

# B.C. Dogwood Planner 2018/19

The companion document to the Grad Planner 2018/19



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The B.C. Dogwood Planner is meant to be read alongside the **Grad Planner**.

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**Congratulations!** You are making your way through Grade 12! We know that there are many things to manage this year. Here's an important one: **Are you on track to graduate?** You will also need to know:

- Personal Education Number (PEN)
- Your School of Record
- When to take your Provincial Graduation Assessment/Exam
- How to check your Provincial Graduation Assessment/Exam results
- How to receive your Certificate of Graduation
- How to order transcripts
- What you need to do to when applying to post-secondary institutions.

In this booklet, you'll find information on these topics and more. We've also provided a useful checklist of important steps that you can read online or print for use over the next few months.

## What is my School of Record?

Your School of Record is the school where you completed the majority of your secondary school courses and where your **Permanent Student Record (PSR) card** is maintained.

## How do I check my Provincial Graduation Assessment/Exam marks?

Provincial Graduation Assessment/Exam results are released approximately 4-6 weeks after the Provincial Graduation Assessment/Exam session. You can use the **StudentTranscripts Service** to check your results online.

## How do I access the StudentTranscripts Service?

If you are in Grades 10-12, you can register on the **StudentTranscripts Service website**. You will need to create a Basic **BCeID** login to register for **StudentTranscripts Service**. BCeID is a common login used for B.C. government services. It is easy to do and important to have.

To register for the **StudentTranscripts Service**, you will need your 9-digit Personal Education Number (PEN), an email address, legal first and last name, and date of birth. For help with the **StudentTranscripts Service**, please see **StudentTranscripts Services help** page.

## When will my school marks appear on my transcripts?

Schools send completed course marks to the Ministry of Education throughout the school year. Once submitted, you can view your marks on your Unofficial Transcript of Grades using the **StudentTranscripts Service**.

**You are encouraged to review your Unofficial Transcript of Grades after each Provincial Graduation Assessment/Exam session to ensure all the information is up to date and correct.**

### Student Scenario: Sarah's missing marks

Sarah takes most of her classes at Johnston Secondary School. She also takes Social Studies 11 online from Central Distributed Learning. When she checks her Unofficial Transcript of Grades on the **StudentTranscripts Service** there is no mark for the Social Studies 11 course. What should she do?

Sarah needs to speak with the school office at Johnston Secondary and ask them to contact Central Distributed Learning. She should also let Central Distributed Learning know that Johnston Secondary School is her School of Record.

## Graduation Assessments & Provincial Examinations

### When is my Provincial Graduation Assessment/Exam?

The 2018-19 Provincial Graduation Assessment/Exam schedule can be found in the [Graduation Assessment Calendar](#).

### Can I see my Provincial Graduation Assessment/Exam after it has been marked?

Yes, you may access your responses, but you will not be able to view the secure questions. See Chapter 1 in the [Handbook of Procedures](#) for more information.

### What if I disagree with my Provincial Graduation Assessment/Exam marks?

If you question the mark received on your Provincial Graduation Assessment/Exam, you may ask to have it re-marked within the permitted time period. Check the timelines in the [Handbook of Procedures](#).

There is a \$50 fee for each re-mark. Use this [Re-Mark Request](#) to send a written request to the ministry.

### I want to improve my Provincial Graduation Assessment/Exam mark. Can I rewrite?

Students can write their numeracy assessment up to three times before they graduate: an initial write (required) and up to two rewrites (optional).

You may rewrite a provincial exam once within the 12-month period following your first try at the exam. To write more than twice, you need to retake the course. Check with your school counsellor if you plan on writing an exam a second time.

### Can I write a Provincial Graduation Assessment/Exam earlier than June?

Students can write their Provincial Graduation Assessment/Exams during multiple sessions throughout the school year. Please see the current [Graduation Assessment Schedule](#) for the dates and times that Provincial Graduation Assessments/Exams are available throughout the year.

Students can write their provincial graduation assessment during three sessions in the 2018-19 school year.

Students can write their provincial exam during five sessions in the 2018-19 school year. For the Language Arts 12 provincial exam, it is up to the school where you are taking the course to decide if you have met enough of the learning standards to write the exam before the completion of the class work. Your school can also help you decide when you are ready to write the numeracy assessment.

### Do I have to write the numeracy assessment in order to graduate?

Yes, the numeracy assessment is a graduation requirement. Only students who previously wrote a Math 10 provincial exam are exempt from writing the numeracy assessment.

### I need to write a Provincial Examination in August. Where can I write it?

Please contact your school or school district office before the end of June if you are planning to write in August. The Ministry does not track schools offering the August session and so cannot provide assistance in finding locations.

Please note: As results from the August session are not released until early September, they will not be available for September post-secondary institutions' admission deadlines.

## Certificate of Graduation

### What is a Certificate of Graduation?

A Certificate of Graduation (or Dogwood Diploma) is a document showing that a student has completed the B.C. Graduation Program. Students graduating in the 2018/19 school year must meet requirements of the B.C. Graduation Program.

### When will I get my Dogwood Diploma?

Diplomas are sent monthly to each School of Record for the Principal's signature for students who are eligible for graduation between September and May. For students who graduate in June, diplomas are sent to their School of Record for the Principal's signature in late July or early August. Your School of Record can let you know their process for delivering the signed diploma to you. When you have graduated, you will be able to order additional copies of your diploma for a fee using the [StudentTranscripts Service](#).

**Note:** If you move, please provide your School of Record with your new address.

### Student Scenario: When will Danny get his Dogwood Diploma?

Danny wants to show his diploma to his grandmother as soon as possible. When will he get it?

Danny should ask someone in the school office to find out when and how they will release his diploma.

## Transcripts

### What is an official transcript?

An official transcript is a listing of a student's academic record relating to one of B.C.'s Graduation Programs. Official transcript information includes Grade 10-12 courses and programs passed, final grades earned, honours received, Provincial Graduation Assessment/Exam results and graduation

status. Transcripts are updated with Provincial Graduation Assessment/Exam marks 4-6 weeks after each assessment/exam session.

**Note:** The Ministry of Education no longer automatically mails a transcript to a student's home address upon graduation. Students can order a free copy of their transcript to be sent to their home address on the [StudentTranscripts Service](#).

### What is the Unofficial Transcript of Grades?

The Unofficial Transcript of Grades is a representation of your official transcript and is a way for you to preview the grades that the Ministry has on file for you. The Unofficial Transcript of Grades is not an official document. The Unofficial Transcript of Grades shows Grade 10-12 courses and programs passed, final grades earned, honours received, provincial graduation assessment/exam results and graduation status. Your Unofficial Transcript of Grades can be found on the [StudentTranscripts Service](#) by clicking the 'View your Transcripts' link.

### How do I order a transcript?

Current students can use the [StudentTranscripts Service](#) to send up to 25 transcripts to post-secondary institutions for free. Additional copies can be ordered for a fee.

Your School of Record also receives a copy.

### What is a Permanent Student Record?

The Permanent Student Record card includes course completion information for all Grades; this is important for students applying to National Collegiate Athletic Association (NCAA) institutions. The Permanent Student Record card is kept by the last school district attended for 55 years after the student withdraws or graduates.

You can contact your School of Record to ask for a certified, true copy of the Permanent Student Record (PSR) card.

## **Student Scenario: Nicole is graduating in June 2019. Where can she get her transcript?**

Nicole can order her transcript using the [StudentTranscripts Service](#).

### **Applying to Post-Secondary**

#### **What should I do before applying to a post-secondary institution?**

Do some research first. Read through the [Grad Planner](#) and visit [EducationPlannerBC](#) to learn about your options. Talk to your school counsellor.

Once you've decided where you want to study, you'll need to complete application forms and send transcripts. To apply, visit [EducationPlannerBC](#) or post-secondary institution websites directly. Next, use the [StudentTranscripts Service](#) to send your transcript to your chosen post-secondary institution.

#### **How do I send my transcript to a Post-Secondary Institution?**

You can have your transcript sent to post-secondary institutions using the [StudentTranscripts Service](#). See section 9.2 of the Services help documentation for further help.

## **Student Scenario: Priya is asked for information that is not included on her transcript.**

Priya has applied to Florida State University, a post-secondary institution associated with the National Collegiate Athletic Association (NCAA). Priya has been asked to provide her Grade 9 marks as part of her application. Her Official Transcript of Grades will show marks from Grades 10-12. Priya should ask her school to provide documentation for the Grade 9 marks.

## **When will the post-secondary institution get my transcript?**

When post-secondary institutions will receive your marks depends on the option you choose on the [StudentTranscripts Service](#).

- **Send my interim and final marks when they are available:** Interim marks are sent electronically in May by the Ministry to your post-secondary institution selections, and final marks are sent electronically in July. This option is only displayed for post-secondary institutions that are set up to accept electronic data from the Ministry.
- **Send my final marks when they are available:** Your final marks will be mailed in July to selected post-secondary institutions. This option is displayed when the post-secondary institution requires printed copies of transcripts.
- **Send my printed transcripts now:** A printed copy of your transcript will be mailed out to your selected post-secondary institution within 3-6 business days. Transcripts sent using this option only contain courses that you have completed and do not include interim marks.

## **Can I get my transcript/graduation results before the end of July?**

Some students may reach graduation status early in the school year. Please contact your School of Record to see if you can graduate before the July year-end graduation date. Please note, if you write any assessment/provincial exam in June, then you will not be able to graduate early because marking of assessments/exams is not completed until the end of July.

## I noticed errors (such as missing or incorrect marks or a misspelled name) on my transcript. How do I get the errors fixed?

Please contact your School of Record about missing or incorrect course marks. If you took a course in a school other than your School of Record, your School of Record must forward the course marks to the Ministry of Education.

Please contact your School of Record to correct personal information such as name, gender or date of birth. The School of Record will then report the changes to the Ministry of Education.

### **Student Scenario: Jimmy is not his legal name.**

Jimmy Wong's legal name is Chun-Sing Wong but everyone calls him Jimmy. He plans to go to university in the fall. What should he do?

Jimmy needs to speak with the office to confirm the school has his legal name.

Schools often allow students to use preferred names, but 'Legal Names' (legal implies that you hold current identification supporting the name format) are required for enrolment into post-secondary institutions as well as for employment. Jimmy's name on his legal ID must match character for character and space for space with what the school office has on file for him. If there is a difference, they will scan his ID and update the information on the school files as well as with the Ministry.

Also, if Jimmy is not using his legal name he will not be able to create a **StudentTranscripts Service** account and send his transcripts to post-secondary institutions. The **StudentTranscripts Service** requires a student's legal name to securely link their student records to their BCeID account. Student's not using their legal name will have their registration locked after three attempts.

## If changes are made to my transcript, will the post-secondary institutions receive a revised version?

It is the responsibility of students to remain in contact with their post-secondary institutions admissions office to ensure that all records have been received and are up to date.

Students who selected a B.C. university or college, a school which is part of the Ontario Universities Application Centre (OUAC), the University of Alberta and/or the University of Calgary in the **StudentTranscripts Service** to be 'sent at a later date' will have updated transcript information sent weekly by the Ministry to your selected post-secondary institutions from August to early September.

For all other post-secondary institutions selected by you in the **StudentTranscripts Service**, final marks will be sent out ONCE at the end of July. Any changes made to your record will require you to send out an updated copy through the **StudentTranscripts Service**.

## Where can I find more information about scholarships?

A description of provincial scholarships available for students is found in Chapter 6 of the **Handbook of Procedures** as well as on the **Ministry website**.

## Who do I contact if I still have questions?

Your School of Record is always the best place to start if you have more questions. You can also contact the B.C. Ministry of Education's Student Certification Branch at **student.certification@gov.bc.ca**.

We hope that this planner has been helpful. If so, please tell your friends. If not, we encourage you to please let us know how we can make it better.

Feedback is always welcome at **student.certification@gov.bc.ca**.

The Ministry of Education wishes you the best as you continue on your lifelong learning journey.

DATE	<h2 style="text-align: center;">B.C. DOGWOOD PLANNER CHECKLIST</h2> <p style="text-align: center;">This document is a fillable form that you can save to your computer or print off.</p>		<h3 style="text-align: center;">YOUR CHECKLIST</h3> <p style="text-align: center;">Check off relevant items as you complete them; keep track of notes or questions.</p>
Check the <a href="#">Graduation Assessment Schedule</a> and never miss an important date.			
<b>AUGUST 2018</b>			
August 2-3 	August exams administered (e-Exams only). Confirm schedule on the <a href="#">Graduation Assessment Schedule</a> .  <b>Note:</b> October 26 is the deadline to <a href="#">request a re-mark</a> for August exams.		
August 30, 2018	August results released.		
<b>SEPTEMBER 2018</b>			
September 28	Deadline to <a href="#">request a re-mark</a> for June exams.		
<b>OCTOBER 2018</b>			
October 19	Deadline to <a href="#">request a re-mark</a> for August exams.		
<b>NOVEMBER 2018</b>			
November 5- 7 	November Graduation Numeracy Assessment and LA 12 exams administered (e-exams only). Confirm schedule on the <a href="#">Graduation Assessment Schedule</a> .  <b>Note:</b> January 11, 2019 is the deadline to <a href="#">request a re-mark</a> for November exams.		
November 27	November exam results released.		

**DECEMBER 2018**

December 3-14	FRAL 12 & FRALP 12 Oral Examination Component.  Check with your school to confirm when you will be tested.	
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**JANUARY 2019**

January 11	Deadline to <b>request a re-mark</b> for November exams.	
January 7 - 18	FRAL 12 & FRALP 12 Oral Examination Component.  Check with your school to confirm when you will be tested.	
January 21 - 25 	January Graduation Numeracy Assessment and LA 12 exams administered.  Confirm schedule on the <b>Graduation Assessment Schedule</b> .	

**MARCH 2019**

March 4	January results released.	
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**APRIL 2019**

April 25 - 26 	LA 12 exams administered (e-exams only).  Confirm schedule on the <b>Graduation Assessment Schedule</b> .	
April 19	Deadline to <b>request a re-mark</b> for January Provincial Graduation Assessment/Exams.	

**MAY 2019**

May 6 - 31	FRAL 12 & FRALP 12 Oral Examination Component.  Check with your school to confirm when you will be tested.	
May 27	April results released.	

### JUNE 2019

June 21 - 27



June Graduation Numeracy Assessment and LA 12 exams administered.  
Confirm **Graduation Assessment/Exam Schedule**.

**Note:** September 27 is the deadline to **request a re-mark** for June assessments/exams.

### JULY 2019

July 5

Deadline to **request a re-mark** for April exams.

July 29

Final transcripts released to all post-secondary institutions selected using the **Student Transcripts Service**.

July 29

June results released.

### AUGUST 2019

August 8 - 9



August LA 12 exams (e-exams only). Confirm **exam schedule**.

**Note:** October 25 is the deadline to **request a re-mark** for August exams.

### SEPTEMBER 2019

September 27

Deadline to **request a re-mark** for June assessment/exams.

### OCTOBER 2019

October 25

Deadline to **request a re-mark** for August exams.



