Dealing with interim marks for schools that Append student records
What is the Append status setting and why is it used?

Most schools are set to 'replace' mode for submitting data to TRAX, which means the entire grade 10-12 student record is expected each time the school submit a CRS file containing course data for that student. In general, it is recommended that schools send their data on replace.

However, a small number of schools are set to 'append' mode, which means that new course completions can be added to the existing record, so the entire grade 10-12 record is not required. Append mode is intended to support continuing education and online schools that serve adult learners, where obtaining a complete historical record may not always be possible. New independent schools may also be temporarily set to append while they work on obtaining complete records for their students.

Monitoring course session date while on Append status

TRAX identifies courses by Course Code and Session Date. When an Append school changes a course session date in their student information system for a course previously reported to TRAX, TRAX is not able to recognize the newly reported course as being the same course. TRAX keeps the originally reported course and session date (including any interim mark) and add the newly reported course and session date. The student's TVR may present as follows:

Course Name	Course Code	Session Date	Course Type	Interim %	Final %	Final Letter Grade	Credits	Grad Req	Credits Used
PHYSICAL AND HEALTH EDUCATION 10	PHED 10	2021/08		84			4		0
SCIENCE 10	SC 10	2021/03		86	86	A	4	8	4
SCIENCE 10	SC 10	2021/08		97			4		0
SOCIAL JUSTICE 12	SJ 12	2023/05		87	87	A	4		0
SOCIAL JUSTICE 12	SJ 12	2023/08		89			4	19, 5	4
SOCIAL STUDIES 10	SS 10	2021/06		88	88	A	4	4	4

In the example above, Science 10 and Social Justice 12 appear twice because the school is on APPEND so TRAX cannot recognize that is they were the same courses, each completed earlier than originally anticipated. Instead, TRAX treats the course with new session dates as a separate attempt of a course.

Why is this important?

The Append school may need to remove the second, still in progress course from the student's ministry course record to ensure a student's XML transcript data remains accurate. To support students in the early acceptance process, data transfers to XML capable post-secondary institutions (PSIs) include course registrations and interim marks (> 50%), as well as any successfully completed courses.

In keeping with current policy to only display the higher mark on a transcript when there is a repeat course, the rules for XML will select an interim mark over a final mark only if the interim mark is high and the course is still considered to be 'in progress' (i.e., the course session date is not in the past).

Continuing with the scenario above, if the student's XML transcript data is sent to a PSI in June or July 2023, the Science 10 duplicate is ignored because the course session date has passed, and the interim mark was lower than the final mark reported. However, the interim mark for Social Justice 12 is selected because the course still appears to be in progress (August 2023) and the interim mark is higher than the final mark reported with a May 2023 session date. Please see the example XML preview below:

						THIS DOCUMENT IS A PREVIEW OF TRANSCRIPT INFORMATION SENT (UPON STUDENT AUTHORIZATION) TO INSTITUTIONS WITH XML CAPABILITIES. IT IS NOT A TRANSCRIPT.					
COURSES / ASSESSMENTS	COURSE / ASMNT CODE	REQ	EQU	SESSION DATE	GR 12 SCHOOL %	GR 12 EXAM %	INTERM %	INTERM LETTER GRADE	FINAL % / ASMNT SCORE	FINAL LETTER GRADE	CREDITS
CADET 10	UXCA 10	17		2021/06						TS	4
COMPOSITION 10	CMPS 10	1		2021/08					75	B	2
CORE FRENCH 10	FR 10	17		2021/05					87	A	4
FOOD STUDIES 10	FOOD 10	11		2021/04					91	A	4
FOUNDATIONS OF MATH AND PRE-CALCULUS 10	FMP 10	6		2021/01					85	B	4
JDF ONLINE LEARNING STRATEGIES 10: ONLIN	YCAIS 10A	17		2020/10					95	A	2
LITERARY STUDIES 10	LTST 10	1		2021/07					75	B	2
PHYSICAL AND HEALTH EDUCATION 10	PHED 10	10		2021/05					85	B	4
SCIENCE 10	SC 10	8		2021/03					86	A	4
SOCIAL STUDIES 10	SS 10	4		2021/06					88	A	4
ACTIVE LIVING 11	ACLV 11	17		2022/01					90	A	4
COMPOSITION 11	CMPS 11	2		2022/08					82	B	4
EARTH SCIENCES 11	ESC 11	9		2022/02					85	B	4
EXTERNAL CADET 11	UXCA 11	17		2022/05						TS	4
FOUNDATIONS OF MATHEMATICS 11	FOM 11	7		2021/12					90	A	4
LIFE SCIENCES 11	LFSC 11	17		2022/05					78	B	4
ACTIVE LIVING 12	ACLV 12			2023/08			86	A			4
ENGLISH STUDIES 12	ENST 12			2023/08			77	B			4
EXTERNAL CADET 12	UXCA 12	19, 17		2022/07						TS	4
SOCIAL JUSTICE 12	SJ 12			2023/08			89	A			4

Updating course session date while on Append status

There are two different ways to correct a student's ministry course record in these cases:

Option One:
The school can re-add the original registration back to their system and withdraw them from the session. Both the withdrawal session and the most current session (with the final mark) can then be submitted to TRAX.

Option Two:
The school can complete a TRAX CHANGE FORM available on the School Secure Web for the student. Important: please only submit this form if the duplicate course is:

- Future-dated (session date YYYYMM > than current month YYYYMM), and

- is showing an interim mark that is higher than the student's final mark.

> **Important Reminder**
>
> Append schools should double check that they are the school of record for the student and if not should ensure that they are sending the course records to the school of record, and not including them in their uploads to TRAX.
>
> Schools who are on Append should also ensure that they are continuously monitoring TVRs for errors.

The ministry performs these manual deletions on behalf of a school when it supports the production of an accurate transcript.

How do Schools get off Append and on to Replace?

Schools may contact trax.support@gov.bc.ca to discuss the most appropriate setting for the school's situation and to change the school's status from append to replace mode, if appropriate.