

School Secure Web

Online Graduation Assessment Register Info & Instructions

The *Online Graduation Assessment Register* allows schools to provide changes and additions to any Assessment registrations that have been sent via TRAX data submission. The Register also produces reports to help schools plan for administration: when students' assessments are changed, immediately updated reports can be produced to reflect these changes.

The Register is only available for a limited period prior to the administration of each assessment session (more information is available in the [Chart of Important Dates](#)). After the register closes, registration additions, deletions or changes must be made directly in the eAssessment system.

To access the Register, first logon to the School Secure Web (SSW), https://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp, then click the *Online Graduation Assessment Register* link at the top of the page. Next, click the *Available* link beside the current assessment session.

Here is a list of features and functions available within the *Online Register* site:

- **Print Graduation Assessment Session Summary Report** – Produce a report listing subjects for the upcoming assessment session with counts of student registrations.
 - **Student Search** – Locate a student on your assessment list without scrolling through the full list. Just enter one or more of the search fields.
 - **Graduation Assessment Search** – Narrow the set of assessments you would like to review or edit. Select a grade level or specific subject.
 - **Print by Subject or Print by Student** – Registration listings including Personal Education Number, Local ID, Name.
 - **Edit Student Assessment Registrations** – Click on a student name to change the status of a current assessment, add a new assessment, or change the Assmt Centre if an assessment will be written at a BC school other than the student's Home School.
 - **Add Student** – Add a student not yet on your Register for this session. If you are not the Home School for a student but you want them to register for an assessment at your school, you must change the Assmt Centre to your school.
 - **Home School** – This column is blank unless a student from another school is scheduled to write an assessment at your school (i.e., your school is the Assmt Center). In this case the student's Home School Ministry Code will appear in this column and the line for this student will be highlighted in **blue**. The school's name will display if you place your cursor over the Ministry Code in the "Home School" column.
 - **Graduation Assmt Centre** – This column is blank unless one of your students is scheduled to write an assessment at another BC school. In this case the Ministry School Code for the Assessment Centre will appear in this column. The school's name will display if you place your cursor over the Ministry Code in the "Exam Centre" column.
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... see the next page for detailed instructions

How to Use the *Register* to Make Changes

- 1. Customizing the List of Assessments** - When you first enter the Register main page, a complete list of assessment registration records for all assessments is displayed. You can limit the list to a grade level or a specific subject to produce a report or make changes for a set of students.

Click on “**Graduation Assessment/Exam Search**” then select a specific Grade from the “Graduation Assessment Level” list or a specific Subject from the “Graduation Assessment/Exam” list, then click the “Search” button.

- 2. Changing and Adding Assessments** - To make a change to a student’s assessment(s), click on their name to access the student detail screen where the following may be changed.

- **Status** – *N/A. Assessments do not have a paper/ electronic option.*
- **Assmt/Exam Centre** – Only change if a student will be writing an assessment at a BC school other than their Home School. Choose from the “District” drop down list (if different from the current Home School), then choose from the “School” drop down list.

IMPORTANT - You must click the “**Save Changes**” button on this screen after making changes to the **Assmt/Exam Centre** and before using the **Add Assmt/Exam** function below. Always use the “**Return to Student List**” button – not the browser’s back button after completing changes to a student.

- **Add Assmt/Exam** – To register a student for an additional assessment, select the “Level” and/or “Assmt/Exam” drop down lists then click the “Add Assmt/Exam” button to the right.

- 3. Adding a Student** – To add a student who is not currently registered to write an assessment at your school, click on the “Add Student” button on the main page and enter the student’s PEN click the “Search” button to reach the student detail screen described in **2** above.

Carefully check the student’s Home School on this screen. If it is not your school and you want this student to write an assessment at your school, you must change the “Assmt/Exam Centre” as mentioned in **2** above.

- 4. View or Print PDF Assessment Register Reports** – Click the “Print by Subject” and/or “Print by Student” buttons to create Assessment Register reports. Customize these reports by using the “Assessment Search” function mentioned in **1** above – create a report for Grade 10 or 12, or for one specific subject. Schools may wish to use these reports to gather changes and additions prior to entering them online as described in **2** above.