Graduation Assessment Administration Quick Reference

Assessment Preparation

Help students prepare for the assessment by directing them to the sample questions, videos, workbooks, and other materials available on the Information for Administrators webpage.

Assessment Registration

Use School Secure Web (SSW) to register students for an assessment in the upcoming assessment session. Navigate to the Information for Administrators webpage to find details on the registration process in the following documents:

- *Online Graduation Assessment Register Info & Instructions*
- *Literacy and Numeracy Administration Guides*
- *The BC Graduation Handbook of Procedures*
- *Assessment Schedule and Chart of Important Dates*

Use the **Graduation Assessment Schedule** to plan administration dates for assessments at your school. The schedule is updated annually on the Information for Administrators webpage.

E-Assessment Account Creation

You will receive an electronic invitation **5 business days prior** to the assessment session containing instructions on how to log into your Administrator Account. Use this account for key assessment-related tasks (e.g., editing registrations, printing numeracy response sheets, viewing completion reports). If you already have an account, you will receive a reminder notification to log into the system.

Password Letters

Log into your E-Assessment Administrator Account to access the password letter for each administration. The letter provides session passwords unique to each assessment on each day of the assessment session. Password letters will be accessible **5 business days prior** to the first day of the administration session.

Adjudication

Consider the need for support or accommodations for students with identified needs who are unable to demonstrate their knowledge using standard assessment procedures. Further information and guidelines on the adjudication process can be found on the Adjudication: supports for graduation assessments webpage.

Unusual Circumstances

Out-of-Province: Under exceptional circumstances, a student may need to write their assessment while they are outside of the province. Find eligibility criteria, procedures, and the Out-of-Province request form in the *Handbook of Procedures* located on the Information for Administrators webpage.

Disqualifications: Report suspected academic misconduct to ensure assessment fairness and integrity. Criteria, guidelines, and the Disqualification Incident Report form can be found in the *Handbook of Procedures* located on the Information for Administrators webpage. A confirmed disqualification will not show on the student's Transcript of Grades, although it will count as an attempt. The Ministry will contact administrators in cases where it has identified disqualification incidents independently.

Aegrotat Standing: When exceptional circumstances render a student unable to write an assessment in a current or future session, the Ministry will consider an Aegrotat Standing request. If granted, the student will be exempted from that graduation requirement. A request for Aegrotat standing should be the final recourse used by a school. Find eligibility criteria, procedures, and the Aegrotat Standing request form in the *Handbook of Procedures* located on the Information for Administrators webpage.

Exemptions: Students who begin the B.C. Graduation Program in Grades 11 or 12 are not required to write the Grade 10 Literacy Assessments (Grade 10 Numeracy assessment is still required). The process for requesting an exemption is described in the *Grade 10 Literacy exemptions process* document on the TRAX Information webpage.

Results Release

Assessment results are released according to the schedule published in the *Chart of Important Dates* (accessible via the Information for Administrators webpage). **Students** can access results through the StudentTranscripts Service (STS); **administrators** can access results through School Secure Web (SSW).

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Key Notes and Reminders

Assessment timing: Assessments can be launched anytime between 8:00 am and 4:00 pm (local school time). Assessments are designed to be completed in 2 hours, though one additional hour is permitted if needed (maximum 3 hours).

Numeracy response sheet scanning: Schools should scan Numeracy response sheets daily, even if the forms are blank (see the [Grade 10 Numeracy Assessment Administration Guide](#)). A total of 4 pages should be scanned and submitted for each attempt.

Large print format returns:
- Please return large print format materials (if any) via mail. The return deadline is listed in the letter included in the package provided by Vretta. Returning the materials promptly is critical to ensure the assessment is marked without delay.
- If the student completes the assessment online instead or does not complete the assessment, please advise the Ministry (assessments@gov.bc.ca) and return the unused materials using the waybill in the package.

Safe Exam Browser (SEB) and Kiosk: The Ministry strongly recommends that schools install SafeExamBrowser (SEB) or Kiosk so that the assessments can be launched within a secure lockdown environment. Using a secure lockdown environment prevents students from navigating outside of the e-Assessment System. Instructions on how to download and install these tools can be found through the Technical Guides dropdown menu on the [E-Assessment](#) landing page.

First assessment attempt: As per graduation program policy, students should make their first attempt of the grade 10 Literacy and Numeracy assessments in grade 10. Students should make their first attempt of the grade 12 Literacy assessments in grade 12.

Key Resources

Resource	Location
Information for Administrators landing page	[Ministry webpage](#)
Assessment Administration Guides	Access through the assessment [Information for Administrators](#) landing page
BC Graduation Program Handbook of Procedures	Access through the assessment [Information for Administrators](#) landing page
BC Graduation Program Policy Guide	Access through the graduation [Information for Administrators](#) landing page
E-Assessment landing page	[E-Assessment webpage](#)

Contacts

For questions related to:	Contact:
Systems or assessment technical issues	e-Assessment Technical Support 1-888-887-3882 (toll-free) bced-support@vretta.com
Assessment administration	Assessment Administration Coordinator assessments@gov.bc.ca
Adjudication	Adjudications Coordinator educ.adjudication@gov.bc.ca
Online graduation assessment register	trax.support@gov.bc.ca
E-Assessment System registration issues	bced-support@vretta.com