

## **2016-17 Offshore Schools Transcript and Exams (TRAX) Requirements and Procedures**

Before an offshore school can participate in a provincial examination session, and to ensure that the Ministry of Education can produce transcripts and certificates, they must successfully complete the following steps within published deadlines listed on the *'Offshore Schools 2016-17 Chart of Important Dates'* (included on pages 4-6 of this document).

1. Obtain Personal Education Numbers (PENs) for all students who plan to write Provincial exams or otherwise have transcripts produced for them
2. Submit student level data in September via Form 1701.
3. Upload a Transcript and Examinations (TRAX) data submission. This will add the students to the Ministry's TRAX system, identify which courses they are taking, and register them for the applicable electronic exam sessions; and
4. Familiarize themselves with the procedures for conducting and invigilating exam sessions, as well as install e-Exam Security Control on each computer to be used for the provincial e-Exams.

### **1. STUDENT PERSONAL EDUCATION NUMBER (PEN)**

**Applies to schools offering K-12**

#### **Obtaining Personal Education Numbers**

The Personal Education Number is a nine digit number assigned to each student as they enter the British Columbia education system.

PENs are obtained electronically through the Ministry's PEN Web Application. You can download the PEN Web Application Instructions and gain access to PEN Web at [www.bced.gov.bc.ca/pen](http://www.bced.gov.bc.ca/pen)

If you have not been provided a username and password for PEN Web, or have any other questions regarding this process, please contact the PEN Coordinator for assistance at: [PENS.Coordinator@gov.bc.ca](mailto:PENS.Coordinator@gov.bc.ca)

Once you have PENs for your students, they can be reported in the Form 1701 data collection and you will be able to perform TRAX (Transcripts and Exams) data submissions.

Corrections to student demographic data (names, dates of birth and gender) can be sent to [pens.coordinator@gov.bc.ca](mailto:pens.coordinator@gov.bc.ca).

## 2. FORM 1701 STUDENT LEVEL DATA COLLECTION

### Applies to schools offering K-12

1701 Student Level Data (SLD) is required in September of every year. Form 1701 data collects information such as student names, birth dates, genders, grade levels and number of courses they are enrolled in at the secondary level. Student Level Data is submitted electronically using the 1701 Verification Web Application.

The 1701 schedule and instructions can be accessed at: [www.bced.gov.bc.ca/datacollections/september/](http://www.bced.gov.bc.ca/datacollections/september/)

Log in to the SLD Web with the same username and password you used for PEN Web.

If you are having problems logging in, or have any other questions regarding 1701, please contact Mike Joa ([mike.joa@gov.bc.ca](mailto:mike.joa@gov.bc.ca)) or Kathy Corder ([kathy.corder@gov.bc.ca](mailto:kathy.corder@gov.bc.ca)) for assistance.

## 3. STUDENT CERTIFICATION and TRAX (Transcript and Examinations)

### Applies to schools offering Grade 10-12 (not K-9)

#### TRAX Submissions

BC Schools and Offshore Schools with students enrolled in Grade 10, 11 or 12 courses **must** send TRAX data submissions to the Ministry of Education through the *School Secure Web (SSW)*.

Please refer to the '*Offshore Schools 2016-17 Chart of Important Dates*', for data submission deadlines to avoid complications.

Each TRAX data submission **must** include a set of three files:

- demographic information (DEM file),
- non-examinable course information (CRS file), and
- examinable courses (XAM file).

The data files provide the Ministry with information about the school and its students to record student grades, administer and record provincial exams, and produce transcripts and graduation certificates.

Please note that TRAX data files cannot be processed between the June/Final Marks Submission deadline in July through the opening of TRAX for the new school year in October.

#### **4. EXAMINATION CENTRE ADMINISTRATION** **Applies to schools offering Grade 10-12 (not K–9)**

Schools must familiarize themselves with the guidelines outlined in the checklists available from the School Secure Web site (found under Examination Materials and Forms).

- Procedures For Conducting Graduation Program Examinations
- Principal's Examination Checklist
- Invigilator's Examination Checklist

The Ministry requires that the e-Exam Security Control is installed on each computer to be used for the provincial e-Exams. More information concerning this issue can be found in the *Procedures for Conducting Graduation Program Exams* document.

Sample exams can be accessed at: [www.bced.gov.bc.ca/exams/search/](http://www.bced.gov.bc.ca/exams/search/)

#### **School Secure Web**

Principals and designates can access a variety of functions and reports via the SSW [https://www.bced.gov.bc.ca/exams/tsw/princ\\_terms.jsp](https://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp) that includes:

- Online Exam Register, Exam Results
- Upload TRAX files
- TRAX data error reports
- Transcript Verification Reports (TVRs)
- Student PSI Selections summary
- Exam administration documents and forms
- Unofficial Transcripts of Grades (UTGs)

Principals must obtain an ID and password from the Ministry (Kathryn Bissett at [offshore.administrator@gov.bc.ca](mailto:offshore.administrator@gov.bc.ca)) to access the SSW for the first time. Schools then maintain their own password. Forgotten passwords can also be reset by contacting Kathryn.

## Other Resources

To successfully maintain student certification records in TRAX, school staff must become familiar with the following TRAX resources:

- **The *Offshore School Agreement (Schedule F)***  
This describes software, browser, computer, e-mail, and printer requirements for TRAX and can be accessed at:  
[www.bced.gov.bc.ca/offshore\\_schools/offshore-operating-manual.pdf](http://www.bced.gov.bc.ca/offshore_schools/offshore-operating-manual.pdf)
- **The *Handbook of Procedures for the Graduation Program (Handbook)***  
The Handbook outlines the procedures for sharing data between schools and the Ministry. The Handbook can be accessed at: [www.bced.gov.bc.ca/exams/handbook/](http://www.bced.gov.bc.ca/exams/handbook/)
- **The *2016-17 Provincial Examinations Schedule for Offshore Schools***  
The Schedule contains deadlines for data submissions to the Ministry and exam schedules for offshore schools. It can be accessed at: [www.bced.gov.bc.ca/offshore\\_schools/](http://www.bced.gov.bc.ca/offshore_schools/)  
Please note: the Ministry is not able to accommodate alternative scheduling or exam session requests.

Note: The Grade 10/11 exams are in the process of being discontinued and are only offered until June 2017 for students that completed the associated course work prior to June 30, 2016.

- ***TRAX Updates*** notification service (listserv)  
School administrators are required to subscribe to this service which will alert them and other staff to important information related to exam session processes and data exchanges. The service can be accessed at: [www.bced.gov.bc.ca/exams/trx\\_updates/](http://www.bced.gov.bc.ca/exams/trx_updates/) Click on the “Subscribe to the TRAX Updates” link.

**Unless otherwise instructed, please direct all enquiries to:**

**Kathryn Bissett**

Offshore Schools and First Nations Schools Administrator

[offshore.administrator@gov.bc.ca](mailto:offshore.administrator@gov.bc.ca)

## Offshore Schools 2016-17 Chart of Important Dates

Month	Date	Activity / Due Dates
October 2016	October 17- November 15	<b>School Activity:</b> First Data Submission <ul style="list-style-type: none"> <li>• Submit First Data Submission<sup>i</sup></li> <li>• Check for error reports on the School Secure Web, 24 hours after submitting<sup>ii</sup></li> <li>• Correct errors</li> </ul>
October-November	October 31-November 1	<b>Ministry/School Activity:</b> November Exams Administered <sup>iii</sup>
November	November 11	<b>School Activity:</b> <ul style="list-style-type: none"> <li>• November submission of grades. This is only for schools completing provincially-examinable courses in November.</li> <li>• Check for error reports on the School Secure Web</li> <li>• Correct errors</li> </ul>
	November 21-December 13	<b>Ministry/School Activity:</b> January Online Exam Register is available for review <sup>iv</sup>
	November 28	<b>Ministry Activity:</b> November exam results released
January 2017	January 3	<b>School Activity:</b> Deadline for November exam remarks
	January 18-26	<b>Ministry/School Activity:</b> January Exams Administered
January-February	January 30-February 13	<b>School Activity:</b> January Submission of Grades <ul style="list-style-type: none"> <li>• Submit course marks for provincially-examinable courses completed in January</li> <li>• Check for error reports on the School Secure Web</li> <li>• Correct errors</li> </ul>
March	March 6	<b>Ministry Activity:</b> January Exam Results Released
April	April 6-7	<b>Ministry/School Activity:</b> April Exams Administered
	April 20	<b>School Activity:</b> Deadline for re-mark requests of January exams
	April 14-28	<b>School Activity:</b> Spring/Interim Submission of Data <ul style="list-style-type: none"> <li>• Submit grades and interim grades Submission of Data due</li> <li>• Check for error reports on the School Secure Web</li> <li>• Correct errors</li> </ul>

May	May 1-16	<b>Ministry/School Activity:</b> June Online Exam Register is available for review
	May 1	<b>Ministry Activity:</b> April exam results released
	May 8	<b>Ministry Activity:</b> Interim transcript data available to BC PSIs and the OUAC
	May 11-12	<b>Ministry/School Activity:</b> May exams administered
June	June 5	<b>Ministry Activity:</b> May exam results released
	June 8	<b>Ministry Activity/School Activity:</b> Deadline for April exam re-mark requests
	June 22-29	<b>Ministry/School Activity:</b> June exams administered
	June 26-July 14	<b>School Activity:</b> Deadline for final submission of course marks for June
July	July 13	<b>Ministry/School Activity:</b> Deadline for May exam remarks
	July 31	<b>Ministry Activity:</b> <ul style="list-style-type: none"> <li>• June exam results released</li> <li>• Transcripts sent to Grade 12 students, schools and post-secondary institutions selected by students<sup>v</sup></li> </ul>
August	August 14-15	<b>Ministry/School Activity:</b> August Exams Administered
	August 18	<b>School Activity:</b> Deadline for submission of course marks for the summer. Submit a spreadsheet to Kathryn Bissett at <a href="mailto:offshore.coordinator@gov.bc.ca">offshore.coordinator@gov.bc.ca</a> . <sup>vi</sup> Do not submit data transfers.
September	September 5	<b>Ministry Activity:</b> August exam results released
	September 28	<b>Ministry/School Activity:</b> Deadline for June exam re-marks
October	October 19	<b>Ministry/School Activity:</b> Deadline for August exam re-marks

Please Note:

Important Information is posted on the School Secure Web

at: [www.bced.gov.bc.ca/exams/tsw/princ\\_terms.jsp](http://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp)

To receive TRAX updates that will remind you of these important dates as well as other TRAX alerts subscribe to [www.bced.gov.bc.ca/exams/trx\\_updates/](http://www.bced.gov.bc.ca/exams/trx_updates/)

<sup>i</sup> The first data submission tells who your students are and what courses they are in, enabling them to participate in relevant exams. New schools that have not accomplished a successful first data submission in the previous school year will not be able to have their students participate.

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ii To check for error reports on the SSW you will need a user id and password. Please contact Kathryn Bissett at [offshore.administrator@gov.bc.ca](mailto:offshore.administrator@gov.bc.ca) if you need a password reset or are having trouble resolving errors.

iii New schools that have not successfully completed a first data submission by mid-October will not be able to have their students participate in the November exam session.

iv No action is required for electronic exams. However, it can be used to ensure that the bulk of your students are showing in courses you have identified for them in your EXAM file.

v This is the final release of transcripts to students' PSI selections. Following this, updates to student transcripts will generate weekly automatic electronic updates to BC PSIs and the University of Alberta. For all other PSIs, students are responsible for ordering transcripts on-line at <http://www.bced.gov.bc.ca/transcript/>

vi Summer marks should be submitted in one or more spreadsheets: one spreadsheet for examinable course marks and, if needed, a second spreadsheet for non-examinable course marks.

The non-examinable course marks file only needs to include records for students not returning in the fall (mainly graduating students).

E-mail one or two Excel files to [offshore.administrator@gov.bc.ca](mailto:offshore.administrator@gov.bc.ca) with the email subject line stating:

- "<Summer School Code> - August Marks".
- Name the Excel mark files as follows:
  - Examinable course marks – Example: 103##### Exam Marks.csv (or .xls if Excel)
  - Non-Exam course marks – Example: 103##### Non-Examinable Marks.csv (or .xls if Excel)

in the following format:

**Example:**

School Code	PEN	Surname	First Name	DOB	Course	Session Date	Final Sch %
103#####	#####	Smith	Joe	19950101	FMP 10	201408	75

A template is available upon request.