

Online Graduation Assessment/Exam Register Info & Instructions

An *Online Graduation/Assessment Exam Register* has been created to allow schools to provide changes and additions to their Assessment and Exam registrations directly to the Ministry of Education, and produce reports to help schools plan for administration. When students' assessments or exams are changed, they are immediately updated and new reports can be produced that reflect these changes.

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

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

- **Session Summary** – Produces a report listing subjects for the upcoming assessment/exam session with counts of students enrolled, # opted out, # of e-Exams and # of paper exams.
 - **Student Search** – Allows you to locate a student on your assessment or exam list without scrolling through the full list. Just enter one or more of the search fields.
 - **Graduation Assmt/Exam Search** – Allows you to narrow the set of assessments or exams you would like to review or edit. Select a grade level or specific subject.
 - **Print by Subject or Print by Student** – These reports are similar to the Registers that were posted in previous years. They can assist with collecting changes that need to be submitted and for posting exam lists.
 - **Edit Student Exam Registrations** – Click on a student name to change the status of a current assessment/exam, add a new assessment/exam, or change the Assmt/Exam Centre if it will be written at a BC school other than their Home School.
 - **Add Student** – Allows you to add a student not on your Register for this session. If you are not the Home School for a student but you want them to register for an assessment/exam at your school, you must change the Assmt/Exam Centre to your school.
 - **Home School** – This column is blank unless a student from another school is scheduled to write an assessment or exam at your school (your school is the Assmt/Exam Center). In this case the student's Home School Ministry Code will appear in this column and the line for this student will be highlighted in **blue**. The school name will display if you place your cursor over the Ministry Code in the "Home School" column.
 - **Exam Centre** – This column is blank unless one of your students is scheduled to write an exam at another BC school. In this case the Ministry School Code for the Exam Centre will appear in this column. The school's name will display if you place your cursor over the Ministry Code in the "Exam Centre" column.
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... see the next page for detailed instructions

How to Use the *Online Register* to Make Changes

- 1. Customizing the List of Assessments/Exams** - When you first enter the Online Register main page, a complete list of examinable course records for all grades and subjects is displayed. You may wish to limit the list to an exam grade level or a specific subject in order to produce a report or make changes for a set of students.
Click on “**Graduation Assessment/Exam Search**” then select a specific Grade from the “Exam Level” list or a specific Subject from the “Graduation Assessment/Exam” list, then click the “Search” button.
- 2. Changing and Adding Assessments/Exams** - To make a change to a student’s assessment(s) or exam(s), click on their name. This takes you to a student detail screen where you can make one or more of the following changes.

- **Status** – Change an exam from the current status to one of the available options using the “Exam Status” drop down list. The options are specific to each exam since some exams are not offered electronically, some are not offered on paper. Assessments do not have a paper/ electronic option.
- **Assmt/Exam Centre** – Only change if a student will be writing an assessment/exam at a BC school other than their home school. To change, first choose from the “District” drop down list (if different from the current home school), then choose from the “School” drop down list.

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

- **Add Assmt/Exam** – To register a student for an additional assessment/exam, select it using the “Level” and/or “Assmt/Exam” drop down lists then click the “Add Assmt/Exam” button to the right.
- 3. Adding a Student** – To add a student who is not currently registered to write an exam at your school, click on the “Add Student” button on the main page, enter the student’s PEN click the “Search” button. This takes you to the same student detail screen described in **2** above.

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

- 4. View or Print PDF Exam Register Reports** – Click the “Print by Subject” and/or “Print by Student” buttons to create Exam Register reports similar to those we posted in prior years. You can customize these reports using the “Exam Search” function mentioned in **1** above – create a report for Grade 10, 11 or 12, or for one specific subject. Schools may wish to use these reports to gather changes and additions prior to entering them online as described in **2** above.
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