

In order to receive credits through equivalency, students must provide the appropriate documentation as proof of successful completion of the course. This may include report cards, scope and sequence documents and course outlines where necessary.

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

All documentation pertaining to equivalency credits will be reported and stored in the student file in Encom by the Academic Advisor or Innovations admin.

Revision #9
Created 23 March 2018 17:56:35 by Natalia Baelde
Updated 7 October 2025 22:25:22 by Caitlin Village