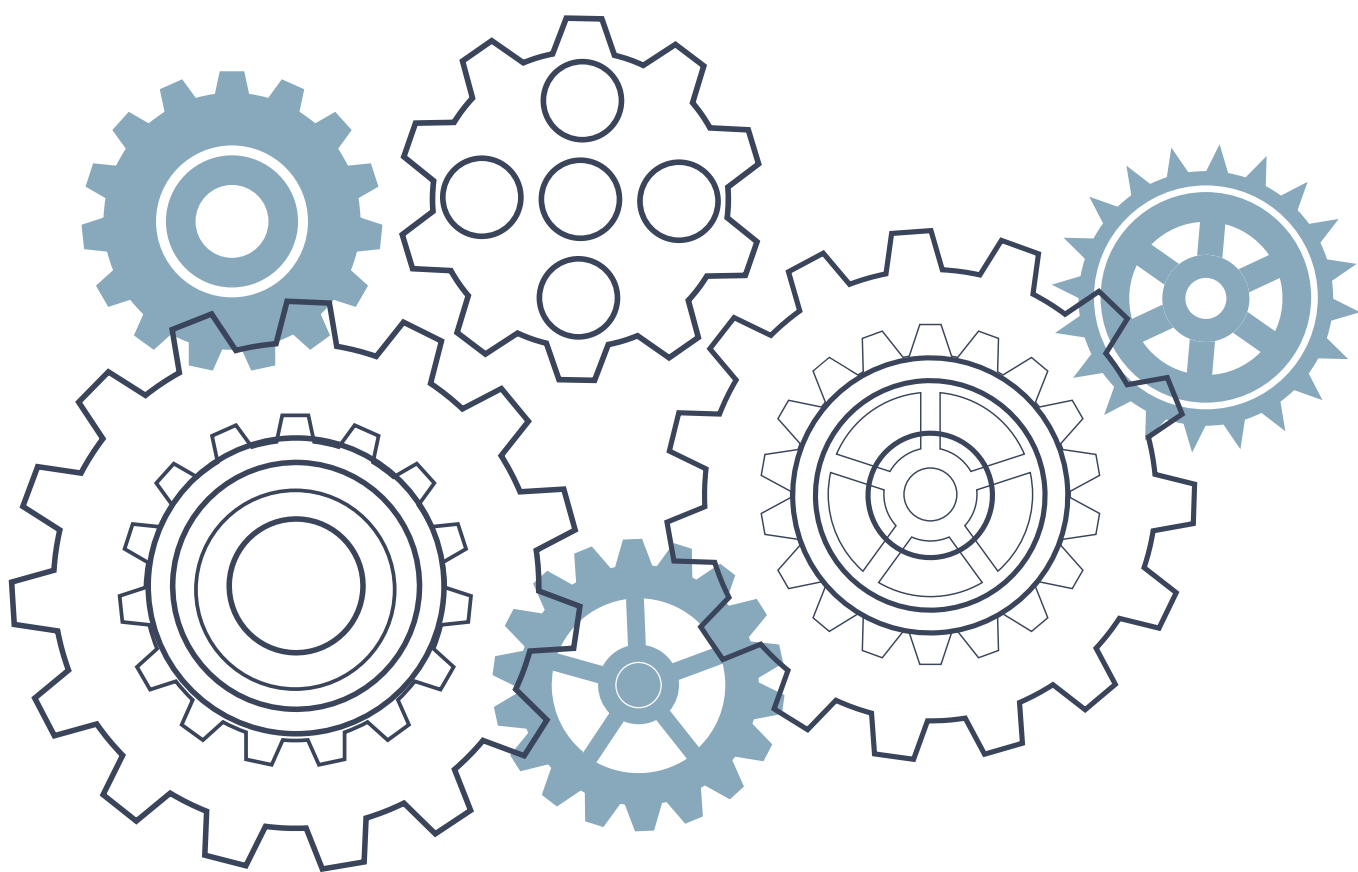


B.C. Graduation Program

Handbook of Procedures

Grades 10 to 12



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About the Handbook of Procedures

The Handbook of Procedures provides information about provincial assessments, transcripts, and the sharing of data between schools and the Ministry of Education and Child Care. 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.

The Handbook focuses solely on the procedural information associated with Provincial Graduation Assessments, reporting and data transfer for provincial curriculum and other courses, and transcripts and scholarships. Please ensure all new staff with responsibility for reporting student data to the Ministry are aware of this resource and the policy guide. The associated policy information is 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 the link below:



www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf

What's New for 2023/24

- Effective July 1, 2023, all students working toward either an English or French B.C. Certificate of Graduation must complete at least four credits in Indigenous-focused coursework. Students can meet the new graduation requirement several ways including provincial courses, Indigenous language courses, Board/Authority Authorized (BAA) courses, and First Nation Authorized (FNA) courses. For more information about the new Indigenous-Focused Graduation Requirement, please visit the link below:



<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/indigenous-focused-graduation-requirements>

- B.C.'s K-12 Student Reporting Policy was released on July 1, 2023 for use in the 2023/24 school year. For more information about the updated K-12 Student Reporting Policy, please visit the link below:



[Curriculum | Building Student Success - B.C. Curriculum \(gov.bc.ca\)](http://Curriculum|BuildingStudentSuccess-B.C.Curriculum.gov.bc.ca)

Chapter 1

Provincial Graduation Assessments



Provincial Graduation Assessments

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

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 (written) 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 an online 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, including requirements for French immersion students, Francophone students, and students transferring from other jurisdictions, are available online in the B.C. Graduation Program Policy Guide at the link below:



www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf



Important Reminder

Students may not write NME10 and NMF10 in the same session. The literacy assessments (LTE10, LTP10, LTE12, LTF12, LTP12) are different assessments and may be attempted in the same session.

Preparing for Assessments

Schools must ensure students are prepared to write an assessment. A student may only write a particular assessment once per session. 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 the link below:



www2.gov.bc.ca/gov/content/education-training/k-12/support/curriculum-and-assessment/assessments/graduation

Registration

All schools are required to register students writing the Grade 10 Numeracy Assessment through MyEducation BC (or their student information system for non-MyEducation BC Schools) and the Ministry's Transcript and Examinations (TRAX) system.

Registration for the Grade 10 Numeracy Assessment is required to ensure that:

- Personalized materials for the Grade 10 Numeracy Assessment are available for schools to download and print in advance.
- Students are assigned to the correct school when signing into the web-based Provincial Graduation Assessments.
- Schools receive transcript verification information.

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.

Schools should download and print all response sheets for pre-registered students. Please see the instructions for Late Registrants in the Graduation Numeracy Assessment Administration Guide available online through the SSW at the link below:



www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

At the end of each day of the administration session, all Numeracy Response Sheets must be scanned and uploaded into the e-assessment system, including sheets on which the students did not construct a response. Schools are required to retain the response sheets for 18 months and then securely destroy them.

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 TRAX system:

- Students enrolled at their schools, including those cross-enrolled with an online 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, and transcript previews. Access the SSW online at the link below:



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 logon 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 the Student Certification Branch at the email address below for assistance:



student.certification@gov.bc.ca

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 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 below.
- Using the Online Assessment Register available on the SSW to report the school at which the student will write as the "Assessment 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 | • Status Card |
| • Passport | • Canadian Citizenship Card - with photo |
| • B.C. Services Card with photo | • Canadian Forces ID |
| • Combination Driver's License and B.C. Services Card | • Naturalization Certificate |
| • B.C. Identification (BCID) card with expiry date | • NEXUS Card |
| • US passport card | • Parole Certificate ID |
| • Canadian or US Driver's License | • Police Identification |
| • Permanent Resident Card | • DND photo Identification Card |
| • Secure Certificate of Indian Status | |

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 MyEducation BC – they must obtain from their home school, the top part only of the MyEducation BC 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.

Security Control

Schools are required to install the e-assessment Security Control and ensure each workstation and device, including student’s personal devices, that will be used for provincial graduation assessments meets the computer and browser requirements posted at the link below:



<https://bc.ed.vretta.com/#/en/bced-landing/grad/tech-guides>

Provincial Graduation Assessments for Francophone and Immersion Students



Policy Reminder

Programme francophone students write:

Évaluation de numératie de la 10^e année

Évaluation de littératie de la 10^e année –

Français langue première

Grade 10 Literacy Assessment*

Évaluation de littératie de la 12^e année –

Français langue première

Grade 12 Literacy Assessment*

* Students in the Francophone programme are not required to write these assessments, unless they wish to graduate with both the Cornouiller and the English Dogwood.



Policy Reminder

French Immersion students write:

Grade 10 Numeracy Assessment
(English or French)

Grade 10 Literacy Assessment

Grade 12 Literacy Assessment

Évaluation de littératie de la 12^e année –
Français langue seconde-immersion*

* Students in the French Immersion Programme who want to receive a Dual Dogwood must complete this assessment.

Oral Component

Students taking the Francophone Literacy Assessments, or the French Immersion Literacy Assessment 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 the link below:



www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/graduation

French Versions of Numeracy Assessment

French versions of the Grade 10 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. Dates can be found at the link below:



www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/graduation

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 MyEducation BC this is done automatically). Additional information can be found at the link below:



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 can be found at the link below:



www2.gov.bc.ca/gov/content/education-training/k-12/support/pen-services

Any other questions regarding PEN should be directed to the contact information below:



pens.coordinator@gov.bc.ca



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 and Literacy Assessments Administration Guides available online through the e-Assessment link below:



<https://bc.ed.vretta.com/#/en/bced-landing/grad/tech-guides>

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



Policy Reminder

Calculators

For information on the use of calculators, please refer to the Calculator Policy located at <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/assessment/bc-calculator-policy.pdf>

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.

Any student deemed to have breached one or more of the rules 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 rewrite and complete it at a future session. A proficiency level will appear on the Transcript following completion of a Provincial Graduation Assessment with the exception of the Grade 10 Literacy Assessment, where "RM" (Requirement Met) will be documented.

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 before they commence writing the assessments, 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 in the Graduation Numeracy and Literacy Assessments Administration Guides available through the e-Assessment link below:



<https://bced.vretta.com/#/en/bced-landing/grad/tech-guides>

- 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, as soon as possible. If more than one invigilator was a witness to the incident, each invigilator should complete a separate report. A copy of the report can be found at the link below:



<https://forms.gov.bc.ca/education-training/disqualification-incident-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 rewrite 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 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 for Students

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. 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. The Ministry's STS website can be found at the link below:



www.studenttranscripts.gov.bc.ca/

Provincial Graduation Assessment Results Release

Results are posted within the timeline of published release dates. On the SSW, results from the Provincial Graduation Assessments are available in School Reports by assessment session date and in student-level reports.

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 the link below:



www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

Students should be referred to the STS at the link below:



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 the link below:



www.bced.gov.bc.ca/exams/

Reports from Markers

Following provincial assessment sessions, the marking chairs compile feedback provided by markers during that session outlining the strengths and areas to work on pertinent to each written section or component of the assessment.

The comments can be helpful for teachers instructing in the classroom, or for students preparing to write an assessment. Reports are available online at the link below:



www.bced.gov.bc.ca/exams/search_reports/

Provincial Graduation Assessment Review Process

Provincial Graduation Assessment Reviews are the process by which school principals may request a student's marked assessment. To request a review, the student and principal must fill out a Provincial Assessment Review Request form available at the link below:



<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.

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 Rewrite Process

Rewriting a Graduation Assessment

Until graduation, students may write a Provincial Graduation Assessment up to three times; the original attempt and two rewrites. 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 Literacy Assessment and the Évaluation de littératie de la 10^e année – Français langue première, the student's transcript will only indicate "RM" (requirement met), and not a proficiency level. Registration is required to rewrite and have personalized materials available for the Graduation Numeracy Assessment.

Registering to Rewrite

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

Failure to Rewrite after Registering

If a student is registered to rewrite but fails to participate, it is not considered a rewrite attempt.



Important Reminder

Schools should not pre-login students as it may register as an attempt even if the students do not participate.

Rewrites and Transcripts

If a rewrite 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 Literacy Assessment and the Évaluation de littératie de la 10^e année – Français langue première as the transcript only indicates "RM".

Provincial Graduation Assessments at Online Learning Schools

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

It is recommended that arrangements for the administration of assessments by OL schools are made several weeks in advance of the actual session to ensure that their students are provided a writing opportunity and location.

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 a certified teacher or school administrator.
- 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 assessment 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 scan Numeracy Response Sheets to the e-assessment provider.

Requirements for electronic assessments are available online at the link below:



www.bced.gov.bc.ca/exams/

Adult Learners

Adult Graduation Program Students

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

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

Registration

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

Where Do Adult Education Learners Write?

Adult learners 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 Assessment 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, available through the SSW at the link below:



www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

Once logged on, click on the Graduation Assessment 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, and 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 by the Ministry in unpredictable circumstances that render a student unable to write an assessment, even 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 and Child Care'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 accidents result 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 no later than three weeks in advance of the session for which it is being sought.

The Request for Aegrotat Standing form is available as a web form at the link below:



<https://forms.gov.bc.ca/education-training/aegrotat-standing-request/>

Principals may contact the Ministry at the email below to discuss options:



assessments@gov.bc.ca



Please Note

Once approved, the Ministry will apply the Aegrotat notation to the student's record in TRAX.

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 the link below:



<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 students include oral components, which are administered following completion of the written component (on the same day).
- The Graduation Literacy Assessment in French for French Immersion students includes an oral component.



Please Note

The oral component is administered separately from the written component and must be completed during the oral component administration window indicated in the assessment schedule. Password(s) will be sent to the alternate site assessment 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 assessment 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 the link below:



www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/graduation

Administration Procedures

It is the responsibility of the B.C. school 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 students writing the Grade 10 Numeracy Assessment from an OOP location, the OOP site **MUST** HAVE a scanner capable of scanning at 300 DPI to upload the student's written work to the Ministry's e-Assessment System (EAS).

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 the link below:



www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf

Further information can be found online at the link below:



www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/graduation

The Adjudication Process: Supports for Graduation Assessments

Determining the need for supports during assessments 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 yearly master list of all students receiving specific 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 the link below:



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 allowed. This includes paraphrasing, rewording, clarifying or explaining assessment questions.

Software Features and Options on Graduation Assessments

Software programs currently in use by a student are permitted during assessment 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 prior to the assessment session.

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

- Dictionary/Thesaurus
- Grammar Check
- 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 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.

Guidelines for readers and scribes are available at the link below:



<https://www2.gov.bc.ca/gov/content?id=C2E507E439374AB5A57FAC29F1915535>



Important Reminder

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

Specific Supports Allowed by the Ministry

The Ministry has identified specific supports to assessments 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. 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 universal 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 who are Deaf or Hard of Hearing

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

- Large print (paper copy)
- Braille
- Oral language interpreter
- Closed captioning for videos (applicable only for LTP10, LTP12 and LTF12)
- Transcriptions for audio documents (applicable only for LTP10, LTP12 and LTF12)

A student who is Deaf or Hard of Hearing may use an Oral Language Interpreter to act as a reader or scribe.

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

Documentation Demonstrating an Identified Learning Need

Supports for assessments are allowed when there is clear evidence that the supports are consistent with the 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 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 the link below:



www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

For information related to due dates, refer to the Provincial Graduation Assessments: Information for Administrators at the link below:



www2.gov.bc.ca/gov/content/education-training/k-12/administration/programmanagement/assessment/graduation

Paper Based Assessments

Paper based assessments may be available for students with documented needs for the January, April, and June Assessment Sessions. A request form should be the final recourse used by a school.

Principals should submit a request with a rationale and appropriate documentation to the Ministry of Education and Child Care's Adjudication Review team.

Requests should be submitted to the email address below on the same schedule as Special Format Assessment requests. Any further questions or required information related to Adjudication can be directed at the email below as well.



EDUC.Adjudication@gov.bc.ca

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 in a variety of ways. In addition to obtaining graduation credit by successfully completing a provincial course taught by a B.C.-certified teacher, credit may be earned through equivalency, challenge, independent directed studies (IDS), BAA/FNA courses, 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 the link below:



www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade12/support/graduation/graduation-policy-guide.pdf

Board/Authority Authorized (BAA) Course Sharing Platform

In cooperation with Focused Education Resource Services, 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 and Child Care standards for BAA courses. The BAA platform is available online at the link below:



<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 the link below:



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. Equivalency and Challenge are the policies that enable this process. Adult learners 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 to the Ministry, the school must use the designated course code and ensure it is marked as an equivalency ('E') in Course Type when reporting to TRAX. Schools should also 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 (i.e., the date the school administrator or teacher evaluates and determines an equivalency may be granted).

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 the link below:



<https://curriculum.gov.bc.ca/curriculum/languages/courses>

- Ministry-Approved Grade 10, 11 and 12 Indigenous language courses developed through the languages template process, available online at the link below:



<https://www2.gov.bc.ca/gov/content/education-training/k-12/teach/resources-for-teachers/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.

International Jurisdiction

If a student has completed education in an international 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 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 are available online at the link below:



<https://www2.gov.bc.ca/gov/content?id=A83BFC1275564C8E85146617D30BF2FE>

Challenge

Challenge is a means of awarding graduation credit for undocumented demonstrated prior learning. Details on the policy for challenge are available online at the link below:



<https://www2.gov.bc.ca/gov/content?id=A83BFC1275564C8E85146617D30BF2FE>

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



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 standards of B.C.'s second language courses.



Policy Reminder

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

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 the link below:



www.bced.gov.bc.ca/datacollections/course_registry_web_search/

The Ministry of Post-Secondary Education and Future Skills’ Articulation Handbook provides information about ABE post-secondary courses that have been deemed equivalent (have completed sufficient content) to Ministry of Education and Child Care courses. The Articulation Handbook is available online at the link below:



www2.gov.bc.ca/assets/gov/education/post-secondary-education/adult-education/abe_guide.pdf

Dual Credit: Earning Credits for Post-Secondary Course Completion

Dual credit enables high school students to take post-secondary courses and receive credit toward both their high school and post-secondary graduation credentials. In the K-12 system, completed dual credit offerings count as elective Grade 12 level courses.

Dual credit opportunities can range from single courses to full-time programs and cover a variety of career aspirations in both trade and non-trade areas. Offerings will vary depending on local school district agreements with post-secondary institutions.

There are two policies that govern dual credit. The first one ensures that students have their learning at post-secondary institutions recognized for credit. The second one sets out the conditions under which a school district may receive per-course funding from the ministry, such as paying the post-secondary tuition on behalf of the student.

Information about B.C.'s dual credit policies can be found at the links below:

Earning Credit through Equivalency, Challenge, External Credentials, Post-Secondary Credit and Independent Directed Studies:



www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/earning-credit-through-equivalency-challenge-external-credentials-post-secondary-credit-and-independent-directed-studies

Recognition of Post-Secondary Transition Programs for Funding Purposes:



www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/recognition-of-post-secondary-transition-programs-for-funding-purposes

Dual Credit Policies—Question and Answer:



<http://www.bced.gov.bc.ca/bulletin/20230324/dual-credit-policies.pdf>

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. Enter "abe*" in the course title search field of the external ABE courses list, available online at the link below:



www.bced.gov.bc.ca/datacollections/course_registry_web_search/advanced-search.php

Assigning Credits

When reporting dual credit, almost all courses should be awarded 4 credits to appear on the student's high school transcript, regardless of how many post-secondary credits are assigned to the course.

If a student takes a dual credit program that consists of more than one post-secondary course, each course should be reported as above. Should a program not include identifiable courses, report a 4-credit course for approximately every 120-hours of learning. Consideration can be given to study expected to occur outside of class. Inversely, in rare cases, post-secondary institutions may offer short courses, making it appropriate to bundle and report several as one 4-credit 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	Kwantlen Polytechnic University
Athabasca University	Langara College
British Columbia Institute of Technology	Nicola Valley Institute of Technology
British Columbia Open University	North Island College
Camosun College	Northern Lights College
Capilano University	Okanagan College
Coast Mountain College (formerly Northwest Community College)	Royal Roads University
College of New Caledonia	Selkirk College
College of the Rockies	Simon Fraser University
Columbia College	Thompson Rivers University
Coquitlam College	Trinity Western University
Corpus Christi College	University of British Columbia
Douglas College	University of the Fraser Valley
Collège Éducacentre	University of Northern British Columbia
Emily Carr University of Art & Design	University of Victoria
SkilledTradesBC	Vancouver Community College
Institute of Indigenous Government	Vancouver Island University
Justice Institute of British Columbia	Yukon University

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 are available online at the link below:



<https://www2.gov.bc.ca/gov/content?id=A83BFC1275564C8E85146617D30BF2FE>

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. IDS cannot be used to meet the B.C. Adult Graduation Diploma Program requirements.

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, Board/Authority Authorized, or First Nation Authorized course. The examples below are guidelines for reporting IDS courses:

IDS Course Title	Report Course Code as:	Report Related Course Code as:	Specify Number 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. In other words, a student cannot receive equivalent credit for a course, then receive credit for the course itself. For a list of other credit restrictions, see the online Course Registry website at the link below:



www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php

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 the link below:



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 be found in the online Course Registry at the link below:



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, First Nation Authorized (FNA) courses, Post-Secondary credits, and/or Independent Directed Studies (IDS).



Please 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/FNA, 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 the link below:



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 the link below:



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 – Advanced Search at the link below:



www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php

A learner must be 18 years or older to gain entry to the Adult Graduation Program. This age requirement is the minimum age a learner 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.

Learners who transfer to the Adult Graduation 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”. Additionally, only 4-credit courses at the Grade 12 level qualify as coursework for the Adult Graduation Program.

An Adult Graduation Program learner 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 learner 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 learners 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, First Nation Authorized, Career Program, Independent Directed Studies, and Locally Developed courses do not count toward the minimum five courses required in the Adult Graduation Program.

Chapter 5

Reporting Courses and Programs





Important Reminder

The Ministry updates student graduation status nightly. Schools' reporting of final course marks can result in early graduation if the marks satisfy the students' last graduation requirement, even if additional coursework is still underway (see Student Data Exchange chapter).

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 the link below:



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) or First Nation Authorized (FNA) course that aligns with the Arts Education 11 and/or Applied Design, Skills, and Technologies 11 provincial curriculum.
 - Schools transferring data electronically report the BAA/FNA course “B” (for both) in the Graduation Requirements field.
 - Grade 10 BAA/FNA courses and Grade 12 BAA/FNA 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 requirement.

Board/Authority Authorized (BAA) and First Nation Authorized (FNA) Courses

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 MyEducation BC and the BAA website at the link below:



www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/baa_core_categories.pdf

FNA course codes are chosen from the BAA core course categories list as well. However, FNA courses are restricted in use to non-independent First Nation School Authorities only. FNA courses are differentiated when the “Doing Business As” organization information in the Course Registry states, “First Nation Authority”. Students transferring to a B.C. public or independent school from some First Nations schools

may have completed these FNA courses. Just like BAA courses, FNA courses can be used as all or part of the 28 elective credits to meet B.C. Graduation Program (2018) requirements for a B.C. Dogwood Diploma. This includes Grade 12 level FNA courses, which may be used toward required Grade 12 level credits.

While BAA codes are generic and unalterable, the course title 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. A list of organizations offering approved external language credentials can be found at the link below:



www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/external-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 the link below:



www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php

- Documentation from international 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
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- 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
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- 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
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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	B.C. 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	B.C. 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
PSIH 12A	Institute of Indigenous Government Course 12A	2003-09-01	4
PSII 12A	Justice Institute of B.C. 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 B.C. 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	SkilledTradesBC Designated Training Provider Course 12A*	2017-01-01	4

* All TRN courses delivered by SkilledTradesBC designated training providers (including school districts) are to be reported using the TRITA 12A course codes. The PSITA course codes are no longer available. Unique course codes created for the Early Childhood Education Dual Credit Project are provided to participating school districts.

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. Enter "ap*" in the course title search field when searching the Advanced Placement Course List, located at the link below:



www.bced.gov.bc.ca/datacollections/course_registry_web_search/advanced-search.php

Enter "ib*" in the course title search field when searching the International Baccalaureate Course List located at the link below:



www.bced.gov.bc.ca/datacollections/course_registry_web_search/advanced-search.php

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 the link below:



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 the link below:



www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/external-credentials



Important Reminder

Do not report the numerical results provided by the advanced placement program or international baccalaureate program.

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. However, it is important to note that TS marks on a student transcript may have long-term impacts on a student's post-secondary options. SG should only be assigned when they are in the best interest of the student, and whenever possible a proficiency scale indicator or letter grade and percentage should be assigned to the student over an SG or TS.

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 the link below:



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, please contact:

Ministry of Tourism, Arts, Culture and Sport

Attention: Liam McDonough

PO Box 9812 Stn Prov Govt

Victoria, BC V8T 5C3

Phone: 778.445.5140

Email: Liam.McDonough@gov.bc.ca

Website: www2.gov.bc.ca/gov/content/sports-culture/sports

External Adult Basic Education Courses

Enter "abe*" in the course title search field when using the External Adult Education Course List, located at the link below:



www.bced.gov.bc.ca/datacollections/course_registry_web_search/advanced-search.php

Any adult learner who is enrolled in a B.C. high school and 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 Post-Secondary Education and Future Skills

PO Box 9877 Stn Prov Govt

Victoria, BC V8W 9T6

Phone: 250.952.6114

Fax: 250.952.6110

Reporting Career-Life Courses

Students on the B.C. Graduation Program

Students on the B.C. Graduation Program must complete 4 credits in Career-Life Education and 4 credits in Career-Life Connections for a total of 8 credits. Options for reporting are as follows:

- Career-Life Education (using code CLE) for the 4-credit option, or two 2-credit options (using codes CLEA and CLEB).
- Career-Life Connections (using code CLC) for the 4-credit option, or two 2-credit options (using codes CLCA and CLCB).

These courses do not have designated Grade levels; students can begin their Career-Life courses in Grade 10, 11, or 12. Students on the B.C. Graduation Program can only receive credit at the grade 12 level for CLC, not CLE. More details on options for Grade 10-12 students are in the Career Education 10-12 Guide available at the link below:



https://curriculum.gov.bc.ca/sites/curriculum.gov.bc.ca/files/curriculum/career-education/en_career-education_10-12_career-education-guide.pdf

Learners on the Adult Graduation Program

Learners on the Adult Graduation Program are eligible to receive graduation credit at the Grade 12 level for both Career Life Education (must be reported with code CLE 12) and Career Life Connections (must be reported with code CLCG12). Both course codes are restricted for use only on the Adult Graduation Program.

Learners moving from the B.C. Graduation Program to the Adult Graduation Program before graduation can receive credit for CLCG 12 if they have previously completed both CLCA and CLCB courses. To receive this credit, the courses must be reported as follows:

- A TRAX Change Request must be submitted, and CLCG 12 must be reported instead of CLCA and CLCB.
- The session date reported for Career Life Connections (CLCG 12) for the Adult Grad program should align with the session date previously reported for CLCB. CLCB cannot be started as a standalone after the student enrolled.

Career Programs

Information concerning career programs can be found on the 'Career Programs' webpage at the link below:



www2.gov.bc.ca/gov/content/education-training/k-12/support/career-programs

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

** This 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.*

WEX courses are not meant to be awarded for general/past work experience, as WEX is a school-monitored and school-arranged course. Transfer Standing (TS) as part of granting Equivalency (E) should only be used where a student can demonstrate a balance between school instruction and field practicums, such as in the case of Red Seal trades qualifications. Otherwise, students who can demonstrate extensive experience in a specific field should receive relevant course credit by equivalency from the curriculum, such as Construction 12, Entrepreneurship 12, or Computer Programming 12.

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 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 and Child Care

Attention: Work Experience and Career Coordinator
PO Box 9887 Stn Prov Govt
Victoria, BC V8W 9T6
Phone: 250.213.7540
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 the link below:



www2.gov.bc.ca/gov/content/education-training/k-12/administration/programmanagement/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, replacement curriculum, or replacement learning standards.

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 the link below:



www.bced.gov.bc.ca/datacollections/course_registry_web_search/advanced-search.php



Policy Reminder

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

Search under 'Course Type: Locally Developed' → 'Course Status → Open' → 'Graduation Program: Course-based Graduation Program'.

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

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 IE (Insufficient Evidence), 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.
- Completed Provincial Graduation Assessments.

The Transcript Legend webpage includes graduation program requirements for current and historic programs, associated achievement indicators, course type abbreviations and more at the link below:



<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates/transcript-legend-information>

B.C. Ministry of Education and Child Care official transcripts are available to students through the StudentTranscripts Service at the link below:



<http://www.studenttranscripts.gov.bc.ca>

A school may also issue school-based transcripts for students, upon request. See *Chapter 6: Student Record and Transcript Responsibilities of the School*.

Sample Transcript of Grades



Ministry of Education and Child Care

TRANSCRIPT OF GRADES

Graduation Program 2023

Issue Date: 2024-07-01

Page 1 of 1

Student Information

LAST NAME, FIRST NAMES

PEN: 123456789

DOB: Mmm DD, YYYY

School of Record

01234567

NAME OF SCHOOL

STREET ADDRESS

CITY, PROVINCE

POSTAL CODE

PAPER TRANSCRIPT HAS A COLOURED BACKGROUND - NOT A WHITE BACKGROUND - PAPER TRANSCRIPT HAS A WATER MARK OF THE B.C. FLAG. HOLD UP TO LIGHT TO VIEW									
COURSES / ASSESSMENTS	COURSE / ASMT CODE	REQ	EQU	SESSION DATE	GR 12 SCHOOL %	GR 12 EXAM %	FINAL % / ASMT	FINAL LETTER GRADE	CREDITS
COMPOSITION 10	CMPS 10	1		2022/06			73	B	2
FOUNDATIONS OF MATH AND PRE-CALCULUS 10	FMP 10	6		2022/02			76	B	4
LITERARY STUDIES 10	LTST 10	1		2022/06			81	B	2
PHYSICAL AND HEALTH EDUCATION 10	PHED 10	10		2022/01			86	A	4
SCIENCE 10	SC 10	8		2022/06			86	A	4
SOCIAL STUDIES 10	SS 10	4		2022/06			80	B	4
SPANISH 10	SP 10	17		2022/01			67	C+	4
SUSTAINABILITY 10	YRNR 10A	17		2022/06			73	B	4
ACCOUNTING 11	AC 11	11		2022/12			96	A	4
ATHLETE TRAINING 11	YLRA 11G	17		2023/06			80	B	4
COMPOSITION 11	CMPS 11	2		2023/06			72	C+	4
EARTH SCIENCES 11	ESC 11	9		2023/06			64	C	4
LEADERSHIP 11	YCPA 11A	17		2023/06			94	A	4
SPANISH 11	SP 11	17		2023/01			79	B	4
WORKPLACE MATHEMATICS 11	WPM 11	7		2023/06			76	B	4
CRIMINOLOGY 12	YLAW 12A	19, 17		2023/12			95	A	4
ENGLISH STUDIES 12	ENST 12	3		2024/06			73	B	4
CONTEMPORARY INDIGENOUS STUDIES 12	INST 12	19, 14, 5		2024/06			84	B	4
WORK EXPERIENCE 12A	WEX 12A	19, 17		2023/12			80	B	4
CAREER-LIFE CONNECTIONS	CLC	19, 13		2023/06			80	B	4
CAREER-LIFE EDUCATION	CLE	12		2022/06			69	C+	4
LITERACY ASSESSMENT 10	LTE10	15		2022/06			RM	NA	NA
LITERACY ASSESSMENT 12	LTE12	18		2023/11			4	NA	NA
NUMERACY ASSESSMENT 10	NME10	16		2022/01			2	NA	NA

COURSES MAY HAVE BEEN COMPLETED AT SCHOOLS OR INSTITUTIONS OTHER THAN THE STUDENT'S CURRENT SCHOOL OF RECORD AS NOTED ON THIS TRANSCRIPT.

Based on the information provided by the school, this student has graduated in the Graduation Program 2023. Graduation date: June 2023.

QUESTIONS? STUDENTS SHOULD CONTACT THEIR SCHOOL OF RECORD IMMEDIATELY

Indicators (Letter Grades) and Their Meanings

The following indicators (letter grades) are from Provincial Letter Grades Order, with additional notes as indicated from the B.C. Graduation Program Policy Guide at the link below:



<https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf>

Student Reporting Policy can be found at the link below:



<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/student-reporting>

Letter Grade	Percentage Range	Definition
A	86-100	The student demonstrates excellent or outstanding learning in relation to expected learning standards.
B	73-85	The student demonstrates very good learning in relation to the learning standards.
C+	67-72	The student demonstrates good learning in relation to the learning standards.
C	60-66	The student demonstrates satisfactory learning in relation to the learning standards.
C-	50-59	The student demonstrates minimally acceptable learning in relation to the learning standards.
F	0-49	The student has not demonstrated, or is not demonstrating, minimally acceptable learning in relation to the learning standards. Prior to assigning a F, it is important students, parents, and caregivers are made aware of any concerns and given a chance to address the needs of the student.
SG	N/A	Standing Granted: Although completion of normal requirements is not possible, sufficient evidence of learning has been demonstrated to warrant, consistent with the best interests of the student, the granting of standing for the area of learning and grade. Standing Granted may be used in cases of serious illness, hospitalization, late entry or early leaving, but may only be granted by an adjudication process authorized by the principal, vice principal, or director of instruction in charge of the school.
TS	N/A	Transfer Standing: May be granted by the principal, vice principal, or director of instruction in charge of a school based on an examination of records from an institution other than a school as defined in the School Act. Alternatively, the principal, vice principal, or director of instruction in charge of a school may assign a letter grade and percentage on the basis of an examination of those records.
IE	N/A	Insufficient Evidence: The student, for a variety of reasons, has not provided sufficient evidence of learning in relation to the learning standards. The course will not appear on the student's transcript.
W	N/A	Withdrawal: According to the policy of the board, and upon request of the parent of the student or, when appropriate, the student, the principal, vice principal, or director of instruction in charge of a school may grant permission to a student to withdraw from a course or subject. The course will not appear on the student's transcript.

Additional information concerning letter grades and their meanings is available online at the link below:



www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf

When sending an “IE” to the Ministry, the school should not report a percentage as the course has not been completed. The school should only send in a final percentage when converting the “IE” to a final mark.

“RM” is currently only used for the Grade 10 Literacy Assessment (LTE10 Proficiency Scores do not appear on official Ministry transcript).

Indicators not included on Transcripts

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

IE (Insufficient Evidence) F (Failure) W (Withdrawal)

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

Graduation Assessment Indicators on Transcripts

The following indicators of achievement for graduation assessments will appear on the Transcript of Grades.

Indicator	Description
MET	Assessment requirement met by a provincial exam and course.
RM	Requirement met by completion of the Literacy 10 Assessment. *
XMT	Assessment requirement exempt.
AEG	Aegrotat Standing means the student has been granted exemption from writing a Provincial Graduation Assessment due to unpredictable circumstances that render a student unable to write an assessment, even at a future session. Additional information concerning Aegrotat Standing (AEG) is available in Chapter 1 of this Handbook.
1-4	Proficiency score from 1 to 4 (Emerging to Extending) will appear in the Final Assessment Score column on transcripts upon the Ministry's release of results for the Grade 10 Numeracy Assessments and the Grade 12 Literacy Assessments. A student's best score for each assessment will appear on the student's final transcript.

* Result may appear as the proficiency score of 1 to 4 on school-based transcripts.

Proficiency Score Criteria are presented below:

Provincial Graduation Assessments			
1 (Emerging) The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.	2 (Developing) The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	3 (Proficient) The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	4 (Extending) The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.

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 the following:

- A Français langue première 10
- A Français langue première 11
- Français langue première – Français langue et culture 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
- Évaluation de numératie de la 10^e année
- Évaluation de littératie de la 10^e année – Français langue première
- Évaluation de littératie de la 12^e année – Français langue première

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 the B.C. Graduation Program and also completed all of the following requirements:

- Français langue seconde-immersion 10 (FRAL 10)
- A Français langue seconde-immersion course at the Grade 11 level
 - Communication Orale 11 (SPLGF11)
 - Langue et culture de la francophonie (LCFF 11)
 - Média et Communication Numérique 11 (NMDF 11)
 - Études du cinéma et de la littérature francophone (LTSTF11)
 - IB Français A1 (NS) 11 (IBFNS 11)
- Français langue seconde-immersion 12 (FRAL 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 Numeracy Assessment (English or French)
- Grade 10 Literacy Assessment – English
- Évaluation de littératie de la 12^e année – Français langue seconde-immersion
- Grade 12 Literacy Assessment – English

Honours Standing on Transcripts

The statement that a student has graduated ‘with Honours’ appears on a transcript if the Ministry calculated Grade Point Average (GPA) is greater than 3.0. Only course credits that are used to satisfy the requirements for graduation (including electives) are used to calculate the GPA. 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]
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When Are Transcripts Sent to the Student's School of Record (SOR)?

Most transcripts are printed and distributed in late July/early August in the year-end packages sent by the Ministry to public, independent (groups 1, 2 and 4), First Nations, and offshore schools. Packages for public schools are sent to district offices for further distribution. Packages for offshore schools are sent to Offshore School Representatives for distribution. These year-end packages include transcripts for any student who:

- Earned a certificate (including an Adult Diploma or School Completion Certificate) since the last monthly distribution (i.e., end of May);
- Has had any transcript changes (e.g., new assessment activity or new data reported by the school) since graduating; or
- Was reported in Grade 12 in a graduation program (or AD if in the Adult program) who have not yet graduated.



Please Note

Transcripts are to be retained for the school's records. Students must order their own transcript copies through the StudentTranscripts Service at the link below:



<http://www.studenttranscripts.gov.bc.ca>

The \$10 transcript fee is waived for the first printed transcript order placed within six months after the student has completed their last course.

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 minimum of the two most recent years of Student Progress Reports (including documentation to support orally communicated letter grades) or: an official copy of the Transcript of Grades 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.

Information about the Permanent Student Record can be found at the link below:



<https://www2.gov.bc.ca/gov/content?id=4EFEFA4F281E472E884F52C2496A89CC>

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

Transcript Corrections

Schools have the authority and responsibility to correct errors and omissions on a student's transcript. Requests to update misspelled or incorrect names must be completed through PEN services:



<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/pen>

To correct or update course information for students no longer enrolled in the B.C. K-12 system (graduates and other former students), schools must complete a TRAX Change Form (available from the School Secure Web) and send it to the email address below:



Trax.Data@gov.bc.ca

Please see [Chapter 8](#) for more information.

Obtaining Records 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. The complete student PSR must be retained by the last school district or school attended before the student withdrew or graduated. 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 B.C.: 1.800.663.6105
www.crownpub.bc.ca

Student Access to Transcripts

Students must order their official Ministry of Education and Child Care transcripts through the StudentTranscripts Service (STS) at the link below:



www.studenttranscripts.gov.bc.ca

The Ministry transcript service is available for students with completed grade 10-12 courses that have been reported to the B.C. Ministry of Education and Child Care. Students that last attended school between 1974 and 1986 should contact their school district.

Certificate of Graduation (Dogwood Diploma)

Information concerning Certificates of Graduation, including French Certificates, is available online in the Student Credentials Policy at the link below:



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.



Important Reminder

Dogwood Diplomas do not indicate Honours Standing.

Graduation Certification

Schools must report credits earned by students to the Ministry for calculation of graduation eligibility and certification of graduation status. When a school is reporting final marks that result in the student meeting the minimum graduation requirements, the student will graduate - even if they are still completing additional coursework.

Student graduation status is updated nightly to the StudentTranscripts Service and the School Secure Web.

Certificate Distribution

Transcript and certificate packages will continue to be distributed directly to schools on a monthly basis from October to May. Schools are responsible for signing and distributing these graduation certificates to students.

However, most students complete their graduation requirements in June and the majority of graduation certificates are produced in the last week of July – after the deadline for schools to submit final marks to the Ministry has passed and the results from June’s Provincial Graduation Assessment are released. Year-end certificate and transcript distribution beginning at the end of July/beginning of August.

For public schools, year-end packages are sent to each board office, which is responsible for their further distribution to schools for principals to sign before issuing to students.

Certificate of Graduation Responsibilities of the School

Principals are responsible for signing Certificates of Graduation. Schools are responsible for distributing Graduation Certificates to students.

Blank Certificates of Graduation

A supply of blank Certificates of Graduation may be ordered from the Ministry by emailing the address below:



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 the link below:



www.studenttranscripts.gov.bc.ca

School Completion Certificate Program (Evergreen or SCCP)

Descriptive information and the purpose of the School Completion Certificate (which is not a graduation credential) can be found on the School Completion Certificate Program webpage at the link below:



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 B.C. credentials is available online in the Student Credentials Policy at the link below:



www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/student-credentials

Certificate Completion Dates: Responsibilities of the School

Unlike graduation, schools are responsible for determining when students have met the goals of their individual education program for the School Completion Certificate. Schools must provide their students’ education program completion dates to TRAX via data submission to receive the School Completion Certificates. See the “[Reporting School Completion Certificate Program \(SCCP\) Participation](#)” section in Chapter 8 for additional information.

Descriptive Transcripts

Information concerning descriptive transcripts for School Completion Certificate Program students can be found on the School Completion Certificate Program webpage at the link below:



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.

In addition to receiving a School Completion Certificate, students may also receive a descriptive transcript of successfully completed Grades 10-12 courses as submitted by the school. Schools may order a descriptive transcript by emailing the request to the address below:



student.certification@gov.bc.ca

When Are School Completion 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, but are also now included in the monthly distribution packages 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 the email address below:



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 the link below:



www.studenttranscripts.gov.bc.ca


School Completion Certificate Program contact:



EDUC.LearningSupports@gov.bc.ca

Sample School Completion Certificate

The certificate is a rectangular document with a light cream background and a green double-line border. At the top center is the British Columbia logo, featuring a stylized sun rising over mountains. Below the logo, the text "BRITISH COLUMBIA" is written in a serif font. The main title "SCHOOL COMPLETION CERTIFICATE" is centered in a large, bold, serif font. Below the title, the text "This is to certify that" is centered, followed by a line for "STUDENT NAME". The next line reads "upon recommendation of the School Board, is hereby issued this British Columbia School Completion Certificate under the authority of the Minister of Education and Child Care". A large, faint green silhouette of a coniferous tree is centered in the background. On the left side, there are two horizontal lines for signatures, with the labels "Minister of Education and Child Care" and "Superintendent of Schools" below them. On the right side, there are three horizontal lines for signatures, with the labels "Principal", "SCHOOL NAME", and "Date" below them. The date "JUNE 2024" is printed on the right side, above the "Date" label.


BRITISH
COLUMBIA

SCHOOL COMPLETION CERTIFICATE

This is to certify that

STUDENT NAME

upon recommendation of the School Board, is hereby issued this British Columbia
School Completion Certificate under the authority of the
Minister of Education and Child Care

Minister of Education and Child Care

Superintendent of Schools

Principal

SCHOOL NAME

School

JUNE 2024


Date

StudentTranscripts Service (STS)

All students must use STS to send their official transcripts to post-secondary institutions and employers. However, students that attended school between 1974 and 1986 should contact their school district for a copy of their transcript and/or permanent student record. How and when transcript information is sent will depend on the post-secondary institutions and the options selected in STS (click [here](#) for more details). School administrators and counsellors continue to access student results through the School Secure Web (SSW).

Students are not automatically mailed a copy of their final transcript. However, they are entitled to order one free printed transcript (by mail) after graduation that can be sent to any address. After logging in to STS, this option is found under: "Send your transcript to an employer(s), yourself or anyone."


STS also allows students to send an official PDF transcript to a specified email address, for a fee of \$10 per transcript (fee applies to all students). For specific information about sending PDF transcripts see the link below:

 <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates/electronic-transcripts>

STS can be accessed at the link below:

 www.studenttranscripts.gov.bc.ca

Students must register for a Basic BCeID to use the StudentTranscripts Service. Detailed STS help documentation and videos are available via the link below:

 <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates/studenttranscripts-services-help>

Student Dashboard on the STS

The Student Dashboard allows students to:

- View assessment (including student level reports) and provincial exam marks.
- View and print a copy of their own transcripts (unofficial).
- View any awarded scholarships from the [Provincial Scholarship Program](#).
- Order digital (PDF) or printed copies of official transcripts to be sent to any third party for a \$10 per copy fee.
- Place up to 25 Post-Secondary Institution (PSI) selections from the PSI listing on the STS, for official transcript delivery at no charge if they are a current student (students must be enrolled in or completed a course within the last 6 months).
- View their transcript and certificate order status.
- Benefit from possible early admission and program acceptance decisions to PSIs.



Important Reminder

Support your students' PSI admissions and scholarship eligibility by reporting to TRAX frequently, resolving errors from TRAX Data Error Reports and using TVRs on SSW to verify student transcript records are correct and up to date.

Information to go to Post-Secondary Institutions

Students are responsible for reviewing transcript accuracy prior to placing transcript orders 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. To utilize the free 25 PSI selection option, they must select the option under “Send your transcript to a university(ies), college(s), or other post-secondary institution(s)”. Any student can always choose to send a current copy of their transcript immediately. Between October and July, current students have additional options for sending interim or final marks. More details are available at the link below:



<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates/post-secondary-selection>

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. Students can find their detailed reports on their STS account dashboard, under “Graduation Assessment/Provincial Examinations” results.

Schools access all assessment related reports through the School Secure Web. **Schools** can also access students’ proficiency scores by clicking on “School Reports” then “Assessment Results by Subject” on the School Secure Web (SSW) at the link below:



www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

Sample Graduation Assessment Student Report



Ministry of Education and Child Care Grade 10 Literacy Assessment Student Report

Student Name:
School Name:

Personal Education Number:
Session Date:

The Grade 10 Literacy Assessment is a province-wide assessment required for graduation. You and your school may use the assessment results to understand your areas of strength and how to support your further learning. The Grade 10 Literacy Assessment also provides information to schools, districts and the Province about the literacy levels of BC students.

This report describes your overall result on the Grade 10 Literacy Assessment. Your result has been categorized into one of four proficiency levels: Emerging, Developing, Proficient or Extending. Your proficiency level has been highlighted.

Your proficiency level on the Grade 10 Literacy Assessment is: 3 — Proficient.

1 — Emerging	2 — Developing	3 — Proficient	4 — Extending
<p>Students demonstrate an <i>initial understanding</i> of the concepts and competencies relevant to the expected learning, specifically, they can:</p> <ul style="list-style-type: none"> retrieve and attempt to apply information from texts respond to texts in an attempt to make meaning critically or creatively express ideas in a brief manner with little evidence use some conventions of language; errors impede meaning 	<p>Students demonstrate a <i>partial understanding</i> of the concepts and competencies relevant to the expected learning, specifically, they can:</p> <ul style="list-style-type: none"> comprehend and apply information from texts analyze texts in a literal or superficial way critically or creatively express ideas in a limited manner with partial evidence generally use conventions of language appropriate to audience and purpose; errors are distracting 	<p>Students demonstrate a <i>complete understanding</i> of the concepts and competencies relevant to the expected learning, specifically, they can:</p> <ul style="list-style-type: none"> critically analyze and synthesize information from texts interpret texts to develop logical conclusions critically or creatively express ideas in an organized and developed manner with relevant evidence consistently use conventions of language appropriate to audience and purpose; some errors may be present 	<p>Students demonstrate a <i>sophisticated understanding</i> of the concepts and competencies relevant to the expected learning, specifically, they can:</p> <ul style="list-style-type: none"> critically evaluate and synthesize information from texts fully interpret texts to develop insightful conclusions critically or creatively express ideas in a thoroughly developed manner with convincing evidence skillfully use conventions of language appropriate to audience and purpose; need not be error free

Your Raw Scores

Below are your raw scores on the Grade 10 Literacy Assessment. These scores indicate how you performed on the different areas of the assessment. These raw scores can not be directly converted to your proficiency level.

Raw Scores by Task	Your Score	Out Of
Comprehend: Analyzing and making meaning from texts <i>Selected-response questions (machine-scored)</i>	21	30
Communicate: Understanding of Texts/Making Personal Connections <i>Written Response Questions (teacher-scored)</i>	17	30
Raw Scores by Part	Your Score	Out Of
Part A		
Selected-response questions (machine-scored)	10	15
Written Response: Graphic Organizer	4	6
Written Response: "What do the texts have to say?"	5	12
Part B		
You chose: Literacy for Information		
Selected-response questions (machine-scored)	11	15
Written Response: "What do you have to say?"	8	12

Chapter 7

Provincial Scholarships Program



Provincial Scholarships Program


There are four scholarships in the Provincial Scholarships Program.

Scholarship	Amount	Application process	Conditional recipients* informed (notices delivered to students)	Vouchers mailed to confirmed recipients
B.C. Achievement	\$1,250	N/A. Automatically awarded based on achievement in the grades 10, 11, and 12 courses satisfying a student's graduation requirements	N/A	November
District/Authority	\$1,250	Students apply through their school or district based on local processes	Timing determined by school/district	November
B.C. Excellence	\$5,000	Students seek their school's nomination (<i>one student per school</i>) and submit an online application to the Ministry by the posted deadline in February	Early June	October
Pathway to Teacher Education	\$5,000	Students submit an online application to the Ministry by the posted deadline in February	Early June	October

* What does "conditional recipient" mean?

To receive a scholarship, students must satisfy core and scholarship-specific eligibility requirements. This includes being a Canadian citizen or permanent resident (landed immigrant) and having that status on record with the school at which they registered. It also includes graduating between September 1, 2023, and August 31, 2024.

Paper scholarship vouchers are mailed in October and November to confirmed recipients. These vouchers are sent to the last home address reported to the Ministry by the student's school. Students who change addresses should ask their schools to update their records. Students should also register for the StudentTranscripts Service where they can view scholarships awarded to them.

 <http://www.studenttranscripts.gov.bc.ca>

Students can use their vouchers to be reimbursed by the Ministry of Education and Child Care once tuition equal to or greater than the value of the scholarship has been paid at a post-secondary institution that is designated by the Province of B.C. (i.e., approved for Canada Student Loans) or a program provider that is approved by SkilledTradesBC. Further information can be found at the following links:

 <https://studentaidbc.ca/apply/designated>

 <https://skilledtradesbc.ca/training-providers>



Important Reminder

Canadian citizens and permanent residents must be reported with a "C" indicator in student information system (SIS) extracts to TRAX.

Please ensure the citizenship or residency status for all Grade 12 students is correctly recorded in your SIS and reported in your school's TRAX data submission.

Students who do not have a "C" reported (including blank entries) will be ineligible for scholarships.

Scholarship recipients should confirm that their chosen school is on one of these lists. If not, they may consider asking their post-secondary institution to seek designation. Note that Pathway to Teacher Education scholarship vouchers can only be redeemed for tuition paid at an approved K-12 teacher education program at a B.C. post-secondary institution. To qualify, the program must be a teacher education program which leads to certification to teach in the B.C. K-12 school system. Accordingly, some programs do not qualify for this purpose, such as a Minor in Education. A list of education programs can be found at the link below:

 <https://www2.gov.bc.ca/gov/content/education-training/k-12/teach/resources-for-teachers/training-and-professional-development/teacher-education-programs>

Students can submit their scholarship voucher up to the expiry date printed on the front. In addition to the voucher, students submit evidence of post-secondary enrolment and tuition paid. A cheque will be mailed directly to the student.

Further information regarding the Ministry of Education and Child Care's Provincial Scholarships Program is available online at the link below:

 www.gov.bc.ca/scholarshipsprogram

Detailed information regarding school and district administration of the District/Authority scholarship program is available online at the link below:

 www.gov.bc.ca/schooldistrict-authorityreporting

Information regarding other scholarships, grants, bursaries, and awards can be found online at the link below:

 www2.gov.bc.ca/gov/content/education-training/k-12/support/scholarships

Contact Us

Learn more about the Provincial Scholarships Program at the link below:

 www.gov.bc.ca/scholarshipsprogram

Further questions?

Online request for information:

<https://forms.gov.bc.ca/education-training/scholarship-inquiry-form>

Telephone: 250.356.2443



Important Reminder

Results from the numeracy and literacy graduation assessments do not factor into determining B.C. Achievement scholarship recipients. However, to be eligible, students must meet all B.C. graduation requirements, including assessments.

Note: B.C. Achievement recipients are determined automatically based on final percentages in the grades 10–12 courses used to meet graduation requirements (including electives). Most students graduate with more credits than required; only the courses used to meet graduation requirements are considered. Furthermore, the flexibility in the B.C. curriculum means that these courses vary from student to student and those marks combined differ from a grade point average.



Important Reminder

The Provincial Scholarships Program team cannot provide updates to parents or guardians without the student's written consent. A request for a status update must come from the student's email address.

Chapter 8

Student Data Exchange



Student Data Exchange

Information concerning the student record system for TRAX is available online at the link below:



www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/graduation/trax-updates

Overview

The transfer of demographic and course data between schools and the Ministry is necessary for the administration of assessments, 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 the link below, the principal's user ID and password are required to access this site:



www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

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 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.
- Add registrations for the next Provincial Graduation Assessment session.
- Update the Ministry's student files by providing final percentages, letter grades and credit values for courses, and making course changes.
- Provide an opportunity to update student addresses which is important for notifying B.C. Achievement Scholarship recipients.
- Provide an opportunity to also update student files by February with correct citizenship information for scholarship allocation purposes.



Important Reminder

Manual submission of data to TRAX is not supported.



Important Reminder

Schools' submission of final grades can trigger graduation nightly for any student who has met **minimum** graduation requirements within the month.

Chart of Important Dates

Provincial Graduation Assessment calendar downloads and the Chart of Important Dates can be found at the link below:



https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/exams/chart-of-important-dates-2023_24.pdf

Data Submission	General Instructions
First Data Submission October-November	<p>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.</p> <p>Uploading the TRAX First Data Submission is especially important for schools administering November and January Assessments. It creates the initial set of Transcript Verification Reports (TVRs) for Grade 12 students (or Adult Graduation Program learners reported with Grade "AD"). Schools use TVRs to confirm if students will be able to graduate based on the data submitted to the Ministry.</p> <p>If there is no TVR for the student at the start of the year, it's because their school of record has not yet reported the information to the Ministry.</p> <p>Final school marks should also be included for new courses completed since the beginning of the school year.</p>
Ongoing	The Ministry encourages schools to transmit data at least monthly.
Spring/Interim Submission of Data April	<p>Transfer of TRAX data is required by all schools for the purposes below:</p> <p>Provides additional assessment registrations.</p> <p>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.</p>
June/Final Submission of Grades June-July	<p>Transfer of marks is required by all schools.</p> <p>Final marks must be included for all courses completed on or before the end of June.</p> <p>Remember to include all courses completed via Distance Learning and Continuing Ed.</p> <p>Ensure that addresses are current for Grade 12, Adult Graduation (AD), and School Completion Certificate Program students.</p> <p>June/Final Submission is important to ensure the final transcripts produced in July are complete and correct.</p> <p>Check your TVRs (Transcript Verification Reports). They will be updated overnight each day until at least July 12th. This allows schools to confirm that final marks for individual Grade 12 students have been submitted as expected.</p>



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 many students may have selected a post-secondary institution that is set to receive marks at any time.

Submitting Historical Mark Updates

A 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.

The TRAX Change form is available under the TRAX data transfer section on the SSW at the link below:



www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

The PDF form is interactive, and must be completed and then emailed to the Ministry at the address below:



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. Schools can upload TRAX data files (DEM, CRS, XAM) electronically on the School Secure Web from early October to early July.

Each electronic data transfer contains current demographic data (DEM file), course data (CRS file) and assessment registration data (XAM file). **All three TRAX files must be submitted each time, even if there are changes on only one file.** Data transfer error reports are posted within two business hours. All other reports, including student transcript previews and Transcript Verification Reports, are updated nightly.

Replace or Append Course Status

TRAX defaults schools to REPLACE all school-reported, grades 10-12 course data for a student that is stored in the Ministry database with each data transfer. This means the current school of record is responsible for working with students (and any schools in which they may be cross-enrolled or were previously enrolled) to obtain a complete record of their Grade 10, 11 and 12 non-provincially examinable course data.

In rare exceptions, a school can be set to APPEND course data. However, exceptions will only be made in select cases where regularly securing complete student records may present an unreasonable challenge to the school (e.g., schools that regularly serve adult students who have been absent from the system for a long period). Requests must be made by email to TRAX.Support@gov.bc.ca, and a TRAX Support team member will review the benefits and challenges of APPEND status with the school.

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 2023/24 school year.
- 2018 Graduation Program – Students completing requirements under the previous graduation program. (Note: the 2018 Graduation Program is now officially closed, but students have until June 30, 2024, to complete any remaining coursework).
- Adult Graduation Program – All adult learners 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. It includes assessment registrations. It is very important to record assessment course codes exactly as they appear in the Provincial Graduation Assessment Schedule.

CRS File

This file contains information on student courses. It includes registration for past (non-examinable) and current Grade 10, 11, and 12 courses, interim marks, and final marks. 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 the link below:



www.bced.gov.bc.ca/datacollections/course_registry_web_search/

From the Course Registry link above, identify the correct course code using any of the following options:

- **Course Code Lookup** – search by MyEd BC or TRAX course code.
Tip: do not include grade level and follow code with wildcard (*), e.g., **EN***
- **Simple Search** – search by “exact phrase.”
- **Advanced Search** – refine search by course type, grade level, course status (e.g., open), Graduation Program, Graduation Program Requirement, course title, etc.
Tip: use a wildcard in Course Title, e.g., ***Food*** for course titles including that keyword or Food* for course titles *beginning* with that keyword.

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	Add missing assessment registrations for future sessions.
CRS	Delete unwanted courses. Add missing courses.

Electronic Transfer Procedures

Information concerning Electronic Transfer Procedures is available online at the link below:



www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/graduation/trax-updates/electronic-transfer

Resubmit your TRAX files until the errors in the "TRAX Data Error Reports" on the SSW are reconciled. A TRAX Data Error Legend is available for reference at the link below:



<https://www2.gov.bc.ca/gov/content?id=B24146E40440491C8EB81883E9877497>



Contact Info

If you have any questions, please contact the TRAX Unit at the email address below:



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 learners who are eligible to graduate in the current school year. "AN" applies to Adult Graduation Program learners who are not eligible to graduate in the current school year.
	Graduation Requirements Year Field Code "2023" means the student is in the 80-credit B.C. Graduation Program. Code "2018" means the student is completing the closed, 80-credit 2018 B.C. Graduation Program. Code "1950" means the learner is in the Adult Graduation Program. Code "SCCP" means the student is in the School Completion Certificate Program.

Data File	Specific Field Instructions
	<p>SCCP Completion Date (only applicable for students whose Graduation Requirement Year is SCCP)</p> <p>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.</p>
	<p>Program Participation Field</p> <p>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.</p> <p>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."</p>
<p>XAM (Assessments and Provincially-Examinable Courses)</p> <p>Register students for all assessment sessions for the current school year.</p> <p>Add missing assessment registrations for future assessment sessions.</p>	<p>Course Code Field</p> <p>For the Provincial Graduation Assessments, the codes are as follows:</p> <ul style="list-style-type: none"> • NME10 (English) or NMF10 (French) for the Grade 10 Numeracy Assessment. • LTE10 (English) or LTP10 (Francophone) for the Grade 10 Literacy Assessment. • LTE12 (English), LTF12 (French) or LTP12 (Francophone) for the Grade 12 Literacy Assessment. <p>Assessment codes have changed to include the Grade level 10 (e.g., LTE10 not LTE 10, and NME10 not NME 10).</p> <p>e.g., NME10 _ _ _ e.g., LTE10 _ _ _ e.g., LTP10 _ _ _</p>
	<p>Course Grade Level Field</p> <p>(This field should be blank as not applicable for graduation assessments.)</p>
	<p>Course Type Field (not applicable for assessments)</p> <p>(This field should be blank as not applicable for graduation assessments.)</p>
	<p>Credit Value Field</p> <p>(This field should be blank as not applicable for graduation assessments.)</p>
	<p>Marks Fields (Percentage and Letter Grade –Interim or Final)</p> <p>These fields should all be blank in data from schools as not applicable for graduation assessments.</p>
	<p>Course Year and Month Fields</p> <p>A valid assessment session date must be used (refer to the Graduation Assessment Schedule for session dates).</p>
	<p>e-exam Field</p> <p>Enter a "Y" in this field to indicate that the student will write this assessment electronically instead of on paper. Some assessments are only available electronically.</p>

Data File	Specific Field Instructions
<p>CRS (Non-provincially - examinable courses)</p> <p>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.</p> <p>Delete non-examinable courses if entered incorrectly.</p> <p>Add missing non-examinable courses.</p>	<p>Course Code Field</p> <p>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).</p> <p>e.g., ENST_ 12 _ e.g., WEX_ _12A_ e.g., CLE_ _ _ _ _</p>
	<p>Credit Value Field</p> <p>Each course must have a credit value. For most courses the value will be "4."</p>
	<p>Course Description Field</p> <p>The Ministry will automatically link a course code with the course name. However, for BAA/FNA courses (including Grade 11 BAA/FNA courses that align with the BAA/FNA Arts Education 11 and/or Applied Design, Skills, and Technologies 11 curriculum), schools have the option of adding a course description (maximum 40 characters). Since the course description will appear as the course title on transcripts, it must be meaningful to readers of a transcript and should not be a course code or abbreviation.</p>
	<p>Course Type Field</p> <p>This field should either be blank or contain a "C" or an "E".</p> <p>"C" indicates that the student received course credit via the challenge process.</p> <p>"E" indicates that the student received course credit via an equivalency review.</p>
	<p>Course Graduation Requirement Field</p> <p>For Grade 11 BAA/FNA courses that align with the BAA/FNA Arts Education 11 and/or Applied Design, Skills, and Technologies 11 curriculum, schools must report:</p> <ul style="list-style-type: none"> • "F" for Arts Education (legacy value, applicable to the 1996 program); • "A" for Applied Design, Skills and Technologies (legacy value, applicable to the 1996 program); or • "B" for Both. <p>Courses must be at least 2 credits each to have the course credits count towards this graduation requirement.</p>
	<p>Related Course Field</p> <p>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.</p>

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.

Schools must record 'SCCP' as the Primary Program of Study and include a SCCP completion date (YYYYMMDD format) for the student in the DEM file data submission to the Ministry.

For a student to receive a certificate and an associated transcript, 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 as the Primary Program of Study in the DEM file when submitting TRAX data to the Ministry.

2. SCCP Completion Date

This field was previously named SLP (Student Learning Plan) Completion Date. Including a SCCP completion date in the DEM file, where the GRY code is SCCP, will trigger the printing of a School Completion Certificate and transcript. The date format must be **YYYYMMDD**.

Student transcript previews and TVRs are available through the PEN search feature on the School Secure Web. Students may also preview and order their transcripts using the StudentTranscripts Service at the link below:



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, schools must report a final percentage and letter grade for each course.

Online Graduation Assessment Register

Online Graduation Assessment Register Information and Instructions are available online at the link below:



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 session, there is a registration deadline to ensure the delivery of registrant data to the E-assessment provider. After the deadline, schools must view and edit registrants in the E-assessment System. Information for administrators, including important dates and deadlines, are available online at the link below:



www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/graduation

Schools should be prepared to download and print personalized materials required for the Grade 10 Numeracy Assessment in advance.

Registering for Rewrites

Schools may electronically register students to rewrite graduation assessments if a scheduled data transfer occurs before the session (e.g., send June rewrite registrations with the April data transfer). However, if no data transfer is scheduled, please add students to the Online Register.

Transcript Verification Reports (TVRs)

Purpose of TVRs

While the student's transcript only shows their successfully completed courses (final marks), a TVR will also show all course enrollments and interim marks as submitted to TRAX by the school. Schools can use the TVRs to verify records reported to the Ministry's TRAX system and to verify students' graduation status. TVRs are not designed to be a report card for the student or a transcript alternative for sending interim marks (see [Student Credentials](#) chapter for student orders to post-secondary institutions).

TVR information is exchanged between schools and the Ministry to:

- Correct errors in the Ministry's and/or school's files.
- Inform students and schools of a student's projected graduation status.

From mid-October through mid-July, the Ministry regularly updates TVRs and related reports to the SSW at the link below:



www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

Although not expected to graduate in the current school year, current students enrolled in Grade levels 10, 11, and AN will also have TVRs updated and available if searching by individual PEN.

Report updates take place overnight and are available the day following data transfer. Please note that updates to TVRs and other reports are turned-off for short periods during the processing of Graduation Assessment results. The updates will resume when the results are ready for release.



Important Reminder

Verify course records in individual TVRs or TVR reports for Graduating/ Non-Graduating Students on the SSW. The school's student information system is not the same as the Ministry's TRAX system that produces transcript data for students' selected post-secondary institutions.

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	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)
14	Indigenous-focused 10, 11 or 12
15	Literacy 10 Graduation Assessment
16	Numeracy 10 Graduation Assessment
17	Elective requirement (28 credits)
18	Literacy 12 Graduation Assessment
19	Minimum Grade 12 Credits (16 credits)

TVR Instructions

Schools should have the TVRs reviewed and verified 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 the address below:



trax.data@gov.bc.ca

Projected Non-Graduates Summary Report

Purpose of the Projected Non-Graduates Summary Report

The Projected Non-Graduates Summary reports include a list of all current students reported on a graduation program, in grade 12 or AD, who are not projected to graduate based on missing course or assessment registrations. The reports assist schools in determining students' graduation status by:

- Providing the names of students who will not be eligible to graduate in the current cycle (e.g., by June).
- Indicating why these students will not be eligible to graduate.
- Allowing schools to correct data or ensure students are registered in all courses or assessments needed to graduate.

Instructions for Schools

The Ministry initially posts summary reports for the current cycle in mid-October each year and updates them nightly. Reports are found on the SSW at the link below:



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 or assessment registration data for the student. 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 the email address below:



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*.

TRAX Updates for Important Notices

The Ministry's primary method of communicating data collection and administrative issues to schools regarding Grades 10–12 assessments 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 the link below:



www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/graduation/trax-updates