

TRAX DATA ERROR LEGEND

Contents

Student Demographic Errors (.DEM file).....	1
Exam/Assessment Errors (.XAM file).....	4
Non-examinable Course Errors (.CRS file).....	5
Resources	8

Student Demographic Errors (.DEM file)

	Error that Appears	Explanation
001	Not a valid student PEN - Student not found on PEN database	If this student does not have a PEN, contact the PEN department at www.gov.bc.ca/pen
002	Student not on TRAX database.	INTERNAL TO MINISTRY PLEASE IGNORE
003	The submitted SURNAME does not match the ministry database. If the submitted SURNAME is correct, submit documentation to: PENS.Coordinator@gov.bc.ca	To request a correction to SURNAME, please provide the PEN, the surname to be corrected and legal documentation showing the correction to: PENS.Coordinator@gov.bc.ca
004	Invalid surname, given or middle name	To request a correction to surname, given or middle name, please provide the PEN, clear indication of the part of the name to be corrected, and legal documentation showing the correction to: PENS.Coordinator@gov.bc.ca
006	Missing student address	Check a student address is included in your school's student information system and re-upload to TRAX
007	Invalid student status - must be A, D, T or blank	Student status coding must be A=active, D=deceased; T=terminated
008	Invalid date of birth	The year, month, and day for birthdate must be in the following format: YYYYMMDD
009	Invalid gender	M=Male, F=Female
010	Invalid citizenship code - must be C, O or blank	The citizenship must be C= Canadian or Landed Immigrant, O=other or left blank.
012	Invalid date entered grade 11	The date student entered Grade 11 must be a valid 4-digit year
013	Invalid Transaction Code	INTERNAL TO MINISTRY PLEASE IGNORE
015	Invalid postal code of country submitted	The postal code must be in a valid layout for the country code submitted.

	Error that Appears	Explanation
016	Invalid school ministry code	The ministry school code must be valid for the current school year.
017	Invalid Local Student ID	A local id number must be provided
019	Invalid province code	If the country is not Canada or the U.S., the province/state code should be left blank.
020	Invalid country code	The country code must be valid and on the TRAX country code table.
021	Invalid grade - must be 08,09,10,11,12,AD,AN,OT or HS	The grade code must be 8, 9, 10, 11, 12 (B.C. Graduation Program); AD=Adult graduating or AN=Adult not graduating (Adult Graduation Program); OT=grade 11 or 12 program not graduating; HS=Home School
024	School is closed	There must be an open school in TRAX for the ministry school code submitted. Contact TRAX.Support@gov.bc.ca with the school name for checking the ministry school code.
061	Student PEN has been merged with a pre-existing PEN	To determine the pre-existing PEN that was originally assigned to this student contact: PENS.Coordinator@gov.bc.ca
062	Student is deceased	Data has been submitted for a student that is currently recorded as deceased. The ministry will not update this information unless the school confirms that the student is not deceased or that there is a special request to have the information placed on the file.
065	Invalid Programme Francophone flag - must be Y, N or blank	Programme Francophone field must be Y=yes, N=no or left blank.
087	Adult graduation status exists for student-cannot change to grade 12	The student has already graduated under the Adult Graduation program and the program code can no longer be changed.
089	Student not adopted to TRAX since status is T/D/M	Student cannot be adopted to TRAX if the status is T=terminated; D=deceased, M= merged. Student with "M" status has had two PENs issued and the one currently being submitted is not valid. Contact PENS.Coordinator@gov.bc.ca for correct PEN.
091	Missing Student City	A city must be submitted in student address.
095	Student in XAM file not found in DEMOG file	Student in XAM file for provincial exams and assessments, but not found in DEM file (check student demographic data in your school's student information system).
03G	Submitted FIRST name does not match the ministry database. If submitted FIRST name is correct, submit documentation to:	To request a correction to FIRST NAME, please provide the PEN, the first name to be corrected and legal documentation showing the correction to: PENS.Coordinator@gov.bc.ca

	Error that Appears	Explanation
03H	Submitted MIDDLE name does not match the ministry database. If submitted MIDDLE name is correct, submit documentation to: PENS.Coordinator@gov.bc.ca	To request a correction to MIDDLE NAME, please provide the PEN, middle name to be corrected and legal documentation showing the correction to: PENS.Coordinator@gov.bc.ca
03E	Submitted BIRTHDATE does not match the ministry database. If submitted BIRTHDATE is correct, submit documentation to: PENS.Coordinator@gov.bc.ca	To request a correction to BIRTHDATE, please provide the PEN, the birthdate to be corrected (written out in full, e.g. 'January 1, 2004'), with legal documentation showing the correction to: PENS.Coordinator@gov.bc.ca
03F	Submitted GENDER does not match ministry database. If submitted GENDER is correct, submit documentation to: PENS.Coordinator@gov.bc.ca	To request a correction to gender, please provide the PEN, the gender to be corrected and legal documentation showing the correction to: PENS.Coordinator@gov.bc.ca
05C	Invalid Program Code	The first two digits of the Program coding must be 40, 41, 42, 43, or blank. The second two digits must be AD, BD, DC or blank. The start and end dates must be valid for the program code selected.
07A	Invalid or Blank Grad Reqt Year Code - must be 2018, 2004, 1950 (Adult), 1996 or 1986	Students on Adult Graduation Program must be coded 1950. Students on B.C. Graduation Program must be coded 2018 (or 2004, 1996, 1986 for earlier programs).
07B	Mismatch on grad year/ grade	Adult Graduation Program students must be coded with AD or AN and the grad requirement year must be 1950. Students on the regular B.C. Graduation Program must be coded with grade 8, 9, 10, 11 or 12 and the grad requirement year as 2018 (or for earlier programs, the year may be 2004, 1996, 1986). Already graduated students who are taking additional courses must be reported with the same grad requirement year with which they graduated and with an associated valid grade.
07C	Mismatch grad year/ gr_11_year	Students entering grade 11 after 1996 must be placed on the 1995 program.
08A	Invalid student learning plan date	This item is mainly for students who require a school completion certificate for which a learning plan date must be provided in valid date format: YYYYMMDD.
14A	Age requirement is 18 to be on Adult Graduation Program (AN or AD)	Student must be 18 years of age to be on the Adult Graduation Program. Please see the <i>B.C. Graduation Program Policy Guide</i> for further rules regarding the Adult Graduation Program.
19A	Mismatch on Province and Country code	There must be a valid match between the country code and the province code.

Exam/Assessment Errors (.XAM file)

	Error that Appears	Explanation
A02	Assessment Code not on Assessments table	Assessment Code not on current year's <i>Graduation Assessment Schedule</i>
A03	Assessment Session is not valid	Assessment Session date (completion date) must be on current year's <i>Graduation Assessment Schedule</i>
A04	No deletion allowed as Assessment has been written	Since the student has written a graduation assessment for this session date, the assessment record cannot be deleted.
A05	Student has already reached the maximum number of writes for the Assessment	Student has already reached the maximum number of writes for the Assessment. For details, refer to 'Provincial Graduation Assessments' in the <i>B.C. Graduation Program Handbook of Procedures</i> .
A06	Grad requirements type must be F, A, B or blank	Grad Requirements type must be F (Arts Education), A (Applied Design, Skills, and Technologies), B (for both) or blank. For details, refer to 'Reporting Courses and Programs' in <i>B.C. Graduation Program Handbook of Procedures</i> .
A13	Choice Path ID must be blank for Numeracy assessments	Choice Path ID must be blank for Numeracy assessments
A14	Choice Path ID must be I or E or blank for Literacy assessments	Choice Path ID must be I or E or blank for Literacy assessments
02A	Invalid number of credits - must be 4	This is a 4-credit course and can only be submitted for 4 credits unless course is flagged as "withdrawn."
03D	No delete - Prov. exam has a school %	A withdrawal flag is not valid for this provincially examinable course record as a school percent already exists.
12A	Course type must be E=Equivalency - C=Challenge or blank	Course type must be E=Equivalency - C=Challenge or blank
013	Invalid Transaction Code	INTERNAL TO MINISTRY PLEASE IGNORE
030	Course status must be A=active or W=withdraw	Course status must be A=active or W=withdraw
031	Course not on Exam Table	The course code submitted for the exam/assessment is not valid. Refer to the current <i>Graduation Assessment Schedule</i> for codes. The school year 2019/20 was the last year provincial exams were offered.
032	Examinable course session date is blank.	Examinable course session date is blank. Exam session date must be within the current school year and correct format YYYYMM.
035	Special case invalid	Special Case field must be blank, R=rewrite or D=deferred.
037	No deletion allowed as Provincial exam has been written	Since the student has written a provincial exam for this session, the associated course cannot be deleted.
038	No delete - school scholarship exam written	A scholarship exam already exists on this file and cannot be deleted.

	Error that Appears	Explanation
043	School % Missing	The school % must be 100% or less and should only be blank if a rewrite or withdrawal.
046	Examinable course submitted in non-examinable file	Course submitted is provincially examinable and can only be submitted on this file with the use of a “Q”. For proper reporting and use of “Q codes,” please see the <i>Language Arts 12 Suite and Exams in 2019/20 (PDF)</i> from Assessments website. School year 2019/20 was the last year provincial exams were offered.
047	Interim letter grade is not valid according to letter grade table	The letter grade submitted for this provincially examinable course is not valid according to the Ministry letter grade table.
066	Provincial exam already recorded for this course and session date	Course cannot be submitted on this file as student has already written the provincial exam.
071	School code differs from TRAX	INTERNAL TO MINISTRY PLEASE IGNORE
077	Interim % should be 0-100	Interim percent for provincially examinable course should be 0%–100%. The school year 2019/20 was the last year provincial exams were offered.
078	Interim letter grade exists - percent also required	A percent must be submitted that is within the high and low of the letter grade table according to the ministry letter grade table.
081	Interim percent does not match letter grade	The percent submitted does not match the interim letter grade submitted, according to the ministry letter grade table.
084	Course already reported with aegrotat standing - cannot be overwritten	Aegrotat standing already reported for this provincially examinable course and cannot be overwritten.
090	Invalid Final Percent	Final percent should be blank for current or future exam sessions. Final percent is calculated by the ministry.
095	Student in XAM file not found in DEM file	Student in XAM file for provincial exams and assessments, but not found in DEM file (check student demographic data in your school's student information system).

Non-examinable Course Errors (.CRS file)

	Error that Appears	Explanation
01A	Number of credits submitted for course invalid	The number of credits submitted does not equal the number of credits for the course. Check the Course Registry for the number of credits listed for the course.
01B	Q' Code Course missing Course Type 'E', or 'Q' Course not eligible for partial credit.	Please see the <i>Language Arts 12 Suite and Exams in 2019/20 (PDF)</i> from Assessments website for rules surrounding the use of “Q” codes. School year 2019/20 was the last year provincial exams were offered.
01D	Zero credits have been reported for course	The credit field must have a value of at least 1.

	Error that Appears	Explanation
01E	Invalid School Ministry code for Exam Centre	Invalid School Ministry code for Exam Centre
02C	Exam Centre School is Closed	Exam Centre School is Closed
03A	Invalid related course code for IDS course	The main course code must be “IDS” and the related course code must be a valid course code from the ministry table. Please see the <i>B.C. Graduation Program Handbook of Procedures</i> for reporting IDS courses.
03C	Related course mismatch	The course code and the IDS course code must be related. Locally developed courses must have the “X” reported for both the IDS course code field and the related course code field. Please see the <i>B.C. Graduation Program Handbook of Procedures</i> for reporting IDS courses.
04A	Course description invalid—only allowed for FNA - ASK or FNASK	Course description invalid—only allowed for FNA - ASK or FNASK
12A	Course type must be E=Equivalency - C=Challenge or blank	Course type must be E=Equivalency - C=Challenge or blank
13A	Grad requirements type must be F, A, B or blank and number of credits must be valid	The course submitted does not meet the grad requirements of Arts Education, or Applied Design, Skills and Technologies; therefore, coding of the course with the related grad requirements type “F”, “A” or “B” (both) is not permitted (for details, see ‘Reporting Courses and Programs’ in <i>B.C. Graduation Program Handbook of Procedures</i>). The course is being reported for an invalid number of credits; please see the Course Registry for the correct number of credits to report for the course.
13C	Grad Req Type invalid for this course	Please see the Course Registry for grad requirements that this course does meet.
15A	CLCG 12 / CLCGF 12 are only valid for Adult Grad Program	CLCG 12 / CLCGF 12 courses are only valid for students on Adult Graduation Program. Refer to the Course Registry (Advanced Search) for applicable course codes by graduation program.
32A	Course session date is blank or not valid	Course session date is blank or not valid. Must be in correct date format: YYYYMMDD.
013	Invalid Transaction Code	INTERNAL TO MINISTRY PLEASE IGNORE
030	Course status must be A=active or W=withdraw	Course status must be A=active or W=withdraw
040	Course code not found on Ministry Course code table	Please see the Course Registry for correct course codes.
041	Course not open for session submitted	The course was not open for the date that it is being submitted. Please see the Course Registry for allowable submission dates.
042	Final letter grade submitted not found on letter grade table	The letter grade submitted is not on the ministry letter grade table.

	Error that Appears	Explanation
044	Final mark for future date	A final mark is being submitted for a course with a completion date in the future. Please ensure completion date is current month or valid earlier month when course open.
045	Course assumed complete but missing final mark	A final mark is missing for a course with a completion date of current month or earlier. If the student is completing the course at a future date from the one originally submitted, please change the date to when the student plans to complete the course. If the student has withdrawn from the course, enter “W” for “withdrawn” in the appropriate field.
046	Examinable course submitted in non-examinable file	Course submitted is provincially examinable and can only be submitted on this file with the use of a “Q”. For proper reporting and use of “Q codes” please see the <i>Language Arts 12 Suite and Exams in 2019/20 (PDF)</i> from Assessments website. School year 2019/20 was the last year provincial exams were offered.
047	Interim letter grade is not valid according to letter grade table	The letter grade submitted for this course is not valid according to the ministry letter grade table.
066	Provincial exam already recorded for this course and session date	Course cannot be submitted in this file as student has already written the provincial exam.
66A	Course recorded as examinable but not exam written - q code request ok	INTERNAL TO MINISTRY PLEASE IGNORE
071	School code differs from TRAX	INTERNAL TO MINISTRY PLEASE IGNORE
077	Interim % should be 0-100	Interim percent for course must be 0%–100%
078	Interim letter grade exists - percent also required	An interim percent must be submitted that is within the high and low of the letter grade table according to the ministry letter grade table.
079	Final % should be 0-100 and match letter grade submitted	The final percent must be between 0%–100% and match the final letter grade submitted.
080	Final letter grade exists - percent also required	Final letter grade exists, associated final percent also required
081	Interim percent does not match letter grade	The interim percent submitted does not match the interim letter grade submitted, according to the ministry letter grade table.
082	Final percent does not match letter grade	Final percent must match letter grade according to the ministry letter grade table.
092	Partial credit not allowed for course submitted.	Please see the Course Registry for the number of credits for this course.
096	This course cannot have a final LG, use TS	Course cannot have a final Letter Grade; therefore, use TS (Transfer Standing)
097	Percent must be zero for this Course / Session	Percent must be zero for this Course / Session

Resources

- [Course Registry](#) (find course codes, course start and end dates, courses that meet grad requirements, etc.)
- [Graduation Information for Administrators](#) (see *B.C. Graduation Program Handbook of Procedures*, *B.C. Graduation Program Policy Guide*)
- [Provincial Graduation Assessments](#) (see *Graduation Assessment Schedule* for assessment/exam codes, *Language Arts 12 Suite and Exams in 2019/20 (PDF)*)