# B.C. Graduation Program
Handbook of Procedures

Grades 10 to 12

BRITISH COLUMBIA | Ministry of Education

July 2019
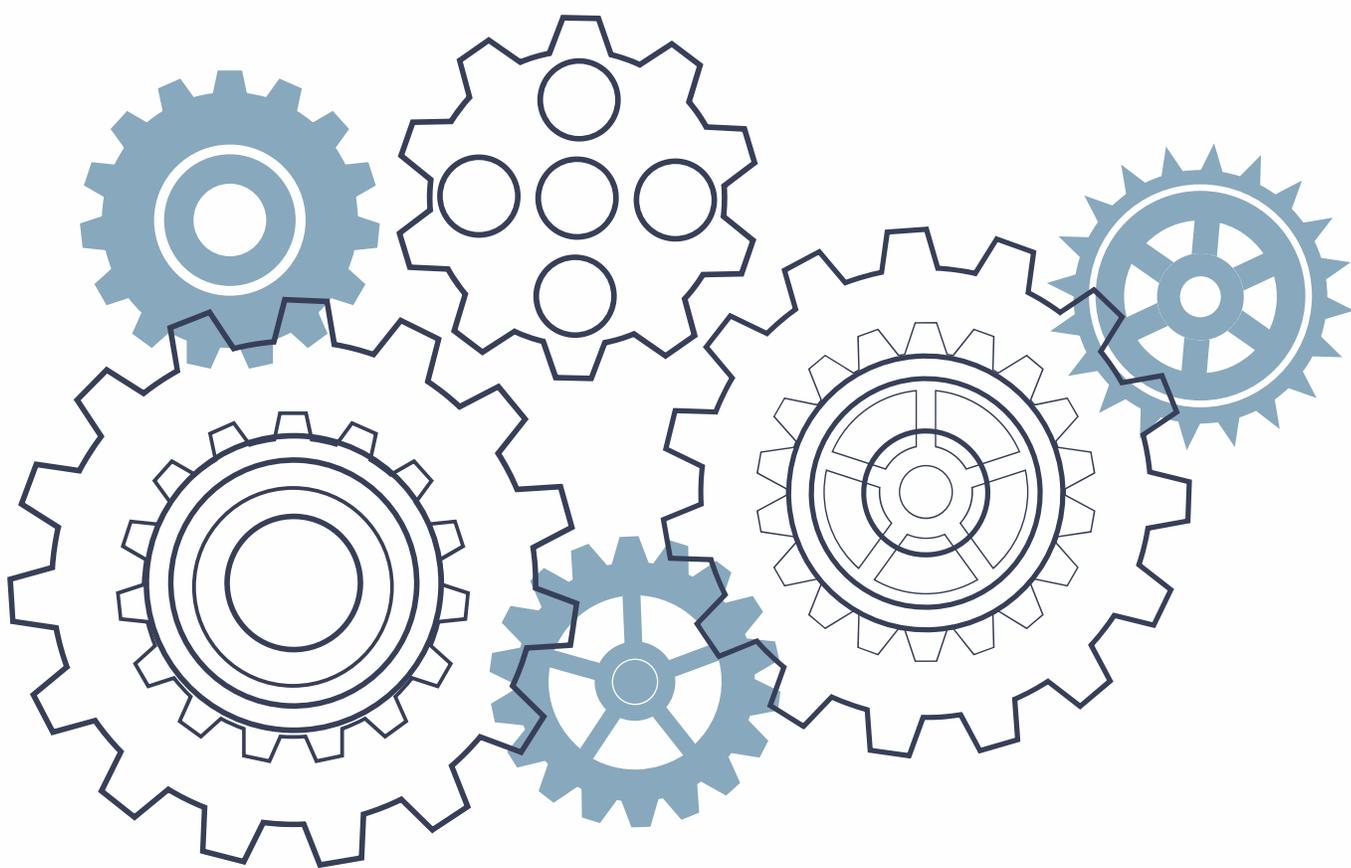
Contents

Handbook of Procedures – What's new for 2019/20

The Handbook of Procedures provides information about assessments and examinations, transcripts, and the sharing of data between schools and the Ministry of Education. While primarily used by educators, the Handbook also serves to provide a common understanding among educators, students, parents, post-secondary institutions, business, and government of the procedures related to the B.C. Graduation Program.

This year's Handbook has a renewed emphasis on the procedures to administer the B.C. Graduation Program. The Handbook has been streamlined and revised to focus solely on the procedural information associated with the new Provincial Graduation Assessments, examination re-write, reporting and data transfer for the new curriculum and other courses, and transcripts and scholarships. The associated policy information has been consolidated in a separate companion guide.

The updated B.C. Graduation Program Policy Guide serves as the policy companion to the Handbook and outlines the policies associated with the procedures. The B.C. Graduation Program Policy Guide is available online at www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf

Please take some time to review the updated Handbook of Procedures and the companion B.C. Graduation Program Policy Guide. While some procedures and polices remain unchanged, there are new and/or modifications to both procedures and policies that require attention.

Please contact EDUC.GradStandards@gov.bc.ca if you have any questions or to provide feedback on the new content, format, and structure of the 2019/20 Handbook of Procedures and the companion B.C. Graduation Policy Guide.

Chapter 1

Provincial Graduation Assessments and Provincial Examinations
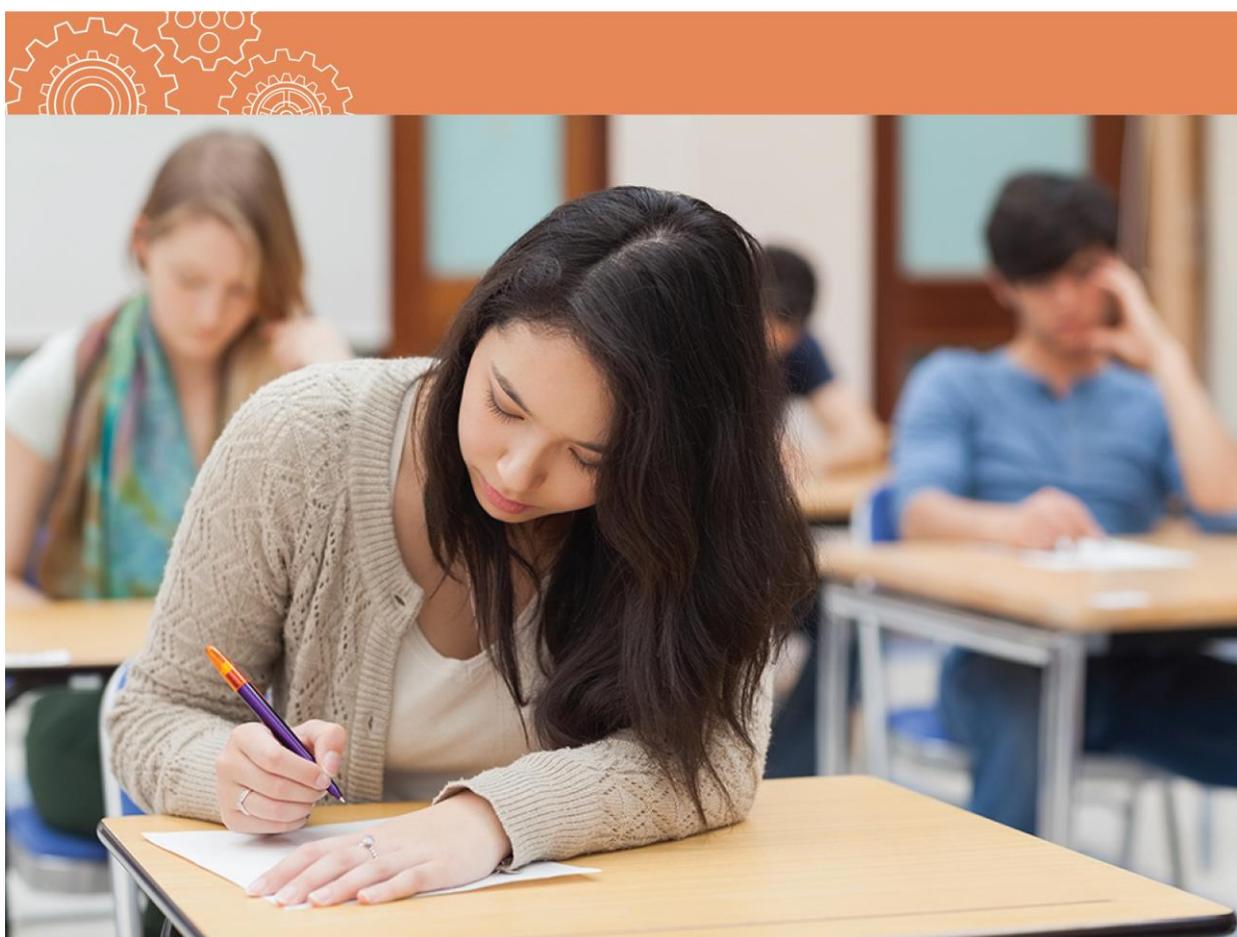
Provincial Graduation Assessments and Provincial Examinations

This Handbook uses the term *Provincial Graduation Assessment* for the Graduation Numeracy and Graduation Literacy assessments.

This Handbook uses the term *Provincial Examinations* to refer to the Language Arts 12 suite of exams that are associated with ministry courses and whose marks provide 40% of the total, blended mark for the courses. Please note that Provincial Examinations are no longer a graduation requirement as of July 1, 2019; therefore, the 2019/20 school year is the last year they will be available for students wishing to re-write an examination and for those students who were in progress and completed an associated course after July 1, 2019.

For more information about the administration of Language Arts 12 provincial exams for the 2019/20 school year, please see https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/provincial-exams.

Development and Design of Provincial Assessments

Provincial Graduation Assessments are developed by B.C. and Yukon teachers and are cross-curricular measures of the provincial curricula. They are marked by B.C. teachers using standards-based scoring guides and procedures.

Marked items include both selected (e.g., drop-down, hotspot, multiple-choice) and constructed response questions that vary in cognitive level.

The Provincial Graduation Assessments are designed to be completed in two hours. However, if necessary, students may use up to an additional 60 minutes.

Eligibility Requirements

To be eligible to write assessments, a student must be:

- Enrolled in a B.C. public school (including a Distributed Learning school or a Continuing Education Centre), or
- Enrolled in a Group 1, 2 or 4 B.C. independent school, or
- Registered as a home schooler with any of the above schools, or
- Enrolled in a certified B.C. offshore school, or
- Enrolled in a First Nations school certified by the First Nations Schools Association

Policy Requirements

The policy requirements for Provincial Graduation Assessments are available online in the B.C. Graduation Program Policy Guide at www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf

Preparing for Assessments

Schools must ensure students are prepared to write an assessment. A student may only write a particular assessment once per session. Any duplicates will not be marked. Students may not use a session to practice writing assessments.

To become familiar with types of questions and format, sample assessments and information for students, parents, and teachers are available online at https://curriculum.gov.bc.ca/provincial-assessment.

> **Important Reminder**
>
> Students may not write a Grade 10 English Numeracy Assessment (NME 10) and a Grade 10 French Numeracy Assessment (NMF 10) Provincial Graduation Assessment in the same session.

Administrators and teachers can access assessments using the Exam Preview function built into the electronic system. This function is accessible only during the administration of each session.

Access to this function is provided with the Electronic Password Letter posted to the School Secure Web (SSW) prior to each session.

Registration

All schools will be required to register students writing the Provincial Numeracy Assessment through MyEducationBC (or their student information system for non-MyEdBC Schools) and the Ministry's Transcript and Examinations (TRAX) system.

Registration for Provincial Numeracy Assessment is required to ensure that:

- Schools receive personalized materials for the Grade 10 Numeracy Assessment.
- Students are assigned to the correct school when signing in to the web-based Provincial Graduation Assessments.
- Schools receive transcript verification information.

Registration deadlines to ensure receipt of personalized student materials are available online at www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/provincial-exams#schedule.

Requests submitted after the deadlines will not be accepted. Students whose names are not on the Ministry's Online Graduation Assessment/Exam Register by the deadline will not receive personalized materials and schools will be required to produce the personalized materials for these students. See the instructions for Late Registrants in the Graduation Numeracy Assessment Administration Guide available online through the SSW at https://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp.

The Online Assessment Register must be reviewed and updated where necessary to ensure appropriate assessment materials are available for each school.

If a student is registered to write an assessment but does not participate it is not considered an attempt. There is no action required by the school. Note, schools should not pre-login students as it may register as an attempt even if the students do not participate.

All assessment materials must be returned following each session. Schools must adhere to the date of return of materials. For numeracy, all response sheets must be received by the stated deadline and in the required format. Any response sheets that do not meet these conditions will not be marked.

Principals' Responsibilities

Principals are responsible for ensuring that the registration activities outlined above are completed. Additionally, principals are responsible for registering the following categories of students in the Ministry of Education's Transcripts and Examinations (TRAX) system:

- Students enrolled at their schools, including those cross-enrolled with a Distributed Learning school or Continuing Education Centre.
- Home school students registered at their schools who wish to write the Provincial Graduation Assessments.

School Secure Web (SSW)

The School Secure Web (SSW) provides school administrators with information and access to: Provincial Graduation Assessment registration, results and reports, TRAX data transfers, Student Transcript Verification Reports (TVRs), Post-Secondary Institution (PSI) Selection Reports, Provincial Graduation Assessment materials and forms, and Unofficial Transcripts of Grades.

Access the SSW online at www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

Accounts for the SSW are created when a school is established in the TRAX system. Requests for new school principal login credentials are available upon request (requests processed/obtained online via the SSW link above). Schools forgetting their logon credentials may use the password help request on the SSW. Schools still encountering difficulty with the site may contact student.certification@gov.bc.ca for assistance.

Electronic Registration and Data Transfer

Registration takes place by submitting the First Data Transfer in October and subsequent data transfers. Following the first transfer, schools may view the Online Graduation Assessment/Exam Register posted on the SSW to review student registrations. Registration changes should be completed on subsequent data transfers.

If your school does not offer the Provincial Graduation Assessments in a particular session, please direct students to contact their local board/authority to inquire about schools that do. The Ministry does not collect or report this information.

Writing at Another School Within the Province

It is recommended that arrangements for administration of Provincial Graduation Assessments at a school other than a student's school of record (SOR) be made several weeks in advance of the actual session. A student's SOR may register a student to write at another school within British Columbia by:

- Obtaining approval from the principal of the school where the student wishes to write.
- Informing the student that they MUST have government issue photo ID to present to the host school. The list of Acceptable Student ID can be found in this chapter.
- Using the Online Assessment Register available on the SSW to report the school at which the student will write as the "Exam Centre." To do this select the appropriate district and school from the drop-down menu.

> **Important Reminder**
>
> Results for students who write at a school that is not the student's SOR will be reported and attributed to the student's SOR, and not the hosting site.

Late Registrant ('Walk in') Student ID

Students may arrive at an assessment session at any school without notice and wanting to participate. Students may be granted access to a Provincial Graduation Assessment if:

- The student provides acceptable government issue photo ID. This is the responsibility of the student. They must obtain and provide this prior to writing the Provincial Graduation Assessments at the host school.
- The administration staff at the host school can ensure that the person presenting the ID is the student who should be writing the Provincial Graduation Assessment. This is the responsibility of the administration staff.

Students who cannot identify themselves satisfactorily must be refused access to the Provincial Graduation Assessment.

Acceptable Student ID

Students must provide one piece of government issue photo ID from the list below.

- B.C. Driver's License or Learner's License
- Passport
- B.C. Services Card with photo
- Combination Driver's License and B.C. Services Card
- B.C. Identification (B.C.ID) card with expiry date
- US passport card
- Canadian or US Driver's License
- Permanent Resident Card
- Secure Certificate of Indian Status
- Status Card
- Canadian Citizenship Card - with photo
- Canadian Forces ID

- Naturalization Certificate
- NEXUS Card
- Parole Certificate ID
- Police Identification
- DND photo Identification Card

Please note that "Go-cards" are not an acceptable piece of identification.

If a student does not have any of the preferable student ID listed but:

- Comes from a school that uses MyEdBC – they must obtain from their home school the top part only of the MyEdBC Student Information with Photo report, add their PEN, and take it to the host site.

- Comes from a school that uses CIMS – they should log into their Student Connect account, produce a page with photo ID on it, and take it to the host site.

- Comes from a school that uses DRUMS – they must obtain a sheet from their home school with their name, PEN, and photograph, and take it to the host site.

Electronic Security Control

Schools are required to install the e-assessment Security Control and ensure each workstation and device that will be used for Provincial Graduation Assessments meets the computer and browser requirements posted at www.bced.gov.bc.ca/exams/. This may include students' personal devices.

Provincial Graduation Assessments for Francophone and Immersion Students

Policy Reminder	Policy Reminder
Programme francophone students write:	**French Immersion students write:**
Évaluation de numératie 10	Grade 10 Graduation Numeracy Assessment (English or French)
Évaluation de littératie – Français langue première 10	Grade 10 Graduation Literacy Assessment
Grade 10 Graduation Literacy Assessment	Grade 12 Graduation Literacy Assessment
Évaluation de littératie – Français langue première 12	Évaluation de littératie – Français langue seconde-immersion 12
Grade 12 Graduation Literacy Assessment	

Oral Component

Students taking the Francophone Literacy Assessments or the French Immersion Literacy Assessments will be required to complete oral components. The oral components require the use of a headset and microphone. Administration dates can be found online at www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/provincial-exams#schedule.

French Versions of Numeracy Assessment

French versions of the Grade 10 Graduation Numeracy Assessment are **only available on one day of each session**. Schools and students should ensure a French version is available on the desired day. For dates, go to www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/provincial-exams#schedule.

Personal Education Number (PEN)
What is a PEN?

A Personal Education Number (PEN) is a nine-digit identification number assigned by the Ministry to each student entering B.C.'s education system through B.C. Early Learning (Strong Start program), B.C. Public or Independent school, B.C. Certified Offshore School, Yukon School, FNSA Certified First Nations School, federally-funded B.C. band school, or public Post-Secondary Institution.

PENs and Provincial Graduation Assessments

Each student must have a PEN to write a Provincial Graduation Assessment.

All data sharing and record transfers between schools and the Ministry must include the relevant student's PEN. The Ministry will not process registration data without student PENs. Incomplete registration data will be returned to the school with a request for the missing information.

Obtaining a Missing PEN

When a student transfers from one school to another, the student's Permanent Student Record Card must be sent to the new school. If the PEN is missing from the card, the new school should contact the student's previous school.

Schools may obtain the PENs for students through the PEN Web application system (for schools on MyEducationBC this is done automatically). Additional information is available at www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/pen.

Students may obtain their PEN from their current home school or through completion and submission of a Student PEN Request form. Additional information is available at www2.gov.bc.ca/gov/content/education-training/k-12/support/personal-education-number-pen.

Any other questions regarding PEN should be directed to pens.coordinator@gov.bc.ca or by phone at 250-356-8020.

If a student writing a Provincial Graduation Assessment at your school is registered at another school and does not supply a PEN, please call the student's home school and obtain the PEN in a secure manner.

Disqualification

Disqualification procedural information is included in the Graduation Numeracy Assessment Administration Guide available online through the SSW at http://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp.

Disqualification for any Provincial Graduation Assessment will occur if:

1. Students navigate outside the screen for any reason including accessing any materials on the local computer or internet.

2. Students are in possession of, or have used, any secure assessment materials prior to the session.

3. Students communicate with other students during the session.

4. Students give or receive assistance of any kind in answering a question during an assessment, including allowing their work to be viewed by others or copying answers from another student's work.

5. Students are in possession of any book, paper or item that might assist in writing an assessment, including a dictionary or piece of electronic equipment such as a smartwatch or phone, that is not specifically authorized by Ministry policy.

6. Students copy, plagiarize, or present work done by any other person as their own.

7. Students remove any materials from the room, including work pages.

> **Policy Reminder**
>
> **Calculators**
>
> For information on the use of calculators, please refer to the Calculator Policy located at **www.bced.gov.bc.ca/exams/calculators**
>
> This information may be updated throughout the year. Schools are advised to check for updates prior to each assessment session.
>
> **Dictionaries**
>
> Under no circumstances may any student use a printed or electronic dictionary. No student, including offshore, international, study permit, or English Language Learners, may use a translation dictionary.

8. Students continue to write or alter a response after the invigilator has stopped
    the session.

Any student deemed to have breached one or more of the rules below will not receive a proficiency level.

The disqualification will not show on the student's Transcript of Grades, however it will count as an attempt. Any student disqualified from a Provincial Graduation Assessment will be required to re-write and complete it at a future session. A proficiency level will appear on the Transcript following completion of a Provincial Graduation Assessment. For GLA 10, "RM" (Requirements Met) will appear on the transcript.

Procedures for Reporting Disqualification

When it is believed that a student has breached one or more rules during a Provincial Graduation Assessment the following procedures should be followed to ensure a fair and consistent review of the incident:

A. School Responsibilities

- The school must inform students that breach of the rules may result in disqualification, and of their rights and avenue of appeal. This information, including the list of rules, should be read to students and provided in hard copy. It is included the Graduation Numeracy Assessment Administration Guide available through the SSW at http://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp.

- If a student is thought to be in breach of the rules, the invigilator should watch the student closely and make notes regarding the incident but allow the student to complete the assessment.

- At the end of the session, the invigilator should collect the materials from the student as well as any disallowed materials or devices that may have been used by the student. The invigilator should also advise the student that the principal will be informed of the incident.

- The invigilator should complete a Disqualification Incident Report, available as a web form at https://forms.gov.bc.ca/education-training/disqualication-incident-report/, as soon as possible. If more than one invigilator was a witness to the incident, each invigilator should complete a separate report.

- The principal and/or invigilator should arrange to meet with the student to discuss the incident. The student must be notified that a report will be submitted to the Ministry outlining the incident and must be given an opportunity to submit a report of their account of the incident to the Ministry.

- Upon completion of the Disqualification Incident Report and a meeting with the student, the principal should submit the report and any supporting documentation to the Ministry for review by Ministry staff.

B. Ministry Responsibilities

- Upon receipt of the Disqualification Incident Report from the school, the Ministry will review the contents of the report, any supporting documentation, and any written report received from the student.

- A Ministry staff member will contact the principal if any clarification of the incident is required. All conversations with the school are documented in detail, including date, time, to whom the caller was speaking, etc.

- Upon receipt of all information related to the recommendation from the school, Ministry staff will review and finalize the decision regarding the alleged breach of rules.

- The Ministry's decision will then be reported to the principal and the student in separate letters. The school will also receive a copy of the letter sent to the student. If a breach of one or more rules is determined, the letter to the student will further outline the consequences of disqualification, the student's right of appeal, the date by which the appeal must be submitted and to whom the appeal should be submitted.

C. Student Responsibilities

- A student has the right to provide their own account of any incident. The student may wish to provide their account of the events in writing to the Ministry within a reasonable time frame after being notified by the school that a report is being submitted to the Ministry.

- If, after receiving a letter of disqualification, a student chooses to exercise their right of appeal, the appeal must be submitted in writing to the Ministry by the date specified in the letter of disqualification. Information regarding where to send the appeal is within the body of the letter informing the student of the disqualification.

- Any student who has been disqualified and who chooses to re-write the assessment in a subsequent session must inform the school of their desire to do so as students are not automatically registered for assessments.

D. Appeals

- When an appeal is received from a student within the allotted time frame, the Ministry will collect all information regarding the particular case. The information will be reviewed and the principal/invigilator of the school may be contacted to go over the events again in detail. The school will be informed that the student is exercising their right to appeal the incident.

- All information gathered will then be reviewed externally by a qualified, neutral third party.

- Upon determination of the appeal, the Ministry will send a letter to both the student and the school to inform them of the decision of the external third party.

Responses with Disturbing Content

Assessments are treated in confidence, however, in cases where the response suggests that the student is experiencing emotional difficulties, poses a potential threat to themselves or others, or is involved in a criminal activity, the Ministry may refer the student's response to the appropriate authority for further action, as considered necessary or required by law.

Provincial Graduation Assessment Results

The Ministry's StudentTranscripts Service (STS) website provides students with secure access to their Provincial Graduation Assessment proficiency score and detailed results for each assessment.

Students require their Personal Education Number (PEN), legal first and last name, date of birth and email address to create an account on the Ministry's STS website www.studenttranscripts.gov.bc.ca/. Please note that preferred names are not allowed, only legal names. Students should be encouraged to create an account prior to the release of results.

Provincial Graduation Assessment Results Release

Results are posted approximately four weeks after an assessment session. Individualized reports are available for each Provincial Graduation Assessment.

The Ministry cannot give results over the phone to students or parents. Under the *Freedom of Information and Protection of Privacy Act*, and in accordance with the provisions of the School Act, the Ministry maintains strict confidentiality of student records.

For the most current information, schools may access the SSW at www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp and students should be referred to the STS at www.studenttranscripts.gov.bc.ca/. Parents should be referred to their child's school to learn results.

School and District Reports

The following reports are made available to schools and districts by the Ministry after each session:

- Provincial Graduation Assessment Student Report, for each student at the school
- Proficiency scores from the Provincial Graduation Assessments, obtained by students at the school
- Distribution of scores and further detailed results at the school, district and provincial levels

These reports are posted on the School and District Secure Websites, available through www.bced.gov.bc.ca/exams/.

Reports from Markers

Following each assessment session, the teacher-markers write global comments outlining the strengths and areas to work on pertinent to each written section or component of the assessment.

The comments can be helpful to teachers instructing in the classroom, or for students preparing to write an assessment. Reports are available online at www.bced.gov.bc.ca/exams/search_reports/.

Year-End Summary Reports

In addition to reports posted to the web for schools and districts after each session, the Ministry also produces several year-end summary reports, available the following fall at www.bced.gov.bc.ca/reporting/.

Provincial Graduation Assessment Review Process

Provincial Graduation Assessment Reviews are the process by which school principals may request a student's marked assessment for the purpose of determining if a re-mark should be undertaken. This review can help students decide if they should pay for an assessment re-mark. To request a review, the student and principal must fill out a Provincial Assessment / Examination Review Request form available at https://forms.gov.bc.ca/education-training/provincial-assessment-and-exam-review-request-form/.

For Provincial Graduation Assessments, the deadline to submit the review form is the last day of the month of the following year in which the assessment session took place. For example, a review request of an assessment written in the November session would need to be submitted and received by November 30th of the following year. To avoid missing the re-mark request deadline, please submit review requests at least two weeks before the deadline.

For Provincial Examinations, the deadline to submit the review for is June 30, 2020. As of July 1, 2020, there are no further Provincial Examination write/rewrite opportunities.

As the intent of the review request is for individual students to seek information about their own work, the Ministry will not process large numbers of requests from a single school.

Provincial Graduation Assessment Re-Mark Process

To initiate an assessment re-mark, a student must complete and submit a Re-mark Request Form. A student may only request a re-mark once per assessment. An administrative fee of $50 is charged for all re-marks.

Students are informed of the re-mark result approximately four weeks after the Ministry receives the re-mark request. The new proficiency level is considered FINAL for that assessment, regardless of the level increasing or decreasing.

If a student's level changes as a result of the re-mark process, this change will be reflected on the student's transcript.

The deadline to submit the re-marking form is the last day of the 2nd month following the assessment session. For example, a re-mark request of an assessment written in the November session would need to be submitted and received by January 30th. The form to send a written request to the Ministry is available online at www.bced.gov.bc.ca/exams/rereads_remarks/.

Provincial Graduation Assessment Rewrite Process

Rewriting a Graduation Assessment

Until graduation, students may write a Provincial Graduation Assessment up to three times; the original attempt and two re-writes. These attempts may occur at any assessment session during the Grade 10–12 years and the proficiency level will appear on the student's transcript. Please note that for the Grade 10 Graduation Literacy Assessment and the Évaluation de littératie – Français langue première 10, the student's transcript will only indicate "RM" (requirements met), and not a proficiency level. Registration is required to re-write and receive personalized materials for the Graduation Numeracy Assessment.

Registering to Rewrite

Students should be registered using the TRAX Data Transfer process, for the Graduation Numeracy Assessment and provincial examinations only. Any additional required data transfers should be included in conjunction with the registration.

A note about pre-writing assessments: Schools must not allow students to pre-write assessments as practice assessments. Doing so uses up one of the attempts to which a student is entitled, therefore putting the student at a disadvantage. Practice exams are available at www.bced.gov.bc.ca/exams.

Failure to Re-write after Registering

If a student is registered to re-write but fails to participate, it is not considered a re-write attempt. Note, schools should not pre-login students as it may register as an attempt even if the students do not participate.

Re-writes and Transcripts

If a re-write results in a higher proficiency level, a new transcript will be sent to the school at the end of the school year. Please note that a new transcript will not be issued for changes to results for the Grade 10 Graduation Literacy Assessment and the Évaluation de littératie – Français langue première 10 as the transcript only indicates "RM".

Provincial Graduation Assessments at Distributed Learning Schools

It is the obligation of Distributed Learning (DL) schools to ensure that students for whom DL school is the student's SOR are found/provided a site where the student can write the graduation assessments.

The facility must meet the assessment and invigilation criteria as described in the Procedures for Conducting Graduation Assessments and Provincial Examinations, available through the SSW at www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp. Once logged on, click on the Graduation Assessment/Exam Materials and Forms link.

It is recommended that arrangements for the administration of assessments by DL schools are made several weeks in advance of the actual session to ensure that their students are provided a writing opportunity, location, and associated paper components (if required).

Writing Sites

Wherever possible, assessments should be written in the school setting (elementary, secondary, or post-secondary institution), and must be administered by a qualified invigilator, such as a school administrator (principal or vice-principal) or certified teacher.

If the school deems it not possible for a student to write in the school setting and therefore must determine an alternate setting, the school must ensure the following conditions are met:

- The assessment must be written in a quiet setting where the student will not be interrupted or disturbed.
- The invigilator must be impartial and may not be the student's parent, guardian, or relative.
- The assessment must be written electronically, and the computer must be configured appropriately and securely as outlined in the electronic computer and browser requirements.
- The security controls must be downloaded and installed.
- The assessment must be written during the scheduled exam window, adhering to the set start and end times.
- The assessment must stay secure during and after it is written.
- The student must submit their work upon completion.
- The invigilator must return all materials back to the Ministry.

Requirements for electronic assessments/exams are available online at www.bced.gov.bc.ca/exams/.

Adult Students
Adult Graduation Program Students

Students in the Adult Graduation Program have the option of writing assessments.

Adult Graduation Program students should be aware that some post-secondary institutions may require that students write assessments for admission purposes.

Registration

Principals of neighbourhood secondary schools and Continuing Education Centres are responsible for registering their students for assessments. The SOR is responsible for registering students for assessments.

Where Do Adult Education Students Write?

Students write assessments at the secondary school or Continuing Education Centre where they are registered.

Home School Students

Home school students have the option to write assessments and should contact the school where they are registered as a home school student. Schools should register home school students using the existing electronic data transfer processes. Ensure the "HS" is indicated in the grade category for each home school student.

If a home school student chooses to write a provincial graduation assessment, that proficiency level will appear on the student's Provincial Exam Report. The registering school is responsible for providing a site that meets the assessment and invigilation criteria as described in the Procedures for Conducting Graduation Assessments and Provincial Examinations, available through the SSW at www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp. Once logged on, click on the Graduation Assessment/Exam Materials and Forms link.

Unpredictable Circumstances

Unpredictable circumstances such as sudden serious illness, injury, or emergency situations can adversely affect a student's ability to write an assessment and may warrant special consideration.

Please use the following guidelines to determine the best options for the student:

Step 1. Determine Adaptation Possibilities
Adaptations allowed by the Ministry may include: extra time, reader, scribe, built-in text reader, word and voice recognition software. If adaptations are not possible, consider Step 2.

Step 2. Decide if Deferral is Appropriate
Determine if the student is capable of writing at a future assessment session. If deferral is not possible, consider Step 3.

Step 3. Consider Aegrotat Standing

If all other options have been explored and are not deemed appropriate, refer to the Guidelines for Aegrotat Standing below.

Aegrotat Standing means the student has been granted exemption from writing a Provincial Graduation Assessment. An Aegrotat notation (AEG) will appear on the student's transcript.

Guidelines for Aegrotat Standing

Aegrotat Standing may be granted in unpredictable circumstances that render a student unable to write an assessment at the time of course completion or at a future session.

As Provincial Graduation Assessments are not connected to any course and students have three opportunities to write such assessments, any Request for Aegrotat Standing for a Provincial Graduation Assessment will be granted only in exceptional circumstances. Schools should note that if such a request is made and granted, no proficiency level would appear on the student's transcript. There would simply be an AEG notation.

A request for Aegrotat Standing should be the final recourse used by a school.

Principals are responsible for deciding whether a request should go forward for consideration by the Ministry of Education's Aegrotat Committee. Pre-existing or chronic conditions do not qualify for Aegrotat Standing; this is the major reason for denial of such requests. In such circumstances, schools are expected to employ the same strategies used for school assessments.

The Ministry will grant Aegrotat Standing where the conditions have been met. Appropriate documentation must be made available to the Ministry on request.

Eligibility criteria include but are not limited to:

    a.   Major surgery, illness or treatment requiring extensive hospitalization or recovery.

    b.   Motor vehicle accident resulting in extensive hospitalization or rehabilitation.

    c.   Death of an immediate family member.

Notwithstanding the unpredictability of the circumstances, requests for Aegrotat Standing should be made as far as possible in advance of the session for which it is being sought.

The Request for Aegrotat Standing form is available as a web form at https://forms.gov.bc.ca/education-training/aegrotat-standing-request/. Principals may contact the Ministry at exams@gov.bc.ca to discuss options.

Request to Write Out-of-Province (OOP)

At times, it may be necessary for a student who is a permanent resident of B.C. to write an assessment while they are outside the province. Before considering requests to write out-of- province, the B.C. school should first determine if the student could write in another session.

A student is eligible to write OOP only if the student is:

- On an exchange program, (e.g., YES Canada, Rotary, CEEF).
- Competing in provincial, national or international competitions.
- Temporarily residing outside of B.C. (a full explanation must be provided).

A student is not eligible to write OOP if the student is:

- On vacation.
- An international student returning home.

Requests must be submitted to and received by the Ministry no later than 3 weeks prior to the assessment session. The Out-of-Province Request Form is available as a web form at https://forms.gov.bc.ca/education-training/request-to-write-out-of-province/.

Administration Guidelines

- The alternate site administrator/invigilator must be a school administrator (principal or vice- principal) or certified teacher.
- Graduation Literacy Assessments in French for Francophone and French Immersion students include oral components, which are administered immediately following completion of the written component. Password(s) will be sent to the alternate site exam administrator and the B.C. school contact person.
- In the event of an unpredictable circumstance resulting in the student being unable to write one or more of the approved assessments, the B.C. school must notify the Ministry no later than one day prior to the scheduled out-of-province administration(s).
- Times match the B.C. schedule, e.g., an exam to be written from 9:00 am – noon on the 14th of the month in B.C., will be written from 9:00 am – noon on the 14th of the month, wherever it is being written.

> **Important Reminder**
>
> There is no need to calculate time zone differences for students writing outside of B.C.

The full Provincial Graduation Assessment schedule is available online at www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/provincial-exams#schedule.

Administration Procedures

It is the responsibility of the B.C. school is to ensure that the host school understands its responsibilities and has the capacity to be an alternate site.

There must be:

- A stable electricity supply.
- A reliable internet connection.
- Invigilators who fully understand their responsibilities.

For an OOP Graduation Numeracy Assessment, the OOP site MUST HAVE a scanner capable of scanning at 300 DPI to send the student's written work to the Ministry.

The B.C. school must:

- Confirm that the alternate site administrator/invigilator is a school administrator (principal or vice-principal) or certified teacher.
- Confirm that the alternate site is a school setting (elementary, secondary, or post-secondary institution).
- Complete the Out-of-Province request form and send it electronically to the out-of-province invigilator for signature and return.
- Upon its return, sign the completed form and send it electronically to the Ministry.
- Communicate with the Ministry in the case of an unpredictable circumstance.

Chapter 2

Adjudication
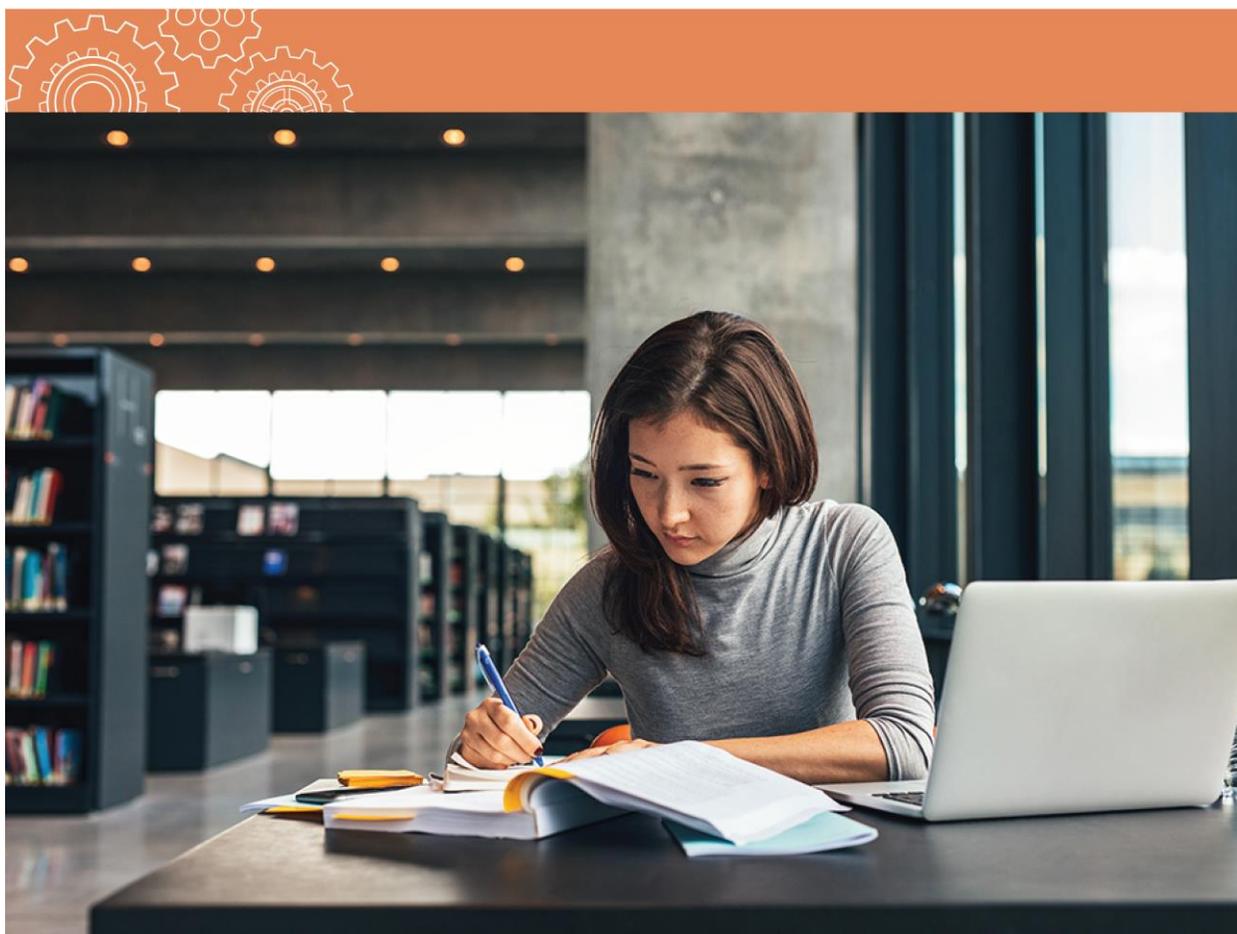
Adjudication

Information concerning Provincial Assessment Adjudication is available in the B.C. Graduation Program Policy Guide at www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf.

Further information can be found online at www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/provincial-exams/adjudication?keyword=adjudication.

The Adjudication Process: Supports for Graduation Assessments and Provincial Examinations

Determining the need for supports during assessments and exams is a school and school district responsibility. The purpose of this chapter is to guide schools and districts through the adjudication process.

As a part of the adjudications process, schools (public and independent) or school districts must:

- Determine if a student has a demonstrated need for supports.
- Ensure all decisions regarding supports are based on evidence documented in the student's file (Individual Education Plan [IEP] or Student Learning Plan [SLP]).
- Ensure a master list of all students receiving supports is kept on record at the School District Office. Districts are required to maintain a list of students and the supports received for a period of five years.

The Ministry will continue to provide guidance on the adjudication process to school districts. School-based staff should contact their District Principal of Inclusive Education with questions related to the Adjudication process. For more information on Ministry Policy regarding the adjudication process, visit the website at www.bced.gov.bc.ca/exams/adjudication.

Important Reminder

The provision of supports could also include students with recently acquired injuries/health changes (e.g., concussions or cancer treatments)

Policy Reminder

Under no circumstances are changes to the content of assessments and exams allowed. This includes paraphrasing, rewording, clarifying or explaining assessment and exam questions.

Software Features and Options on Graduation Assessments and Provincial Examinations

Software programs currently in use by a student are permitted during assessment and exam sessions. External software programs provided and supported by the school or school district include:

- Word Recognition (Text-to-Speech)
- Voice Recognition (Speech-to-Text)

Word recognition and voice recognition software are third-party computer programs such as Kurzweil, Dragon Naturally Speaking or Google Chrome for Read Write. These third-party software programs are purchased and maintained by schools to support student learning. When using any type of third-party software, schools must ensure the software has been tested with the Ministry sample assessments and exams prior to the assessment and exam session.

The following list indicates the **software features that must be disabled** prior to students writing their assessments/exams:

- Dictionary/Thesaurus
- Word Prediction
- Orally Recorded Response
- Translation/Languages

While the use of technology is encouraged, the Ministry recognizes that there may be some students who, even when provided with a variety of supports, are still unable to demonstrate their knowledge on assessments or exams without a human reader or scribe. It is expected that schools will continue to work with students to become independent with the use of technology.

Important Reminder

The Ministry no longer provides word recognition (Text-to-Speech) files for assessments and exams. Students should use instead the software programs utilized for in-classwork and assessments.

Important Reminder

Schools must ensure that students using technology have received adequate training and support before using the technology on assessments and exams.

Supports Allowed by the Ministry

The Ministry has identified specific supports to assessments/exams that may be provided. Allowable supports include:

- Word recognition (Text-to-Speech)
- Voice recognition (Speech-to-Text)
- Scribe
- Reader
- Extra time*

Students with identified needs may take up to one school day to complete an assessment or exam. The amount of extra time granted should be based on the time accommodation regularly provided to the student during in-class assessments as documented in the student's current IEP/SLP.

> **Important Reminder**
>
> The Ministry does not provide spellcheckers or calculators; however, these supports, along with supervised breaks or separate settings, may be provided to all students without formal documentation.

Supports Allowed by the Ministry for students with Visual Impairments or Hard of Hearing

The Ministry has identified specific supports to assessments and exams that may be provided to students who meet criteria for designation as a student with Visual Impairment or Deaf or Hard of Hearing:

- Large print (paper copy)
- Braille
- Oral language interpreter

A student with a visual impairment may use a reader or word recognition software if special format assessments and exams cannot meet their visual needs.

Documentation Demonstrating an Identified Learning Need

Supports for assessments and exams are allowed when there is clear evidence that the supports are consistent with the classroom assessment practices regularly used to assess the student's learning:

- Statements in an IEP or SLP indicating that a support "may be offered" or "is available" are not sufficient evidence that the support has been used in the regular assessment of student learning.
- A generic IEP or SLP indicating that a wide range of supports are available to the student is not considered evidence that the support has been regularly employed.

Eligibility for each type of support must be independently determined for each student relative to the documentation in that student's records.

The student's current IEP/SLP must clearly indicate:

- The student is working toward mandated Provincial curriculum learning standards (there are no modifications to curriculum learning standards).
- The specific supports are regularly provided for school-based learning assessment (tests and assessments).

There is clear evidence that the student has regularly taken advantage of the opportunity to employ the supports when completing school tests and assessments. This evidence may be found in IEP or SLP reviews, on report cards or in file notations.

Recording Supports in Student Files

All decisions regarding supports to be provided on assessments and exams must be based on evidence outlined in a student's IEP or SLP. The specific supports that will be used on the assessment must also be retained in a master file kept at the School District office.

Special Format Assessments

The Special Format Assessments form is available on the SSW at http://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp.

For information related to due dates, refer to the Provincial Graduation Assessments and Exams: Information for Administrators at www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/provincial-exams.

Chapter 3
Earning Credits in the B.C. Graduation Program

Options for Earning Credits

The B.C. Graduation Program allows students to earn credits toward graduation for other learning. Credit may be earned through equivalency, challenge, independent directed studies (IDS), BAA, dual credit, and/or external credentials.

Details related to each of these policies, including how each of these policies applies to the Adult Graduation Program and the graduation requirements for international students, are available in the B.C. Graduation Program Policy guide online at www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf.

Board/ Authority Authorized (BAA) – ERAC BAA Sharing Platform

In cooperation with the Educational Resource Acquisition Consortium (ERAC), a searchable BAA sharing platform has been created. Boards of Education and Independent School Authorities can volunteer to share their BAA frameworks with other Boards or Authorities. BAA courses on this platform must still be approved by the Board/Authority to ensure it is appropriate for their local needs and meets Ministry of Education standards for BAA courses. The BAA platform is available online at https://archived.bcerac.ca/services/baa/search.aspx.

Equivalency
Boards of Education Responsibilities

Boards are responsible for developing procedures and evaluation standards to determine course equivalency. If the Ministry has not already assessed the equivalency of credentials from other institutions and jurisdictions, Boards of Education have the authority to determine equivalency.

For information on courses completed in other Canadian provinces or territories, see Secondary Education in Canada: A Student Transfer Guide produced by the Council of Ministers of Education, Canada (CMEC) and available on the CMEC website at www.cmec.ca.

Equivalency Through Prior Learning Assessment (PLA)

Students may get credit for current or past work skills or post-secondary training courses by undertaking a Prior Learning Assessment (PLA). Equivalency and Challenge are the policies that enable this process. Adult students who hold valid trades and occupational qualifications may be able to demonstrate, through copies of examination specifications, detailed course outlines, instructors' reports, documented on-the-job training or work experience, and/or portfolios, that they have completed sufficient content to be successful in further learning in the content area.

When reporting an equivalency granted by a PLA to the Ministry, the school must use the designated course code, indicate a school mark and session date, and have documentation to validate the learning. The session date applicable to an equivalency granted by a PLA is the date of the assessment. Information about commonly-held Trade Certification/Tickets and equivalent Ministry of Education curriculum can be found at www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/career-and-skills-training/trades-equivalency.

Equivalency for Language Courses

For students who have either documentation or demonstration of learning in second languages, equivalency can be reported for Grade 10, 11 and 12:

- Ministry-Developed language courses, available online at www.curriculum.gov.bc.ca/curriculum/second-languages/all/courses.

- Ministry-Approved Grade 10, 11 and 12 Indigenous language courses developed through the languages template process, available online at www2.gov.bc.ca/gov/content/education-training/k-12/teach/curriculum/languages-template/indigenous-languages.

Equivalency for Ministry-Developed Language Courses

Canadian Jurisdiction

If a student has earned credit in another Canadian jurisdiction for a language course for which B.C. has a Ministry-Developed or a Ministry-Approved course developed using the languages template, use the following Grade level examples as a guide when determining language equivalency from other provinces:

B.C. Language Courses	Alberta and Saskatchewan	Manitoba
Grade 10	10 level	20 level
Grade 11	20 level	30 level
Grade 12	30 level	40 level

For example, German 40 in Manitoba is equivalent to German 12. Report the equivalent Grade 12 language course with a "Q" Code (QGE 12) and enter an "E" in the "Course Type" field.

International Education Jurisdiction

If a student has completed education in an international education jurisdiction during the last year of elementary or at the junior secondary level, and the language of instruction is one in which B.C. has a Ministry-Developed or a Ministry-Approved language course developed using the languages template, the student can receive credits for an equivalent language course at the Grade 10, 11 or 12 level.

For example, a student completing Grade 7, 8 and 9 in Costa Rica with instruction in Spanish would receive credit for Spanish 10, 11 and 12. The school would report credit for course codes SP 10, SP 11 and SP 12 with an "E" in the "Course Type" field and submit a school percentage using the student's language arts marks from Costa Rica.

When using the Equivalency Policy for students educated in Hong Kong, schools will need to determine whether the first language or language of instruction was Cantonese or Mandarin. If it was Cantonese, award the student credit for External Language Certificate (Cantonese) 10A, 11A and/or 12A (course code UXLC 10A/11A/12A). If the language of instruction was Mandarin, award the student credit for course code MAN 10, 11 and/or 12.

Students are entitled to receive equivalency for Grade 10, 11 and 12 level Ministry-Developed language courses and Ministry-Approved courses developed using the languages template according to the following guidelines:

B.C. Language Courses	International Educational Jurisdiction
Grade 10	One year of documented language arts education in the last year of elementary education
Grade 11	One year of documented language arts education at the junior secondary level
Grade 12	Two or more years of documented language arts education at the junior secondary level

External Credentials – Ministry-Authorized

External Credentials can be used to satisfy various course requirements on the B.C. Graduation Program. Details on the policy for external credentials is available online at www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf.

Policy Reminder

Students may receive credit for a language course and for an external credential in the same language. Students who have been educated in languages other than English, and successfully completed their last year of elementary or junior secondary education in a non-English speaking jurisdiction, have met or exceeded the learning outcomes of B.C.'s second language courses.

Challenge

Challenge is a means of awarding graduation credit for undocumented demonstrated prior learning. Details on the policy for challenge is available online at www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf.

Policy Reminder

A school district cannot charge a fee for a challenge process. The Ministry funds enrolling Boards of Education for successful course challenges.

Responsibilities of the School District

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

Boards must make challenge available for Board/Authority Authorized courses taught within their districts. Ministry-Developed or Ministry-Approved Language Template Grade 10, 11 or 12 courses must be available for challenge one year after full implementation of the educational program guide. School districts are not obliged to provide challenge for Board/Authority Authorized courses taught in other school districts.

If the enrolling Board of Education arranges with another Board to conduct a challenge assessment for a Ministry-Developed or Ministry-Approved Language Template course not offered in the enrolling school

district, then the enrolling Board must pay any fee charged by the non-enrolling Board to cover the costs of obtaining services in the non-enrolling school district.

Reporting a Successful Course Challenge

To receive credit for a course, a student must obtain at least a C– (50% minimum) grade/score in the challenge assessment.

When a student receives course credit through challenge, the school percentage must be reported to the Ministry, along with the code "C" in the "Course Type" field. Schools should report this information with their regular electronic data transfers. Only reported successful course challenges are funded by the Ministry.

Adult Education Courses at B.C. Post-Secondary Institutions

Adult education course available through some B.C. post-secondary institutions are identified as Adult Basic Education (ABE) courses. Codes for courses taken at a B.C. post-secondary institution are available in the online Course Registry at www.bced.gov.bc.ca/datacollections/course_registry_web_search/.

The Ministry of Advanced Education, Skills and Training's Articulation Handbook provides information about ABE post- secondary courses that have been deemed equivalent (have completed sufficient content) to Ministry of Education courses. The Articulation Handbook is available online at www2.gov.bc.ca/assets/gov/education/post-secondary-education/adult-education/abe_guide.pdf.

Earning Credits for Post-Secondary Course Completion

The policy for earning credits for post-secondary course completion is aligned with the policies for equivalency and external credentials. Students are entitled to dual credit if they earn post-secondary credits for:

- A for-credit course that leads to a credential from a post-secondary institution that is a member of the British Columbia Transfer System (www.bccat.bc.ca), or
- A course that is offered in French in conjunction with Collège Éducacentre.

Any student presenting a transcript from one of the institutions listed in this section, showing successful completion of a for-credit post-secondary course that leads to a credential, is entitled to have that course count toward secondary school graduation. All such completed post-secondary courses count as elective Grade 12 level courses.

Courses That Qualify

Courses that qualify must lead to a post-secondary credential, including courses in certificate programs of one year or less, two-year diploma programs, and full degree programs. Continuing Education courses offered by post-secondary institutions do not qualify for dual credit unless they lead to a credential by the post-secondary institution offering them. Adult Basic Education (ABE) courses do not count as dual credit because they do not lead to a post-secondary credential. However, some ABE courses do count as credits toward graduation. The external ABE courses list is available online at www.bced.gov.bc.ca/datacollections/course_registry_web_search/advanced-search.php. Enter abe* in the course title search field.

Assigning Credits

Assign 4 credits for most post-secondary courses, not the number of credits on the post-secondary transcript. The exception is for modular courses that students may take in Industry Training or other technical/vocational programs. Credits for these types of courses can be combined to equal 4 credits for a full course.

Reporting Post-Secondary Course Completions

For reporting and transcript purposes, schools must assign a percentage and letter grade to successfully completed for-credit post-secondary courses. As a post-secondary institution may use a different letter grade system than is used in the K–12 system, refer to the transcript notations or the respective post-secondary institution's calendar to determine the appropriate letter grade and percentage for reporting the course to the Ministry.

Post-secondary institutions that currently qualify:

Alexander College

Athabasca University

British Columbia Institute of Technology

British Columbia Open University

Camosun College

Capilano University

Coast Mountain College (formerly Northwest Community College)

College of New Caledonia

College of the Rockies

Columbia College

Coquitlam College

Corpus Christi College

Douglas College

Collège Éducacentre

Emily Carr University of Art & Design

Industry Training Authority Designated Training Provider

Institute of Indigenous Government

Justice Institute of British Columbia

Kwantlen Polytechnic University

Langara College

Nicola Valley Institute of Technology

North Island College

Northern Lights College

Okanagan College

Royal Roads University

Selkirk College

Simon Fraser University

Thompson Rivers University

Trinity Western University

University of British Columbia

University of the Fraser Valley

University of Northern British Columbia

University of Victoria

Vancouver Community College

Vancouver Island University

Yukon College

Independent Directed Studies (IDS)

IDS allow students to initiate their own learning under teacher supervision. Although IDS is intended to allow students to pursue curriculum in more detail (students receive course credit plus IDS credit), or to focus on some of the content of a course that has not been taken (students receive only IDS credit), the IDS Policy also allows schools to recognize learning in courses that students do not complete, and in this way can be used to report partial learning. Details on the policy for IDS is available online at https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf.

An IDS course can be up to 4 credits, where 1 credit represents the value attached to the understanding, knowledge, skills and competencies that most students can acquire in approximately 30 hours of instruction.

Responsibilities of the School District

The Ministry encourages school districts to use the IDS policy and to develop appropriate implementation procedures. Principals must approve IDS courses arranged between teachers and students.

IDS Process

To participate in IDS, students should demonstrate the ability to work independently. They do not need to complete the approved classroom course curriculum before they pursue IDS in that course. Teachers and students should develop an IDS plan that includes:

- A process for ongoing facilitation and assessment
- Criteria for determining successful completion of the IDS
- Credit value (1, 2, 3 or 4 credits) for the proposed IDS

Reporting IDS

IDS must be reported on report cards, Permanent Student Records, and transcript data sent to the Ministry. An IDS course title is composed of the prefix "IDS" followed by the regular course title for the related Ministry-Developed, Ministry-Approved Language Template, or Board/
Authority Authorized course. The examples below are guidelines for reporting IDS courses:

IDS Course Title	Report Course Code as:	Report Related Course Code as:	Specify # of Credits:
IDS Life Sciences 11	IDS 11A	LFSC 11	1, 2, 3 or 4
IDS BA Psychology 12A	IDS 12A	YPSYC 12A	1, 2, 3 or 4

For students completing more than one IDS at a given Grade level, use the sequential coding of A, B, C…F in the course code (e.g., IDS 10A, IDS 10B, IDS 10C… IDS 10F).

Schools should submit IDS course data to the Ministry during regular data transfers. Please note that the "related course" code must be entered in a data field separate from the regular course code field and must be left aligned when entered. Check with your school's administrative software vendor for additional information about this field.

Credit Restrictions

Courses are restricted for credit if they share a substantial overlap of learning standards or are deemed to be equivalent to another course. These restrictions are in place to prevent a student from receiving credit more than once for completing the same learning standards.

English and French language versions of the same course are credit restricted, as are courses for which a student has received equivalent credit and been assigned a 'Q' code (a 'Q' is added to the provincially-examinable course code in the system when a student is exempted from writing a provincial examination). In other words, a student cannot receive equivalent credit for a course, then receive credit for the course itself. See the online Course Registry website at
www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php for a list of other credit restrictions.

Chapter 4
Graduation Requirements

B.C. Graduation Program – Graduation Requirements

B.C. Graduation Program requirements, including graduation requirements for international students and Dual Dogwood requirements for French Immersion students and for Francophone students, are available online at https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf.

B.C. Graduation Program

The list of courses that can fulfill Required Courses requirements can found in the online Course Registry at www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php.

Elective credits can be Grade 10, 11 or 12 Ministry-Developed or Ministry-Approved Language template courses, External Credentials, Board/Authority Authorized (BAA) courses, Post-Secondary credits, and/or Independent Directed Studies (IDS). Note: Some External Credentials can serve as required courses for graduation.

The required minimum of 16 credits at the Grade 12 level (including a Language Arts 12) may be for required courses or elective credits, and can come from Ministry-Developed, Ministry-Approved Language Template, BAA, External Credential, Post-Secondary Dual Credit or IDS courses. Career Life Connections can be used toward the requirement of at least 16 credits at the Grade 12 level.

Adult Graduation Program

Adult Graduation Program requirements are outlined in the B.C. Graduation Program Policy Guide available online at www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf.

Further information can be found on the British Columbia Adult Graduation Diploma Program website at www2.gov.bc.ca/gov/content/education-training/adult-education/graduate-high-school/bc-adult-graduation-diploma-program.

The list of courses that can fulfill the Language Arts 12 and Mathematics 11 or 12 Adult Graduation Program requirements are available online through the Course Registry at www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php.

A student must be 18 years or older to gain entry to the Adult Graduation Program. This age requirement is the minimum age a student may begin, not end, the Adult Graduation Program. Under no circumstances will a student under the age of 18 be allowed to enter the Adult Graduation Program.

Students who transfer to the Adult program at age 18 still need to complete at least 80% of course work after their 18th birthday for the courses to be eligible as courses "completed as an adult."

An Adult Graduation Program student may receive credit toward an Adult Graduation Diploma for no more than two qualifying courses completed while in the B.C. Graduation Program. This means that the student must receive credit for at least three of the qualifying courses needed to meet Adult Graduation Program requirements after enrolling in the Program. These three or more qualifying courses can either be completed through course work taken while in the Program or obtained through Prior Learning Assessment (PLA) that recognizes knowledge and skills acquired as an adult.

PLA is a process that enables students to gain recognition and credit for what they already know and can do. PLA requires documentation and may be based on a portfolio of evidence, projects and assignments, program evaluations, demonstration, oral questioning and/or course challenge. Additional information concerning PLA can be found in Chapter 3 of this Handbook.

Policy Reminder

Board/Authority Authorized and Independent Directed Studies courses do not count toward the minimum five courses required in the Adult Graduation Program.

Chapter 5
Reporting Courses and Programs

Reporting Arts Education and Applied Design, Skills, and Technologies Courses

Arts Education and Applied Design, Skills, and Technologies are unique in that either area of learning or a combination of both areas may be used to satisfy graduation requirements. To graduate, students have several options for satisfying the 4 credit Arts Education and/or Applied Design, Skills, and Technologies 10, 11, or 12 graduation requirement that schools must report to the Ministry.

1. The student completes two 2 credit or one 4 credit Ministry-Developed course that meets the Arts Education and/or the Applied Design, Skills, and Technologies graduation requirement as listed in the online Course Registry at www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php.

2. The student completes two 2 credit or one 4 credit Grade 11 Board/Authority Authorized (BAA) course that aligns with the BAA Arts Education 11 and/or Applied Design, Skills, and Technologies 11 curriculum.

    • Schools transferring data electronically report the BAA course and number of credits using "A" (Applied Design, Skills, and Technologies), "F" (Arts Education), or "B" (for both) in the Graduation Requirements field.

    • Grade 10 BAA courses and Grade 12 BAA courses in the Arts Education or Applied Design, Skills, and Technologies areas of learning do not meet the Arts Education and/or Applied Design, Skills, and Technologies graduation requirements.

3. The student completes an External Credential that meets the Arts Education and/or Applied Design, Skills and Technologies 10, 11, or 12 graduation requirements.

Board/Authority Authorized Courses (BAA)

A standardized set of general descriptive codes are used for coding BAA courses. Districts and schools select their own BAA course codes from the list of BAA core course categories available through MyEducationBC and the BAA website at www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/baa_core_categories.pdf.

While the codes are generic and unalterable, the course description can be customized/changed at the school level to reflect the actual content. For example, a course with TRAX code YVPA 11A and a generic description of Visual and Performing Arts could represent Art History for one group of students, Hip Hop for another group, and Jewelry and Art Design for a third group. These titles could be entered by the school offering each course, and could appear on a student's transcript, but the TRAX code would remain as YVPA 11A.

However, a student can only get credit for YVPA 11A once. If a student enrolls in more than one YVPA 11 course, the school must use the additional letters provided in the YVPA 11 category (i.e., YVPA 11B, 11C, 11D or 11E) to denote each course as separate and distinct on the student's record. TRAX will then recognize each course as distinct and the student will receive credit for each.

External Languages – Credit for Documented Prior Learning

There are three ways in which a student may receive credit for language learning acquired outside the regular classroom:

- Through Equivalency, as described in Chapter 3, for Ministry-Developed language courses and for Indigenous language courses developed using the Ministry-Approved Language Template.

- Through External Credentials language assessments and programs. See www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/external-credentials for a list of organizations offering approved external language credentials.

- External Language Certificates are used to recognize learning in all languages other than Ministry-Developed language courses and courses developed using the Ministry-Approved Language Template or to grant credit in these languages for documented learning that may not meet the criteria for Equivalency. In all cases, the learning must be documented by an education authority. A student who presents appropriate documentation is eligible to receive credit for all non-Ministry-Developed language courses and courses developed using the Ministry-Approved Language Template.

Acceptable External Language Certificates are:

- Documentation from other Canadian provinces and territories. See the External Language Certificates Codes in the online Course Registry at www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php.

- Documentation from international educational jurisdictions.

For students who completed language training in another province or territory of Canada other than Ministry-Developed language courses and courses developed using the Ministry-Approved Language Template and that does not meet the criteria for Equivalency, the Ministry offers the following example as a guideline:

- If a student studied South Slavey language in Grade 10 in the Northwest Territories (i.e., received credit for a 'Northwest Territories – language 10' course), then the student would receive credit for External Language Certificate 10A and the course code to enter would be UXLC 10A. Similarly, if the language course for which the student received credit was a Grade 11 course, the course code to enter would be UXLC 11A. If the language course was a Grade 12 course, the course code to use would be UXLC 12A. The A, B, and C in the course title/code allow the student to get credit for more than one language if they have documentation.

For students who completed part of their education program in an international jurisdiction, the Ministry offers the following guidelines:

- If a student completed the last year of elementary education in a first language or using a language other than English as the language of instruction, use course code UXLC 10A. For example, if a student completed Grade 7 in Thailand, report External Thai 10A for that course code.

UXLC 10A	External Language Certificate 10A	4 credits

- If a student completed one year of junior secondary education in a first language or using a language other than English as the language of instruction, use course code UXLC 11A. For example, if a student completed one year of junior secondary school (Grade 8) in Thailand, report External Thai 11A for that course code.

UXLC 11A	External Language Certificate 11A	4 Credits

- If a student completed an additional year of junior secondary education in a first language or using a language other than English as the language of instruction, use course code UXLC 12A. For example, if a student completed two years of junior secondary school (Grade 9) in Thailand, report External Thai 12A for that course code.

UXLC 12A	External Language Certificate 12A	4 Credits

External Dual Credit Post-Secondary Courses

An external dual credit course will appear on a student's transcript generically as a post-secondary course, as indicated in the table below. See the "Earning Credits for Post-Secondary Course Completion" section in Chapter 3 for additional information.

External Post-Secondary Course Codes Table

Course Code	Course Title	Start Date	Credits
PSIA 12A	BC Institute of Technology Course 12A	2003-09-01	4
PSIAA12A	Trinity Western University Course 12A	2003-09-01	4
PSIAB12A	Yukon College Course 12A	2003-09-01	4
PSIAC12A	Educacentre Course 12A	2003-09-01	4
PSIAD12A	Columbia College Course 12A	2003-09-01	4
PSIAE12A	BC Open University 12A	2003-09-01	4
PSIAF12A	Coquitlam College Course 12A	2004-09-01	4
PSIAG12A	Corpus Christi College 12A	2003-09-01	4
PSIAH12A	Alexander College Course 12A	2016-09-01	4
PSIAU12A	Athabasca University Course 12A	2011-07-01	4
PSIB 12A	Camosun College Course 12A	2003-09-01	4
PSIC 12A	Capilano University Course 12A	2003-09-01	4
PSID 12A	College of New Caledonia Course 12A	2003-09-01	4
PSIE 12A	College of The Rockies Course 12A	2003-09-01	4
PSIF 12A	Douglas College Course 12A	2003-09-01	4
PSIG 12A	Emily Carr University of Art & Design Course 12A	2003-09-01	4

Course Code	Course Title	Start Date	Credits
PSIH 12A	Institute of Indigenous Government Course 12A	2003-09-01	4
PSII 12A	Justice Institute of BC Course 12A	2003-09-01	4
PSIJ 12A	Kwantlen Polytechnic University Course 12A	2003-09-01	4
PSIK 12A	Langara College Course 12A	2003-09-01	4
PSIL 12A	Vancouver Island University 12A	2003-09-01	4
PSIM 12A	Nicola Valley Institute Technology Course 12A	2003-09-01	4
PSIN 12A	North Island College Course 12A	2003-09-01	4
PSIO 12A	Northern Lights College Course 12A	2003-09-01	4
PSIP 12A	Coast Mountain College (formerly Northwest Community College) Course 12A	2003-09-01	4
PSIQ 12A	Okanagan College Course 12A	2003-09-01	4
PSIR 12A	Royal Roads University Course 12A	2003-09-01	4
PSIS 12A	Selkirk College Course 12A	2003-09-01	4
PSIT 12A	Simon Fraser University Course 12A	2003-09-01	4
PSIU 12A	University of British Columbia Course 12A	2003-09-01	4
PSIV 12A	Thompson Rivers University Course 12A	2003-09-01	4
PSIW 12A	University of The Fraser Valley Course 12A	2003-09-01	4
PSIX 12A	University of Northern BC Course 12A	2003-09-01	4
PSIY 12A	University of Victoria Course 12A	2003-09-01	4
PSIZ 12A	Vancouver Community College Course 12A	2003-09-01	4
TRITA 12A	ITA Designated Training Provider Course 12A	2017-01-01	4

 * All TRN courses delivered by ITA designated training providers (including school districts) are to be reported using the TRITA 12A course codes. The PSITA course codes are no longer available.

Advanced Placement (AP) and International Baccalaureate (IB) Courses

Reporting AP and IB Courses

Report a student's school mark (percent and letter grade) for an AP or IB course. AP and IB courses appear on student transcripts. Post-secondary institutions generally make admission decisions based on results provided by the AP (College Board) or IB organizations.

When reporting an AP or IB course to the Ministry, use the AP or IB course code listed in the online Course Registry. The Advanced Placement Course List is located at
www.bced.gov.bc.ca/datacollections/course_registry_web_search/advanced-search.php and search for course title: ap*

The International Baccalaureate Course List is located at
www.bced.gov.bc.ca/datacollections/course_registry_web_search/advanced-search.php and search for course title: ib*

> **Important Reminder**
>
> Do not report the numerical results provided by the advanced placement program or international baccalaureate program.

AP and IB program participation are noted on the bottom of a student's transcript if the school submits the appropriate program code. The program code for Advanced Placement is "AD." For International Baccalaureate it is "BD" (Diploma) or "BC" (Certificate). These codes can be entered in the Program Participation field of the student's DEM file (electronic transfer).

Customized Course Descriptions for IB Languages

A customized course description for an external language course can be provided. For example, students may receive credit for International Baccalaureate A-1, A-1 Self-taught, B and Ab Initio languages. Report the course using UXLC codes and report the IB and language name in the course description field.

Further information concerning AP and IB courses can be found on the 'Getting Credit to Graduate' webpage at www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate.

External Credentials

Each External Credential is given a course code that schools must use for reporting to the Ministry. All External Credentials have been assigned a credit value.

To report a successful completion, the school must first examine credentials from the external institution. It is the student's responsibility to present this credential as proof of successful course or program completion. If a student's credential requires verification, schools should contact the external organization. External organization contact information is available on the External Credentials website at www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/external-credentials.

After examining the documentation from the external organization, the school must decide whether to report the student's level of achievement as a school percentage and letter grade or as Transfer Standing (TS).

It is possible to assign a percentage based on the mid-point of a letter grade or on other performance indicators. When a school mark cannot be determined, use a TS letter grade. TS has no effect on a student's Grade Point Average (GPA).

The session date indicates the date the school received the required documentation (e.g., certificate or letter) from the student. The date of the certificate or other verification can be earlier than the session date in which it is reported.

> **Important Reminder**
>
> Only those External Credentials that have been reviewed and approved by the Ministry can be applied toward graduation.

Reporting External Sport Credentials

Information concerning the reporting of external sport credentials can be found on the 'External Sport Credentials Program' webpage at www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/external-credentials/external-sport-credentials-program.

For information concerning external sport credentials and coach programs, please contact:

> **Ministry of Tourism, Arts and Culture – Sport Branch**
> Attention: Chris Graham
> PO Box 9820 Stn Prov Govt
> Victoria, BC V8W 9N7
> Fax: 250.356.2842
> Phone: 778.698.3339
> Email: Chris.Graham@gov.bc.ca
> Website: www2.gov.bc.ca/gov/content/sports-culture/sports

External Adult Basic Education Courses

The External Adult Education Course List is located at www.bced.gov.bc.ca/datacollections/course_registry_web_search/advanced-search.php and search for course title: abe*

Any adult student who presents a transcript from a public post-secondary institution, showing successful completion of the course(s) indicated, is entitled to credit towards secondary school graduation.

Assign the number of credits in the Credit Value field of the Course Details Record from the online Course Registry and not the number of credits on the post-secondary transcript.

Post-secondary institutions may use a different letter grade system. Refer to the transcript notations or the institution's calendar to determine the appropriate Grade percentage and letter grade. If it is not possible to assign a percentage and letter grade, assign Transfer Standing (TS).

For information concerning External Education Courses through the post-secondary system, please contact:

> **Ministry of Advanced Education, Skills and Training**
> PO Box 9877 Stn Prov Govt
> Victoria, BC V8W 9T6
> Phone: 250.952.6114
> Fax: 250.952.6110

Career Programs

Information concerning career programs can be found on the 'Career and Skills Programs' webpage at www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/career-and-skills-training.

What is Required for Career Program Participation to Show on the Transcript?

Career Program participation will show on a student's transcript if a school reports a Career Program participation code for the student and if that student completes an eligible work experience or trades training course. Eligible work experience and trades training courses are:

WEX 12A Ministry-Authorized Work Experience

WEX 12B Ministry-Authorized Work Experience

WRK 11A Youth Work in Trades

WRK 11B Youth Work in Trades

WRK 12A Youth Work in Trades

WRK 12B Youth Work in Trades

TST 12A Youth Explore Trades Sampler

TST 12B Youth Explore Trades Sampler

TST 12C Youth Explore Trades Sampler

TRN* 12A - P Youth Train in Trades

* is the psi code as per the "External Post-Secondary Course Codes Table" in this chapter. For TRN courses delivered by ITA designated training providers (including school districts), the course code is TRITA 12A-P.

In addition to one or more Ministry-Authorized work experience courses, students who are registered in a Career Program can take a combination of career-related Ministry-Developed or Board Authority/Authorized courses.

How to Report Career Program Participation to the Ministry

Electronic Data Transfer

Report Career Program participation in the Program Participation field of the student's DEM file. Enter the two-character alpha code for the Career Program specialty area in which the student is participating. For instance, if the student is in a Trades and Technology Career Program, enter the code "XH." See below for information concerning Career Program codes.

Career Program Codes

Career Program codes apply to students in Career Preparation, Cooperative Education, Youth Work in Trades, and Youth Train in Trades programs. The same codes may be used for Transcript and Exam (TRAX) data collections. The eight Career Program codes are:

XA Business and Applied Business

XB Arts Education, Design and Media

XC Fitness and Recreation

XD Health and Human Services

XE Liberal Arts and Humanities

XF Science and Applied Science

XG Tourism, Hospitality and Foods

XH Trades and Technology

For information concerning industry training or career programs, please contact:

> **Ministry of Education**
> Attention: Work Experience and Career Coordinator
> PO Box 9887 Stn Prov Govt
> Victoria, BC V8W 9T6
> Phone: 250.893.7498
> Email: EDUC.Skills@gov.bc.ca

Locally-Developed Courses

Boards/Authorities should approve and report to the Ministry all non-credit Locally Developed (LD) courses. Where grades or percentages have been assigned, students will be issued transcripts showing all credit and non-credit courses. For further information, please refer to the 'School Completion Certificate Program (SCCP) Reporting' webpage at www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/graduation/sccp-reporting.

> **Important Reminder**
>
> Locally Developed (LD) courses are non-credit courses that have been created or modified by a Board/Authority as part of a local program. LD courses may include preparatory or remedial curriculum.

Reporting Locally-Developed Courses to the Ministry

Core course codes that cover a wide range of subjects commonly reported by districts for students completing a School Completion Certificate Program are available in the online Course Registry at www.bced.gov.bc.ca/datacollections/course_registry_web_search/advanced-search.php. Search under Course Type: Locally Developed; Course Status: Open; and Graduation Program: Course-based Graduation Program.

Generic course titles/descriptions should be customized to meaningfully reflect the actual course content. For example, the generic course title/description 'LD IEP

> **Policy Reminder**
>
> Boards of Education and Independent School Authorities must have an approval process in place for using locally-developed course codes.

Modified Course 12A' could be renamed 'LD IEP 12A Banking.' These customized titles will be printed on the student's transcript, providing a meaningful record of student work.

For information on locally developed courses, please contact:

Ministry of Education
Inclusive Education Branch
PO Box 9887 Stn Prov Govt
Victoria, BC V8W 9T6
Phone: 250.387.1036
Fax: 250.356.1742
Email: LearningSupports@gov.bc.ca

Chapter 6
Student Credentials

Transcript of Grades

A transcript is the official document that indicates:

- Grade 10, Grade 11 and Grade 12 courses that are successfully completed.

- The Graduation requirement met by a course.

- Courses completed by challenge or equivalency.

- Course achievement levels, except for I (In Progress or Incomplete),
  F (Failure) and W (Withdrawal)

- Honours Standing, if the student has a Grade Point Average (GPA) higher than 3.0 (a better than B average).

- Whether a student participated in one or more of the following special programs: Career Program, Advanced Placement, International Baccalaureate, French Immersion or Programme francophone.

- How many credits by course a student has earned toward graduation.

- Graduation assessments successfully completed.

Sample Transcript of Grades

SAMPLE TRANSCRIPT OF GRADES – BC GRADUATION PROGRAM

Ministry of Education

Personal Education Number	Birthdate	Issue Date

Name Address
City BC Postal Code

School Code

Name of School		
Street Address or P.O. Box No.		
City		Postal Code

Course Name	Course Code	Req	Equ	Section Date	Gr. 12 School %	Gr. 12 Exam %	Final %	Final Letter Grade	Credits
English 10	EN 10	1		2018/01			73	B	4
French 10	FR 10			2018/06			92	A	4
Music 10: Concert Band	MCB 10			2018/06			88	A	4
Physical Education 10	PE 10	11		2018/06			90	A	4
Career Life Education	CLE	10		2018/01			92	A	4
Foundations of Math and Pre-Cal 10	FMP 10	6		2018/06			76	B	4
Science 10	SC 10	8		2018/06			80	B	4
Social Studies 10	SS 10	4		2018/01			79	B	4
Graduated Numeracy Assessment 10	NME 10	16		2018/06				3	
BA Visual & Performing Arts 11A	YVPA 11A			2019/01			71	C+	4
Biology 11	BI 11	9		2019/06			87	A	4
Dance: Performance 11	DNP 11			2019/01			86	A	4
English 11	EN 11	2		2019/01			82	B	4
Instrumental Music 11: Concert Band	IMCB 11	12		2019/01			75	B	4
Principles of Math 11	MA 11	7		2019/06			84	B	4
Social Studies 11	SS 11	5		2019/01			76	B	4
Camosun College Course 12A	PSIB 12A			2020/06			78	B	4
Instrumental Music 12: Concert Band	IMCB 12			2020/06			79	B	4
Biology 12	BI 12			2020/06			84	B	4
Dance: Performance 12	DNP 12			2020/01			86	A	4
English Studies 12	EN 12	3		2020/01			84	B	4
Social Justice 12	SJ 12			2020/01			71	C+	4
Career Life Connections	CLC	13		2020/06			83	B	4

Based on the information provided by the school, this student has graduated in the Graduation Program 2004 with honours, Graduation date: June 2007.

For additional information on meeting graduation requirements, contact your secondary school or refer to the following Ministry of Education website: www.bced.gov.bc.ca/graduation/ . Courses may have been completed at schools or institutions other than the student's current school of record as noted on this transcript.

Courses may have been completed at schools or institutions other than the student's current school of record as noted on the transcript.

Information concerning letter grades and their meanings is available online at https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf. Information concerning Aegrotat Standing (AEG) is available in Chapter 1 of this Handbook. The letter grade 'RM' (Requirement Met) is only used on the transcript for the Literacy 10 Assessment and indicates that the student has met the graduation requirement to write this assessment.

Which Indicators Are Used Where?

Letter Grade/ Proficiency Scale	Term Report	Final Report Card	Exam Results	Assessment Results	Transcript of Grades	Unofficial Transcript of Grades
A to C	✓	✓	✓		✓	✓
F	✓	✓	✓			
I	✓	✓				
RM				✓	✓	✓
SG		✓			✓	✓
TS		✓			✓	✓
W	✓	✓				
AEG			✓		✓	✓
Emerging				✓		
Developing				✓		
Proficient				✓		
Extending				✓		

"I" may only be assigned in accordance with Section 3 of M192/94, the Provincial Letter Grades Order and the Student Reporting Policy.

When sending an "I" to the Ministry, the school should not report a percentage as the course has not been completed. The school should send in a final percentage after converting the "I" to a final mark.

Indicators on Transcripts

Transcripts only record successfully-completed courses. As a result, courses with the following indicators are not included:

I (In Progress or Incomplete)　　　　F (Failure)　　　　W (Withdrawal)

If a student repeats a course, only the higher mark appears on the transcript.

Program Participation on Transcripts

Transcripts may indicate participation in one or more of the following special programs:

- Career Program
- Advanced Placement
- International Baccalaureate

A statement indicating that the student participated in one or more of these programs will be printed on the bottom of their transcript if the school provides the appropriate two-letter code in the program participation field of the student's DEM file (electronic transfer). Information concerning the reporting of these programs can be found in Chapter 5.

French Programs on Transcripts

Programme Francophone

The statement "This student has successfully completed programme francophone" will appear on the bottom of a transcript if the student has graduated and completed all of the following:

- A Français langue première 10
- A Français langue première 11
- Français langue première — Français langue et culture 12
- L'évaluation de numératie de 10e année
- L'évaluation de la littératie de 10e année — Français langue première
- Grade 10 Graduation Literacy Assessment — English
- L'évaluation de la littératie de 12e année — Français langue première
- Grade 12 Graduation Literacy Assessment — English

French Immersion Program

The statement "This student has successfully completed the French Immersion Program" will appear on the bottom of a transcript if the student has completed all of the following:

- Français langue seconde-immersion 10
- A Français langue seconde-immersion course at the Grade 11 level, or IB FRANCAIS A1 (NS)
- Français langue seconde-immersion 12
- At least 12 more credits at the Grade 10, 11 or 12 level for courses taught in French with at least four of these credits at the Grade 11 or 12 level
- Grade 10 Graduation Numeracy Assessment (English or French)
- Grade 10 Graduation Literacy Assessment — English
- L'évaluation de la littératie de 12e année — Français langue seconde-immersion
- Grade 12 Graduation Literacy Assessment — English

Honours Standing on Transcripts

TRAX calculates Grade Point Average (GPA) based on the best credits that satisfy the requirements for graduation. Courses completed for fewer than 4 credits are weighted. The grade point scale used is unique to B.C. and may not reflect the grade point scale used by other jurisdictions. The B.C. grade point scale used is set out here:

A [4 points]	B [3 points]	C+ [2.5 points]	C [2 points]	C- [1 point]

When Are Transcripts Sent to the Student's School of Record (SOR)?

At the end of July, public schools, groups 1, 2 and 4 independent schools, and FNSA-certified First Nations schools receive an official printed copy of each Grade 12 or graduated Adult Graduation Program student's transcript of grades. Schools also receive transcripts for new graduates and those meeting Honours Standing requirements at the end of each month during the regular school year (end of October through end of May). Updated transcripts are also sent to schools each week through August and September for Grade 12 students and graduated Adult Graduation Program students if changes are entered in the previous week.

Student Record and Transcript Responsibilities of the School

Even though the Ministry provides a transcript service, schools are the official holders of student records. A copy of a Ministry-produced transcript must be maintained for 55 years after a student graduates (or withdraws from school) as part of the Permanent Student Record. A school may issue official school transcripts upon request. The Ministry considers a transcript issued by a school, bearing the school seal and principal's signature, an official document.

Schools of record are responsible for issuing and replacing all graduation credentials for the years 1974–1985.

Schools also have the authority to correct errors and omissions. In the case of misspelled names, it is the school's responsibility to make corrections. A school may either correct a transcript or replace it. Schools are also responsible for providing the Ministry with correct demographic information during data transfers. Schools should submit information about transcript corrections to the Student Certification Branch for the Ministry to update its records. See Chapter 8 for more information.

Transcript Paper

Schools can order a supply of official blank transcripts from the Ministry by emailing a count of how many are needed for each graduation program to student.certification@gov.bc.ca.

Obtaining Record of Kindergarten to Grade 9 Courses

Students requiring proof of courses completed in B.C. prior to Grade 10 must obtain a certified true copy of the Permanent Student Record (PSR) that is maintained by the school or school district office where the student completed a majority of secondary school courses. Schools can produce a school transcript showing Grade 9 courses.

Ordering Blank Permanent Student Record (PSR) Cards

Schools and district offices can order a supply of blank permanent student record cards by contacting:

> **Government Publications Services**
> 563 Superior Street
> PO Box 9452 Stn Prov Govt
> Victoria, BC V8W 9V7
> Phone: 250.387.6409
> Fax: 250.387.1120
> Toll Free within BC: 1.800.663.6105
> www.crownpub.bc.ca

Student Access to Transcripts

Students can get their transcript from their school or online using the StudentTranscripts Service (STS) at www.studenttranscripts.gov.bc.ca. Students can also access their Unofficial Transcript of Grades and can send transcripts electronically to post-secondary institutions using STS.

Certificate of Graduation (Dogwood Diploma)

Information concerning Certificates of Graduation, including French Certificates, is available online in the Student Credentials Policy at www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/student-credentials.

To be eligible to receive a Dogwood Diploma for the B.C. Graduation Program, at least one of all graduation requirements must have been completed in the B.C. school system. A student typically graduates from the school where they completed their final graduation requirement.

> **Important Reminder**
>
> Dogwood Diplomas do not indicate Honours Standing.

Issuing Certificates of Graduation

At the end of July, the Ministry produces graduation certificates for all graduating Grade 12 and Adult Graduation Program students in public schools, Groups 1, 2 and 4 independent schools, and FNSA-certified First Nations schools. Diplomas for public school students are sent to each board office before being distributed to public schools in the district. Diplomas for independent and FNSA-certified school students are sent to schools for appropriate signatures before being distributed to students.

During the school year, the Ministry produces graduation certificates monthly for students who have had transcript activity resulting in graduation. These are sent to schools for signatures and distribution.

Certificate of Graduation Responsibilities of the School

Principals are responsible for signing Certificates of Graduation. Schools are responsible for distributing Graduation Certificates to students. Schools are also responsible for sending to the Ministry the correct spelling of their students' names during data transfers. If a student's name is misspelled on their graduation certificate, the school is responsible for making corrections by completing a blank certificate.

Blank Certificates of Graduation

A supply of blank Certificates of Graduation may be ordered from the Ministry by emailing student.certification@gov.bc.ca.

Ordering Copies of a Certificate of Graduation

Students may request additional copies of a Certificate of Graduation using the StudentTranscripts Service at www.studenttranscripts.gov.bc.ca.

School Completion Certificate Program (Evergreen or SCCP)

Descriptive information and the purpose of the School Completion Certificate can be found on the School Completion Certificate Program webpage at www2.gov.bc.ca/gov/content/education-training/k-12/support/school-completion-certificate-program.

Additional policy information concerning the School Completion Certificate as it relates to other BC credentials is available online in the Student Credentials Policy at www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/student-credentials.

Issuing School Completion Certificates

To issue transcripts and School Completion Certificates to students, schools are required to submit TRAX data for course work, including all credit and non-credit courses completed. Students who receive School Completion Certificates must be identified in the final data transfer at the end of June. The transcript will contain a statement indicating that the student has been issued a School Completion Certificate. See Chapter 5 for information on Course Codes and reporting procedures.

Descriptive Transcripts

Information concerning descriptive transcripts for School Completion Certificate Program students can be found on the School Completion Certificate Program webpage at www2.gov.bc.ca/gov/content/education-training/k-12/support/school-completion-certificate-program.

Certificate Responsibilities of the School

Schools are responsible for sending their students' education program completion dates to the Ministry. Schools should use the YYYYMMDD format in the DEM file, which can be sent to the Ministry during any data transfer.

Transcripts for students receiving School Completion Certificates may be ordered using the StudentTranscripts Service website. As these students are not on a program leading to graduation, Transcript Verification Reports (TVRs) are not available at any time.

When Are Certificates Sent to Students?

The Ministry produces School Completion Certificates for students whose education program completion dates have been sent to the Ministry. It is generally expected that a student will not meet School Completion Certificate Program requirements until the end of the Grade 12 year, although in some cases it may be earlier. The certificates are sent to schools for appropriate signatures before distribution to students. Schools are responsible for obtaining the signature of the principal before distributing School Completion Certificates to their students.

Most certificates are produced and sent to schools in July, and upon request, throughout the year. Schools distribute certificates to students.

French School Completion Certificates

A French version of the School Completion Certificate is available. Written requests for French School Completion Certificates must be made to the Student Certification Branch at student.certification@gov.bc.ca.

Ordering Copies of a School Completion Certificate

Students may request additional copies of School Completion Certificates (Evergreen) and transcripts using the StudentTranscripts Service at www.studenttranscripts.gov.bc.ca.

> **School Completion Certificate Program Contact**
> Email: EDUC.LearningSupports@gov.bc.ca

Sample School Completion Certificate

SAMPLE TRANSCRIPT FOR SCHOOL COMPLETION CERTIFICATE PROGRAM

Ministry of Education   Transcript of Grades

Personal Education Number	Birthdate	Issue Date

Name Address

City BC Postal Code

School Code

Name of School	
Street Address or P.O. Box No.	
City	Postal Code

Course Name	Course Code	Req	Equ	Session Date	Gr. 12 School %	Gr. 12 Exam %	Final %	Final Letter Grade	Credits
Dance Company 10	DNCM 10			2018/01			83	B	4
Principles of Mathematics 10	MA 10			2018/01			54	C -	4
Foods and Nutrition 10	FDN 10			2018/01			72	C +	4
Physical Education 10	PE 10			2018/06			64	C	4
Planning 10	PLAN 10			2018/01			54	C -	4
BA Computer and Info Science 11	YCAIS 11A			2019/01			82	B	4
Dance: Performance 11	DNP 11			2019/06			77	B	4
Apprenticeship and Workplace Math 11	AWM 11			2019/01			50	C -	4
Foods and Nutrition 11	FDN 11			2019/01			57	C -	4
Literacy Development 11	XLDEL 11								
Social Skills Development 11	XLDC11D								
Leadership Studies 12	XLDST12								
Work Experience 12A	WEX 12A			2020/06			99	A	4
*** End of Course List***									

Based on the information provided by the school, this student has not yet completed the School Completion Certificate Program. Students with questions should contact their school(s) immediately.

StudentTranscripts Service (STS)

The STS is an online application for current and former students to view their marks, transcripts, scholarships and send transcripts to post-secondary institutions and employers. School administrators and counsellors access student results through the School Secure Web (SSW).

Through STS, current students in Grade 12 or on the Adult Graduation Program can send up to 25 free transcripts to post-secondary institutions for up to six months after they graduate. After that time, past graduates may access additional copies of their transcripts via this service for a fee of $10 per copy.

Students are also entitled to one free transcript after graduation that can be sent to any address. This transcript is not mailed automatically at the end of the school year but, if desired, must be ordered by the student on STS.

STS can be accessed at www.studenttranscripts.gov.bc.ca. From there they can register for a Basic BCeID required to use the StudentTranscripts Service. When signing up for a Basic BCeID, students select their password reset question and answer, which they must remember as they are required if students forget their password. Students must use spacing and punctuation with care when selecting answers as answers are case sensitive and spaces entered between letters or words are not recognized.

Student Dashboard on the STS

The Student Dashboard allows students to:

- View assessment and provincial exam marks.
- View and order transcripts.
- View any awarded scholarships from the Provincial Scholarship Program.
- Order digital or printed copies of official transcripts.
- Select up to 25 Post-Secondary Institution (PSI) selections for transcript delivery at no charge for current students (students must be enrolled in or completed a course within the last 6 months).
- Request transfer of transcripts to PSIs and employers.
- Authorize ongoing PSI access to receive transcript updates throughout the year (current batch files to PSIs are processed in May and July).
- Receive real-time order status of transcript delivery.
- Benefit from possible early admission and program acceptance decisions to PSIs.
- Access graduation assessment student reports.

Information to go to Post Secondary Institutions

Students are responsible for ensuring transcript accuracy prior to transmission to post-secondary institutions (PSIs). If students find mistakes or incomplete information on their transcript, they should not order and send transcripts to any PSIs until they have contacted their school to make any corrections.

When students select "Send/Order your Transcript," they will be prompted to select how they want their transcript sent. When choosing how to send their transcripts to PSIs, the delivery method will be dependent on the PSI. The current system defaults are set to:

- Send interim and final marks when they are available (interim marks are sent electronically in May and final marks are sent electronically in late July). This option is only displayed for current students and is not available to former students

- Send interim marks immediately and allow the PSI to request transcript updates until the specified date. This option is only available to current students if the PSI is on the digital transcript transmission system (XML). These PSIs will be able to request transcript updates at any time within the allowed timeframe

- Send final marks when they are available (displayed when the PSI only receives printed copies of transcripts; final marks are mailed in late July)

If students want to "Send my printed transcript now" they will need to change their selection from the current default button. This is the default option for former students.

Information on the Graduation Assessment Student Reports

Following the completion of an assessment and provincial marking, assessment results are available to students on the STS and to schools through the School Secure Web.

Sample Graduation Assessment Student Report

Ministry of Education
Graduation Numeracy Assessment
Student Report

Student Name: **Personal Education Number:**
School Name: **Session Date:**

The Graduation Numeracy Assessment (GNA) is a province-wide assessment required for graduation. Numeracy, like literacy, is an important life skill. You and your school may use your GNA results to understand your areas of strength and how to support your further learning. The GNA also provides information to schools, districts and the Province about how numerate students are in B.C.

Your overall result has been categorized into one of four proficiency levels: Emerging, Developing, Proficient or Extending.

Your result on the Graduation Numeracy Assessment is: 3 — Proficient.

1 — Emerging	2 — Developing	3 — Proficient	4 — Extending
*Students demonstrate an **initial understanding** of the concepts and competencies relevant to the expected learning, specifically, they can:*	*Students demonstrate a **partial understanding** of the concepts and competencies relevant to the expected learning, specifically, they can:*	*Students demonstrate a **complete understanding** of the concepts and competencies relevant to the expected learning, specifically, they can:*	*Students demonstrate a **sophisticated understanding** of the concepts and competencies relevant to the expected learning, specifically, they can:*
• retrieve information from sources (e.g., graph, image, table) • attempt to solve a real-world problem • communicate thinking with minimal evidence • use a narrow range of mathematical concepts, tools and approaches	• apply information from sources (e.g., graph, image, table) • apply a strategy to solve a real-world problem • communicate thinking with limited supporting evidence • use an adequate range of mathematical concepts, tools and approaches	• analyze and interpret information from sources (e.g., graph, image, table) in a logical manner • select an appropriate strategy to solve a real-world problem • communicate thinking with sufficient supporting evidence • use a broad range of mathematical concepts, tools and approaches	• adeptly analyze and synthesize information from sources (e.g., graph, image, table) in a logical manner • select an effective strategy to solve a real-world problem • communicate thinking with thorough supporting evidence • use an extensive range of mathematical concepts, tools and approaches

Your Raw Scores

This score indicates how you performed on each Task and is not directly convertible to your proficiency level.

	Your Score	Out Of
Online Questions	16	24
Plan and Design — Students make a recommendation or design a product while working within constraints such as time, space, cost, or people. *Example: Design a plan to reduce a family's monthly water consumption.*	6	6
Reasoned Estimates — Students propose a logical solution based on estimation, while considering multiple factors. *Example: Estimate the population of a historical village based on discovered artifacts.*	3	6
Fair Share — Students decide how best to share something fairly. *Example: Determine a procedure to distribute a group prize.*	3	6
Model — Students analyze data for patterns and then apply their model to another situation, making any necessary refinements. *Example: Predict the likelihood of an event based on a data trend.*	4	6
Extended Written Response Questions	7	16
Plan and Design — Students make a recommendation or design a product while working within constraints such as time, space, cost, or people. *Example: Design a plan to reduce a family's monthly water consumption.*	3	8
Model — Students analyze data for patterns and then apply their model to another situation, making any necessary refinements. *Example: Predict the likelihood of an event based on a data trend.*	4	8

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Information about scholarships is available at:
https://www2.gov.bc.ca/gov/content/education-training/k-12/support/provincial-scholarships

Information about post-secondary education in B.C. is available at:
https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education

If you have any questions about your results, please contact your school or district office.

Chapter 7
Provincial Scholarships Program
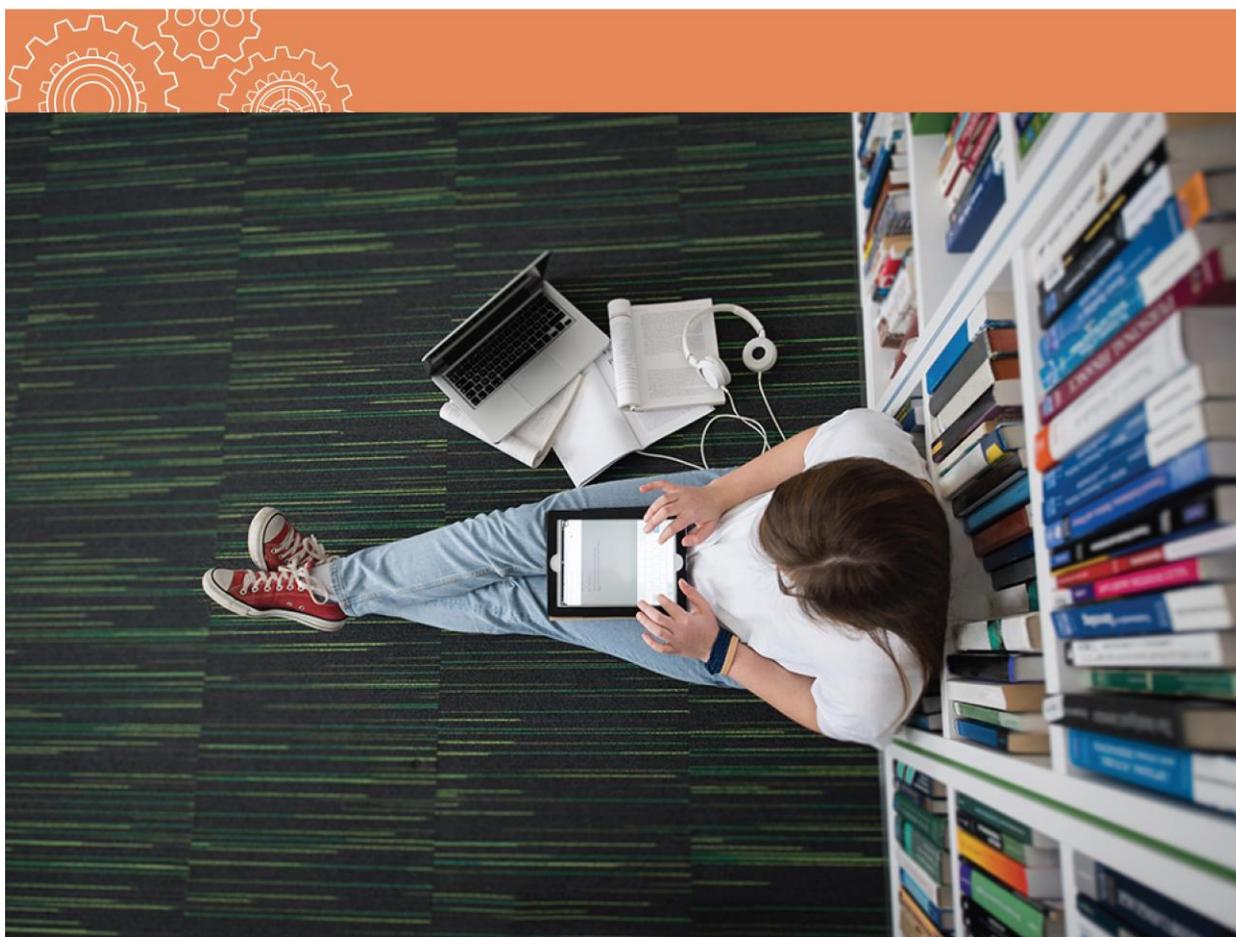
Provincial Scholarships Program

Information concerning the Ministry of Education's Provincial Scholarships Program is available online at www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf.

Detailed Information concerning administration of the District/Authority scholarship program is available online at https://www.gov.bc.ca/scholarshipadministration.

Information concerning other available scholarships, grants, bursaries and awards can be found online at www2.gov.bc.ca/gov/content/education-training/k-12/support/scholarships.

Provincial Scholarships Program summary chart for 2019/2020 school year:

Scholarship	Amount	Application process	Winner notification (conditional only)	Vouchers mailed
B.C. Achievement	$1,250	None	N/A	October
District/Authority	$1,250	As determined by District/Authority (per guidelines)	May to June	October
B.C. Excellence	$5,000	Student submits application to Ministry (*one nominee per school*)	May	September
B.C. Pathway to Teacher Education	$5,000	Student submits application to Ministry	May	September

Important Reminders

Citizenship: Incomplete or incorrect data in the citizenship code field in TRAX could affect a student's eligibility for this program

Graduation Assessments: The role of Graduation Program Assessments in scholarship determination is still under review and will not apply in 2019/20. However, students must still meet overall graduation requirements to be eligible for a scholarship

B.C. Achievement: Students do not apply for the B.C. Achievement Scholarship. The Ministry determines recipients based on achievement in Grades 10, 11, and 12 courses that satisfy B.C. Graduation Program requirements, including elective courses.

Contact Us

For more information:

Web: www.gov.bc.ca/scholarshipsprogram
Email: Scholarships@gov.bc.ca
Telephone: 250.356.2443 or 250.356.2449
Fax: 250.356.0271
Address: PO Box 9886 STN PROV GOVT, Victoria BC V8W 9T6

Chapter 8
Student Data Exchange

Student Data Exchange

Information concerning the Transcripts and Examinations (TRAX) student record system is available online at www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/provincial-exams/trax-updates.

Overview

The transfer of demographic and course data between schools and the Ministry is necessary for the administration of assessments and exams, and for the Ministry to produce transcripts and certificates. This information is exchanged electronically. A variety of reports are routinely posted to the School Secure Web (SSW) at www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp. The principal's user ID and password are required to access this site.

> **Important Reminder**
>
> Manual submission of data to TRAX is not supported

Submission of Grades
Purpose of the Submission of Grades

Schools send data to the Ministry for students who are in Grades 10, 11 or 12, or in the Adult Graduation Program, or in the School Completion Certificate Program (SCCP), as well as students in other Grades who are registered to write Provincial Graduation Assessments. The submission of grades is intended to:

- Provide the Ministry with final school percentages for provincially-examinable courses for the current exam session or for courses that were still in progress on July 1, 2019. This enables the Ministry to calculate final marks and provide results to students.

- Provide the Ministry with interim percentages in April for post-secondary early admission programs (early admission students only) or on an ongoing basis for post-secondary institutions with XML data transfer capabilities. The Ministry transfers these marks to post-secondary institutions so they can provide provisional acceptance offers to students.

- Add registrations for the next graduation assessment/exam session.

- Update the Ministry's student files by providing final percentages, letter grades and credit values for non-examinable courses, and making course changes.

- Provide an opportunity to also correct demographic data previously submitted in other data submissions. Note, a current address is vital to ensure the correct information is available for providing BC Achievement Scholarships to eligible students.

- Provide an opportunity to also update student files by February with correct citizenship information for Scholarship allocation purposes.

Data Submission	General Instructions
First Data Submission October-November	Main purpose of this TRAX submission is to collect: initial course registrations for the current school year; Grades 10, 11 & 12 courses completed previously; and, Provincial Graduation Assessment registrations.
Uploading the TRAX First Data Submission is especially important for schools administering January Assessments.
Submission is used to create the initial set of Transcript Verification Reports (TVRs) for current Grade 12 students so schools can confirm if students will be able to graduate based on the data submitted to the Ministry.
Final school marks should also be included for new courses completed since the beginning of the school year.
January Submission of Grades January-February	Transfer of final marks for courses completed up until the end of January.
Ministry sends transcripts and Dogwood Diplomas to schools in early March for students who graduated in January if schools provide final marks for eligible students.
Ensure each student's citizenship status is reported correctly for scholarship eligibility.
Spring/Interim Submission of Data April	Transfer of TRAX data is required by all schools for the purposes below:
Provides additional assessment registrations.
Submission should include interim marks for Grade 12 students applying for September admission to specific post-secondary institutions. Interim marks must be submitted for courses scheduled to complete in May and June, and final marks for courses completed up to the end of April.
June/Final Submission of Grades June-July	Transfer of marks is required by all schools.
Final marks must be included for all courses completed on or before the end of June.
Remember to include all courses completed via Distance Learning and Continuing Education.
Ensure that addresses are current for Grade 12, Adult Graduation (AD), and School Completion Certificate Program students.
June/Final Submission is important to ensure the final transcripts produced in July are complete and correct.
Check your TVRs (Transcript Verification Reports). They will be updated overnight each day until at least July 18th. This allows schools to confirm that final marks for individual Grade 12 students have been submitted as expected.

 Important Reminder

Schools can upload TRAX files at other times between mid-October and mid-July. This may help keep transcript records up-to-date for students who complete courses outside a standard semester or full year timetable. Schools are encouraged to upload TRAX files frequently as some students may have selected a post-secondary institution that is set to receive marks at any time.

Submitting Historical Mark Updates

A Transcripts and Examinations (TRAX) Change Form must be used to submit course mark changes and additions in the following situations:

1. School percentage changes or additions for past provincially-examinable courses only.

2. Any course additions or changes for students who are not active in the current school year and therefore would not be updated via a TRAX data submission; for example, past graduates who need a course correction.

This form is available on the SSW at www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp. Click on the link for Graduation Assessment/Exam Materials and Forms and then look for the TRAX Change Form. This PDF form is interactive and can be completed and then emailed to the Ministry at trax.data@gov.bc.ca.

Electronic File Transfer

At specified times throughout the school year, schools and/or districts are required to export TRAX data files from their student information systems to the Ministry via the SSW. The school data file must only include students for which the school is the school of record.

Each electronic data transfer contains current demographic data (DEM file), course data (CRS file) and assessment and exam registration data (XAM file). **All three TRAX files must be submitted each time, even if there are changes on only one file**. Each transfer is designed to overwrite the CRS data previously transferred to the Ministry (unless the school is specifically set in TRAX to append new course data to its students' existing records with the Ministry). Data transfer error reports and non-graduation reports are posted within two business hours. Other reports, such as Unofficial Transcripts of Grades and Transcript Verification Reports, are available overnight.

Data Files

With each electronic data transfer, schools must include data for their students based on their graduation program:

- B.C. Graduation Program – All current students enrolled in the 2019/20 school year.

- 2004 Graduation Program – Students completing requirements under the previous graduation program.

- Adult Graduation Program – All adult students completing Grade 11 or 12 courses under this program. (Report graduating students in Grade "AD" and non-graduating students in Grade "AN.")

- School Completion Certificate Program (SCCP) – All students receiving the SCCP credential (see 'Reporting School Completion Certificate Program (SCCP) Participation' in this chapter for more information on SCCP reporting).

DEM File

This file contains demographic information. It includes the school facility code, Personal Education Number (PEN), local student ID, full legal name, gender, date of birth, present Grade, citizenship, address, program participation code and graduation requirements program.

XAM File

This file contains information on assessments and examinable courses. It includes assessment and exam registrations and school percentages, and interim marks for Language Arts 12 examinable courses that were still in progress as of July 1, 2019. It is very important to record course codes exactly as they appear in the online Course Registry.

> ### ✎ Important Reminder
>
> For the 2019/20 school year, this file should only include registrations for Graduation Numeracy Assessment 10 (NME 10), Graduation Literacy Assessment 10 (LTE 10), and Grade 12 Language Arts examinable courses. Previously examinable Grades 10 and 11 courses and BC First Nations Studies 12 must be reported as non-examinable courses in the CRS file if completed after June 2016.

CRS File

This file contains information on non-examinable courses. It includes registration for past and current courses, interim marks and final marks. For students on the B.C. Graduation Program or 2004 Graduation Program, all Grades 10, 11 and 12 non-examinable courses should be transferred. For students on the Adult Graduation Program, all Grades 11 and 12 non-examinable courses should be transferred. This ensures current transcript information can be accessed by secondary schools and students at the end of each school year. It is very important to record course codes exactly as they appear in the online Course Registry, available at www.bced.gov.bc.ca/datacollections/course_registry_web_search/.

General Instructions for Submission of Grades

Use the following chart as a general guide for each submission and refer to the Data Submission section of this chapter for instructions on filling in specific fields.

Data File	General Instructions
DEM	Complete all information fields. Make corrections to information that has already been entered.
XAM	Enter school percentages for examinable courses for the most recent exam session. Add missing examinable course registrations and assessment registrations for future sessions.
CRS	Delete unwanted non-examinable courses. Add missing non-examinable courses.

Electronic Transfer Procedures

Information concerning Electronic Transfer Procedures is available online at www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/provincial-exams/trax-updates/electronic-transfer.

If you have any questions, please contact the TRAX Unit by email at trax.support@gov.bc.ca.

Data File	Specific Field Instructions
DEM (Demographic) Complete *ALL* applicable information fields. Be sure to enter each student's citizenship code before creating the TRAX files. **Be sure to complete the "Graduation Requirements Year" field correctly. It must not be blank.**	**Present Grade Category Field** "12" applies to Grade 12 students who are eligible to graduate in the current school year, in the B.C. Graduation Program and to returning Grade 12 graduates. "8," "9," "10" or "11" applies to any student in these Grades in the B.C. Graduation Program that is required to be reported. "AD" applies to Adult Graduation Program students who are eligible to graduate in the current school year. "AN" applies to Adult Graduation Program students who are not eligible to graduate in the current school year.
	Graduation Requirements Year Field Code "**2018**" means the student is in the 80-credit B.C. Graduation Program. Code "**2004**" means the student is in the 80-credit 2004 Graduation Program. Code "**1950**" means the student is in the Adult Graduation Program. Code "**SCCP**" means the student is in the School Completion Certificate Program.
	SCCP Completion Date (only applicable for students whose Graduation Requirement Year is SCCP) This field should not be filled in until the student's School Completion Certificate Program has been completed. The date format is YYYYMMDD. If this field is filled in, the Ministry will produce a transcript and/or a School Completion Certificate for the student. If this field is left **blank**, no documents will be generated.
	Program Participation Field Report a Career Program only if the student is expected to complete it as part of their graduation program. In the space available, enter the two-character Career Program code. See Chapter 5 for a list of Career Program codes. International Baccalaureate (IB) and Advanced Placement (AP) are considered programs. The code for IB is "BD" (Diploma) or "BC" (Certificate). The code for AP is "AD." If this field is filled in, the student's transcript will indicate the designated program participation. For Career Programs, this code and the reporting of completion of an eligible work experience or trades training course in the CRS file are required for the following comment to appear on the student's transcript (example only): "This student has participated in these programs: Career Program Trades and Technology."

Data File	Specific Field Instructions
XAM (Assessments and Provincially- Examinable Courses) Register students for all assessment and exam sessions for the current school year. Include all provincially-examinable courses that a student is taking, including those courses taken through cross-enrollment. Enter School percentage for examinable courses for the most recent exam session. Add missing assessment registrations for future exam sessions.	**Course Code Field** Consult the Course Registry at www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php for a list of course codes. The first five spaces are for the alphabetic part of the code. The last three spaces are for the numeric part of the code. e.g., N M E _ _ 10 _ e.g., L T E _ _ 1 0 _ e.g., E N _ _ _ 1 2 _
	Course Type Field (not applicable for assessments) This field should either be blank or contain a "C" or an "E." "C" indicates that the student received course credit via the challenge process. A final school percentage must be reported with the course. "E" indicates that the student received course credit via an equivalency review.
	Credit Value Field Each examinable course must have a credit value of four. (Not applicable for assessments)
	e-exam Field Enter a "Y" in this field to indicate that the student will write this exam electronically instead of on paper. Some assessments and exams are only available electronically.

Data File	Specific Field Instructions
CRS (Non provincially-examinable courses) Enter course information (course code, session date and final mark, if available) for non-provincially-examinable courses the student has completed or is currently taking. Delete non- examinable courses if entered incorrectly. Add missing non-examinable courses.	**Course Code Field** Consult the Course Registry at www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php for a list of course codes. The first five spaces are for the alphabetic part of the code. The last three spaces are for the numeric part of the code (although this may sometimes end with a letter). e.g., E N S T _ 1 2 _ e.g., W E X _ _ 1 2 A _ e.g., C L E _ _ _ _ _
	Credit Value Field Each course must have a credit value. For most courses the value will be "4."
	Course Description Field The Ministry will automatically link a course code with the course name. However, for BAA courses (including Grade 11 BAA courses that align with the new BAA Arts Education 11 and/or Applied Design, Skills, and Technologies 11 curriculum), schools have the option of adding a course description (maximum 40 characters). These must be meaningful to readers of a transcript and should not be course codes or abbreviations.
	Course Type Field This field should either be blank or contain a "C" or an "E". "C" indicates that the student received course credit via the challenge process. "E" indicates that the student received course credit via an equivalency review.
	Course Graduation Requirement Field
	Related Course Field This field is only used for Independent Directed Studies (IDS) courses. The Related Course is the course code upon which the IDS course is based. When schools enter the related course code in this field, the course code must be left justified. The first five spaces are for the alphabetic part of the code. The last three spaces are for the numeric part of the code (e.g., A T P H _ 1 2 _). For information on how to code IDS courses, please consult the IDS section in Chapter 3.

Reporting School Completion Certificate Program (SCCP) Participation

All students receiving a School Completion Certificate (Evergreen) will be issued transcripts showing all successfully completed credit and non-credit Grades 10-12 courses. For a student to receive a certificate and an associated transcript at the end of the year, the following reporting procedures must be followed:

1. **Grad Requirement Year [GRY]**

   As these students are not following a specific graduation program, the GRY code to use is SCCP. This code must be reported when submitting TRAX data to the Ministry.

2. **SCCP Completion Date**

   This field was previously named SLP (Student Learning Plan) Completion Date. Along with the SCCP code in the Grad Requirement Year field, submitting this date triggers the printing of a School Completion Certificate and transcript. The date format must be YYYYMMDD.

   Unofficial transcripts for students receiving the Evergreen will be available on the School Secure Web under the UTG (unofficial transcript of grades) link. As these students are not on a program leading to graduation, TVRs will not be available at any time. Students may also view their UTG using the StudentTranscripts Service at www.studenttranscripts.gov.bc.ca.

3. **Course Codes**

   All completed Grades 10, 11 and 12 courses should be reported for these students. For many students, this will mean a mixture of credit and non-credit courses. In all cases, you must report a final percentage and letter grade for each course.

Online Graduation Assessment/Examination Register

Online Graduation Assessment/Examination Register Information and Instructions is available online at www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/assessment/online_exam_register_info_and_instructions.pdf.

Registrations

For each Provincial Graduation Assessment/exam session, there is a registration deadline to ensure receipt of personalized student materials. Requests submitted after this date will not be processed. Information for administrators, including important dates and deadlines, are available online at www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/provincial-exams. After the registration deadline, schools should be prepared to print personalized materials required for the Graduation Numeracy Assessment.

> **Important Reminder**
>
> There are no exam or assessment registers posted on the SSW for electronic-only sessions.

Registering for Re-writes

Schools may electronically register students to re-write graduation assessments and Language Arts 12 exams if a scheduled data transfer occurs before the session (e.g., send June re-write registrations with the April data transfer). However, if no data transfer is scheduled, please add students to the Online Register.

Pre-registration is not required for electronic assessments, i.e., Literacy 10 which is fully electronic or Grade 12 provincial exams if students write electronically. Pre-registration is required for Numeracy Assessments because there is a student paper component.

> **Important Reminder**
>
> The school percentage should not be resubmitted when registering a student for an exam rewrite.

Transcript Verification Reports (TVRs)

Purpose of TVRs

A TVR is produced for each active Grade 12 and Adult Graduation Program student in your school. TVRs calculate graduation status and list all the Grades 10, 11 and 12 courses that a student has either completed or in which they are currently enrolled. Information is exchanged between schools and the Ministry to:

- Correct errors in the Ministry's and/or school's files on Grade 12 and Adult Graduation Program students.
- Inform students and schools of a student's graduation status.

From mid-October through mid-July, the Ministry regularly updates TVRs and Non-Graduation Reports to the SSW at www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp. The updates take place overnight and are available the day following data transfer.

Ensuring Courses Are Coded Correctly to Meet Course Requirements

The Graduation Requirement field indicates which course requirement each course fulfills. The field uses the following numeric code system:

B.C. Graduation Program

Code	Course Requirement Being Fulfilled
1	Language Arts 10 (4 credits)*
2	Language Arts 11 (4 credits)
3	Language Arts 12 (4 credits)
4	Social Studies 10 (4 credits)
5	Social Studies 11 or 12 (4 credits)
6	Mathematics 10 (4 credits)
7	Mathematics 11 or 12 (4 credits)
8	Science 10 (4 credits)
9	Science 11 or 12 (4 credits)
10	Physical and Health Education 10 (4 credits)
11, 14	Arts Education and/or Applied Design, Skills, and Technologies 10, 11 or 12 (4 credits)*
12	Career Life Education (4 credits)*
13	Career Life Connections (4 credits)*
15	Literacy 10 Graduation Assessment
16	Numeracy 10 Graduation Assessment

If more than one course is designated as meeting this requirement, then 2 credits from each course count toward this requirement.

TVR Instructions

Schools should have the TVRs reviewed, verified, and signed by students to ensure no misunderstandings about graduation status occur at the end of the year. School personnel should carefully check all information on the TVRs.

Schools should make corrections directly in the school's administrative system, unless it is a change or addition of a school percentage for a past provincially-examinable course. These must be reported by submitting a TRAX Change Form to trax.data@gov.bc.ca.

TVR Non-Graduation Report
Purpose of TVR Non-Graduation Report

The TVR Non-Graduation Report is a list of Grade 12 students at a school who are not eligible to graduate by June, based on the data the school has submitted. The TVR Non-Graduation Report assists schools in determining students' graduation status by:

- Providing the names of students who are not eligible to graduate by June.
- Indicating why these students are not eligible to graduate.
- Allowing schools to correct data problems if necessary.

Instructions for Schools

The Ministry initially posts TVR Non-Graduation Reports in mid-October each year and updates the reports regularly until mid-July. Reports are found on the SSW at www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp.

Check the report against your records. If a student who should graduate by June appears on the report, the Ministry may be missing course data. Add any missing courses to your database. The Ministry's records will be updated with your next TRAX submission.

If a student is missing a school percentage for a past provincially-examinable course, it must be reported on a TRAX Change Form via email to trax.data@gov.bc.ca.

Responsibilities as the School of Record (SOR)

The SOR is responsible for submitting school percentages for all courses to the Ministry, including percentages for those courses taken at another school. If you are not the SOR, report the course marks to the SOR for inclusion in the next data transfer to the Ministry.

Release and Confidentiality of Student Records

Under the *Freedom of Information and Protection of Privacy Act*, and in accordance with the provisions of the *School Act*, the Ministry maintains strict confidentiality of student records.

The Ministry uses student records for Ministry-approved research projects. However, students can be assured of anonymity as regulated by the *Freedom of Information and Protection of Privacy Act*.

Transcript and Examinations Information Updates (TRAX Updates)

The Ministry's primary method of communicating data collection and administrative issues to schools regarding Grades 10–12 assessments, examinations, and transcripts is via the Deputy Minister's weekly update and the TRAX Updates email distribution list. School personnel with a valid school email address can subscribe for TRAX Updates at www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/provincial-exams/trax-updates.