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Important Notes and Changes for 2018/19

1. General

   I. The Handbook of Procedures is available in eBook format for ease of use with smartphones, tablets, e-readers and computers. TIP: to search for a keyword, go to magnifying glass and type your keyword to complete the search.

   II. All students enrolled in a BC school on or after July 1, 2018 are considered to be on the BC Graduation Program (2018) (see Chapter 3).

2. StudentTranscripts Service

   I. Students receive one free transcript at the end of their graduating year. Starting September 2018, this transcript will no longer be mailed home. This free transcript will be available for students to print or send on the StudentTranscripts Service.

   II. Since post-secondary institutions enrol in the new StudentTranscripts Service to access transcript information frequently, schools are asked to submit classroom marks to the Ministry throughout the school year when available; this will enable post-secondary institutions to review student results throughout the year to facilitate post-secondary admissions.

   III. Students are encouraged to create a StudentTranscripts Service account prior to the release of assessment or exam results.

Version 2, Corrected, Oct. 2018

Version 3, Corrected, Nov. 2018

Version 4, Revised, Nov. 2018
Contents

Introduction ................................................................. 6
2018/2019 Chart of Important Dates ................................. 7
2018/19 Graduation Numeracy Assessment and LA 12 Exams — Important Notes ................. 10
The Oral Component of French Language Examinations ......................................................... 12
2018/19 Graduation Assessment Schedule British Columbia, Yukon and Offshore Schools .... 12

Chapter 1: Graduation Assessments and Provincial Examinations ............................................. 15
Graduation Assessments and Provincial Examinations .............................................................. 17
Registration ................................................................... 19
Writing at Another School Within the Province ........................................................................ 20
French Language Arts 12 Examinations .................................................................................... 22
Personal Education Number (PEN) ............................................................................................ 23
Disqualification ............................................................................................................................. 24
Changing Course Marks for Learning Outcomes Not Initially Met ............................................ 28
Graduation Assessment/Provincial Examination Review Process ............................................ 29
Graduation Assessment/Provincial Examination Re-marks Process ........................................ 30
Graduation Assessment/Provincial Examination Re-writes Process ........................................ 30
Mix and Match: Course Retakes and Previous Examination Scores ....................................... 32
Distributed Learning Course (DL) and Assessment/Examination Policy .................................... 32
Adult Program Examination Policy ............................................................................................. 35
Continuing Education Reporting Policy for Graduation Assessments and Examinable Courses . 35
Continuing Education Reporting Policy for Non-Examinable Courses .................................... 35
Home School Students ................................................................................................................ 36
Guidelines for Aegrotat Standing ............................................................................................... 37
Request to Write Out-of-Province (OOP) .................................................................................. 38
Graduation Assessments and Provincial Examinations—Frequently Asked Questions ............ 40

Chapter 2: Earning Credits in the BC Graduation Program ....................................................... 43
Policy Options for Earning Credits ............................................................................................ 45
Policy for Earning Credits for Other Learning ......................................................................... 46
Board/Authority Authorized Courses (BAA) ............................................................................. 46
Equivalency ................................................................................................................................ 47
External Credentials—Ministry Authorized ................................................................................ 52
Challenge ..................................................................................................................................... 52
Earning Credits for Post-Secondary Course Completion ........................................ 54
Independent Directed Studies (IDS) ................................................................. 56
Credit Restrictions .............................................................................................. 57
Earning Credits—Frequently Asked Questions ................................................... 58

Chapter 3: Graduation Requirements ................................................................. 61
BC Graduation Program—Graduation Requirements ........................................... 63
BC Graduation Program—Frequently Asked Questions ....................................... 64
French Immersion Requirements for Dual Dogwood ........................................... 67
Francophone Requirements for Dual Dogwood .................................................. 68
Adult Graduation Program Requirements .......................................................... 69
Adult Graduation Program—Frequently Asked Questions .................................... 71

Chapter 4: Reporting Courses and Programs ..................................................... 73
Reporting Arts Education and Applied Design, Skills and Technologies Courses .... 75
Board/Authority Authorized Courses (BAA) ....................................................... 76
External Languages – Credit for Documented Prior Learning ............................ 76
External Dual Credit Post-Secondary Courses .................................................... 78
Advanced Placement (AP) and International Baccalaureate (IB) Courses .......... 80
External Credentials ........................................................................................... 81
External Adult Basic Education Courses ............................................................ 82
Reporting External Sport Credentials—Frequently Asked Questions .................. 83
Career Programs ................................................................................................. 84
How to Report Career Program Participation to the Ministry ............................. 85
Locally Developed Courses ................................................................................. 86

Chapter 5: Student Credentials ........................................................................ 87
Student Credentials ............................................................................................ 89
Transcript of Grades ........................................................................................... 89
Certificate of Graduation (Dogwood Diploma) ..................................................... 97
School Completion Certificate Program (Evergreen or SCCP) ............................ 98
Transcripts—Frequently Asked Questions ........................................................ 102
Student Transcripts Service (STS) .................................................................... 103
Student Transcripts Service—Frequently Asked Questions ............................... 107
Chapter 6: Provincial Scholarships Program ................................................. 109
Provincial Scholarships Program ................................................................. 111
BC Achievement Scholarship ................................................................. 112
District/Authority Scholarship ................................................................. 112
BC Excellence Scholarship ................................................................. 113
Pathway To Teacher Education Scholarship ................................................ 115
Redeeming Your Scholarship Voucher .......................................................... 117
Redeeming Passport to Education Stamps ..................................................... 118

Chapter 7: Student Data Exchange ................................................................. 119
Overview ......................................................................................................... 121
Submission of Grades ....................................................................................... 121
Submitting Historical Mark Updates .............................................................. 123
Electronic File Transfer .................................................................................. 123
Reporting School Completion Certificate Program (SCCP) Participation .................. 129
Online Assessment / Examination Register ...................................................... 130
Transcript Verification Reports (TVRs). .......................................................... 131
Ensuring Courses Are Coded Correctly to Meet Course Requirements .................. 131
TVR Non-Graduation Report ........................................................................... 132

Chapter 8: Adjudication ............................................................................... 135
The Adjudication Process: Supports for Graduation Assessments & Provincial Exams ........... 137
Software Features and Options on Graduation Assessments & Provincial Exams .................. 139
Supports Allowed by the Ministry ................................................................... 140
Documentation Demonstrating an Identified Learning Need .................................... 141
Recording Supports in Student Files .................................................................. 141
Due Dates for Special Format Assessments ...................................................... 141
Frequently Asked Questions ............................................................................ 142

Appendix A ................................................................................................. 144
Forms ............................................................................................................. 144

Appendix B ................................................................................................. 145
Student Certification Branch Contact Information ............................................... 145
Introduction

The 2018–2019 *Handbook of Procedures for the BC Graduation Program* has been approved by the Minister of Education.

Purpose

The Handbook of Procedures for the BC Graduation Program ("the Handbook"), provides information about graduation assessments and provincial examinations, transcripts and the sharing of data between schools and the Ministry of Education.

Information in this Handbook is specific to the 2018/19 school year, and will be updated throughout the year. Please ensure that you are using the latest version of the Handbook. Version numbers will be located in the footer of the Handbook posted online at:

🌐 www.bced.gov.bc.ca/exams/handbook

Changes to the Handbook will be communicated to schools via the Deputy Minister’s weekly update and TRAX Updates email distribution list.

Please subscribe to receive these notifications at:

🌐 www.bced.gov.bc.ca/exams/trx_updates/
### 2018/2019 Chart of Important Dates

An online calendar of important dates related to Graduation Assessments, Provincial Exams and Data Transfers is available at:

[www.bced.gov.bc.ca/exams/calendar](http://www.bced.gov.bc.ca/exams/calendar)

You can view calendar information in your web browser and import the dates into your own calendar software.

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2018</td>
<td>September 28</td>
<td><strong>Re-mark deadline:</strong> June session</td>
</tr>
<tr>
<td>October 2018</td>
<td>Oct. 9 – Nov. 12</td>
<td><strong>Due:</strong> First data submission (including FINAL marks for courses completed by November 12)</td>
</tr>
<tr>
<td></td>
<td>Oct. 9 – Oct. 18</td>
<td><strong>Registration deadline:</strong> November online assessment / exam register</td>
</tr>
<tr>
<td></td>
<td>Oct. 19</td>
<td><strong>Re-mark deadline:</strong> August session</td>
</tr>
<tr>
<td>November 2018</td>
<td>Nov. 5 – 7</td>
<td>November Graduation Numeracy Assessment and LA 12 exams administered (e-exams only)</td>
</tr>
<tr>
<td></td>
<td>Nov. 7</td>
<td>Return Graduation Numeracy Assessment student choice component</td>
</tr>
<tr>
<td></td>
<td>Nov. 19 – Dec. 11</td>
<td>January Online Assessment Exam Register available for review and editing</td>
</tr>
<tr>
<td></td>
<td>Nov. 27</td>
<td>November LA 12 exam results released</td>
</tr>
<tr>
<td>December 2018</td>
<td>Dec. 3 – 14</td>
<td>Oral component of French Language Examinations</td>
</tr>
<tr>
<td></td>
<td>Dec. 11</td>
<td><strong>Registration deadline:</strong> January online assessment/exam register</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Register closed for changes</td>
</tr>
<tr>
<td></td>
<td>Dec. 14</td>
<td>November Graduation Numeracy Assessment results released</td>
</tr>
<tr>
<td>January 2019</td>
<td>Jan. 7 – 18</td>
<td>Oral component of French Language Examinations</td>
</tr>
<tr>
<td></td>
<td>Jan. 11</td>
<td><strong>Re-mark deadline:</strong> November session</td>
</tr>
<tr>
<td></td>
<td>Jan. 21 – 25</td>
<td>January Graduation Numeracy Assessment and LA 12 exams administered</td>
</tr>
<tr>
<td></td>
<td>Jan. 25</td>
<td><strong>Due:</strong> Return January English, Communications 12 and Graduation Numeracy Assessment student paper component</td>
</tr>
<tr>
<td>January – February 2019</td>
<td>Jan. 28 – Feb. 11</td>
<td><strong>Due:</strong> January submission of grades. Required for schools completing provincially-examinable courses in January</td>
</tr>
<tr>
<td>March 2019</td>
<td>Mar. 4</td>
<td>January results released</td>
</tr>
<tr>
<td>April 2019</td>
<td>Apr. 12 – 26</td>
<td><strong>Due:</strong> Spring/interim submission of data</td>
</tr>
<tr>
<td></td>
<td>Apr. 19</td>
<td><strong>Re-mark deadline:</strong> January session</td>
</tr>
<tr>
<td></td>
<td>Apr. 25 – 26</td>
<td>LA 12 exams administered (e-exams only)</td>
</tr>
<tr>
<td>Month</td>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
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<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>May 2019</td>
<td>May 3 – 17</td>
<td>June Online Assessment/Exam Register available for review and editing Interim transcript data available to BC PSIs, OUAC, University of Calgary and University of Alberta</td>
</tr>
<tr>
<td></td>
<td>May 6</td>
<td>Oral component of French Language Examinations Registration deadline: June Online Assessment/Exam Register closed for changes</td>
</tr>
<tr>
<td></td>
<td>May 6 – 31</td>
<td></td>
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<tr>
<td></td>
<td>May 14</td>
<td></td>
</tr>
<tr>
<td></td>
<td>May 27</td>
<td></td>
</tr>
<tr>
<td>June 2019</td>
<td>Jun. 21 – 27</td>
<td>June Graduation Numeracy Assessment and LA 12 exams administered Due: Return English 12, NMF student choice component Due: Return Communications 12, NME student choice component</td>
</tr>
<tr>
<td></td>
<td>Jun. 24</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jun. 27</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jun. 26 - 28</td>
<td>Return Graduation Numeracy Assessment paper component Due: June final submission of grades</td>
</tr>
<tr>
<td></td>
<td>Jun. 24 - Jul. 12</td>
<td></td>
</tr>
<tr>
<td>July 2019</td>
<td>Jul. 5</td>
<td>Re-mark deadline: April session June results released Transcripts sent to schools, districts, and post-secondary institutions</td>
</tr>
<tr>
<td></td>
<td>Jul. 29</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jul. 29</td>
<td></td>
</tr>
<tr>
<td>August 2019</td>
<td>Aug. 8 – 9</td>
<td>LA 12 exams (e-exams only) Due: Summer School submission of marks</td>
</tr>
<tr>
<td></td>
<td>Aug. 16</td>
<td></td>
</tr>
<tr>
<td>September 2019</td>
<td>Sept. 3</td>
<td>August results released</td>
</tr>
<tr>
<td>October 2019</td>
<td>Oct. 25</td>
<td>Re-mark deadline: August session</td>
</tr>
</tbody>
</table>

See Chapter 7, *Instructions for Specific Submissions* for more information.

Note: Important information is posted on the School Secure Web at:

🌐 [www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp](http://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp)

To receive notification of these postings as well as other TRAX alerts, subscribe to the e-mail alert at:

🌐 [www.bced.gov.bc.ca/exams/trx_updates/](http://www.bced.gov.bc.ca/exams/trx_updates/)
Graduation Assessment / Provincial Examination Schedule and Session Information

2018/19 Graduation Numeracy Assessment and LA 12 Exams—Important Notes ........................................ 10
The Oral Component of French Language Examinations ................................................................. 12
2018/2019 Graduation Assessment / Provincial Exam Schedule —
British Columbia, Yukon and Offshore Schools ................................................................. 12
2018/19 Graduation Numeracy Assessment and LA 12 Exams — Important Notes

1. **Re-Mark Change:** Please be aware that we have a new policy for re-marks. See [Graduation Assessment / Provincial Examination Re-marks Process](#) in Chapter 1 for more information.

2. While every attempt should be made to adhere to published start and end times, if necessary, schools may begin an assessment/exam up to one hour* before the scheduled start time to accommodate local schedule conflicts (e.g., bus schedules).

   *Note: If students begin their assessment/exam session early, they must remain in the supervised exam room for a minimum of one hour after the original scheduled start time (e.g., begin exam at 12 noon but ensure students do not leave until after 2:00 pm).

3. In November, April, and August, all LA 12 exams are electronic only.

4. Paper exams will be available for EN 12 and COM 12 in January and June.

5. All late registrants for the Language Arts 12 paper exams must complete the exam electronically; school photocopied paper response booklets will not be accepted nor marked.

**Important Reminders:**

- Students must not bring any unauthorized materials into the room.
- Scrap paper may be handed out to students by invigilators during exam administration, then collected and destroyed after the session. Markers will only score the two paper response sheets.
- All assessments and exams, are designed to be completed within two hours. However, if required, students are permitted an additional 60 minutes.
- Invigilators must ensure that students have submitted their assessments and e-exams prior to exiting the room. Accessing the Confirmation Codes Report from the administrative functions of the electronic system is essential to confirm successful submission of students' work. Numeracy signature sheets will not be required. Students will be required to show valid identification to invigilators prior to logging into the numeracy assessment site. Invigilators must print out the Confirmation Code Report as proof of attendance, sign and mail it back to the Ministry. A copy must also be kept at the school.
- Invigilators must sign the Confirmation Code Report following the invigilation of the graduation numeracy assessment.

6. Students are not allowed to write both paper and electronic versions of the same exam during the same session.

7. Students are not allowed to write both the French and English version of the graduation numeracy assessment during the same session.

8. All August provincial exams are offered through a student’s school or district. Students should check with their school prior to the end of the school year to determine registration procedures.
9. All students writing a graduation numeracy assessment must be pre-registered in TRAX in the Online Register. Late registrants (formerly called “walk ins”) must be entered into the AWIS system two days prior to the session to enable schools time to print off the two personalized paper response sheets. Photocopied paper response sheets will not be accepted or marked.

10. School districts will receive updates about the Handbook, graduation assessment and provincial exams through the Deputy Minister’s weekly update. Please also refer to the Graduation Numeracy Assessment Administrative Guide for more details.

11. Schools are required to subscribe to the TRAX Updates e-mail distribution list to ensure they receive important notifications and updates. Subscribe at: www.bced.gov.bc.ca/exams/trx_updates/

12. Although the Ministry endeavours to ensure the schedule does not change, in certain circumstances a change may be unavoidable. Exam schedule updates are also posted at: www.bced.gov.bc.ca/exams/

13. An online calendar of important dates related to Graduation Assessments, Provincial Exams and Data Transfers is available at: www.bced.gov.bc.ca/exams/calendar

14. There is a unique password for each subject and day of a session. Passwords are provided five business days prior to the start of the session in the Electronic Password Letter posted to the School Secure web at: www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp (Passwords must be kept secure)

15. For Offshore Schools only, the Provincial Examination Schedule for Offshore Schools can be accessed at: www.bced.gov.bc.ca/offshore_schools/

**Unpredictable Circumstances**

Occasionally, schools have to close during scheduled sessions because of unpredictable circumstances such as severe weather, floods, forest fires, or power outages. When this occurs, schools should immediately call 250.356.7270 (option #3) to discuss options. Depending on the number of students impacted, these options could include having students write at the next exam session, or provide an alternate electronic writing session.

In cases when some students are unable to make it in to school due to severe weather, schools are advised to proceed for students who are able to attend and call 250.356.7270 (option #3) to discuss alternatives for students who are unable to attend. **Student safety should be the primary consideration in all situations.**
The Oral Component of French Language Examinations
The oral component of French language examinations is administered prior to the written exam in the January and June sessions. The administration window for each of these sessions can be found at the bottom of the January and June schedules in this Handbook.

For further information about the administration of the Français langue première 12 and Français langue seconde-immersion 12 oral components contact: student.certification@gov.bc.ca

2018/19 Graduation Assessment Schedule
British Columbia, Yukon and Offshore Schools

Important Notes
1. Start and end times should be adhered to by all schools. However, if necessary, schools may begin up to one hour before the scheduled start time to accommodate local schedule conflicts (e.g., bus schedules). Students must remain in the supervised room for a minimum of one hour after the original scheduled start time (e.g., begin at 12 noon but ensure students do not leave until after 2:00 p.m.).

2. November, April and August sessions are electronic only— with the exception of the paper Student Response Forms for the Numeracy Assessment in November.

3. All August sessions are offered through a student’s school or district. Students should check with their school prior to the end of the school year to determine registration procedures for their school or district.

4. The Ministry of Education aims to ensure this schedule does not change. Occasionally circumstances require changes after it is initially published. Should changes be required, the Ministry of Education will communicate these changes via email through the Deputy Minister’s Weekly Update and via a TRAX Update. An updated schedule will be posted to the Ministry of Education’s Provincial Examinations website.

5. An online calendar of important dates related to Graduation Assessments and Data Transfers is available at http://www.bced.gov.bc.ca/exams/calendar.

6. All Graduation Assessments are designed to be completed within two hours. Students are permitted up to 60 additional minutes, if required.

7. Students who complete a Language Arts 12 course before July 1, 2019 must write the associated Language Arts 12 exam. Students will have up to, and including, the June 2020 exam session to meet this graduation requirement.
Formats
E  Electronic exam session only
P  Paper exam session only
E or P  Electronic and Paper Exams available
E & P  Numeracy Assessment - electronic plus a two page student choice paper component

November 2018

<table>
<thead>
<tr>
<th>DATE</th>
<th>COURSE CODE</th>
<th>SUBJECT</th>
<th>FORMAT</th>
<th>TIME*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Wednesday, Nov 5 – 7</td>
<td>NME</td>
<td>Numeracy Assessment</td>
<td>E &amp; P</td>
<td>9:00 am – 3:00 pm</td>
</tr>
<tr>
<td>Monday, November 5</td>
<td>NMF</td>
<td>Évaluation de numératie</td>
<td>E &amp; P</td>
<td>9:00 am – 3:00 pm</td>
</tr>
<tr>
<td></td>
<td>EN 12</td>
<td>English 12</td>
<td>E</td>
<td>9:00 am – 11:00 am</td>
</tr>
<tr>
<td>Tuesday, November 6</td>
<td>COM 12</td>
<td>Communication 12</td>
<td>E</td>
<td>9:00 am – 11:00 am</td>
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November Return Dates: Wednesday, November 7, 2018 - NME and NMF Student Choice Component

January 2019

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<td>NME</td>
<td>Numeracy Assessment</td>
<td>E &amp; P</td>
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<tr>
<td>Monday, January 21</td>
<td>NMF</td>
<td>Évaluation de numératie</td>
<td>E &amp; P</td>
<td>9:00 am – 3:00 pm</td>
</tr>
<tr>
<td>Thursday, January 24</td>
<td>EN 12</td>
<td>English 12</td>
<td>E or P</td>
<td>9:00 am – 11:00 am</td>
</tr>
<tr>
<td></td>
<td>EFP 12</td>
<td>English First Peoples</td>
<td>E</td>
<td>1:00 pm – 3:00 pm</td>
</tr>
<tr>
<td>Friday, January 25</td>
<td>COM 12</td>
<td>Communications 12</td>
<td>E or P</td>
<td>9:00 am – 11:00 am</td>
</tr>
<tr>
<td></td>
<td>FRAL 12</td>
<td>Français langue seconde-immersion 12</td>
<td>E</td>
<td>1:00 pm – 3:00 pm</td>
</tr>
<tr>
<td></td>
<td>FRALP 12</td>
<td>Français langue première 12</td>
<td>E</td>
<td>1:00 pm – 3:00 pm</td>
</tr>
</tbody>
</table>

The Oral Component of French Language Exams
Administration window for both Français langue première 12 and Français langue-seconde immersion 12: Dec 3 – 14, 2018; Jan 7 – 18, 2019

January Return Dates
Friday, January 25, 2019
EN 12, COM 12 and the Graduation Numeracy Assessment: Student Choice Component

April 2019

<table>
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<tr>
<th>DATE</th>
<th>COURSE CODE</th>
<th>SUBJECT</th>
<th>FORMAT</th>
<th>TIME*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, April 25</td>
<td>EN 12</td>
<td>English 12</td>
<td>E</td>
<td>9:00 am – 11:00 am</td>
</tr>
<tr>
<td></td>
<td>EFP 12</td>
<td>English First Peoples 12</td>
<td>E</td>
<td>1:00 pm – 3:00 pm</td>
</tr>
<tr>
<td>Friday, April 26</td>
<td>COM 12</td>
<td>Communications 12</td>
<td>E</td>
<td>9:00 am – 11:00 am</td>
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## June 2019

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<th>SUBJECT</th>
<th>FORMAT</th>
<th>TIME*</th>
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</thead>
<tbody>
<tr>
<td>Friday – Thurs, June 21 – 27</td>
<td>NME</td>
<td>Numeracy Assessment</td>
<td>E &amp; P</td>
<td>9:00 am – 3:00 pm</td>
</tr>
<tr>
<td>Monday, June 24</td>
<td>NMF</td>
<td>Évaluation de numératie</td>
<td>E &amp; P</td>
<td>9:00 am – 3:00 pm</td>
</tr>
<tr>
<td></td>
<td>EN 12</td>
<td>English 12</td>
<td>E or P</td>
<td>9:00 am – 11:00 am</td>
</tr>
<tr>
<td></td>
<td>EFP 12</td>
<td>English 12 First Peoples</td>
<td>E</td>
<td>1:00 pm – 3:00 pm</td>
</tr>
<tr>
<td>Tuesday, June 25</td>
<td>FRALP 12</td>
<td>Français langue première 12</td>
<td>E</td>
<td>9:00 am – 11:00 am</td>
</tr>
<tr>
<td></td>
<td>FRAL 12</td>
<td>Français langue seconde immersion 12</td>
<td>E</td>
<td>1:00 pm – 3:00 pm</td>
</tr>
<tr>
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<td>COM 12</td>
<td>Communications 12</td>
<td>E or P</td>
<td>9:00 am – 11:00 am</td>
</tr>
</tbody>
</table>

*The Oral Component of French Language exams – the administration window for both Français langue première 12 and Français langue-seconde immersion 12 is May 6 – 31, 2019*

### June Return Dates
- Monday, June 24, 2019
  - EN 12 and the NMF Student Choice Component
- Thursday, June 27, 2019
  - COM 12 and the NME Student Choice Component

## August 2019

<table>
<thead>
<tr>
<th>DATE</th>
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<th>SUBJECT</th>
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<td>E</td>
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</tr>
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</table>
Chapter 1
Graduation Assessments and Provincial Examinations
Chapter 1: Graduation Assessments and Provincial Examinations

Graduation Assessments and Provincial Examinations ........................................... 17
Registration ................................................................. 19
Writing at Another School Within the Province ............................................. 20
French Language Arts 12 Examinations ......................................................... 22
Personal Education Number (PEN) ................................................................. 23
Disqualification ................................................................. 24
Changing Course Marks for Learning Outcomes Not Initially Met ................. 28
Graduation Assessment / Provincial Examination Review Process ................. 29
Graduation Assessment / Provincial Examination Re-marks Process ............ 30
Graduation Assessment / Provincial Examination Re-writes Process ............. 30
Mix and Match: Course Retakes and Previous Examination Scores ............... 32
Distributed Learning Course (DL) and Assessment/Examination Policy ........... 32
Adult Program Examination Policy ................................................................. 35
Continuing Education Reporting Policy for Graduation Assessments and Examinable Courses ......................................................... 35
Continuing Education Reporting Policy for Non-Examinable Courses .......... 35
Home School Students ................................................................. 36
Guidelines for Aegrotat Standing ................................................................. 37
Request to Write Out-of-Province (OOP) ......................................................... 38
Graduation Assessments and Provincial Examinations—Frequently Asked Questions ......................... 40
Graduation Assessments and Provincial Examinations

The Handbook uses the term *graduation assessment* for the numeracy and future literacy assessments.

The Handbook uses the term Provincial Examinations to refer to the Language Arts 12 suite of exams that are associated with ministry courses and whose marks provide 40% of the total, blended mark for the courses.

Development and Design of Graduation Assessments and Provincial Examinations

Assessments/examinations are developed by BC teachers and are based on provincial curricula. They are marked by BC Teachers using rigorous standards-based scoring guides and procedures.

Marked items include both selected (e.g., multiple-choice) and constructed response questions that vary in cognitive level.

Assessments/examinations are designed to be two hours in length. However, if necessary students may use up to an additional 60 minutes.

Eligibility Requirements

To be eligible to write assessments/examinations, a student must be:

- Enrolled in a BC public school (including a Distributed Learning school or a Continuing Education Centre), or
- Enrolled in a Group 1, 2 or 4 BC independent school, or
- Registered as a home schooler (see note below) with any of the above schools, or
- Enrolled in a certified BC offshore school

*Note: Without a school course mark from a registered school, exam results are for information only and will not acquire credit or appear on a transcript.*
Preparing for Assessments/Examinations

Schools must ensure students have completed sufficient learning outcomes to be prepared to write an assessment/examination. A student may only write an assessment/examination once per session. Duplicates will not be marked. Students may not use a session to practice writing assessments/examinations.

Students may not write the English (NME) and French (NMF) Numeracy Assessment in the same session.

To become familiar with types of questions and format, students may use sample exams found at:

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

A sample Numeracy Assessment is available at:

https://curriculum.gov.bc.ca/provincial-assessment/graduation

Administrators and teachers can access assessments and exams that are administered in electronic format using the Exam Preview function built into the electronic system. This function is accessible only during the administration of each session. Instructions on using this function are available in the electronic Provincial Exams Systems User’s Manual at:

www.bced.gov.bc.ca/eassessment/eexam_doc_manuals_tech

Access to this function is provided with the Electronic Password Letter posted to the School Secure Web prior to each session.
Registration

Principal’s Responsibilities

Registration is necessary for:

<table>
<thead>
<tr>
<th>Session</th>
<th>Electronic LA 12</th>
<th>Paper LA 12</th>
<th>Numeracy Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2018</td>
<td>Not Required</td>
<td>Not Available</td>
<td>Register</td>
</tr>
<tr>
<td>January 2019</td>
<td>Not Required</td>
<td>Register</td>
<td>Register</td>
</tr>
<tr>
<td>June 2019</td>
<td>Not Required</td>
<td>Register</td>
<td>Register</td>
</tr>
<tr>
<td>August 2019</td>
<td>Not Required</td>
<td>Not Available</td>
<td>Not available</td>
</tr>
</tbody>
</table>

Registration deadlines are listed in the Chart of Important Dates table at the front of the Handbook. Requests submitted after the deadlines will not be accepted. Late paper registrations are no longer permitted. Students whose names are not on the online assessment/exam register submitted to the Ministry by the deadline date must write the exam electronically.

Student response sheets for late Numeracy Assessment registrations can be printed out at the school. See the instructions in the Graduation Numeracy Assessment Administration Guide here.

Principals are responsible for registering the following categories of students in the Ministry of Education's Transcripts and Examinations (TRAX) system:

- Students enrolled at their schools in provincially-examinable courses, including those cross-enrolled with a distributed learning school or continuing education centre.
- Students enrolled at their schools who have successfully challenged the school portion of a provincially-examinable course.
- Home school students registered at their schools who wish to write provincial examinations.

Registration in the TRAX system is required to ensure that:

- Schools receive personalized materials for Graduation Numeracy Assessment/paper LA 12 exams
- Students are assigned to the correct school when signing in to the web-based Graduation Numeracy Assessment/electronic exam
- Schools receive transcript verification information.

The Online Assessment / Exam Register must be reviewed and updated where necessary (Graduation Assessment, EN 12 and COM 12 only) for the November, January and June exam sessions, to ensure appropriate exam materials are available for each school.

All assessment and exam materials must be returned to the Ministry following each session.

All schools will be required to register students writing the graduation assessment through MyEducation BC (or their student information system for non-MyEd BC Schools) and the Ministry’s Transcript and Examinations (TRAX) system.
School Secure Web (SSW)
The School Secure Web provides school administrators with information and access to: Graduation Assessment / Exam Registration, Examination Results and Reports, TRAX Data Transfers, Student Transcript Verification Reports (TVRs), Post Secondary Institution (PSI) Selection Reports, Exam Materials and Forms, and Unofficial Transcripts of Grades.

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

Accounts for the School Secure Web are created when a school is established in the TRAX system. Logon credentials are provided to the school’s principal. Schools forgetting their logon credentials may use the password help request on the School Secure Web. Schools still encountering difficulty with the site may contact the Student Certification Branch at student.certification@gov.bc.ca for assistance.

Registration
Electronic Registration
Registration is required for students writing a paper based LA 12 examination or graduation assessment — **Registration is not required for any other all-electronic session.**

If your school does not offer assessments or exams 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.

Electronic Transfer Schools Registration
For the November, January and June sessions, registration takes place by submitting the First Data Transfer in October and subsequent data transfers. Following the first transfer, schools may make registration changes on subsequent data transfers and by using the Online Register posted on the School Secure Web.

Writing at Another School Within the Province
It is recommended that arrangements for administration of assessments or exams at a school other than a student’s school of record be made several weeks in advance of the actual session. A student’s school of record may register a student to write at another school within British Columbia by following this procedure:

- Obtain approval from the principal of the school where the student wishes to write.
- Inform student that they MUST have government photo ID to present to the host school. The list of Acceptable Student ID can be found in this chapter and in the Procedures for Conducting Graduation Program Assessments and Provincial Exams and the Invigilator and the Principals Assessment Worksheets posted on the SSW.
- For the November, January and June sessions, use the Online Assessment / Exam Register available on the School Secure Web to report the school at which the student will write as the “Exam Centre.” To do this, select the appropriate district and school from the drop down menu.
- For November, April and August LA 12 sessions, registration with the Ministry is not required as they are electronic only.
Results for students who write at a school that is not the student’s school of record will be reported and attributed to the student’s school of record, and not the hosting site.

‘Walk in’ Student ID

- It is the responsibility of the student to provide acceptable photo ID – they must obtain this prior to writing the graduation assessment or LA 12 exam at the host school.
- It is the responsibility of administration staff at the host school to ensure that the person presenting the ID is the student who should be writing the graduation assessment / LA 12 exam.
- Students who cannot identify themselves satisfactorily should be refused access to the graduation assessment / LA 12 exam.

Acceptable Student ID

Students who are not known to school staff should provide one piece of government issue photo ID from the list below:

- BC Driver’s License or Learner’s License
- Passport
- BC Services Card with photo
- Combination Driver’s License and BC Services Card
- BC Identification (BCID) card with expiry date
- US passport card
- Canadian or US Driver’s License
- Permanent Resident Card
- Secure Certificate of Indian Status
- Status Card
- Canadian Citizenship Card - with photo
- Canadian Forces ID
- Naturalization Certificate
- NEXUS Card
- Parole Certificate ID
- Police Identification
- DND photo Identification Card

[ 'Go-cards' are not acceptable ]

If a student does not have any of the preferable student ID listed but:

- Comes from a school that uses MyEdBC. They must obtain from their home school, the top part only of the MyEd 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.
Electronic security control
Schools are required to install the e-exam Security Control and ensure each workstation used for graduation numeracy assessments or LA 12 e-exams meets the computer and browser requirements posted at:

www.bced.gov.bc.ca/eassessment/eexam_computer_requirements.htm

French Language Arts 12 Examinations
Français langue première 12 and Français langue seconde-immersion 12

The oral and written components must be completed in the same exam session. If a student is unable to complete the oral component that is administered prior to the written component, the student must complete both oral and written components in the next available session.

Students enrolled in Programme francophone write the Français langue première 12 examination. French Immersion students write Français langue seconde-immersion 12.

Oral Component
Students enrolled in Français langue première 12 or Français langue seconde-immersion 12 must complete an oral assessment as part of their provincial examinations. The oral component is conducted over the Internet using a headset and microphone. Administration dates can be found in the Graduation Assessment/Examination Schedule and Session Information section of this Handbook.

For further information about the administration of the Français langue première 12 and the Français langue seconde-immersion 12 oral components, please contact:
student.certification@gov.bc.ca

French Versions of Numeracy Assessment and LA 12 Examinations
French versions of the LA 12 provincial exams are only available on certain days of each sessions. Schools and students should ensure a French version is available during the desired session.

For dates, go to:
www.bced.gov.bc.ca/graduation/grad_cred_french-immersion.htm
**Personal Education Number (PEN)**

**What is a PEN?**

A Personal Education Number (PEN) is a nine-digit identification number assigned by the Ministry to each student registered in Kindergarten to Grade 12 in the public and independent and Yukon school systems and BC offshore schools, children in Strong Start BC Centres, students in federally-funded BC band schools, and students registered in BC’s public post-secondary institutions.

**PENs and Assessments/Examinations**

Each student must have a PEN to write a graduation assessment or LA 12 examination.

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).

[https://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/pen](https://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.

[www.bced.gov.bc.ca/pen/student/penobtain.htm](http://www.bced.gov.bc.ca/pen/student/penobtain.htm)

Any other questions regarding PEN should be directed to pens.coordinator@gov.bc.ca or phone 250.356.8020

If a student writing an assessment or exam 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.
If the student is not known to staff at the host school, the student MUST provide a piece of photo ID from the Acceptable Student ID list in Chapter 1. This list can also be found in the information sheets - Procedures for Conducting Graduation Program Assessments, Principal's Assessment Worksheet and Invigilator's Assessment Worksheet that are posted to the School Secure Web (SSW).

Calculators
For information on the use of calculators, please refer to the Calculator Policy located at:

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

This information may be updated throughout the year. Schools are advised to check for updates prior to each assessment/exam 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.

Disqualification
Note: Invigilators should be aware that the Invigilator’s Assessment/Examination Worksheet is posted to the SSW and updated annually.

Any student deemed to have breached one or more of the rules below will receive a mark of “0”. The disqualification will not show on the student’s Transcript of Grades. Any student disqualified from a graduation assessment or LA 12 exam will be required to re-write it at a future session. Once a student has satisfied all the course requirements, including re-writing the graduation assessment or exam, a score will appear on their Transcript.

1. For graduation assessment/e-exams, students must not navigate outside the screen for any reason including accessing any materials on the local computer or internet.
2. Students must not be in possession of, or have used, any secure assessment/examination materials prior to the session.
3. Students must not communicate with other students during the session.
4. Students must not give or receive assistance of any kind in answering a question during an assessment or examination, including allowing their work to be viewed by others or copying answers from another student’s work.
5. Students must not possess any book, paper or item that might assist in writing an assessment or examination, including a dictionary or piece of electronic equipment such as a smartwatch or tablet, that is not specifically authorized by Ministry policy.
6. Students must not copy, plagiarize or present work done by any other person as their own.
7. Students must not remove any materials from the room, including work pages.

8. Students must not continue to write or alter a response after the invigilator has stopped the session.

**Disqualification – Policy and Procedures for Reporting**

When it is believed that a student has breached one or more rules during a graduation assessment/LA 12 examination, the following procedures should be followed to ensure a fair and consistent review of the incident:

**School Responsibilities**

- The school should be familiar with the disqualification policy and procedures as outlined in the Handbook of Procedures.

- 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 or examination.

- The school must inform students 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 invigilator packages and in the Disqualification Incident Report (see Appendix A - Forms).

- At the end of the session, the invigilator should collect the materials from the student as well as any unallowed 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 the Disqualification Incident Report as soon as possible. If more than one invigilator was a witness to the incident, each invigilator should complete a separate Disqualification Incident Report. The Report can be downloaded from the School Secure Web (SSW).

- 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.
Chapter 1
Graduation Assessments and Provincial Examinations

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 then 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.

Appeals

- When an appeal is received from a student within the allotted time frame, the Ministry will collect all information regarding the particular 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.
- Upon determination of the appeal, the Ministry will send a letter to both the student and the school to inform them of the decision.

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 re-write the assessment/exam in a subsequent session must inform the school of their desire to do so.

Responses with Disturbing Content

Assessments/exams 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.
Results Release Dates

LA 12 Provincial Exams

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<tr>
<td>January</td>
<td>March 4, 2019</td>
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<td>April</td>
<td>May 27, 2019</td>
</tr>
<tr>
<td>June</td>
<td>July 29, 2019</td>
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<tr>
<td>August</td>
<td>September 3, 2019</td>
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Graduation Assessment

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<tr>
<td>January</td>
<td>March 4, 2019</td>
</tr>
<tr>
<td>June</td>
<td>July 29, 2019</td>
</tr>
</tbody>
</table>

Results

The Ministry’s StudentTranscripts Service website provides students with secure access to the following information:

- School percentages (current and best school percentages, if applicable).
- Provincial examination percentages (current and best exam percentages, if applicable).
- Provincial graduation proficiency scores
- Final course percentages and marks.

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 StudentTranscripts Service website: [www.studenttranscripts.gov.bc.ca](http://www.studenttranscripts.gov.bc.ca). Students should be encouraged to create an account prior to the release of results.

Graduation Assessment / LA 12 Provincial Examination Results Release

Results are posted approximately four weeks after an exam session, even if a school has not yet provided a final school mark. However, a student cannot receive credit until both the exam result and school mark are recorded.

Check the Ministry’s StudentTranscripts Service website for the most current information, accessible at:

[www.studenttranscripts.gov.bc.ca](http://www.studenttranscripts.gov.bc.ca)

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. Students should be referred to the Ministry’s StudentTranscripts Service website. Parents should be referred to their child’s school to learn results.

Graduation Assessment Student Reports

Individualized reports are available for each graduation assessment. Students should be referred to StudentTranscripts Service (STS) and schools should access School Secure Web (SSW).
School and District Reports

The following reports are made available to schools and districts by the Ministry after each session:

- Provincial graduation assessment or provincial examination results obtained by students at the school
- Proficiency scores from the graduation assessments obtained by students at the school
- Distribution of letter grades at the school, district and provincial levels

These reports are posted on the School and District Secure Websites, available through:

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

Reports from Markers

Following each assessment session, the BC teacher-markers write comments outlining the strengths and areas to work on pertinent to each written section or component of the exam/assessment. The comments can be helpful to teachers instructing in the classroom, or for students preparing to write an exam or assessment. Visit: https://www.bced.gov.bc.ca/exams/search_reports/

Year-End Summary Reports

In addition to reports posted to the web for schools and districts after each session, the Ministry also produces a number of summary reports, available in the fall at:

www.bced.gov.bc.ca/reporting/

Changing Course Marks for Learning Outcomes Not Initially Met

To earn credit for courses, students must demonstrate that they have met learning standards. Most students do so during the time frame set by their schools.

Occasionally, students are not able to successfully complete learning outcomes within the time frame set by the school. In such cases, there are several options to help students succeed:

a. A student may have had difficulty or been absent for a component of a course. In this case, it may make educational sense for the student to complete/redo the missing component to successfully master the learning outcomes for the course.

b. An assignment that was not successfully completed could be redone.

c. If the course has a provincial exam, a student may re-write the exam. However, most students would be in a better position to earn credit by improving the school-based mark.

d. Some students would benefit most by repeating the entire course or enrolling in an alternative course.

These suggestions are not intended to be prescriptive. Schools or school districts may establish local practices for students who are attempting to raise their marks to obtain a higher percentage or letter grade.
Advising the Ministry of a Change to a Course Mark

Changes to a school mark must be based on a change in student performance. A student may have demonstrated that learning outcomes have been met and, as a result, the student has passed the course and earned credit. Alternatively, following the original submission of course marks, a school may have discovered that a student plagiarized an assignment or copied another student’s exam. A revised course mark may result, even one that results in the student failing the course.

Schools re-submit provincially examinable course marks to the Ministry using the Transcripts and Examination Change Form available on the School Secure Web at:

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

Changes to final course marks that result from a student re-writing a provincial examination will be made by the Ministry. Revised marks will be posted to the School Secure Web and StudentTranscript Services (STS) and reflected on the student’s transcript.

Graduation Assessment / Provincial Examination Review Process

Assessment/exam reviews can be helpful to students to determine if they should pay for an assessment/exam re-mark, and also to prepare them for an assessment/exam re-write. To review, the student and principal must fill out a Provincial Assessment/Examination Review Request form (See Appendix A).

To avoid missing the re-mark request deadline, please submit review requests at least two weeks before the deadline.

Currently, Graduation Assessments can also be reviewed using the procedures outlined above. However, this policy will be reviewed over the school year.

Review Request Deadlines

<table>
<thead>
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<th>Session</th>
<th>Request Deadline</th>
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<tbody>
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<td>November 2018</td>
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<tr>
<td>January 2019</td>
<td>January 31, 2020</td>
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<td>April 2019</td>
<td>April 30, 2020</td>
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<tr>
<td>June 2019</td>
<td>June 30, 2020</td>
</tr>
<tr>
<td>August 2019</td>
<td>August 31, 2020</td>
</tr>
</tbody>
</table>

Requests made after the deadlines will not be accepted.

* Note: 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.
Graduation Assessment / Provincial Examination Re-marks Process

To initiate an assessment/exam re-mark, a student must complete and submit a Re-mark Request Form. A student may only request a re-mark once per assessment/exam.

An administrative fee of $50 is charge for all re-marks.

Students are informed of the re-mark result approximately four weeks after the Ministry receives the re-mark request. The rescore mark is considered the FINAL mark for that particular exam, whether the rescore is lower, higher or remains the same as the original mark.

If a student’s mark changes as a result of the re-mark process, this change will be reflected on the student’s transcript.

Use this form to send a written request to the Ministry:

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

Re-mark Request Deadlines

<table>
<thead>
<tr>
<th>Session</th>
<th>Request Deadline</th>
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<tbody>
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<tr>
<td>January 2019</td>
<td>April 19, 2019</td>
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<td>April 2019</td>
<td>July 5, 2019</td>
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<td>June 2019</td>
<td>September 27, 2019</td>
</tr>
<tr>
<td>August 2019</td>
<td>October 25, 2019</td>
</tr>
</tbody>
</table>

Requests made after the deadlines will not be accepted.

Graduation Assessment / Provincial Examination Re-writes Process

Rewriting a Provincial Examination

Students may re-write a provincial exam once within the 12-month period following the first attempt at the examination. The 12 months are inclusive (e.g., from the June examination session, one year through the June examination session of the next year). To re-write a provincial examination more than once, a student must retake the course.

Students who retake a course will be allowed to write the exam plus have one re-write opportunity, based only on the most recent course completion. Students may not accumulate exam writing opportunities from previous course attempts if they do not make use of them prior to completing the same course again.
A sample Numeracy Assessment is available at:

https://curriculum.gov.bc.ca/provincial-assessment/graduation

Rewriting a Graduation Assessment
Until graduation, students may write a Numeracy Assessment three times; the original attempt and two re-writes. These attempts may take place at any time during the Grade 10–12 years and the best score will appear on the student’s transcript. Registration is required to re-write a graduation assessment.

Registering to Re-write
Registration is not required for November, April, and August electronic LA 12 provincial exam sessions.

For November, January and June, the Online Assessment / Exam Register should be used for Graduation Assessment / LA 12 paper exam registration and in conjunction with any required data transfers.

For some students, an alternative to rewriting may be to improve the school-based mark. For more information, please see Changing Course Marks for Learning Outcomes Not Initially Met in this chapter.

A note about pre-writing exams: Schools must not allow students to pre-write assessments/exams as practise assessments. Doing so uses up one of the attempts to which a student is entitled, therefore putting the student at a disadvantage. Practice exams are available at:

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

Failure to Re-write after Registering
If a student is registered to re-write but fails to participate, it is not considered a re-write attempt.

Re-writes and Transcripts
If a re-write results in a higher or lower percentage, a new transcript will be sent to the school at the end of the school year.
Mix and Match: Course Retakes and Previous Examination Scores

The mix and match policy allows a student to blend their best school percentage and best LA 12 examination mark within a 12-month period. To write an exam more than twice (the first attempt and a re-write), a student must retake the course and the school must submit a new school percentage to the Ministry. If the student retakes the course within 12 months of writing the first exam, the Ministry will use the higher school percentage and the previous exam score to calculate the final mark. Following the second course completion, the student may write the exam again. The higher of the two exam percentages is then used to calculate the final blended mark.

For example, Mary completed English 12 and wrote the provincial exam in June 2017. She then retook the course the following school year. She could use her June 2017 exam score to calculate a new final mark because she completed the course the second time within 12 months of writing the exam. Alternatively, she could write the exam again and use the higher of the two exam percentages to calculate her final mark.

Implications for Students

Students may not take the same course at the same time, whether in different schools or the same school. A course must be completed or withdrawn from before a student can enrol in the same course again. Notwithstanding the above, if a student does take the same course at the same time, only one of the course completions will be recognized for credit.

Distributed Learning Course (DL) and Assessment/Examination Policy

Distributed Learning Schools and Assessments/Examinations

Distributed learning schools must ensure assessment/exam administration and invigilation rules are followed as stated in the Procedures for Conducting Graduation Program Assessments and Provincial Examinations.

[www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp](http://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp) [once logged on, click on the exam materials and forms link]
Where Do Distributed Learning Students Write Graduation Assessments and Language Arts 12 Provincial Exams?

It is the obligation of distributed learning schools to ensure that students who are taking provincially-examinable courses are provided with an exam site at which to write their provincial exams. In addition, if the DL school is the student’s School of Record (SOR) then it is also responsible for finding a site where the student can write the graduation assessments.

The facility must meet the exam and invigilation criteria as described in the Procedures for Conducting Graduation Assessments and Provincial Examinations.

[Once logged on, click on the exam materials and forms link]

It is recommended that arrangements for the administration of assessments and exams by distributed learning schools are made several weeks in advance of the actual session to ensure that their students are provided a writing opportunity, location and associated paper components (if required).

Writing Sites

Wherever possible, assessments and exams 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/exam must be written in a quiet setting where the student will not be interrupted or disturbed.
- The invigilator must be impartial and may not be the student’s parent, guardian, or relative.
- The assessment/exam 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/exam must be written during the scheduled exam window, adhering to the set start and end times.
- The assessment/exam must stay secure during and after it is written.
- The student must submit their work upon completion.
- The invigilator must return all materials back to the Ministry.

Requirements for electronic assessments/exams can be found at:

[www.bced.gov.bc.ca/eassessment/eexam_computer_requirements.htm]
School of Record Registration and Submission of Grades
The School of Record (SOR) is responsible for registering the student for assessments and examinations, even those taken at another school in the province. In addition, the SOR is responsible for submitting school percentages for all courses to the Ministry, including percents 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.

* The School of Record (SOR) is defined as the school at which the student receives the majority (50% or more) of their current educational program.

If a student is taking a provincially-examinable course through distributed learning but their SOR is a neighbourhood school, registration for the assessment/exam is the responsibility of that neighbourhood school because it is the SOR. Distributed learning schools have the responsibility to ensure the SOR knows which of their students are also taking distributed learning courses.

Interim Submission of Marks Reporting
Students applying for early admission to British Columbia or Ontario Universities’ Application Centre (OUAC) Post-Secondary Institutions (PSIs) or the University of Alberta/Calgary in the current year and who are enrolled in a neighbourhood BC school for the majority of their educational program and a distributed learning school for some courses will need interim marks reported to the Ministry by each school for applicable courses.

Where the distributed learning school is not the SOR but the course is at least 50% completed by the interim submission of grades deadline, the distributed learning school must submit the interim mark directly to the Ministry. This information should be submitted using a standard spreadsheet format. For details regarding this process, please contact the TRAX Unit by emailing:

✉️ trax.support@gov.bc.ca

Course Completion Date
When a student completes a provincially-examinable course, the school must report the completion date as the month of the next available exam session for that subject. For example, if John completes English 12 in December, the completion date must be reported as January, not December, to match the course to an exam session. The five LA 12 exam sessions are November, January, April, June and August.
Adult Program Examination Policy

Adult Graduation Program Students

Students in the Adult Graduation Program have the option of writing assessments/examinations. If they choose not to write, the school reports the course using a “Q” code and the course mark will be reported out as the final mark on the transcript.

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

Registration and Submission of Grades

Principals of neighbourhood secondary schools and continuing education centres are responsible for registering their students for assessments/exams, and for submitting school percentages to the Ministry.

Where Do Adult Education Students Write?

Students write assessments and exams at the secondary school or continuing education centre where they are registered.

Continuing Education Reporting Policy for Graduation Assessments and Examinable Courses

Where the continuing education centre is the School of Record (SOR), it is responsible for registering students for assessments and exams and reporting school percentages to the Ministry, including courses those students are taking at other BC schools.

Where another BC school is the SOR and the student is taking a course(s) at a continuing education centre, the continuing education centre is only responsible for reporting course marks to the SOR.

Continuing Education Reporting Policy for Non-Examinable Courses

Where the continuing education centre is the SOR for a student, it is responsible for reporting non-examinable courses at the Grade 10, 11 and 12 levels to the Ministry using existing electronic data transfer processes.

If the courses complete a student’s graduation requirements, the transcript will show the student graduating from the continuing education centre and not the last secondary school the student attended.
Home School Students
Home schoolers have the option to write assessments/examinations and should contact the school where they are registered as a home schooler in order to arrange this. Schools should register home schoolers using the existing electronic data transfer processes. Ensure the “HS” is indicated in the grade category for each home school student.

The Ministry reports only exam percentages to home school students, and students do not earn any credits unless a school percent has been reported. The exam mark alone does not appear on a transcript. Schools should not report a school percent to the Ministry unless the student has been assessed by the school in the applicable course.

If a home schooled student chooses to write a graduation assessment, that score will appear, with any exam results, on the student’s Provincial Exam Report. The registering school is responsible for providing a site that meets the criteria as described in the Procedures for Conducting Graduation Program Assessments and Provincial Examinations posted on the School Secure Website at:

www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp  [ once logged on, click on the exam 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 or exam 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, 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 exam 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 in the next section of this chapter.

Aegrotat Standing means the student has been granted exemption from writing a Graduation Assessment or LA 12 provincial exam. For an exemption, the student’s school percentage is considered the final percentage for the course. An Aegrotat notation will appear on the student’s transcript. See following page for information regarding Aegrotat Standing and a Graduation Assessment.
Guidelines for Aegrotat Standing

Aegrotat Standing may be granted in unpredictable circumstances (see *Unpredictable Circumstances* of this chapter) that render a student unable to write an assessment or exam at the time of course completion or at a future session.

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’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.

As Graduation Assessments are not connected to any course and students have three chances from the beginning of Grade 10 to the end of Grade 12 to write such assessments, any Request for Aegrotat Standing for a Graduation Assessment will be granted only in exceptional circumstances. Schools should note that if such a request is made and granted, no mark would appear on the student’s transcript. There would simply be an AEG notation.

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:

- Major surgery, illness or treatment requiring extensive hospitalization or recovery
- Motor vehicle accident resulting in extensive hospitalization or rehabilitation
- Death of an immediate family member

Notwithstanding the unpredictability of the circumstances, requests for Aegrotat Standing should be made as far as possible in advance of the session for which it is being sought.

An Aegrotat Standing request for an exam will only be considered when the student has completed sufficient learning outcomes to receive a passing school-based mark. The Aegrotat notation will not be entered into a student’s record until the school mark has been submitted to the Ministry.

See Appendix A Forms for information regarding the Request for Aegrotat Standing form. Principals may contact the Ministry at student.certification@gov.bc.ca to discuss options.
Electronic document with text content in paragraphs.
Administration Procedures

It is the responsibility of the BC 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 an OOP Graduation Numeracy Assessment, the OOP site MUST HAVE a scanner capable of scanning at 300 DPI to send the student’s written work to the Ministry.

The BC 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

Out-of-Province Request Deadline Dates

<table>
<thead>
<tr>
<th>Session</th>
<th>Out-of-Province Request Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2018</td>
<td>October 15, 2018</td>
</tr>
<tr>
<td>January 2019</td>
<td>January 8, 2019</td>
</tr>
<tr>
<td>April 2019</td>
<td>April 3, 2019</td>
</tr>
<tr>
<td>June 2019</td>
<td>May 31, 2019</td>
</tr>
<tr>
<td>August 2019</td>
<td>July 19, 2019</td>
</tr>
</tbody>
</table>

Requests made after the deadlines will not be accepted.
Graduation Assessments and Provincial Examinations—Frequently Asked Questions

Q Does a school mark need to be reported to the Ministry before a provincial examination result will be released?

A No. The Ministry will release provincial exam results for all provincial exams, even in the absence of a school mark being reported to the Ministry.

Q For students taking examinable courses through distributed learning, who registers them for assessments/exams and how is their school percentage reported to the Ministry?

A The School of Record (SOR) is responsible for sending in all assessment/exam registrations for students attending their school, whether students are taking the course at the SOR or elsewhere. The SOR must also collect the final school percentages from distributed learning schools and continuing education centres and send them in along with the students’ other final marks to the Ministry. However, it is the obligation of the distributed learning school delivering the course to arrange an exam site - see Chapter 1, Where Do Distributed Learning Students Write Assessments and Language Arts 12 Provincial Exams?

Q Students want to re-write exams in November or April, but their school does not hold examination sessions then. Where can they write these exams?

A E-exams should make it easier for schools to hold exam sessions. However, if a school does not facilitate students writing in November or April the school may help students find another school at which to write. Please do not refer students to the Ministry as we can only direct them back to the school for assistance.

Q Why can’t a student access the exam results online when they are sure they are entering all the demographic information correctly?

A When using the StudentTranscripts Service (STS), students must use their legal first and last names as provided by the school. Usual or preferred names are not used. Verify the spelling of the first and last names. Any variance from what has been reported to TRAX (even a hyphen or space between two first names) will result in students being unable to access their online unofficial transcripts. If a problem arises, please email the Ministry at: studenttranscripts@gov.bc.ca.

Q Can international students use a translation dictionary during a provincial exam?

A No. Translation dictionaries cannot be used.

Q A student who was registered to write an examination did not show up to write. Will the student be penalized?

A No. If a student is registered to write but does not participate, it is not considered an attempt.
Q  If a student has not been able to successfully complete the learning outcomes for a course within the specified time frame, are there options for them to succeed without retaking the entire course?

A  Yes. There are several options to help students succeed, examples of which can be found in Chapter 1, *Changing Course Marks for Learning Outcomes Not Initially Met*.

Q  When are electronic LA 12 exams available?

A  November, April and August exam sessions are available electronically only. January and June exam sessions offer both paper and electronic exams for English 12 and Communications 12 only, see the *2018/2019 Graduation Assessment/Provincial Exam Schedule* in the front of the Handbook for more information.

Q  If a student received Aegrotat Standing last year, will this happen automatically in the future for that student?

A  No. Aegrotat Standing is considered on a case-by-case basis to address unpredictable circumstances. Ongoing conditions should be addressed in the same manner being used for school exams.
Chapter 2

Earning Credits in the BC Graduation Program
Chapter 2: Earning Credits in the BC Graduation Program

Policy Options for Earning Credits ...................................................... .45
Policy for Earning Credits for Other Learning ................................... .46
Board/Authority Authorized Courses (BAA) ....................................... .46
Equivalency ....................................................................................... .47
External Credentials – Ministry Authorized ....................................... .52
Challenge ......................................................................................... .52
Earning Credits for Post-Secondary Course Completion ...................... .54
Independent Directed Studies (IDS) ................................................... .56
Credit Restrictions ........................................................................... .57
Earning Credits—Frequently Asked Questions .................................... .58
Policy Options for Earning Credits

The BC Graduation Program allows students to earn credits toward graduation for other learning. The following table summarizes the policies for earning BC Graduation Program credits. See [www.gov.bc.ca/education/administration/policy/earning-credit](http://www.gov.bc.ca/education/administration/policy/earning-credit) for details.*

<table>
<thead>
<tr>
<th>Equivalency</th>
<th>External Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Recognizes documented learning from outside the regular British Columbia school system that the local school district deems equivalent to the content of a Ministry-Developed, Ministry-Approved Language Template or Board/Authority Authorized Grade 10, 11 or 12 course. “Deems equivalent” means sufficient content has been covered to enable the student to be successful in further learning in the content area.</td>
<td>• The Ministry authorizes certain courses or credentials for credit toward graduation that are developed outside the Ministry and taken by British Columbia students.</td>
</tr>
<tr>
<td>• Where the Ministry has not reviewed courses for equivalency, school districts have the authority to do so.</td>
<td>• The content standards do not necessarily match Ministry-Developed learning standards.</td>
</tr>
<tr>
<td>Example: Credit may be granted for Biology 20 completed in Alberta, because the course has a substantial match of content with Ministry-Developed Biology 11.</td>
<td>• The performance standards match or exceed those of Ministry-Developed Grade 10, 11 or 12 courses.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Independent Directed Studies (IDS)</th>
<th>Challenge</th>
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<tbody>
<tr>
<td>• Under the supervision of a teacher, students may initiate, develop and complete their own areas of learning based on the content of Ministry-Developed, Ministry-Approved Language Template or Board/Authority Authorized Grade 10, 11 or 12 courses.</td>
<td>• Students are entitled to receive credit for undocumented prior learning for Ministry-Developed, Ministry-Approved Language Template or Board/Authority Authorized Grade 10, 11 or 12 courses.</td>
</tr>
<tr>
<td>• Students pursue learning, including or beyond that normally taught in the classroom, for 1, 2, 3 or 4 credits. One credit is earned for approximately 30 hours of study.</td>
<td>• Districts assess the relevant knowledge and skills students have gained elsewhere through a challenge assessment process.</td>
</tr>
<tr>
<td>• The policy also allows schools to recognize learning for a course that a student may not have completed.</td>
<td>Example: Credit may be granted for an in-depth study of World War II.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post-secondary Courses</th>
<th>Board/Authority Authorized (BAA) Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Students are entitled to receive “dual credit” for post-secondary courses that lead to a credential from a post-secondary institution. “Dual credit” means a student earns both graduation credit and credit toward a credential at a post-secondary institution.</td>
<td>• Courses are developed and offered at the district/authority level.</td>
</tr>
<tr>
<td>• Courses for which credit may be earned are listed in the BCCAT Transfer Guide, CTC Agreements and BC Public Post-Secondary Calendars.</td>
<td>• There is no limit to the number of BAA courses that may count toward elective credits needed for graduation.</td>
</tr>
<tr>
<td>Example: Credit may be granted for a Gas Metal and Arc Welding course taught at a college.</td>
<td>• BAA courses may count for a maximum of 12 of the 16 required Grade 12 credits.</td>
</tr>
</tbody>
</table>

For information on how these policies apply to students in the Adult Graduation Program, see Chapter 3, [Adult Graduation Program Requirements](#).
* More information about graduation requirements for international students can be found at: www.gov.bc.ca/education/administration/policy/international-graduation-credit

**Policy for Earning Credits for Other Learning**

The policy supporting students to earn credits for other learning in the BC Graduation Program and Adult Graduation Program is called Earning Credit through Equivalency, Challenge, External Credentials, Post-Secondary Credit and Independent Directed Studies. This policy is available at: www.gov.bc.ca/education/administration/policy/earning-credit

**Board/Authority Authorized Courses (BAA)**

Courses are Grade 10, 11 or 12 courses developed or offered at the district/school level that respond to the local needs of schools and their communities while providing choice and flexibility for students. They must meet requirements set by the Ministry and be authorized by a Board of Education or Independent School Authority.

https://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/board-authority-authorized-courses

The Ministry requirements for BAA courses are contained in the policy document BAA Courses. Requirements and Procedures at:

www.bced.gov.bc.ca/graduation/board_authority_courses.htm

There is no limit to the number of BAA courses that may be used for the 28 credits of electives needed to fulfill graduation requirements. Grade 12 level BAA courses may count towards twelve of the sixteen Grade 12 credits required for graduation.

* BAA courses will not be considered for the Adult Graduation Program requirements. Students on a School Completion Certificate Program may take BAA courses.

BAA courses CANNOT include courses that:

- Are remedial, i.e., courses designed to help students succeed in meeting the outcomes of specific Ministry courses, e.g., Prep for Math 12; or
- Have a significant overlap of learning with Ministry courses, i.e., courses that are:
  - Modified or adapted versions of Ministry courses; or
  - Partial versions of Ministry courses, e.g., a 2-credit Biology 11; or
  - Hybrids of two or more Ministry courses, e.g., a Literary Aspects of Social Studies 11 course that combines the learning outcomes of English 11 and Social Studies 11.
BAA courses can include courses that:

- Meet the Arts Education and/or Applied Design, Skills and Technologies 10, 11, or 12 graduation requirement. Grade 11 BAAs that meet the learning outcomes of the Arts Education 11 and/or Applied Design, Skills and Technologies (ADST) 11 IRPs can satisfy this requirement. For information on how to report these courses please see Chapter 4, Reporting Arts Education and Applied Design, Skills and Technologies Courses.

- Prepare students with special needs through skill instruction to be successful across a wide variety of subjects and settings, e.g., Visually Impaired Technology 10 or Principles of Social Interaction 11; or

- Address the cultural and academic literacy needs of English Language Learners. Schools developing BAA English Language Learning (ELL) courses must follow the ELL Course Guidelines on the BAA website at www.bced.gov.bc.ca/graduation/board_authority_courses.htm to ensure that the courses are neither remedial nor modified; rather, that focus on a combination of cultural studies and academic literacy. ELL Course Guidelines enable students to take up to 12 credits in the BAA ELL course category. Generally, ELL students take one 4-credit BAA ELL course per Grade (10–12).

See the Board/Authority Authorized Courses section of Chapter 4 for information on reporting BAA courses to the Ministry.

ERAC BAA Sharing Platform
In cooperation with the Educational Resource Acquisition Consortium (ERAC), a searchable Board/Authority Authorized (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 standards for BAA courses.

The BAA platform can be found here: https://www.bcerac.ca/services/baa/search.aspx

Equivalency
Courses taught outside the BC school system that substantially match the learning of Ministry-Developed, Ministry-Approved Language Template or BAA Grade 10, 11 or 12 courses are eligible for credit through equivalency. For example, a student who completes a course in Alberta may receive credit for a comparable course in BC through equivalency.

www.bced.gov.bc.ca/graduation/getting_credit/equivalency.htm
Courses That Qualify for Equivalency

Equivalency is only granted for courses (or programs) that meet all of the following requirements:

- Successful completion of the course or program adequately prepares the student to be successful in further learning in a Ministry-Developed, Ministry-Approved Language Template or a BAA course in the content area. For Grades 11 and 12 courses, the course should match approximately 80 percent or more of the prescribed learning outcomes of a course taught in B.C.
- The student provides documentation that the content of the course was successfully completed.
- The course was taken at another institution or in an education jurisdiction outside the regular BC school system.

In general, students should be granted credit through equivalency for courses taken in other Canadian provinces and territories. Schools determine if they use the percentage from the original course completion or if they use Transfer Standing (TS).

**Note:** As the Equivalency policy only applies to courses, students cannot receive equivalency credit for the numeracy assessment. Students who need the numeracy assessment to fulfill graduation requirements MUST write the assessment, even if they wrote a comparable assessment in another jurisdiction or at an institution outside the regular BC school system.

Students who come to British Columbia from another jurisdiction and who have a Grade 10 level Social Studies course (e.g., History, Geography, Civics/Government, Aboriginal/Indigenous Studies) and/or Science course (e.g., Biology, Chemistry, Physics, Geology, Environmental Studies, Earth Science) on their transcripts or other educational documents should be given credit for Social Studies 10 and/or Science 10, respectively.

Boards of Education Responsibilities

- Boards are responsible for developing procedures and evaluation standards to determine course equivalency.
- Boards may not charge students enrolled in their school district for equivalency reviews, which students are entitled to request.
- 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. It is produced by the Council of Ministers of Education, Canada (CMEC) and available on the CMEC website at:

[www.cmec.ca](http://www.cmec.ca)

Provincially-Examinable Course Equivalency Options

Students in the BC school system who complete a course with a required provincial exam must write the provincial exam. With the exception of most international students (see below), students who transfer to BC from another jurisdiction or who successfully complete a course outside the regular BC school system and are granted equivalency for a course with an exam can choose to not write the exam.
Unique equivalency rules apply to most international students. For details, refer to the International Student Graduation Credit Policy at:

www.gov.bc.ca/education/administration/policy/international-graduation-credit

If a student has completed a course outside the regular BC school system deemed equivalent to a BC course with a provincial exam, the student has the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Receive credit as an examinable course: The student writes the provincial exam.</td>
<td>The final mark for the equivalent course is reported to the Ministry as the school percentage, which will blend with the provincial exam percentage to form the student’s final mark.</td>
</tr>
<tr>
<td>2. Receive credit as a non-examinable course: The student does not write the provincial exam.</td>
<td>The final mark for the equivalent course is reported to the Ministry as a final percentage and letter grade, or TS for transfer standing if a percentage cannot be determined. Report the course as non-examinable by adding a “Q” in front of the regular course code and enter an “E” for equivalency in the “Course Type” field.</td>
</tr>
</tbody>
</table>

* Q-coded LA 12 final marks impact eligibility for the Provincial Scholarship Program. (See Chapter 6).

**Reporting Equivalency for Non-Examinable Courses**

Non-examinable courses granted credit via the equivalency process should be reported to the Ministry as follows:

- Record the standard BC course code
- Enter an “E” for equivalency in the “Course Type” field
- Enter the percentage and letter grade

Schools should report this information with their regular electronic data transfers.

**Equivalency Through Prior Learning Assessment (PLA)**

PLA enables students to gain recognition and credit for previously acquired knowledge and skills. Equivalency and Challenge are the policies that enable this process. Adult students 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 enable the student to be successful in further learning in the content area. The session date applicable to an equivalency granted by a PLA is the date of the assessment.

When reporting a PLA to the Ministry, the school must use the designated course code, and indicate a school mark and session date, and have documentation to validate the learning.

Information about commonly-held Trade Certification/Tickets and equivalent Ministry of Education curriculum can be found at:

www.bced.gov.bc.ca/graduation/getting_credit/equivalency.htm
**Adult Basic Education (ABE) Courses**

Some BC post-secondary institutions offer ABE courses, see Chapter 4, *External Adult Basic Education Courses* for more information. Course codes are listed in the online Course Registry, at:

[www.bced.gov.bc.ca/datacollections/course_registry_web_search/](http://www.bced.gov.bc.ca/datacollections/course_registry_web_search/)

The Ministry of Advanced Education's Articulation Handbook provides information about ABE post-secondary courses that have been deemed equivalent (have completed sufficient content) to Ministry of Education courses. The handbook can be found at:

[https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/adult-education/abe_guide.pdf](https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/adult-education/abe_guide.pdf)

**Equivalency for Language Courses**

For students who have either documentation or demonstration of learning in second languages, equivalency can be reported for the following courses:

- Ministry-Developed Grade 10, 11 and 12 language courses: American Sign Language, French, German, Italian, Japanese, Korean, Mandarin, Punjabi and Spanish.

- Ministry-Approved Grade 10, 11 and 12 language courses developed through the languages template process: Arabic, Croatian, Gitxansimx~Gitxsanimax, Halq’eméylem, Heiltsuk, Hilzaqvla, Hul’q’umi’num’, Kwak’wala, Liqwala/Kwak’wala, Ñ̓lįx̱lcan, Nte?kepmxcin, Nuučaanut, Russian, Secwepemcts’in, SENĆOŦEN, Shashishalem, Sim’algyax, Tsek’ene, Upper St’át’imcets, X̱aad Kil/Xaad Kil.

**Equivalency for Ministry-Developed Language Courses**

1. **Canadian Jurisdiction**

If a student has earned credit in another Canadian jurisdiction for a language course for which BC 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:

<table>
<thead>
<tr>
<th>BC Language Courses</th>
<th>Alberta and Saskatchewan</th>
<th>Manitoba</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 10</td>
<td>10 level</td>
<td>20 level</td>
</tr>
<tr>
<td>Grade 11</td>
<td>20 level</td>
<td>30 level</td>
</tr>
<tr>
<td>Grade 12</td>
<td>30 level</td>
<td>40 level</td>
</tr>
</tbody>
</table>

For example, German 40 in Manitoba is equivalent to German 12. Report the equivalent Grade 12 language course with a “Q” Code (QGE 12) and enter an “E” in the “Course Type” field.
2. International Education Jurisdiction

If a student has completed education in an international education jurisdiction during the last year of elementary or at the junior secondary level, and the language of instruction is one in which BC 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 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. If the language of instruction was Mandarin, award the student credit for Mandarin 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 (American Sign Language, Arabic, Croatian, French, German, Gitxsenimíx~Gitxsaníłxwa, Halq’eméylem, Heiltsuk, Hılíqvala, Hu’l’q’umi’łnu’lt, Italian, Japanese, Korean, Kwak’wala, Liqwa’la/Kwak’wala, Mandarin, Nísy̱líx̱can, Nte?kemwchx̱nil, Nuučaan̓ut, Punjabi, Russian, Secwépemctsin, SENĆOŦEN, Shashishalem, Sim’alga’x Nisga’a, Sm’algyax, Spanish, Tseḵ’eň, Upper St’át’imctc̓ns, Xaayda Kil/ Ḵaad Kil) according to the following guidelines:

<table>
<thead>
<tr>
<th>BC Language Courses</th>
<th>International Educational Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 10</td>
<td>One year of documented language arts education in the last year of elementary education</td>
</tr>
<tr>
<td>Grade 11</td>
<td>One year of documented language arts education at the junior secondary level</td>
</tr>
<tr>
<td>Grade 12</td>
<td>Two or more years of documented language arts education at the junior secondary level</td>
</tr>
</tbody>
</table>

Refer to the External Languages section in Chapter 4 for information on giving credit for all other language courses (Vietnamese, Urdu, Swedish, etc.) and a wide variety of language assessments. 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 outcomes of BC’s second language courses.
External Credentials – Ministry Authorized

An External Credential is earned for successfully completing a set of learning activities developed outside the Ministry. External Credentials can be used to satisfy various course requirements on the BC Graduation Program. For example, many external dance credentials satisfy the 4-credit Arts Education and/or Applied Design, Skills and Technologies 10, 11 or 12 graduation requirement.

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

Challenge

Challenge is a means of awarding graduation credit for undocumented demonstrated prior learning. Students are entitled to use challenge to receive credit for Ministry-Developed, Ministry-Approved Language Template or Board / Authority Authorized Grade 10, 11 or 12 courses.

www.bced.gov.bc.ca/graduation/challenge.htm

This policy sets minimum requirements. Boards may also establish specific times for accepting and reviewing challenge applications. Board procedures should be enabling, not limiting; challenge processes should be substantive, but not onerous.

• Schools must set a detailed process to assess students on course learning
• Provincial or sample exams must not be used for challenge purposes

Challenge Process

A student can challenge a course if:

• Currently enrolled in the school district, registered as a home schooler, or enrolled in the distributed learning school where the challenge is being requested; and
• Not already challenged the course and received a passing grade, or completed the course through previous enrolment, or been granted equivalency for the course; and
• Provided compelling evidence that the student will succeed in the challenge assessment.

Prior to engaging in a challenge process, schools must review any documentation of prior learning that a student presents in order to determine if credit can be awarded through equivalency.

The challenge process must assess students on all course learning outcomes of Grades 11 and 12 courses, Curricular Competencies, and Content of Grade 10 courses. Examples of challenge assessment strategies include hands-on demonstrations, oral performances, interviews, written examinations, or presentations of a collection of work.

* A school district cannot charge a fee for a challenge process. The Ministry funds enrolling Boards of Education for successful course challenges.
**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 the student 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 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 that does not have a provincial exam, a student must:

- Obtain at least a C− (50% minimum) grade/score in the challenge assessment.

To receive credit for a course that has a provincial exam, a student must:

- Complete a challenge process through the school district and have a passing school percentage reported to the Ministry.
- Write the provincial exam at one of the scheduled exam times set by the Ministry.
- Obtain a final mark in the course of at least a C− (50% minimum) based on the combination of school mark (based on the challenge assessment) and exam mark. The minimum passing score is the same as for students enrolled in the course.

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.
Earning Credits for Post-Secondary Course Completion

The policy for earning credits for post-secondary course completion is aligned with the policies for equivalency and external credentials. Students are entitled to dual credit if they earn post-secondary credits for:

- A for-credit course that leads to a credential from a post-secondary institution that is a member of the British Columbia Transfer System (www.bccat.bc.ca), or
- A course that is offered in French in conjunction with Educacentre.

Any student presenting a transcript from one of the institutions listed in this section, showing successful completion of a for-credit post-secondary course that leads to a credential, is entitled to have that course count toward secondary school graduation. All such completed post-secondary courses count as elective Grade 12 level courses.

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. See the External ABE Courses section in Chapter 4 for more information.

Assigning Credits

Assign 4 credits for most post-secondary courses, not the number of credits on the post-secondary transcript. The exception is for modular courses that students may take in Industry Training or other technical/vocational programs. Credits for these types of courses can be combined to equal 4 credits for a full 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 institution’s calendar to determine the appropriate letter grade and percentage for reporting the course to the Ministry. See the External Dual Credit Post-Secondary Courses section in Chapter 4 for more complete reporting details.
Post-secondary institutions that currently qualify:

- Alexander College
- Athabasca University
- British Columbia Institute of Technology
- British Columbia Open University
- Camosun College
- Capilano University
- College of New Caledonia
- College of the Rockies
- Columbia College
- Coquitlam College
- Corpus Christi College
- Douglas College
- Eduacentre
- Emily Carr University of Art & Design
- Industry Training Authority Designated Training Provider
- Institute of Indigenous Government
- Justice Institute of British Columbia
- Kwantlen Polytechnic University
- Langara College
- Nicola Valley Institute of Technology
- North Island College
- Northern Lights College
- Northwest Community College
- Okanagan College
- Royal Roads University
- Selkirk College
- Simon Fraser University
- Thompson Rivers University
- Trinity Western University
- University of British Columbia
- University of the Fraser Valley
- University of Northern British Columbia
- University of Victoria
- Vancouver Community College
- Vancouver Island University
- Yukon College
Independent Directed Studies (IDS)

IDS allows 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.

[https://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/independent-directed-studies](https://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/independent-directed-studies)

An IDS must be based on the content of a Ministry-Developed, Ministry-Approved Language Template or Board/Authority Authorized Grade 10, 11 or 12 course. An IDS course can be one, two, three or four credits. One credit represents the value attached to the knowledge, skills and aptitudes that most students can acquire in approximately 30 hours of instruction. IDS courses can only count toward the 28 elective credits needed to meet graduation requirements. IDS courses at the Grade 12 level can be used to satisfy the minimum number of Grade 12 level credits needed to meet graduation requirements. IDS courses do not count in the Adult Graduation Program.

* The IDS Policy allows students to earn a maximum of four credits per IDS course.

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 (one, two, three or four 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 or Board/Authority Authorized course. The examples below are guidelines for reporting IDS courses:

<table>
<thead>
<tr>
<th>IDS Course Title</th>
<th>Report Course Code as:</th>
<th>Report Related Course Code as:</th>
<th>Specify # of Credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS Art Foundations 11</td>
<td>IDS 11A</td>
<td>AF 11</td>
<td>1, 2, 3 or 4</td>
</tr>
<tr>
<td>IDS BA Psychology 12</td>
<td>IDS 12A</td>
<td>YPSYC 12A</td>
<td>1, 2, 3 or 4</td>
</tr>
</tbody>
</table>

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 and been assigned a ‘Q’ code (i.e., a student cannot receive equivalent credit for a course, then receive credit for the course itself). See the online Course Registry website at:

Earning Credits
Frequently Asked Questions

Board/Authority Authorized (BAA) Courses

Q Can schools create two-credit BAA courses that are half of Ministry-Developed courses (e.g., Biology 11)?

A No. BAA courses cannot significantly overlap provincial curriculum, and cannot be used to offer partial Ministry courses. BAA courses can be two-credit courses, but they must be unique electives. There may also be courses that can meet all the learning outcomes of the Arts Education 11 or Applied Design, Skills and Technologies 11 IRPs (see Chapter 4, Applied Design, Skills and Technologies Courses for details).

Q Can schools offer BAA bridging courses in mathematics?

A No. BAA courses cannot be remedial or bridging courses. However, schools may offer non-credit remedial or bridging math courses with the locally developed (LD) designation, or use the Literacy Foundations curriculum in the math area. These courses are intended for adults only.

Equivalency

Q If a school cannot calculate a final percentage for equivalent learning, how can credit for this course be reported?

A It is usually possible to assign a percentage based on the midpoint of a letter grade or on other performance indicators. When a percentage cannot be determined, use Transfer Standing (TS). For students wishing to write a provincial exam, a final school percentage must be submitted to the TRAX system.

External Credentials

Q Do Grade 12 external courses count toward the required 16 Grade 12-level credits needed for graduation?

A Yes. External Credentials are Ministry-Authorized and are eligible to meet Grade 12-level credit requirements.

Q Is there a limit to the number of external courses a student can have?

A No, there is no limit to the number of external course credits a student may earn.
Q  **What marks are given for External Credentials if there is no mark indicated on the certificate?**

A  It is usually possible to assign a percentage based on the mid-point of a letter grade or on other performance indicators. When a percentage cannot be determined, use Transfer Standing (TS).

Q  **Do external credentials earned before students enter Grade 10 count?**

A  Yes. Students who reach the standard of a Grade 10, 11 or 12 external course prior to entering Grade 10 can have this learning recognized for credit provided the credential is still valid. In these situations, schools should use the date on which documentation was reported as the course completion date.

**Challenge**

Q  **Can a school district charge a fee if a student requests a challenge process?**

A  No. A school district cannot charge a fee for a challenge process. The Ministry funds enrolling Boards of Education for successful course challenges.

Q  **If a student successfully challenges French 11, does the student automatically receive credit for French 10?**

A  No. Schools should use an equivalency review process if documentation exists, or a challenge process to see if the student has met the French 10 learning standards.

**Post-Secondary Credentials**

Q  **Do post-secondary courses from other provinces count for credits?**

A  With the exceptions of Athabasca University and Yukon College, which are members of the BC Transfer system, and courses offered under the auspices of Educacentre, post-secondary courses from outside BC do not count as credits toward graduation. In some instances, schools may be able to use the equivalency process to grant credits for post-secondary courses completed outside BC.

**Independent Directed Studies (IDS)**

Q  **Can students receive IDS credits for courses in which they have never enrolled?**

A  Yes. Students do not need to complete course curriculum before pursuing an IDS in that course.

Q  **Can IDS be used to report partial credit?**

A  Yes. Learning in a course can be credited using IDS in those instances that a student only completes part of the course.
Chapter 3
Graduation Requirements
# Chapter 3: Graduation Requirements

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC Graduation Program—Graduation Requirements</td>
<td>63</td>
</tr>
<tr>
<td>BC Graduation Program—Frequently Asked Questions</td>
<td>64</td>
</tr>
<tr>
<td>French Immersion Requirements for Dual Dogwood</td>
<td>67</td>
</tr>
<tr>
<td>Francophone Requirements for Dual Dogwood</td>
<td>68</td>
</tr>
<tr>
<td>Adult Graduation Program Requirements</td>
<td>69</td>
</tr>
<tr>
<td>Adult Graduation Program—Frequently Asked Questions</td>
<td>71</td>
</tr>
</tbody>
</table>
## BC Graduation Program—Graduation Requirements

### Required Courses

For the list of courses that can fulfill the Required Courses requirements in each of the following subject areas, see the online [Course Registry](#).

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Minimum Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts 10</td>
<td>4</td>
</tr>
<tr>
<td>Language Arts 11</td>
<td>4</td>
</tr>
<tr>
<td>Language Arts 12</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies 10</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies 11 or 12</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics 10</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics 11 or 12</td>
<td>4</td>
</tr>
<tr>
<td>Science 10</td>
<td>4</td>
</tr>
<tr>
<td>Science 11 or 12</td>
<td>4</td>
</tr>
<tr>
<td>Career Life Education</td>
<td>4</td>
</tr>
<tr>
<td>Career Life Connections + Capstone Project</td>
<td>4</td>
</tr>
<tr>
<td>Physical and Health Education 10</td>
<td>4</td>
</tr>
<tr>
<td>Arts Education and/or Applied Design, Skills and Technologies 10, 11 or 12*</td>
<td>4</td>
</tr>
</tbody>
</table>

*Note: See Chapter 4, [Reporting Arts Education and Applied Design, Skills and Technologies Courses](#) Total: 52 credits

### Elective Credits

Students must earn at least 28 elective credits. These credits can be for:

- Additional Grade 10, 11 or 12 Ministry-Developed or Ministry Approved Language template courses, External Credentials*, Board/Authority Authorized courses, Post-Secondary credits, and/or Independent Directed Studies

* Note: Some External Credentials can serve as Required Courses.

Total: 28 credits

### Graduation Assessments

- Numeracy Assessment
- Literacy Assessment

- Of the 80 credits needed for graduation, at least 16 credits must be at the Grade 12 level, including a Grade 12 Language Arts course. These Grade 12 credits may be for required courses or elective credits, and can come from Ministry-Developed, Ministry-Approved Language Template, BAA, External Credential, Post-Secondary Dual Credit or IDS courses. Career Life Education and Career Life Connections + Capstone Project cannot be used to help satisfy the requirement of at least 16 credits at the Grade 12 level.
Q There is more than one Grade 12 Language Arts course that meets the Language Arts 12 graduation requirement. Can a student receive credit toward graduation for Communications 12, English 12 and English 12 First Peoples?

A Yes. These are distinct courses with different outcomes. When a student receives credit for more than one course that satisfies a subject area graduation requirement, the first course completed will satisfy that requirement and the remaining courses will count toward the 28 elective credits needed for graduation. All provincial exams must be written to receive credit for each provincially examinable course.

Q For Ministry-Developed courses, are students required to take the Grade 10 level course before the Grade 11, or the Grade 11 before the Grade 12? In other words, are there prerequisites for courses?

A No. There are no prerequisites for Ministry-Developed courses. However, education professionals should determine appropriate placements and decide whether a student needs to complete one level before another.

Q Can BC First Nations Studies 12 be used to meet the Social Studies 11 or 12 graduation requirement and also count toward the minimum number of Grade 12 level credits needed to meet graduation requirements?

A Yes. Students must earn a minimum of 16 credits at the Grade 12 level. These may be for Required Courses or for Elective Credits. BC First Nations Studies 12 can be used to satisfy the Social Studies 11 or 12 requirement as well as count towards the minimum number of Grade 12 level credits requirement. Successfully completing the course will earn 4 credits only, not 8 credits.

Q Can a student who was one or two courses short of meeting graduation requirements in the past, now complete those one or two courses to obtain a Dogwood Diploma?

A Yes, as long as the student completed requirements of the 2004 or an earlier BC Graduation Program prior to the closure of that BC Graduation Program (e.g., through Prior Learning Assessment or external credentials) and that information has not been communicated to the Ministry. Otherwise, students who were on the 2004 or an earlier BC Graduation Program must now meet the requirements of either the BC Graduation Program (2018) or the Adult Graduation Program to earn a Dogwood Diploma. Students who were on the BC Graduation Program (2004) but who did not satisfy those requirements before July 1, 2018, have been transferred to the BC Graduation Program. Any courses and exams these students completed to satisfy BC Graduation Program (2004) requirements will also satisfy the BC Graduation Program requirements.
Q  What is the difference between Board/Autonomy Authority Authorized (BAA) courses and Locally Developed (LD) courses?

A  BAA courses are developed by Boards of Education or Independent School Authorities according to requirements set by the Ministry of Education. There is no limit to the number of BAA courses that can be used to meet the requirement for 28 elective credits. LD courses do not count for credit. Therefore, all courses that schools want to offer for credit must be BAA courses that meet the BAA requirements set by the Ministry. LD courses can still exist, but as non-credit courses such as remedial or modified courses.

Q  Do students who move to BC in Grade 12 need to earn credit for Career Life Education and Career Life Connections + Capstone Project?

A  Yes. To receive a British Columbia Certificate of Graduation (Dogwood Diploma), students must satisfy all of the graduation requirements, including Career Life Education and Career Life Connections + Capstone Project. Schools are encouraged to provide transfer students with as much credit as possible for prior learning. See Chapter 2 of this Handbook for more information.

Q  Can Social Studies 12 courses (like History 12 or Law 12) be used to satisfy the Social Studies 11 or 12 graduation requirement (4 credits)?

A  Yes. In addition to any of the courses that satisfied the Social Studies 11 or 12 requirement of the BC Graduation Program (2004) (including Socials Studies 11, Civic Studies 11, and BC First Nations Studies 12), students may use any of the new Social Studies 11 or 12 courses (i.e., the new courses/curriculum that takes effect July 1, 2019) to meet the requirement, or any current Grade 12 Social Studies course. The current Social Studies 12 courses that meet this requirement are those for which there is an integrated resource package on the current curriculum website at:

http://www2.gov.bc.ca/gov/content/education-training/k-12/teach/curriculum/english/social-studies-curriculum

Q  For students who have already completed Planning 10, do they now need to complete Career Life Education?

A  No, Planning 10 satisfies the Career Life Education requirement of the BC Graduation Program.

Q  Career Life Connections + Capstone Project is a requirement of the BC Graduation Program, but Career Life Connections will not be implemented until July 1, 2019. How do students who will be graduating before then meet this requirement?

A  Graduation Transitions satisfies the Career Life Connections + Capstone Project requirement of the BC Graduation Program. Until Career Life Connections is implemented, students should continue to meet the requirements of Graduation Transitions.
Q  The Literacy Assessment is a requirement of the BC Graduation Program, but it won’t be implemented until the 2019/20 school year, to align with the delayed implementation of the new Grades 11 and 12 curricula. How do students who will be graduating before then meet this requirement?

A  Until the Literacy Assessment is fully implemented in the 2019/20 school year, students will continue to write a Language Arts 12 provincial exam, and the exam will continue to be worth 40% of the final, blended mark for Language Arts 12 courses.

Q  Is the Numeracy Assessment tied to a course?

A  No, the Numeracy Assessment is not tied to a course, but is a standalone measure of student proficiency in numeracy.

Q  How does the Numeracy Assessment appear on a student’s transcript.

A  A number from 1 to 4, representing the four proficiency categories of emerging, developing, proficient and extending, appears as a standalone item on a student’s transcript.

Q  What score must students obtain to pass the Graduation Numeracy Assessment?

A  To satisfy graduation requirements, students do not need to attain a certain proficiency score, however they must complete enough of the Numeracy Assessment that a proficiency category can be assigned.

Q  How many times can a student write the Numeracy Assessment?

A  Students can improve their proficiency by rewriting the Assessment twice during their graduation years (Grades 10–12). Students have up to three opportunities to write the Numeracy Assessment: An initial write (required) and up to two rewrites (optional).

Q  If the new Grades 11 and 12 curricula are taught, what course codes should be used for reporting completion of the courses to the Ministry?

A  Teachers can trial the new Grades 11 and 12 curricula in 2018/19, but schools must report course completions to the Ministry using current course codes – not the codes for the new courses.

Q  If a student starts Planning 10 before July 1, 2018, but doesn’t finish the course until after that date, what course code should be used for reporting course completion to the Ministry – the “old” course code (PLAN 10) or the code for the “new” course, Career Life Education (CLE)?

A  Schools can choose whether to report course completion to the Ministry using “old” or “new” course codes. Codes for “old” Grade 10 courses will be available for reporting purposes until June 30, 2019. If an “old” course code is used, the name of the “old” course will appear on the student’s transcript.
French Immersion Requirements for Dual Dogwood

French Immersion students can earn both a British Columbia Certificate of Graduation (Dogwood Diploma) and a Diplôme de fin d'études secondaires en Colombie-Britannique. In order to graduate with both diplomas and as per the BC Graduation Program Order, French Immersion students are required to earn a total of 80 credits including:

- 64 credits in the subject areas set out in the table below;
- 16 elective credits

Please note that of these credits, French Immersion students must earn:

- At least 16 credits at the Grade 12 level (including Français langue seconde - immersion 12 and English Language Arts 12)
- In addition to the FLS immersion courses, at least 12 credits in French at the grade 10, 11, 12 level with at least 4 of these credits at the grade 11 or 12 level.
- Graduation Transitions cannot count toward the additional 12 credits of courses taught in French requirement.

<table>
<thead>
<tr>
<th>Required Subject Areas</th>
<th>Minimum # Of Credits Required</th>
<th>BC Graduation Program Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Language Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Français langue seconde - immersion 10</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>An English Language Arts 10 course</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>Français langue seconde - immersion 11 or IB French AZ (SL) II</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>English Language Arts 11</td>
<td>4 credits</td>
<td>Required</td>
</tr>
<tr>
<td>Français langue seconde - immersion 12</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>English Language Arts 12</td>
<td>4 credits</td>
<td>Required</td>
</tr>
<tr>
<td>2. Social Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Socials Studies 10 course</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>A Socials Studies 11 or 12 course</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>3. Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science 10 course</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>A Science 11 or 12 course</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>4. Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Mathematics 10 course</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>A Mathematics 11 or 12 course</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>5. Physical and Health Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical and Health Education 10 course</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>6. Arts Education and/or Applied Design, Skills and Technologies 10, 11 or 12</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>An Arts Education and/or Applied Design, Skills and Technologies 10, 11 or 12 course</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>7. Career Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Life Education</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>Career Life Connections + Capstone</td>
<td>4 credits</td>
<td></td>
</tr>
</tbody>
</table>

The graduation numeracy assessment may be written in French or English.
Francophone Requirements for Dual Dogwood

Francophone students can earn both a British Columbia Certificate of Graduation (Dogwood Diploma) and a Diplôme de fin d’études secondaires en Colombie-Britannique.

In order to graduate with both diplomas and as per the BC Graduation Program Order, Francophone students are required to earn a total of 80 credits including:

- 64 credits in the subject areas set out in the table below
- 16 elective credits

Please note that of these credits, Francophone students must earn:

- At least 16 credits at the Grade 12 level (including Français Langue première 12 and English Language Arts 12)

<table>
<thead>
<tr>
<th>Required Subject Areas</th>
<th>Minimum # Of Credits Required</th>
<th>BC Graduation Program Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Language Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Français langue première 10 course</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>An English Language Arts 10 course</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>Français Langue première 11</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>English Language Arts 11</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>Français Langue première 12</td>
<td>4 credits</td>
<td>Required</td>
</tr>
<tr>
<td>English Language Arts 12</td>
<td>4 credits</td>
<td>Required</td>
</tr>
<tr>
<td>2. Social Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Socials Studies 10 course</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>A Socials Studies 11 or 12 course</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>3. Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science 10 course</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>A Science 11 or 12 course</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>4. Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Mathematics 10 course</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>A Mathematics 11 or 12 course</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>5. Physical and Health Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical and Health Education 10 course</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>6. An Arts Education and/or Applied Design, Skills and Technologies 10, 11, or 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts Education and/or Applied Design, Skills and Technologies 10, 11 or 12 course</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>7. Career Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Life Education</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>Career Life Connections + Capstone</td>
<td>4 credits</td>
<td></td>
</tr>
</tbody>
</table>
## Adult Graduation Program Requirements

### Eligibility
To complete the Adult Graduation Program, students (18 or older) must earn at least 20 credits in the secondary system or complete five courses in the post-secondary system. Courses and credits can be counted from the BC School System and/or the College Adult Basic Education Program.

<table>
<thead>
<tr>
<th>British Columbia School System Qualifying Courses</th>
<th>College or ABE Program Qualifying Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Language Arts 12 course</td>
<td>4-credit course</td>
</tr>
<tr>
<td>OR</td>
<td>a provincial or post-secondary level English course</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>a Mathematics 11 or 12 course</td>
<td>4-credit course</td>
</tr>
<tr>
<td>OR</td>
<td>an advanced or provincial or post-secondary level Mathematics course</td>
</tr>
<tr>
<td>AND EITHER</td>
<td></td>
</tr>
<tr>
<td><strong>Option 1</strong></td>
<td></td>
</tr>
<tr>
<td>Three 4-credit Grade 12-level Ministry-Authorized courses, including External Credential Courses</td>
<td>12 credits</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td><strong>Option 2</strong></td>
<td></td>
</tr>
<tr>
<td>Social Studies 11 course, (4 credits)</td>
<td>12 credits</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>Two 4-credit Grade 12-level Ministry Authorized courses, including External Credential Courses</td>
<td></td>
</tr>
</tbody>
</table>

**Total: 20 credits**

**Total: 5 courses**

Please refer to the online Course Registry at: [www.bced.gov.bc.ca/datacollections/course_registry_web_search/](http://www.bced.gov.bc.ca/datacollections/course_registry_web_search/) for a list of courses that satisfy the Mathematics and Language Arts requirements for the Adult Graduation Program. Those courses that meet the Language Arts 12 and Mathematics 11 or 12 requirements of the BC Graduation Program also satisfy these Adult Graduation Program requirements.
Chapter 3

Graduation Requirements

Student Eligibility Requirements

- A student must be 18 years or older to gain entry to the Adult Graduation Program. This age requirement is the minimum age a student may begin, not end, their courses for the Adult Graduation Program. Under no circumstances will a 17-year-old be allowed to enter the Adult Graduation Program.

- Students who have done the majority of the work or completed a provincially examinable course prior to turning 18 but did not write the required exam cannot use the course mark alone toward the Adult Graduation Program.

Course Eligibility and Information

- An Adult Graduation Program student may receive credit toward an Adult Graduation Diploma for no more than two qualifying courses completed while in the regular BC Graduation Program. This means that the student 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.

- Students who transfer to the Adult program at 18 still need to complete at least 80% of course work after their 18th birthday for the courses to be eligible as a course “completed as an adult”.

- PLA is a process that enables students 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 the Equivalency section in Chapter 2, of this Handbook.

- Board/Authority Authorized and Independent Directed Studies courses do not count toward the minimum five courses required in the Adult Graduation Program.

- Graduation assessment and LA 12 exams are optional in the Adult Graduation Program. This is program-specific, not adult-specific. Therefore, adults working on the regular BC Graduation Program will still need to write any provincial exams attached to courses they are taking.

- If a student on the Adult Graduation Program has opted to not write the LA 12 examination for a course, the course is to be reported as a non-examinable course with a Q code; e.g., EN 12 is to be reported as QEN 12, COM 12 as QCOM 12; etc.

* A student must receive credit for at least three of the qualifying courses needed to meet Adult Graduation Program requirements after enrolling in the Program.
Graduation Requirements
Chapter 3

Adult Graduation Program
Frequently Asked Questions

Q Can a student transfer from the Adult Graduation Program to the regular BC Graduation Program and vice versa?

A Yes. Until graduation credentials have been issued, a student can transfer from one program to another. Program participation should be indicated in a data transfer or on a Student Registration and First Submission of Grades Form. However, a student must be 18 or older to enroll in the Adult Graduation Program (see Student Eligibility Requirements on previous page).

Q Do BC Graduation Program policies such as Challenge, Equivalency and Independent Directed Studies apply to the Adult Graduation Diploma?

A The Challenge and Equivalency policies apply. Schools are encouraged to use the Equivalency Policy to conduct Prior Learning Assessments for adult students and to assign as many credits through equivalency as can be warranted by documentation, professional judgment and sound education practice. The Independent Directed Studies Policy does not apply.

Q Can a student use Career Education courses on the Adult Dogwood?

A Career Life Education 12 is a course that will allow adult students to take Career Life Education as a Grade 12 elective. (Note: if schools decide to re-report to the Ministry a CLE course with the CLE 12 Adult Graduation course code, they must use the completion date of the CLE course).

Q Can a student take CLE and CLE 12 and get credit for both?

A No, they are credit-restricted against each other as they are the same course. A student may only get credit for one.

Q Can an adult student work on obtaining an Adult Dogwood if they have already received a GED or a School Completion (Evergreen) Certificate?

A Yes, since the GED and School Completion (Evergreen) Certificates do not meet our provincial graduation standards and are therefore not official graduation documents, students can still work on either the BC Certificate of Graduation (the Dogwood) or the Adult Graduation Diploma (the Adult Dogwood) if they have already received a GED or Evergreen Certificate.

Q Can a student use courses completed several years ago toward their Adult Dogwood?

A Yes. As long as an adult student completes three courses (directly, or through Prior Learning Assessment) after enrolling in the Adult Graduation Program, up to two courses completed in the past may be applied toward their Adult Dogwood requirements.
Q Can a student receive credit for Board/Authority Authorized (BAA) courses toward their Adult Dogwood?

A No. BAA courses do not count for credit toward the Adult Dogwood. Only four-credit Grade 12-level Ministry-Authorized courses, including External Credential courses, are allowed.

Q Can shop or trades courses be applied to the Adult Graduation Diploma?

A BAA courses, including BAA-designated shop or trades courses, are not eligible for credit towards the Adult Graduation Diploma. The following shop or trades courses can be applied to the Adult Graduation Diploma:

1. Ministry-Developed Grade 12-level shop or trades courses listed in the online Course Registry (e.g., Automotive Technology, Carpentry and Joinery).

2. Post-secondary institution courses taken at one of the post-secondary institutions listed in Chapter 2. (creditable, but not fundable)

3. Courses for which the Adult Graduation Program student has received equivalent credit through Prior Learning Assessment. See the Equivalency section of Chapter 2 for further information.

4. Students taking Youth Work in Trades (WRK) or Work Experience (WEX) courses who have already transitioned to the Adult Graduation Program are no longer restricted to taking one WRK course or WEX course on the Adult Graduation Program.

Q What do you do if an adult student lacks the knowledge and skills necessary to successfully complete the Grade 11 or 12 or college or Adult Basic Education level courses needed to meet Adult Graduation Program requirements?

A The Literacy Foundations Curriculum is designed to enable an adult student to acquire the knowledge and skills in five content areas (English Language Arts, Mathematics, Science, Social Studies, and Information and Communications Technology) that will prepare them for success in meeting the requirements of either the Adult Graduation Program or the BC Graduation Program. Literacy Foundations courses are non-credit, bridging courses, but are fundable for all adult students.

Q What happens if there is a student who has met all the Adult Graduation Program requirements, yet the Unofficial Transcript of Grades says the student has not yet satisfied the requirements.

A The student may have been reported with the program code of AN (adult non-graduating) student. Please check to see that the student is reported with the program code of AD (adult graduating program).

Q Is every student over the age of 18 automatically in the Adult Graduation Program?

A No. A student aged 18 or older has the option of graduating in the regular BC Graduation Program or the Adult Graduation Program, whichever is best suited to their education goals. See eligibility requirements in this section.
Chapter 4
Reporting Courses and Programs
Chapter 4: Reporting Courses and Programs

Reporting Arts Education and Applied Design, Skills and Technologies Courses ........................... 75
Board/Authority Authorized Courses (BAA) ................................................................. 76
External Languages – Credit for Documented Prior Learning ............................................. 76
External Dual Credit Post-Secondary Courses ............................................................... 78
Advanced Placement (AP) and International Baccalaureate (IB) Courses ....................... 80
External Credentials ......................................................................................................................... 81
External Adult Basic Education Courses .................................................................................... 82
Reporting External Sport Credentials—Frequently Asked Questions ...................................... 83
Career Programs ............................................................................................................................. 84
How to Report Career Program Participation to the Ministry .................................................. 85
Locally Developed Courses ............................................................................................................ 86
Reporting Arts Education and Applied Design, Skills and Technologies Courses

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 grad requirement as listed in the online Course Registry — e.g.,
   - VAMT 12 (Visual Arts: Media Arts)
   - WELD 12A (Welding 12A)

2. The student completes two 2-credit Arts Education and Applied Design, Skills and Technologies courses and meets all the learning outcomes of the Arts Education 11 IRP and the Applied Design, Skills and Technologies 11 IRP. The course titles may be specialized by providing a course description to a maximum of 40 characters — e.g., FNA 11: Photography.
   - Report the two-credit courses using the generic FNA 11 or ASK 11 course code.

3. The student completes a four-credit combined Arts Education 11 and Applied Design, Skills and Technologies 11 course and meets the learning outcomes of both the Arts Education 11 and Applied Design, Skills and Technologies 11 IRPs. The course must employ concepts and skills from at least one subject each from the Arts Education and Applied Design, Skills and Technologies areas. The course title may be specialized by providing a course description to a maximum of 40 characters — e.g., FNASK 11 Art Management.
   - Report the four-credit course using the generic FNASK 11 course code.

4. The student completes two 2-credit or one 4-credit Grade 11 Board/Authority Authorized (BAA) course that meets all the learning outcomes of the Arts Education 11 and/or Applied Design, Skills and Technologies 11 IRPs.
   - Electronic transfer schools report the BAA course and number of credits using “A” (Applied Design, Skills and Technologies), “F” (Arts Education), or “B” (for both) in the Graduation Requirements field.
   - Grade 10 BAA courses and Grade 12 BAA courses in the Arts Education or Applied Design, Skills and Technologies subject areas do not meet the Arts Education and/or Applied Design, Skills and Technologies 10, 11, or 12 grad requirement.

5. The student completes an External Credential that meets the Arts Education and/or Applied Design, Skills and Technologies 10, 11, or 12 grad requirement.
Board/Authority Authorized Courses (BAA)
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 MyEducationBC and the BAA website at:

www.bced.gov.bc.ca/graduation/board_authority_courses.htm

While the codes are generic and unalterable, the course description can be 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 a student may receive credit for language learning acquired outside the regular classroom:

1. Equivalency
A student who presents appropriate documentation will be eligible to receive equivalency for the following Ministry-Developed language courses and courses developed using the Ministry-Approved Language Template:

2. External language certificates

External Language Certificates are used to recognize learning in all languages other than those noted above 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 will be eligible to receive credit for all other languages not listed above.

Acceptable External Language Certificates are:

a. Documentation from other Canadian provinces and territories (see the External Language Certificates Codes in the online Course Registry)

b. Documentation from international educational jurisdictions

Examples of External Language Certification

Example 1: Student completed Grade 7 in Thailand: Report External Thai 10A

The Ministry provides 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 UXLC 10A.

| UXLC 10A | External Language Certificate 10A | 4 credits |

Example 2: Student completed one year of junior secondary school (Grade 8) in Thailand: Report External Thai 11A

The Ministry provides the following guidelines:
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 UXLC 11A.

| UXLC 11A | External Language Certificate 11A | 4 Credits |

Example 3: Student completed two years of junior secondary school (Grade 9) in Thailand: Report External Thai 12A

The Ministry provides the following guidelines:
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 UXLC 12A.

| UXLC 12A | External Language Certificate 12A | 4 Credits |
3. External credentials language assessments and programs

For a list of organizations offering approved external language credentials, please visit:

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

External Dual Credit Post-Secondary Courses

A student who presents the school of record with a transcript from one of the post-secondary institutions listed in this section, showing successful completion of a for-credit post-secondary course that leads to a credential, is entitled to have that course count toward secondary school graduation. All such courses count as elective courses at the Grade 12 level. For reporting Adult Basic Education courses taken at colleges, see the section in this handbook on Adult Basic Education courses.

Assign 4 credits for most courses, not the number of credits on the post-secondary transcript. The exception is for modular courses that students may take in Industry Training or other technical/vocational programs. Credits for these types of courses can be combined to equal 4 credits for a full course. (One credit represents the value attached to the knowledge, skills and aptitudes that most students can acquire in approximately 30 hours of instruction.) Since a post-secondary institution may use a different letter grade system than the K–12 system, refer to the transcript notations or the institution’s calendar to determine the appropriate letter grade and percentage for reporting the course to the Ministry.

* An external dual credit course will appear on a student’s transcript generically as a post-secondary course.
## External Post-Secondary Course Codes Table

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Start Date</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSIA 12A</td>
<td>BC Institute Of Technology Course 12A</td>
<td>2003-09-01</td>
<td>4</td>
</tr>
<tr>
<td>PSIAA12A</td>
<td>Trinity Western University Course 12A</td>
<td>2003-09-01</td>
<td>4</td>
</tr>
<tr>
<td>PSIAB12A</td>
<td>Yukon College Course 12A</td>
<td>2003-09-01</td>
<td>4</td>
</tr>
<tr>
<td>PSIAC12A</td>
<td>Educacentre Course 12A</td>
<td>2003-09-01</td>
<td>4</td>
</tr>
<tr>
<td>PSIAD12A</td>
<td>Columbia College Course 12A</td>
<td>2003-09-01</td>
<td>4</td>
</tr>
<tr>
<td>PSIAE12A</td>
<td>BC Open University 12A</td>
<td>2003-09-01</td>
<td>4</td>
</tr>
<tr>
<td>PSIAF12A</td>
<td>Coquitlam College Course 12A</td>
<td>2004-09-01</td>
<td>4</td>
</tr>
<tr>
<td>PSIAG12A</td>
<td>Corpus Christi College 12A</td>
<td>2003-09-01</td>
<td>4</td>
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<tr>
<td>PSIAH12A</td>
<td>Alexander College Course 12A</td>
<td>2016-09-01</td>
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</tr>
<tr>
<td>PSIAU12A</td>
<td>Athabasca University Course 12A</td>
<td>2011-07-01</td>
<td>4</td>
</tr>
<tr>
<td>PSIB 12A</td>
<td>Camosun College Course 12A</td>
<td>2003-09-01</td>
<td>4</td>
</tr>
<tr>
<td>PSIC 12A</td>
<td>Capilano University Course 12A</td>
<td>2003-09-01</td>
<td>4</td>
</tr>
<tr>
<td>PSID 12A</td>
<td>College of New Caledonia Course 12A</td>
<td>2003-09-01</td>
<td>4</td>
</tr>
<tr>
<td>PSIE 12A</td>
<td>College of The Rockies Course 12A</td>
<td>2003-09-01</td>
<td>4</td>
</tr>
<tr>
<td>PSIF 12A</td>
<td>Douglas College Course 12A</td>
<td>2003-09-01</td>
<td>4</td>
</tr>
<tr>
<td>PSIG 12A</td>
<td>Emily Carr University of Art &amp; Design Course 12A</td>
<td>2003-09-01</td>
<td>4</td>
</tr>
<tr>
<td>PSIH 12A</td>
<td>Institute of Indigenous Government Course 12A</td>
<td>2003-09-01</td>
<td>4</td>
</tr>
<tr>
<td>PSIJ 12A</td>
<td>Justice Institute of BC Course 12A</td>
<td>2003-09-01</td>
<td>4</td>
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<tr>
<td>PSJU 12A</td>
<td>Kwantlen Polytechnic University Course 12A</td>
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<td>PSIK 12A</td>
<td>Langara College Course 12A</td>
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<td>PSIL 12A</td>
<td>Vancouver Island University 12A</td>
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<td>PSIM 12A</td>
<td>Nicola Valley Institute Technology Course 12A</td>
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<tr>
<td>PSIN 12A</td>
<td>North Island College Course 12A</td>
<td>2003-09-01</td>
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</tr>
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<td>PSIO 12A</td>
<td>Northern Lights College Course 12A</td>
<td>2003-09-01</td>
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<td>PSIP 12A</td>
<td>Northwest Community College Course 12A</td>
<td>2003-09-01</td>
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<td>PSIQ 12A</td>
<td>Okanagan College Course 12A</td>
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<td>PSIR 12A</td>
<td>Royal Roads University Course 12A</td>
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<td>Selkirk College Course 12A</td>
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<td>PSTI 12A</td>
<td>Simon Fraser University Course 12A</td>
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<td>PSITA 12A</td>
<td>ITA Designated Training Provider Course 12A</td>
<td>2014-09-01</td>
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<tr>
<td>PSIU 12A</td>
<td>University of British Columbia Course 12A</td>
<td>2003-09-01</td>
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<td>PSIV 12A</td>
<td>Thompson Rivers University Course 12A</td>
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<td>PSIW 12A</td>
<td>University of The Fraser Valley Course 12A</td>
<td>2003-09-01</td>
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<tr>
<td>PSIX 12A</td>
<td>University of Northern BC Course 12A</td>
<td>2003-09-01</td>
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<tr>
<td>PSIY 12A</td>
<td>University of Victoria Course 12A</td>
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<tr>
<td>PSIZ 12A</td>
<td>Vancouver Community College Course 12A</td>
<td>2003-09-01</td>
<td>4</td>
</tr>
</tbody>
</table>
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.

Provincial Examinations and AP or IB Courses

AP and IB Reporting Guidelines

When reporting an AP or IB course to the Ministry, use the AP or IB course code listed in the online Course Registry. Report the course as non-examinable, and provide percentages and letter grades as required by the Student Reporting policy:

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

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

AP and IB program participation is 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).

The Advanced Placement Course List is located at:

www.bced.gov.bc.ca/datacollections/course_registry_web_search/advanced-search.php and search for course title: ap*

The International Baccalaureate Course List is located at:

www.bced.gov.bc.ca/datacollections/course_registry_web_search/advanced-search.php and search for course title: ib*
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.

Advanced Placement Courses – Contact Information

**Advanced Placement Program**

George Ewonus  
Director, AP Program  
Suite 550  
2950 Douglas Street  
Victoria, BC V8T 4N4

phone: 250.472.8561  
or 800.667.4548  
fax: 250.472.8655  
email: gewonus@ap.ca  
or gewonus@collegeboard.org  
website: apcanada.collegeboard.org

International Baccalaureate Courses – Contact Information

**International Baccalaureate Program**

Bob Poole  
Regional Development  
IBO

phone: 301.202.3188  
mobile: 604.790.8970  
email: bob.poole@ibo.org  
website: www.ibo.org

External Credentials

Each External Credential is given a course code, which schools must use for reporting to the Ministry. All External Credentials have been assigned a credit value.

In order 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 successfully completing the course. In the event that a student’s credential requires verification, schools should contact the external organization.

External organization contact information is available on the External Credentials website at:

[https://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/external-credentials](https://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/external-credentials)

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, please use a TS letter grade. TS has no effect on a student’s GPA.

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.

Only those External Credentials that have been reviewed and approved by the Ministry can be applied toward graduation.

**External Adult Basic Education Courses**

The External Adult Education Course List is located at:

[www.bced.gov.bc.ca/datacollections/course_registry_web_search/advanced-search.php](http://www.bced.gov.bc.ca/datacollections/course_registry_web_search/advanced-search.php) and search for course title: abe*

Any student who presents a transcript from a public post-secondary institution, showing successful completion of the course(s) indicated, is entitled to credit towards secondary 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 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 Advanced Education, Skills and Training**

PO Box 9877 Stn Prov Govt
Victoria, BC V8W 9T6
Phone: 250.952.6114
Fax: 250.952.6110
Reporting External Sport Credentials – Frequently Asked Questions

Q Can a student be given external sports credits for participation in local civic or school sporting events and competitions?

A No, secondary school and community club sports programs are not eligible for inclusion in the External Sport Credentials Program as they do not meet organizational eligibility standards and minimum high performance sport criteria.

Q Can a student receive credit for Physical and Health Education 10 if they participate in physically intensive programs requiring extensive hours of training such as Figure Skating?

A No, External Sport Credentials are elective credits and cannot be used to substitute for required courses such as Physical and Health Education 10.

Q If a student participates in the Northern BC Winter Games can they receive an external sports credit?

A No, participation at the Northern BC Winter Games or BC Disability Games is not recognized since there are no selection or qualifying requirements for these games.

Q What is required of the student for the school to issue External Sports Credentials?

A Students seeking credits for a sport course or program are required to present specific documentation as proof of participation or completion. All letters and certificates must be on the provincial sport organization’s or Ministry of Tourism, Arts and Culture letterhead and include the student’s name, sport program, category and level of credit.

Q Can a student earn multiple external sports credits at the same level if they are in more than one sports program?

A No, once a student has received credit for a particular level within the athlete, official or coach categories, they cannot receive additional credits for duplicate participation. For example, an athlete who has earned credits for Athlete 12 by being selected and competing on a provincial team cannot receive an additional 4 credits for Athlete 12 if they have progressed and been selected and competed on a national team. A student can only receive credit for Athlete 12 once. In addition, you cannot receive credit for the same category level if you have met the standards and criteria in more than one sport.
For information concerning external sport credentials and coach programs please contact:

**Ministry of Tourism, Arts and Culture, Sport Branch**

Attention: Chris Graham  
PO Box 9820 Stn Prov Govt  
Victoria, BC V8W 9N7  
Fax: 250.356.2842  
Phone: 778.698.3339  
Email: Chris.Graham@gov.bc.ca  
Website: http://www2.gov.bc.ca/gov/content/sports-culture/sports

**Career Programs**

Career Programs are local educational programs focusing on a career or career sector that combine related course work with a work experience component. Five kinds of Career Programs are recognized on Ministry transcripts.

Career Preparation programs prepare students for entry into the workplace or continued studies at the post-secondary level in a specific career sector. Co-operative Education programs provide students with opportunities to explore one or more careers, and emphasize generic employability skills. Youth Work in Trades consists of workplace-based training where secondary students register as apprentices with the Industry Training Authority. Youth Explore Trades Sampler programs provide students opportunities for in-depth exploration of up to five trades. Youth Train in Trades programs combine secondary and post-secondary courses in a range of applied technology and trades areas, and allow students to earn credits toward secondary school graduation and a post-secondary credential simultaneously.

Visit: www.gov.bc.ca/education/careers_and_skills_training_toolkit for a comprehensive website that will provide tools to help set up your program. This website will provide policies, links and contact information that can assist in the development and running of your program.

**What is Required for Career Program Participation to Show on the Transcript?**

Career Program participation will show on a BC Graduation Program 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
- 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

* is the psi code as per the External Post-secondary Course Codes Table in this chapter.

In addition to one or more Ministry-Authorized work experience courses, students in the BC Graduation Program (2004) 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 correspond to the eight Focus Areas used in the BC Graduation Program. The same codes may be used for Transcript and Exam (TRAX) data collections. The eight Focus Area codes apply to students in Career Preparation, Cooperative Education, Youth Work in Trades, and Youth Train in Trades programs. The Focus Areas and associated codes are:

- XA  Business and Applied Business
- XB  Arts Education, Design and Media
- XE  Liberal Arts and Humanities
- XG  Tourism, Hospitality and Foods
- XC  Fitness and Recreation
- XD  Health and Human Services
- XF  Science and Applied Science
- XH  Trades and Technology

For information concerning industry training or career programs, please contact:

Ministry of Education

Attention: Work Experience and Career Coordinator
PO Box 9887 Stn Prov Govt Victoria, BC V8W 9T6
Phone: 250.893.7498
Email: EDUC.Skills@gov.bc.ca
Locally Developed Courses

Locally Developed (LD) courses are not eligible for credit towards graduation.

Students, including those on the School Completion Certificate Program, can take non-credit LD courses, such as remedial or modified courses. Students in such courses, including students with diverse abilities who are working toward individualized goals and objectives in an Individual Education Plan, should receive letter grades or percentages.

Boards/Authorities should approve, and report to the Ministry, all non-credit LD courses. Where grades or percentages have been assigned, students will be issued transcripts showing all credit and non-credit courses. For further information about reporting, please refer to Reporting Student Progress at:

[www.bced.gov.bc.ca/reportcards](http://www.bced.gov.bc.ca/reportcards)

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:


Search under Course Type: Locally Developed, Course Status: Open and BC Graduation Program: Course-based Graduation Program.

Generic course titles / descriptions should be customized to meaningfully reflect the actual course content. For example, the generic course title / description LD IEP Modified 12A could be renamed LDIEP 12A Banking. These customized titles will be printed on the student’s transcript, providing a meaningful record of student work.*

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

For information on locally developed courses, please contact:

**Ministry of Education**
Inclusive Education Branch
PO Box 9887 Stn Prov Govt
V8W 9T6, Victoria, BC
Phone: 250.387.1036
Fax: 250.356.1742
Email: LearningSupports@gov.bc.ca
Chapter 5
Student Credentials
# Chapter 5: Student Credentials

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Credentials</td>
<td>89</td>
</tr>
<tr>
<td>Transcript of Grades</td>
<td>89</td>
</tr>
<tr>
<td>Certificate of Graduation (Dogwood Diploma)</td>
<td>97</td>
</tr>
<tr>
<td>School Completion Certificate Program (Evergreen or SCCP)</td>
<td>98</td>
</tr>
<tr>
<td>Transcripts—Frequently Asked Questions</td>
<td>102</td>
</tr>
<tr>
<td>Student Transcripts Service (STS)</td>
<td>103</td>
</tr>
<tr>
<td>Student Transcripts Service—Frequently Asked Questions</td>
<td>107</td>
</tr>
</tbody>
</table>
**Student Credentials**

Student credentials are established by Ministerial Order; the policy must be followed by all schools. Student credentials are a student entitlement and may not be withheld from students for administrative reasons such as “fees not paid.”

The relevant Ministerial Order is the Student Credentials Order. It may be downloaded from the Ministry website at:

[www.bced.gov.bc.ca/graduation/m164_96.pdf](http://www.bced.gov.bc.ca/graduation/m164_96.pdf)

**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, with the exception of I (In Progress or Incomplete), 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
- Graduation assessments successfully completed
**TRANSCRIPT OF GRADES – BC GRADUATION PROGRAM**

Ministry of Education

### Name

### Address

### City BC Postal Code

### School Code

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Code</th>
<th>Req</th>
<th>Equ</th>
<th>Session Date</th>
<th>Gr. 12 School %</th>
<th>Gr. 12 Exam %</th>
<th>Final %</th>
<th>Final Letter Grade</th>
<th>Credits</th>
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<td>English 10</td>
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<td>French 10</td>
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<td>92</td>
<td>A</td>
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<td>Music 10: Concert Band</td>
<td>MCB 10</td>
<td></td>
<td></td>
<td>2017/06</td>
<td>88</td>
<td>A</td>
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<td>Apprenticeship and Workplace Math 10</td>
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<td>Social Studies 10</td>
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<td></td>
<td>2017/01</td>
<td>79</td>
<td>B</td>
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<td>BA Visual &amp; Performing Arts 11A</td>
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<td>75</td>
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<td>Numeracy Assessment</td>
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<td>Camosun College Course 12A</td>
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<td>Instrumental Music 12: Concert Band</td>
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<td>Graduation Transitions</td>
<td>GT</td>
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<td>2019/06</td>
<td>RM</td>
<td></td>
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</tr>
</tbody>
</table>

*Based on the information provided by the school, this student has graduated in the BC Graduation Program 2018 with honours. Graduation date: June 2019.*

For additional information on meeting graduation requirements, contact your secondary school or refer to the following Ministry of Education website: [https://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation](https://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation). Courses may have been completed at schools or institutions other than the student’s current school of record as noted on this transcript.
## Indicators (Letter Grades) and Their Meanings

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Percentage</th>
<th>Meaning (related to expected learning outcomes of the course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>86–100</td>
<td>The student demonstrates <strong>excellent</strong> or <strong>outstanding</strong> performance in relation to expected learning outcomes for the course or subject or grade.</td>
</tr>
<tr>
<td>B</td>
<td>73–85</td>
<td>The student demonstrates <strong>very good</strong> performance in relation to expected learning outcomes for the course or subject or grade.</td>
</tr>
<tr>
<td>C+</td>
<td>67–72</td>
<td>The student demonstrates <strong>good</strong> performance in relation to expected learning outcomes for the course or subject or grade.</td>
</tr>
<tr>
<td>C</td>
<td>60–66</td>
<td>The student demonstrates <strong>satisfactory</strong> performance in relation to expected learning outcomes for the course or subject or grade.</td>
</tr>
<tr>
<td>C-</td>
<td>50–59</td>
<td>The student demonstrates <strong>minimally acceptable</strong> performance in relation to expected learning outcomes for the course or subject or grade.</td>
</tr>
<tr>
<td>F</td>
<td>0–49</td>
<td>(Failed or Failing) The student has not demonstrated minimally acceptable performance in relation to expected learning outcomes for the course or subject or grade.</td>
</tr>
<tr>
<td>RM</td>
<td>N/A</td>
<td>(Requirement Met) The student has met the learning outcomes set out in the “Program Guide for Graduation Transitions.” Requirement Met may only be used for Graduation Transitions.</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>(In Progress or Incomplete) The student is not demonstrating minimally acceptable performance in relation to the expected learning outcomes.</td>
</tr>
<tr>
<td>SG</td>
<td>N/A</td>
<td>(Standing Granted) Although completion of normal requirements is not possible, a sufficient level of performance has been attained to warrant, consistent with the best interests of the student, the granting of standing for the course or subject or 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. Standing Granted may not be used for a course with a Required BC Graduation Program Examination. Standing Granted may not be used for Graduation Transitions.</td>
</tr>
<tr>
<td>TS</td>
<td>N/A</td>
<td>(Transfer Standing) The student has completed an equivalent course at an institution other than a school as defined in the School Act. There is no final percentage. Transfer Standing may not be used for Graduation Transitions.</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>(Withdrawal) The student has been granted permission to withdraw from the course or subject.</td>
</tr>
<tr>
<td>AEG</td>
<td>N/A</td>
<td>(Aegrotat Standing) For LA 12 courses, the student has been granted a pass standing based on certification that the student was unable to write the exam because of illness or special circumstances. For Graduation Assessments, the student has been granted an exemption based on certification that the student was unable to write the assessment because of illness or special circumstances. No mark is produced.</td>
</tr>
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</table>
## Indicator Regulations

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Regulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>For non-provincially-examinable courses, “F” may only be used as a final letter Grade if an “I” letter Grade has been previously assigned. For provincially-examinable courses, “F” may only be used as a final letter Grade for the school portion of a student’s mark if an “I” has been previously assigned. “F” may be assigned as the final blended mark for a course without a prior “I.” Students are allowed to write the provincial exam if a school percentage of less than 50% is submitted to the Ministry.</td>
</tr>
<tr>
<td>I</td>
<td>“I” may only be assigned in accordance with Section 3 of M192/94, the Provincial Letter Grades Order and the Student Reporting Policy. When sending an “I” to the Ministry, the school should not report a percentage as the course has not been completed. The school should send in a final percentage after converting the “I” to a final mark. A student may write a provincial exam prior to the conversion of an “I” to another letter Grade and percentage. A student may be permitted to write a provincial exam even if the student has not yet successfully met all the learning outcomes for the course.</td>
</tr>
<tr>
<td>RM</td>
<td>(Requirement Met) The student has met the learning outcomes set out in the “Program Guide for Graduation Transitions.” Requirement Met may only be used for Graduation Transitions.</td>
</tr>
<tr>
<td>SG</td>
<td>(Standing Granted) Although completion of normal requirements is not possible, a sufficient level of performance has been attained to warrant, consistent with the best interests of the student, the granting of standing for the course or subject or 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. Standing Granted may not be used for a course with a Required BC Graduation Program Examination. Standing Granted may not be used for Graduation Transitions.</td>
</tr>
<tr>
<td>TS</td>
<td>“TS” may be granted by the principal, vice principal or director of instruction in charge of a school on the basis of an examination of records from an institution other than a “school” as defined in the School Act. The principal, vice principal or director of instruction may alternatively decide to assign a percentage and letter Grade instead of a “TS” on the basis of this examination. Please note that “TS” may not be used for the Graduation Transitions Assessment.</td>
</tr>
<tr>
<td>W</td>
<td>“W” may be granted by the principal, vice principal or director of instruction in charge of a school according to the policy of the Board and upon the request of a parent or, when appropriate, a student.</td>
</tr>
<tr>
<td>AEG</td>
<td>“AEG” is used for Graduation Assessments and Provincial Exams.</td>
</tr>
</tbody>
</table>
Which Indicators Are Used Where?

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Term Report</th>
<th>Final Report Card</th>
<th>Exam Results</th>
<th>Transcript of Grades</th>
<th>Unofficial Transcript of Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>A to C-</td>
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<td>✔</td>
<td>✔</td>
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<tr>
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<tr>
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<td>❌</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

Indicators on Transcripts

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

- I (In Progress or Incomplete)
- F (Failure)
- W (Withdrawal)

If a student has repeated a course, only the higher mark will appear on the transcript.

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 a student has 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).
For Career Program participation to appear on a student’s transcript, the student must also have successfully completed a work experience course. For a list of courses that qualify, please see Chapter 4, Career Programs for more information.

The code for International Baccalaureate is: BD (Diploma) or BC (Certificate).

The code for Advanced Placement is: AD

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:

- Français langue première 10;
- Français langue première 11, and
- Français langue première 12.

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:

- Français langue seconde-immersion 10;
- Français langue seconde-immersion 11 or IB French A2 (SL) 11;
- Français langue seconde-immersion 12, and
- 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.

For additional information please visit:

www.gov.bc.ca/education/administration/policy/graduation-credentials-french

Honours Standing on Transcripts

If a student has completed all graduation requirements and obtained a Grade Point Average (GPA) higher than 3.0 (a better than B average), the student’s transcript will include the phrase “with Honours.”

TRAX calculates GPA based on the best credits that satisfy the requirements for graduation. Courses completed for fewer than four credits are weighted. The grade point scale used is unique to BC and may not reflect the grade point scale used by other jurisdictions. The BC grade point scale used is set out below:
When Are Transcripts Sent to the Student’s School of Record (SOR)?
At the end of July, public schools and group 1, 2 and 4 independent schools will receive an official printed copy of each Grade 12 or graduated Adult Graduation Program student’s transcript of grades. Schools will also receive transcripts for new graduates and those meeting Honours Standing requirements at the end of each month during the regular school year (end of October through end of May). Updated transcripts will also be sent to schools each week through August and September for Grade 12 students and graduated Adult Graduation Program students if changes are entered in the previous week.

How Do Students Get Their Transcripts?
Current students may get their transcript from their school or order online using the StudentTranscripts Service (STS):

www.studenttranscripts.gov.bc.ca

For a fee, former students in the following categories may also order transcripts using the Ministry StudentTranscripts Service website:

- Graduated after 1985
- Completed a Grade 12 course after 1986
- Attended Grade 12 prior to 1974 in the University Entrance or Academic-Technical Program

Schools of record (SOR) are responsible for issuing and replacing all graduation credentials for the years 1974–1985. For instructions on sending transcripts to post-secondary institutions (PSIs), please see:

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

How Do Students Send Transcripts to Post Secondary Institutions (PSIs)?
Students can request that marks be sent immediately and in late July when final course marks are available. Students can send transcripts to PSIs online using the StudentTranscripts Service. For instructions on sending transcripts to PSIs, please see:

https://www.bced.gov.bc.ca/exams/trx_updates/

Unofficial Transcript of Grades
The Unofficial Transcript of Grades will be updated on a regular basis. Students may access this information using the StudentTranscripts Service.

www.studenttranscripts.gov.bc.ca
Chapter 5  
Student Credentials

**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 copy of a Ministry-produced transcript 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 transcripts upon request, and has the authority to correct errors and omissions. In the case of misspelled names, it is the school’s responsibility to make corrections. Schools are also responsible for providing the Ministry with correct demographic information during data transfers.

A school may either correct a transcript or replace it altogether. A transcript issued by a school, bearing the school seal and principal’s signature, is considered to be an official document by the Ministry of Education.

Schools should submit information about transcript corrections to the Student Certification Branch in order for the Ministry to update its records. See Chapter 7, *Submitting Historical Mark Updates*.

✉️  student.certification@gov.bc.ca

**Transcript Paper**

Schools can order a supply of official blank transcripts from the Ministry by emailing a count of how many are needed for each BC Graduation Program:

✉️  student.certification@gov.bc.ca

**Obtaining Record of Kindergarten to Grade 9 Courses**

Students requiring proof of courses completed in BC prior to Grade 10 must obtain a certified true copy of the Permanent Student Record (PSR). The PSR is maintained by the school or school district office where the student completed a majority of secondary school courses for 55 years after the student withdraws or graduates.

 рядом Contact the school district office to obtain a copy, as the Ministry of Education does not hold the PSR.

**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 BC: 1.800.663.6105
[www.crownpub.bc.ca](http://www.crownpub.bc.ca)
Certificate of Graduation (Dogwood Diploma)

Students who successfully complete requirements in either the BC Graduation Program or the Adult Graduation Program are entitled to receive a Dogwood Diploma or an Adult Dogwood Diploma respectively.

To be eligible to receive a Dogwood Diploma for the BC Graduation Program at least one of all completed requirements must have been completed in the B.C. school system.

A student typically graduates from the school where they completed the last course needed to meet graduation requirements.

* Dogwood Diplomas do not indicate Honours Standing.

French Certificate of Graduation

A French version of the Dogwood Diploma is issued to students who meet Programme francophone or French Immersion requirements.

- A student registered to a Conseil scolaire francophone school who meets Programme francophone requirements is issued a French Dogwood with graduation language translated from English to French.
- A student who meets French Immersion requirements is issued a French Dogwood with graduation language translated from English to French.

When are Certificates of Graduation Sent?

At the end of July, the Ministry produces diplomas for all graduating Grade 12 and Adult Graduation Program students in public schools and Group 1, 2 and 4 independent schools. Diplomas for public school students are sent to each board office before being distributed to public schools in the district. Diplomas for independent school students are sent to schools for appropriate signatures before being distributed to students.

During the school year, the Ministry produces diplomas monthly for students who have had transcript activity resulting in graduation. These are sent to schools for signatures and distribution.

Certificate of Graduation Responsibilities of the School

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

Schools are also responsible for sending in the correct spelling of their students’ names during data transfers to the Ministry. If a student’s name is misspelled on their diploma, the school is responsible for making corrections by completing a blank diploma.
Blank Certificates of Graduation
A supply of blank Certificates of Graduation may be ordered from the Ministry by emailing:

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:

www.studenttranscripts.gov.bc.ca

School Completion Certificate Program (Evergreen or SCCP)
The School Completion (“Evergreen”) Certificate Program is intended to celebrate success in learning that is not recognized in a Certificate of Graduation (Dogwood Diploma). It is used to recognize the accomplishments of students with special needs and an Individual Education Plan, who have met the goals of their education program, other than graduation and not all students with special needs should be in an Evergreen Certificate program.

The School Completion Certificate Program (SCCP) is NOT a graduation credential; students who receive a certificate have not graduated. It is important that students and their parents clearly understand that the Evergreen certificate represents the completion of personal learning goals but does not represent graduation.

For additional information concerning the School Completion Certificate Program see the Student Credentials Policy on the Ministry policy website at:

www.gov.bc.ca/education/administration/policy/student-credentials

* All students, including those with special needs should be placed in a program that leads to graduation, except where individual circumstances warrant otherwise.

Who Should be on an SCCP?
Some students may be unable to meet graduation requirements due to their special needs. However, the decision to put a student in the SCCP should not be made prior to Grade 10, and should include the informed consent of the student’s parent(s)/guardian(s) and, when appropriate, the student.

All students of school age are entitled to an education program, whether or not that program leads to graduation. For students pursuing a certificate, their education program should enable them to meet their individual learning goals. Accordingly, they must have an Individual Education Plan (IEP) that indicates their personal education goals, how the goals will be achieved, and on-going monitoring and assessment to know when the goals have been met and a certificate should be issued. Parents, and wherever appropriate, the student, are to be provided an opportunity to be consulted about the preparation of the IEP.
Issuing School Completion Certificates
To issue transcripts and School Completion Certificates to students, schools are required to submit TRAX data for course work, including all credit and non-credit courses completed. Non-credit modified courses are reported as Locally Developed, not Board/Authority Authorized, courses. Students who receive School Completion Certificates must be identified in the final data transfer at the end of June. The transcript will contain a statement indicating that the student has been issued a School Completion Certificate. For information on Course Codes and reporting procedures see the online Course Registry and Chapter 4.

Descriptive Transcripts
In addition to receiving a School Completion Certificate, students on the SCCP are also entitled to a Ministry transcript of successfully completed Grades 10–12 courses, both for-credit and non-credit, including Ministry-authorized, Board/Authority Authorized (BAA), and Locally Developed (LD) courses (e.g., IEP courses). As with BC Graduation Program students, the Transcript of Grades should provide prospective employers and post-secondary institutions with relevant information concerning the student’s education program accomplishments. As such, it should include meaningful information. For that reason, course titles should be (re)titled to meaningfully represent course content (e.g., for XSIEP courses) before submission to the Ministry’s Transcript and Examinations (TRAX) system. Course titles can be customized for every student.

It is up to (Boards/Authorities) to request a transcript for a SCCP student. If it is not in the best interest of the student to receive a transcript (e.g., students with limited awareness of their surroundings, students with fragile mental/physical health, students medically and cognitively/multiply challenged), schools may apply for the certificate only.

Certificate Responsibilities of the School
Schools are responsible for sending their students’ educational 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.

Transcripts for students receiving School Completion Certificates may be ordered using the Ministry transcript website. As these students are not on a program leading to graduation, Transcript Verification Reports (TVRs) will not be available at any time.
When Are Certificates Sent to Students?
The Ministry produces School Completion Certificates for students whose educational program completion dates have been sent to the Ministry. 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.

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. Most certificates are produced and sent to schools in July, and upon request, 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.

Ordering Copies of a School Completion Certificate
Students may request additional copies of School Completion Certificates (Evergreen) and transcripts using the StudentTranscripts Service at:

www.studenttranscripts.gov.bc.ca

School Completion Certificate Program Contact
Email: EDUC.LearningSupports@gov.bc.ca
Website: www.bced.gov.bc.ca/graduation/school_completion.htm
**Transcript for School Completion Certificate Program**

**Ministry of Education**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Code</th>
<th>Req</th>
<th>Equ</th>
<th>Session Date</th>
<th>Gr. 12 School %</th>
<th>Gr. 12 Exam %</th>
<th>Final %</th>
<th>Final Letter Grade</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Dance 10: Performance</td>
<td>DNP 10</td>
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<td>2009/06</td>
<td>83</td>
<td>B</td>
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<tr>
<td>Essentials of Mathematics 10</td>
<td>EMA 10</td>
<td></td>
<td></td>
<td>2009/01</td>
<td>54</td>
<td>C -</td>
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<td>Home Economics 10: Foods</td>
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<td>2009/01</td>
<td>72</td>
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<td>Basic Bicycle Repair 10</td>
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<td>YCAIS 11A</td>
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<td>C -</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

*** End of Course List ***

*Based on the information provided by the school, this student has not yet completed the School Completion Certificate Program. Students with questions should contact their school(s) immediately.*

For additional information on meeting graduation requirements, contact your secondary school or refer to the following Ministry of Education website: [www.bced.gov.bc.ca/graduation/](http://www.bced.gov.bc.ca/graduation/) Courses may have been completed at schools or institutions other than the student’s current school of record as noted on this transcript.*
Transcripts
Frequently Asked Questions

Q  Can schools issue official transcripts?

A  Yes. A school may issue a transcript if a student requires one before receiving a Ministry-produced transcript. A transcript issued by a school, bearing the school seal and principal’s signature, is an official document.

Q  What should be done if there is an error or omission on a student’s transcript sent out by the Ministry?

A  If the transcript was produced during the school year, send any corrections to the Ministry and a revised transcript will be issued at the end of July. If the error or omission occurs on a transcript sent in July, send in the correction immediately. Revised transcripts are produced weekly during August and September.

Q  How are universities notified of a student’s revised marks after schools submit corrections?

A  If the student completed the online post-secondary institutions selections form through the StudentTranscript Service at: www.bced.gov.bc.ca/transcript and selected “BC Electronic PSIs”, the student’s revised marks will automatically be made available to BC post-secondary institutions during August and September only. Weekly updates will be provided, and revisions to the student’s record in August and September will be transferred. If the student applied to a university outside BC, the student must request that a transcript be sent from the Ministry to the University. Between October and July, students must formally request that a transcript be sent to any post-secondary institution (whether inside or outside BC). Information on ordering transcripts can be found earlier in this chapter.

Q  Are failing grades reported on official transcripts?

A  No. Although failing marks for Grade 12 examinable courses are reported to students and schools, they are not recorded on official transcripts.
StudentTranscripts Service (STS)

In September 2017, the Ministry launched the StudentTranscripts Service (STS), a new online application for current and former students to view their marks, transcripts, scholarships and send transcripts to post-secondary institutions and employers. School administrators and counsellors will continue to access student results through the School Secure Web (SSW).

STS replaced two previous applications:

- Student Secure Web – portal for current students to access course and exam information and request transcripts be sent to post-secondary institutions
- Transcripts and Certificates Online – public site for former graduates to order copies of their transcripts and graduation certificate

Through this application, current students in grade 12 or on the Adult Graduation Program have the ability to send up to 25 free transcripts to post-secondary institutions (PSIs) for up to six months after they graduate. After this time, past graduates may access additional copies of their transcripts via this service for a fee of $10 per copy.

To access the service, students go to the Ministry Transcripts and Certificates web page at: www.studenttranscripts.gov.bc.ca. From there they can register for a Basic BCeID required to use the StudentTranscripts Service. Students can click on the link to “Sign Up for BCeID” which provides a secure electronic access to online government services.

The StudentTranscripts Services Help Documentation can be found at:

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

BCeID Signup

Students need to:

- Complete the “Fields to register for a BCeID”
- Register for a Basic BCeID
- Select their password reset questions and answers (students must remember these questions and answers as they are required if students forget their password. Use spacing and punctuation with care when selecting answers as answers are case sensitive and spaces entered between letters or words will not be recognized)
Registering for the StudentTranscripts Service

Students will be prompted to:

- Enter in their student information that is used in their School of Record (PEN, First Name, Last Name, and email are mandatory fields that must be entered in correctly to avoid delays getting onto the system)
- Read the data collection notice and complete the process by clicking "Submit"

An email confirmation will be sent to the email address provided and must be activated within 24 hours of receiving the email, otherwise the student will need to complete the registration process again.

Once these steps are completed, students will log on to the StudentTranscripts Service by using their BCeID username and password.

Student Dashboard on the STS

The Student Dashboard allows students to:

- View assessment and provincial exam marks
- View and order transcripts
- View BC scholarships and awards
- Order digital or hardcopy of official transcripts
- Select up to 25 Post-Secondary Institution (PSI) selections for transcript delivery at no charge for current students (students must be enrolled in or completed a course within the last 6 months)
- Request transfer of transcripts to PSIs and employers
- Authorize ongoing PSI access to receive transcript updates throughout the year (current batch processes are in May and July)
- Receive real-time order status of transcript delivery
- Benefit from possible early admission and program acceptance decisions to PSIs
- Access graduation assessment student reports

Information to go to Post Secondary Institutions

Students are responsible for ensuring transcript accuracy prior to transmission to post-secondary institutions. 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.

Students may send their transcript to PSIs by selecting "Send/Order your Transcript" located on their StudentTranscripts Service "My Dashboard" page. Students will then be required to read a Privacy Notice and provide their consent. After providing their consent, students will select “Send your transcript to a university(ies), college(s), or other post-secondary institution(s)”.

Chapter 5

Student Credentials

2018/2019 HANDBOOK OF PROCEDURES FOR THE GRADUATION PROGRAM
Students will then have the option to select the PSIs where they want their transcript to be sent. After students have made their selection(s), they will be prompted to select how they want their transcript sent. When choosing how to send their transcripts to PSIs, the delivery method will be dependent on the Post-Secondary Institution. The current system defaults are set to:

- Send interim and final marks when they are available (interim marks are sent electronically in May and final marks are sent electronically in late July). This option is only displayed for current students and is not available to former students.
- Send final marks when they are available (displayed when the PSI only receives printed copies of transcripts; your final marks will be mailed in late July).

If students want to “Send my printed transcript now” they will need to change their selection from the current default button.

Once all their selections have been made and students have confirmed their transcript information is correct, they can proceed to submit their order in their shopping cart. Order details can be found under the account information header “View Your Order Activity”.

**Information on the Graduation Assessment Student Reports**

The Graduation Numeracy Assessment (GNA) is a province-wide assessment required for graduation. Following the completion of an assessment and provincial marking, GNA results are available to students on the StudentTranscripts Service and through the School Secure Web to schools.
The Graduation Numeracy Assessment (GNA) is a province-wide assessment required for graduation. Numeracy, like literacy, is an important life skill. You and your school may use your GNA results to understand your areas of strength and how to support your further learning. The GNA also provides information to schools, districts, and the Province about how numerate students are in B.C.

Your overall result has been categorized into one of four proficiency levels: Emerging, Developing, Proficient or Extending.

Your result on the Graduation Numeracy Assessment is: 3 — Proficient.

### 1 — Emerging

Students demonstrate an initial understanding of the concepts and competencies relevant to the expected learning, specifically, they can:

- retrieve information from sources (e.g., graph, image, table)
- attempt to solve a real-world problem
- communicate thinking with minimal evidence
- use a narrow range of mathematical concepts, tools and approaches

### 2 — Developing

Students demonstrate a partial understanding of the concepts and competencies relevant to the expected learning, specifically, they can:

- apply information from sources (e.g., graph, image, table)
- apply a strategy to solve a real-world problem
- communicate thinking with limited supporting evidence
- use an adequate range of mathematical concepts, tools and approaches

### 3 — Proficient

Students demonstrate a complete understanding of the concepts and competencies relevant to the expected learning, specifically, they can:

- analyze and interpret information from sources (e.g., graph, image, table) in a logical manner
- select an appropriate strategy to solve a real-world problem
- communicate thinking with sufficient supporting evidence
- use a broad range of mathematical concepts, tools and approaches

### 4 — Extending

Students demonstrate a sophisticated understanding of the concepts and competencies relevant to the expected learning, specifically, they can:

- adeptly analyze and synthesize information from sources (e.g., graph, image, table) in a logical manner
- select an effective strategy to solve a real-world problem
- communicate thinking with thorough supporting evidence
- use an extensive range of mathematical concepts, tools and approaches

### Your Raw Scores

This score indicates how you performed on each Task and is not directly convertible to your proficiency level.

<table>
<thead>
<tr>
<th>Online Questions</th>
<th>Your Score</th>
<th>Out Of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan and Design — Students make a recommendation or design a product while working within constraints such as time, space, cost, or people. Example: Design a plan to reduce a family’s monthly water consumption.</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Reasoned Estimates — Students propose a logical solution based on estimation, while considering multiple factors. Example: Estimate the population of a historical village based on discovered artifacts.</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Fair Share — Students decide how best to share something fairly. Example: Determine a procedure to distribute a group prize.</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Model — Students analyze data for patterns and then apply their model to another situation, making any necessary refinements. Example: Predict the likelihood of an event based on a data trend.</td>
<td>4</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extended Written Response Questions</th>
<th>Your Score</th>
<th>Out Of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan and Design — Students make a recommendation or design a product while working within constraints such as time, space, cost, or people. Example: Design a plan to reduce a family’s monthly water consumption.</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>Model — Students analyze data for patterns and then apply their model to another situation, making any necessary refinements. Example: Predict the likelihood of an event based on a data trend.</td>
<td>4</td>
<td>8</td>
</tr>
</tbody>
</table>

Information about scholarships is available at: [https://www2.gov.bc.ca/gov/content/education-training/k-12/support/provincial-scholarships](https://www2.gov.bc.ca/gov/content/education-training/k-12/support/provincial-scholarships)

Information about post-secondary education in B.C. is available at: [https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education](https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education)

If you have any questions about your results, please contact your school or district office.
StudentTranscripts Service

Frequently Asked Questions

Q  How long does it take for a transcript to get a selected PSI?

A  Depending on where the PSI is located, and the student had selected “send my printed transcript now”, it may take up to two weeks for the transcript to be delivered. Once printed, the transcript is sent via Canada Post standard letter mail without any delivery tracking options. If the transcript has not arrived to its intended destination in three to four weeks from time of ordering, please contact studenttranscripts@gov.bc.ca.

Q  A student keeps getting locked out of their BCeID account. Who can help resolve this?

A  If a student is locked out of their BCeID account, and not the StudentTranscripts account, students will need to contact the BCeID helpdesk. Students can find their contact information at: https://www.bceid.ca/aboutbceid/contact_us.aspx. Please remember that a password reset can be easily completed if you know your password reset questions and answers.

Q  A student has been locked out of their StudentTranscripts account. Who can help them resolve this? What can they do to troubleshoot this issue?

A  Students can contact studenttranscripts@gov.bc.ca if they are locked out of their account and the account will be cleared for you to try again. Please clear the cache, close the browser, and type in the information, followed by hitting tab until they have reached the submit button. Once the account is cleared, please ensure that the personal information is correct (i.e. name is the same spelling as school of record, PEN, date of birth, and email address are correct). Please re-attempt to logon to the account here: http://www.studenttranscripts.gov.bc.ca. If they continue to have issues please ensure that they are trying on a desktop computer and not a cell phone or tablet and email the Ministry at studenttranscripts@gov.bc.ca with full screenshots of the error messages.

Q  Students did not activate their link within 24 hours of receiving the StudentTranscripts email and can’t get logged onto the service. What can they do?

A  For security purposes, students will need to complete the registration process again. Please ensure that they click on the activation link within 24 hours of receiving the email to prevent delays in logging onto the service.
Chapter 6

Provincial Scholarships Program
Chapter 6: Provincial Scholarships Program

Provincial Scholarships Program .......................................................... 111
BC Achievement Scholarship ............................................................... 112
District/Authority Scholarship ............................................................. 112
BC Excellence Scholarship ................................................................. 113
Pathway To Teacher Education Scholarship ........................................ 115
Redeeming Your Scholarship Voucher ................................................. 117
Redeeming Passport to Education Stamps ............................................. 118
Provincial Scholarships Program

The program’s purpose is to recognize student achievement and encourage students to pursue post-secondary education. Winners must meet the basic eligibility requirements and the specific requirements for each scholarship.

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Application required</th>
<th>Application process</th>
<th>Winners selected by</th>
<th>Vouchers mailed</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC Achievement Scholarship $1,250</td>
<td>No</td>
<td>None</td>
<td>Ministry</td>
<td>October</td>
</tr>
<tr>
<td>District/Authority Scholarship $1,250</td>
<td>Yes</td>
<td>Student applies to District/Authority &amp; Validated by Ministry</td>
<td>October</td>
<td></td>
</tr>
<tr>
<td>BC Excellence Scholarship $5,000</td>
<td>Yes</td>
<td>Each school’s selected Grade 12 nominee applies directly to Ministry</td>
<td>September</td>
<td></td>
</tr>
<tr>
<td>Pathway to Teacher Education Scholarship $5,000</td>
<td>Yes</td>
<td>Student applies to Ministry</td>
<td>Ministry Committee</td>
<td>September</td>
</tr>
</tbody>
</table>

Basic Eligibility Requirements for 2018/19

To be eligible for the Provincial Scholarships Program, students:

- Must be a Canadian citizen or permanent resident (landed immigrant) at the time of registration in the school year for which the scholarship is awarded. Citizenship information is taken from TRAX. Incomplete or incorrect data in the citizenship field could affect a student’s eligibility.
- Must be a BC resident.
- Must be or have been in the school year for which the scholarship is awarded:
  - Enrolled in a British Columbia public school (including distributed learning school), or
  - Enrolled in a Group 1, 2, or 4 British Columbia Independent School, or
  - Enrolled in a continuing education centre, or
  - Registered with a public, independent, francophone, or distributed learning school in BC as a homeschooled child;

In addition, students must meet the specific selection criteria for each scholarship.

Students may qualify for scholarships only for the school year in which they graduate. Students wishing to improve their Language Arts 12 provincial exam score for the purpose of scholarship eligibility must rewrite their exam by August 31. Students are not required to write graduation assessments to qualify for scholarships.
BC Achievement Scholarship

BC Achievement Scholarships recognize the top 8,000 graduates in the province. The Ministry will determine recipients based on achievement in Grades 10, 11, and 12 courses that satisfy BC Graduation Program (2018) requirements, including elective courses. Graduation Transitions will not be included.

A cumulative average percentage will be calculated and form the basis for determining winners, who receive a $1,250 scholarship voucher to use towards their post-secondary tuition.

* Students do not apply for this scholarship.

Eligibility

Recipients must:

• Meet basic eligibility requirements, and
• Fulfil graduation requirements of the BC Graduation Program (2018) by August 31, 2019, and
• Have a “B” (73% or above) or better grade in their Language Arts 12 course, and
• Write and pass a Language Arts 12 provincial examination, and
• Have no more than one TS (Transfer Standing) or SG (Standing Granted) indicator among course marks used for the calculation of winners, excluding Language Arts 12, which must have a percentage score.

District/Authority Scholarship

There are 5,500 District/Authority Scholarships distributed across school districts and independent school authorities that recognize graduating BC students for excellence in their chosen area of interest or strength. Winners receive a $1,250 scholarship voucher to use towards their post-secondary tuition.

Application

1. Students can apply for this scholarship through their school district office or contact their school counsellor for information.

2. Independent school students should apply through the Federation of Independent School Associations (FISA). FISA sends specific details for the application and selection of these scholarships to Groups 1, 2, and 4 Independent Schools in BC.
Eligibility

A student applying for this scholarship must meet basic eligibility requirements, fulfil requirements of either the BC Graduation Program (2018) or the Adult Graduation Program by August 31, 2019, and meet criteria determined by the local scholarship committee, which requires a student to demonstrate outstanding achievement in any of the following areas:

<table>
<thead>
<tr>
<th>AREA OF ACHIEVEMENT</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indigenous Languages and Culture</td>
<td>Demonstrated at school or in the community</td>
</tr>
<tr>
<td>Arts Education</td>
<td>Visual Arts, Dance, Drama, Music</td>
</tr>
<tr>
<td>Physical Activity and Health</td>
<td>Athletics, Fitness, Outdoor Education, not limited to Physical Education</td>
</tr>
<tr>
<td>International Languages</td>
<td>International Languages Curriculum or External Assessments, including AP and IB courses</td>
</tr>
<tr>
<td>Community Service (Volunteer Activity)</td>
<td>Includes awareness of local, global, and cultural issues</td>
</tr>
<tr>
<td>Technical and Trades Training</td>
<td>Automotive, Robotics, Coding, Woodwork, Culinary Arts</td>
</tr>
</tbody>
</table>

Ministry guidelines for District/Authority Scholarship criteria and selection process are available online, as well as a sample application package that districts/authorities may use or adapt for use. Students should not use this package as it is a template for schools only. To access these documents please visit:

[www.gov.bc.ca/scholarshipsprogram](http://www.gov.bc.ca/scholarshipsprogram)

Districts and Federation of Independent School Associations (FISA) must provide the District/Authority Scholarships winners report to the Ministry by June 30, 2019.

BC Excellence Scholarship

There are 55 BC Excellence Scholarships available to recognize well-rounded BC graduates. Winners will have demonstrated service and leadership, both at school and in their communities, and shown aptitude and commitment to their chosen career paths.
Nomination and Application

1. A student must be nominated by their secondary school in order to apply for this scholarship. Only one student from each school may be nominated. Students must inquire at their school if they would like to be considered for nomination. Applicants must confirm their nomination by having their school Principal sign and date the BC Excellence Nomination Form. Completed applications must be submitted online to the Ministry no later than February 15, 2019.

2. The online application package for selected nominees is available at www.gov.bc.ca/scholarshipsprogram and includes a written statement worth 60% overall, and the resume, worth 40% overall. It must be completed online in the mandatory format. Scoring guides are available on the website for reference. Incomplete applications will not be accepted.

3. Selection of winners will be finalized after August 31, 2019.

Nominees must:

- Submit their resume online in the mandatory format
- Provide two reference letters; one from their community and one from their school; and
- Provide a written statement, maximum 500 words, which must describe:
  - What led them to their most relevant community service, volunteer activity, and/or leadership role, and
  - What they learned from this experience, and
  - How this experience will benefit them in their chosen career path.

Eligibility

Nominees must meet basic eligibility requirements and:

- Be in their graduation year with graduation to occur by August 31 of the year in which they are nominated
- Be eligible for a BC Certificate of Graduation (Dogwood Diploma) and fulfill graduation requirements of the BC Graduation Program (2018) by August 31, 2019.
- Have at least a:
  - “B” (73% or above) in their Language Arts 11 final mark
  - “B” average in final course marks that fulfill graduation requirements of Science 11 or 12, Math 11 or 12, and Social Studies 11 or 12, with no more than one “C+” (67% or above) final course mark, (marks lower than “C+” are not accepted)
  - Maintain a “B” average or better in Grades 11 and 12 final course marks required for graduation
  - Write and pass a Language Arts 12 provincial examination
A student cannot win both a BC Excellence Scholarship and a Pathway to Teacher Education Scholarship.

Conditional winners and their schools will be notified by email in May. Winners will be notified directly in September when eligibility is confirmed. They must redeem their voucher within 5 years of graduation. Expiry dates are shown on the vouchers.

Pathway To Teacher Education Scholarship

The Pathway to Teacher Education Scholarship is awarded to 20 outstanding graduates who have demonstrated a commitment and aptitude for a career path in K–12 teaching. Each recipient will receive a $5000 scholarship voucher to redeem when they are registered and attending an approved K–12 teacher education program at one of BC's nine Faculties of Education.

Visit the BC Teacher Regulation website and select the Teacher Education tab for a list of approved programs:

www.bcteacherregulation.ca

Application

1. Complete the application package available at www.gov.bc.ca/scholarshipsprogram, including the written statement, worth 60% overall, and the resume, worth 40% overall. It must be completed online using the mandatory format. Scoring guides are available to assist applicants. Incomplete applications will not be accepted.

2. Completed online applications must be submitted to the Ministry no later than February 15, 2019.

3. Applicants must:
   • Submit their resume in the online mandatory format;
   • Provide two reference letters; one from their community and one from their school; and
   • Provide a written statement, maximum 500 words, describing why they want to be a teacher.

Winners must redeem their vouchers within 7 years of their graduation. The expiry dates are shown on the vouchers. In addition, winners must provide a letter from their Faculty of Education confirming their enrolment in the K–12 teacher education program.
Eligibility
Applicants must meet basic eligibility requirements and:

- Be in their graduation year with graduation to occur by August 31 of the year in which they apply
- Be eligible for a BC Certificate of Graduation (Dogwood Diploma) and fulfill graduation requirements of the BC Graduation Program (2018) by August 31, 2019
- Have at least a:
  - “B” (73% or above) in their Language Arts 11 final mark
  - “B” average in Grade 11 final course marks that fulfill graduation requirements of Science 11 or 12, Math 11 or 12, and Social Studies 11 or 12, with no more than one “C+” (67% or above) final course mark, (marks lower than “C+” are not accepted)
- Maintain a “B” average or better in Grades 11 and 12 final course marks required for graduation
- Write and pass a Language Arts 12 provincial examination

A student cannot win both a Pathway to Teacher Education Scholarship and a BC Excellence Scholarship.

Conditional winners and their schools will be notified by email in May. Winners will be notified directly in September when eligibility is confirmed.
Redeeming Your Scholarship Voucher

Winners will receive a voucher by mail in the fall following their high school graduation. The vouchers can be redeemed when the student is registered and attending a designated post-secondary institution (i.e. approved for Canada Student Loans by B.C.) or an authorized trades training provider in BC and has paid tuition equal to or greater than the amount of the voucher. To verify if an institution is designated, visit [www.studentaidbc.ca/apply/designated](http://www.studentaidbc.ca/apply/designated). To check if a trades training provider is authorized, visit [www.itabc.ca](http://www.itabc.ca).

Most winners have five years from their date of graduation from high school to redeem their vouchers. Pathway to Teacher Education Scholarship winners have seven years to redeem their vouchers. In addition, they must provide a letter from their Faculty of Education confirming their enrolment in the K–12 teacher education program.

The expiry dates are stated on the vouchers.

To redeem a voucher, students should:

1. Have an authorized institution representative stamp and sign the voucher as confirmation of registration, attendance, and payment of tuition fees. Payment of tuition must be equal to or greater than the amount of the voucher.

2. Provide a Social Insurance Number (SIN) and email address on the voucher in the space provided and ensure the mailing address is correct (or if incorrect, provide a current address).

3. Mail the original voucher to the Ministry of Education at:

   Provincial Scholarships Program  
   Ministry of Education  
   PO Box 9886 Stn Prov Govt  
   Victoria BC V8W 9T6

You will receive your cheque by mail in approximately six to eight weeks after your voucher is received by the Ministry of Education.
Replacing Your Lost Voucher
To request a replacement for your lost scholarship voucher, complete the replacement request form and send it to the Ministry of Education with $25.00 payment. The form is available at:

www.gov.bc.ca/scholarshipsprogram

A replacement voucher will be mailed to you within six to eight weeks.

Redeeming Passport to Education Stamps
The Passport to Education Program was phased out in the 2014/15 school year. Students who received stamps may redeem them towards tuition at their designated post-secondary institution until the expiry dates stated on the stamps. For details on redeeming stamps and replacing lost or damaged passports please visit:

www.gov.bc.ca/scholarshipsprogram

Contact Us
For more information, please contact the Provincial Scholarships Program, in the Student Certification Branch:

URL: www.gov.bc.ca/scholarshipsprogram
Email: Scholarships@gov.bc.ca
Telephone: (250) 356-2443
Alternate Telephone: (250) 356-2449
Fax: (250) 356-0271
Mailing Address: PO Box 9886 STN PROV GOVT, Victoria BC V8W 9T6
Street Address: 4th Floor - 620 Superior Street, Victoria BC V8V 1V2
Chapter 7: Student Data Exchange

Overview .................................................. 121
Submission of Grades ........................................ 121
Submitting Historical Mark Updates ..................... 123
Electronic File Transfer ...................................... 123
Reporting School Completion Certificate Program (SCCP) Participation .......... 129
Online Assessment/Examination Register ............ 130
Transcript Verification Reports (TVRs) .................. 131
Ensuring Courses Are Coded Correctly to Meet Course Requirements ............ 131
TVR Non-Graduation Report ............................... 132
Overview
The transfer of demographic and course data between schools and the Ministry is necessary for the administration of assessments and exams and for the Ministry to produce transcripts and certificates. This information is exchanged electronically. Manual submission of data to TRAX is no longer supported.

A variety of reports are routinely posted to the School Secure Web (SSW):

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

The principal’s user ID and password are required to access this site.

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 the Adult Graduation Program, or the School Completion Certificate Program (SCCP), as well as students in other Grades who are registered to write graduation assessment and exams. The Submission of Grades is intended to:

• Provide the Ministry with final school percentages for provincially-examinable courses for the current exam session, which enables the Ministry to calculate final marks and provide results to students.
• Provide the Ministry with interim percentages (in April only) for the Early Admission Program (Early Admission students only). The Ministry transfers these marks to post-secondary institutions so they can provide provisional acceptance offers to students.
• Add registrations for the next graduation assessment/exam session.
• Update the Ministry’s student files by correcting demographic data, providing final percentages, letter grades and credit values for non-examinable courses, and making course changes.
• Update student files by February with correct citizenship information for Scholarship allocation purposes.
## Instructions for Specific Submissions

<table>
<thead>
<tr>
<th><strong>Data Submission</strong></th>
<th><strong>General Instructions</strong></th>
</tr>
</thead>
</table>
| **First Data**  
Submission Oct. 9 – Nov. 12 2018 | The main purpose of this TRAX submission is to collect the initial Grade 12 examinable and Grades 10, 11 & 12 non-examinable course registrations for the current school year, Grades 10, 11 & 12 non-examinable courses completed previously, and numeracy assessment registrations.  
Uploading the TRAX First Data Submission is especially important for schools administering January 2019 assessments and exams.  
This submission is used to create the initial set of Transcript Verification Reports (TVRs) for current Grade 12 students so schools can confirm if students will be able to graduate based on the data submitted to the Ministry.  
Final school marks should also be included for new courses completed since the beginning of the school year. |
| **January Submission**  
of Grades Jan. 28 – Feb. 11 2019 | Transfer of final marks for examinable and non-examinable courses completed up until the end of January.  
The Ministry sends transcripts and Dogwood Diplomas to schools in early March for students who graduated in January if schools provide final marks for eligible students.  
Ensure each student’s citizenship status is reported correctly for scholarship eligibility. |
| **Spring/Interim**  
Submission of Data  
Apr. 12 – Apr. 26 2019 | This transfer of TRAX data is required by all schools for the purposes below.  
Provides additional assessment/exam registrations for the June session.  
This 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. |
| **June/Final**  
Final marks must be included for all courses completed on or before the end of June.  
Remember to include all courses completed via Distance Learning and Continuing Education.  
Make sure that addresses are current for Grade 12, Adult Graduation (AD), and School Completion Certificate Program students.  
The June/Final Submission is important to ensure the final transcripts produced in July are complete and correct.  
Check your TVRs (Transcript Verification Reports). They will be updated overnight each day until at least July 18th. This allows schools to confirm that final marks for individual Grade 12 students have been submitted as expected. |
Student Data Exchange

Chapter 7

Note: 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.

Submitting Historical Mark Updates

A Transcript and Examinations 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.

This form is available on the School Secure Web (SSW) at:

[www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp](http://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp)

Click the Exam Materials and Forms link and then look for the Transcripts and Exams Change Form. This PDF form is interactive and can be completed and then emailed to the Ministry at:

[trax.data@gov.bc.ca](mailto: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 system to the Ministry via the School Secure Web (SSW).

Each electronic data transfer contains current demographic data (DEM file), course data (CRS file) and assessment and exam registration data (XAM file). All three TRAX files must be submitted each time even if there are changes on only one file. Each transfer is designed to overwrite the CRS data previously transferred to the Ministry. Data transfer error reports and non-graduation reports are posted within 2 business hours.

Data Files

With each electronic data transfer schools must include data for their students based on their graduation program:

- BC Graduation Program (2018) – All current students enrolled in the 2018/19 school year.
- Adult Graduation Program – All students completing Grade 11 or 12 courses. (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 and examinable courses. It includes assessment and exam registrations and school percentages and interim marks for LA 12 examinable courses. It is very important to record course codes exactly as they appear in the online Course Registry.

*Reminder - For the 2018/19 school year, this file should only include Numeracy Assessment registrations and Grade 12 Language Arts examinable courses. Previously examinable Grades 10 and 11 courses, and BC First Nations Studies 12, must be reported as non-examinable courses in the CRS file if completed after June 2016.*

**CRS File**
This file contains information on non-examinable courses. It includes registration for past and current courses, interim marks and final marks. For students on the BC Graduation Program (2004), all Grade 10, 11 and 12 non-examinable courses should be transferred. For students on the Adult Graduation Program, all Grade 11 and 12 non-examinable courses should be transferred. 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. See:

[www.bced.gov.bc.ca/datacollections/course_registry_web_search/](http://www.bced.gov.bc.ca/datacollections/course_registry_web_search/)

**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.

<table>
<thead>
<tr>
<th>Data File</th>
<th>General Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEM</td>
<td>Complete all information fields. Make corrections to information that has already been entered.</td>
</tr>
<tr>
<td>XAM</td>
<td>Enter school percentages for examinable courses for the most recent exam session. Add missing examinable course registrations and assessment registrations for future sessions.</td>
</tr>
<tr>
<td>CRS</td>
<td>Delete unwanted non-examinable courses. Add missing non-examinable courses.</td>
</tr>
</tbody>
</table>
Electronic Transfer Procedures
All electronic data transfers to the Ministry must be submitted via the School Secure Web (SSW):

[www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp](http://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp)

Once logged on, look for the heading “TRAX Data Transfers”; you will find two links: “Upload TRAX Data Files (DEM, XAM, CRS)” and “TRAX Data Error and Non-Grad Reports”.

If you submit TRAX files for more than one school, you must be logged on as the school you are submitting. If you normally submit TRAX files for all schools in your district, you can do this by logging onto the District Secure Web and accessing the “Upload TRAX Files” function.

To submit TRAX electronic data files:
1. First log onto SSW: [www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp](http://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp)
2. Click on the “Upload TRAX Data Files” link. The screen may go blank and may take a few seconds to load.
3. Click on the “Browse” button.
4. Locate the folder in which your DEM, CRS and XAM files are located and select them in the window.
5. Click on the “Open” button.
6. Click on the “Upload” button.
7. Record the confirmation number that will be generated within 30 seconds after clicking the “Upload” button.

To confirm your files were processed and to check TRAX Data Transfer Error and Non-Grad reports:
1. Access the reports via the “TRAX Data Error and Non-Grad Reports” link.
2. If necessary, correct errors in your data to resolve any concerns with your Error and/or Non-Grad reports.
3. Resubmit the files to the Ministry, if necessary.
4. Check the error reports again to see if any errors still exist and resubmit as necessary.

If you have any questions, please contact the TRAX Unit by emailing:

[trax.support@gov.bc.ca](mailto:trax.support@gov.bc.ca)
## Data Submission Instructions

<table>
<thead>
<tr>
<th>Data File</th>
<th>Specific Field Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEM (Demographic)</strong></td>
<td>Complete <strong>ALL</strong> applicable information fields.</td>
</tr>
<tr>
<td></td>
<td>Be sure to enter each student’s citizenship code before creating the TRAX files.</td>
</tr>
<tr>
<td></td>
<td>Be sure to complete the “Graduation Requirements Year” field correctly. It must not be blank.</td>
</tr>
<tr>
<td><strong>Present Grade Category Field</strong></td>
<td>“12” applies to Grade 12 students who are eligible to graduate in the current school year, in the BC Graduation Program (2018) and to returning Grade 12 graduates.</td>
</tr>
<tr>
<td></td>
<td>“8,” “9,” “10” or “11” applies to any student in these Grades in the BC Graduation Program (2018) that is required to be reported.</td>
</tr>
<tr>
<td></td>
<td>“AD” applies to Adult Graduation Program students who are eligible to graduate in the current school year.</td>
</tr>
<tr>
<td></td>
<td>“AN” applies to Adult Graduation Program students who are not eligible to graduate in the current school year.</td>
</tr>
<tr>
<td><strong>Graduation Requirements Year Field</strong></td>
<td>Code “2018” means the students in the 80 credit BC Graduation Program (2018).</td>
</tr>
<tr>
<td></td>
<td>Code “1950” means the student is in the Adult Graduation Program</td>
</tr>
<tr>
<td></td>
<td>Code “SCCP” means the student is in the School Completion Certificate Program</td>
</tr>
<tr>
<td><strong>SCCP Completion Date (only applicable for students whose Graduation Requirement Year is SCCP)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Program Participation Field</strong></td>
<td>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 4, 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. 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.”</td>
</tr>
</tbody>
</table>
### Data File

<table>
<thead>
<tr>
<th><strong>XAM (Assessments and Provincially-Examinable Courses)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Register students for all assessment and exam sessions for the current school year.</td>
</tr>
<tr>
<td>Include all provincially-examinable courses that a student is taking, including those courses taken through cross-enrollment or through a successful challenge.</td>
</tr>
<tr>
<td>Enter School percentage for examinable courses for the most recent exam session.</td>
</tr>
<tr>
<td>Add missing examinable course registrations and assessment registrations for future exam sessions.</td>
</tr>
</tbody>
</table>

### Specific Field Instructions

<table>
<thead>
<tr>
<th><strong>Course Code Field</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Consult the Course Registry at:</td>
</tr>
<tr>
<td><a href="http://www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php">www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php</a></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>e.g., C O M _ _ 1 2 _</td>
</tr>
<tr>
<td>e.g., E N _ _ _ 1 2 _</td>
</tr>
<tr>
<td>e.g., N M E _ _ _ _ _</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Course Type Field (not applicable for assessments)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>This field should either be blank or contain a &quot;C&quot; or an &quot;E&quot;.</td>
</tr>
<tr>
<td>&quot;C&quot; indicates that the student received course credit via the challenge process. A final school percentage must be reported with the course.</td>
</tr>
<tr>
<td>&quot;E&quot; indicates that the student received course credit via an equivalency review.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Credit Value Field</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Each examinable course must have a credit value of four.</td>
</tr>
<tr>
<td>(Not applicable for assessments)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>e-exam Field</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter a &quot;Y&quot; in this field to indicate that the student will write this exam electronically instead of on paper. Some assessments and exams are only available electronically.</td>
</tr>
</tbody>
</table>
### Data File

<table>
<thead>
<tr>
<th>CRS (Non provincially-examinable courses)</th>
<th>Specific Field Instructions</th>
</tr>
</thead>
</table>
| 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. | **Course Code Field** Consult the Course Registry at: [www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php](http://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).  
  
e.g., L A W _ _ 1 2 _  
e.g., B E C _ _ 1 0 _ _  
e.g., C A R P _ 1 1 A |
| Delete non-examinable courses if entered incorrectly. | **Credit Value Field** Each course must have a credit value. For most courses the value will be “4.” |
| Add missing non-examinable courses. | **Course Description Field** The Ministry will automatically link a course code with the course name. However, for the two-credit FNA 11 and ASK 11 courses, the four-credit FNASK course and BAA courses, schools have the option of adding a course description (maximum 40 characters). These must be meaningful to readers of a transcript and should not be course codes or abbreviations. |
| **Course Type Field** This field should either be blank or contain a “C” or an “E.” “C” indicates that the student received course credit via the challenge process. “E” indicates that the student received course credit via an equivalency review. | **Course Graduation Requirement Field** |
| **Related Course Field** 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., G E O _ _ 1 2 _ ). For information on how to code IDS courses, please consult the IDS section in Chapter 2. |
Reporting School Completion Certificate Program (SCCP) Participation

All students receiving the “Evergreen” will be issued transcripts showing all successfully completed credit and non-credit Grade 10–12 courses. For a student to receive a School Completion Certificate (SCC) and an associated transcript at the end of the year, the following reporting procedures must be followed:

1. **Grad Requirement Year [ GRY ]**

   Since these students are not following a specific graduation program, the GRY code to use is SCCP. This code must be reported when submitting TRAX data to the Ministry.

2. **SCCP Completion Date**

   This field was previously named SLP (Student Learning Plan) Completion Date. Along with the SCCP code in the Grad Requirement Year field, submitting this date triggers the printing of a School Completion Certificate and transcript. The date format must be YYYYMMDD.

   Unofficial transcripts for students receiving SCCs will be available on the School Secure Web under the UTG (unofficial transcript of grades) link. As these students are not on a program leading to graduation, TVRs will not be available at any time. Students may also view their UTG using the Ministry Transcripts and Certificates webpage at: [www.studenttranscripts.gov.bc.ca](http://www.studenttranscripts.gov.bc.ca).

3. **Course Codes**

   All completed Grade 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 you must report a final percentage and letter grade for each course.
Online Assessment / Examination Register

The Online Assessment and Exam Register on the School Secure Web allows schools to make changes and additions to their registrations and produce reports to help schools plan for administration. When schools make changes to an Online Register, the changes are immediately updated on the website and new reports can be produced that reflect these changes.

Registrations

For each assessment/exam session, there is a deadline on which registrations are due. Requests submitted after this date will not be processed. Exam registration deadlines can be found in the Chart of Important Dates in the Introduction of this Handbook and are reproduced below. After the registration deadline, schools should be prepared to administer assessment/exams electronically. The Ministry will not print material for requests submitted after the registration deadline.

Dates and Deadlines for January and June 2018–2019 Assessment and Exam Registrations

<table>
<thead>
<tr>
<th>Online Register</th>
<th>Open for Review and Editing</th>
<th>Closed for Editing</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2018</td>
<td>October 9, 2018</td>
<td>October 18, 2018</td>
</tr>
<tr>
<td>January 2019</td>
<td>November 19, 2018</td>
<td>December 11, 2018</td>
</tr>
<tr>
<td>June 2019</td>
<td>May 3, 2019</td>
<td>May 17, 2019</td>
</tr>
</tbody>
</table>

* Late paper registrations are no longer permitted. Students whose names are not on the exam registry list submitted to the Ministry by the deadline date must write the exam electronically.

* There are no registers posted for electronic-only sessions.

Registering for Rewrites

Schools may electronically register students to rewrite graduation assessments and LA 12 exams 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. Pre-registration is not required for Grade 12 provincial exams if students write electronically. Pre-registration is required for Numeracy Assessments since there is a student paper component.

* The school percentage should not be resubmitted when registering a student for an exam rewrite.
Transcript Verification Reports (TVRs)

Purpose of TVRs

A TVR is produced for each active Grade 12 and Adult Graduation Program student in your school. TVRs calculate graduation status and list all the Grade 10, 11 and 12 courses that a student has either completed or is currently enrolled in. Information is exchanged between schools and the Ministry to:

- Correct errors in the Ministry’s and/or school’s files on Grade 12 and Adult Graduation Program students.
- Inform students and schools of students’ graduation status.

The Ministry updates TVRs and Non-Graduation Reports to the School Secure Web (SSW):

www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp, regularly from mid-October through mid-July.

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:

BC Graduation Program

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Requirement Being Fulfilled</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Language Arts 10 (4 credits)</td>
</tr>
<tr>
<td>2</td>
<td>Language Arts 11 (4 credits)</td>
</tr>
<tr>
<td>3</td>
<td>Language Arts 12 (4 credits)</td>
</tr>
<tr>
<td>4</td>
<td>Social Studies 10 (4 credits)</td>
</tr>
<tr>
<td>5</td>
<td>Social Studies 11 or 12 (4 credits)</td>
</tr>
<tr>
<td>6</td>
<td>Mathematics 10 (4 credits)</td>
</tr>
<tr>
<td>7</td>
<td>Mathematics 11 or 12 (4 credits)</td>
</tr>
<tr>
<td>8</td>
<td>Science 10 (4 credits)</td>
</tr>
<tr>
<td>9</td>
<td>Science 11 or 12 (4 credits)</td>
</tr>
<tr>
<td>10</td>
<td>Career Life Education (4 credits)</td>
</tr>
<tr>
<td>11</td>
<td>Physical and Health Education 10 (4 credits)</td>
</tr>
<tr>
<td>12, 14</td>
<td>Arts Education and/or Applied Design, Skills and Technologies 10, 11 or 12 (4 credits)*</td>
</tr>
<tr>
<td>13</td>
<td>Graduation Transitions (4 credits)</td>
</tr>
<tr>
<td>15</td>
<td>General Electives</td>
</tr>
</tbody>
</table>

*If more than one course is designated as meeting requirement 12, then 2 credits from each course are being counted towards this requirement.*
TVR Instructions

Schools should have the TVRs reviewed and verified (signed) 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 Transcript and Examinations Change Form to:

✉️ trax.data@gov.bc.ca

TVR Non-Graduation Report

Purpose of TVR Non-Graduation Report

The TVR Non-Graduation Report is a list of Grade 12 students at a school who are not eligible to graduate by June, based on the data the school has submitted. The TVR Non-Graduation Report assists schools in determining students’ graduation status by:

- Providing the names of students who are not eligible to graduate by June.
- Indicating why these students are not eligible to graduate.
- Allowing schools to correct data problems if necessary.

Instructions for Schools

The Ministry initially posts TVR Non-Graduation Reports in mid-October each year and updates them regularly until mid-July. Reports are found on the School Secure Website (SSW) at:

🌐 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 is probably missing course data. 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 Transcript and Examinations Change Form via email to:

✉️ trax.data@gov.bc.ca
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*.

Transcript and Examinations Information Updates (TRAX Updates)
The Student Certification Branch’s primary method of communicating data collection and administrative issues to schools regarding Grades 10–12 assessments, examinations and transcripts is via the Deputy Minister’s weekly update and the TRAX Updates email distribution list.
Chapter 8
Adjudication
## Chapter 8: Adjudication

The Adjudication Process: Supports for Graduation Assessments & Provincial Exams .......................... 137  
Software Features and Options on Graduation Assessments & Provincial Exams .......................... 139  
Supports Allowed by the Ministry ........................................................................................................ 140  
Documentation Demonstrating an Identified Learning Need ............................................................... 141  
Recording Supports in Student Files ..................................................................................................... 141  
Due Dates for Special Format Assessments .......................................................................................... 141  
Frequently Asked Questions .................................................................................................................. 142
The Adjudication Process: Supports for Graduation Assessments & Provincial Exams

Assessment/exam procedures may be adapted for students with identified needs who are unable to demonstrate their knowledge using standard assessment procedures. The adjudications process ensures that students who have demonstrated a need for supports within the educational setting have access to those same supports during assessments/exams.

Determining the need for supports during assessments/exams is a school/district responsibility. The purpose of this chapter is to guide schools/districts through the adjudication process.

As a part of the adjudications process, schools (public and independent) or 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 or Student Learning Plan).
- Ensure a master list of all students receiving 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 5 years.

The Ministry will continue to provide guidance on the adjudication process to schools and districts. For more information on the adjudication process, please e-mail:

Educ.Adjudication@gov.bc.ca or visit the website at:

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

Universal Model of Supports

Beginning in the 2017/18 school year, the Ministry moved to a Universal model of supports for graduation assessments/exams. Universal supports allow access to supports (extra time and speech to text or text to speech software) for all students and may be accessed on assessments/exams if the required supports:

- are routinely used in the classroom which may be reflected in report card comments and
- have been recommended by the School Based Team (rather than an individual teacher, administrator or other school staff member) and
- have been recommended in consultation with a BCASP certified school psychologist or BC registered psychologist (who may be part of the SBT) and
- are documented in either an Individual Education Plan (IEP) or Student Learning Plan (SLP).
In addition, if use of the supports began during the secondary years, documentation is required in the form of:

- Recent supports to assist the student to reach academic goals as indicated on report cards, and/or
- School Based Team minutes, and/or
- Other school records

As well as:

- Standardized academic achievement results or a psycho-educational assessment report, and/or
- Relevant reports from outside agencies, and
- Demonstrated need for the specific supports

This could also include students with recently acquired injuries/health changes (e.g. concussions or cancer treatments).

---

**Important Note:** Under no circumstances are changes to the content of assessments/exams allowed. This includes: paraphrasing, rewording, clarifying or explaining assessment/exam questions.
Software Features and Options on Graduation Assessments & Provincial Exams

Software programs currently in use by the student are permitted during assessment/exam sessions. External software programs provided and supported by the 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 students learning. When using any type of third party software, schools must ensure the “Requirements and Instructions” posted at www.bced.gov.bc.ca/assessment/eassessment_doc_manuals_tech.htm have been read and the software has been tested with the Ministry sample assessments/exams prior to the assessment/exam session.

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

- Dictionary/Thesaurus
- Word Prediction
- Orally Recorded Response
- Translation/Languages

"The ministry will no longer be providing word recognition (Text-to-Speech) files for the assessments/exams. Students should instead be using the software programs utilized for in-class work/assessments."

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, will still be unable to demonstrate their knowledge on assessments/exams 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.

"Important Note: Schools must ensure that students using technology have received adequate training and support before using the technology on assessments/exams."
Chapter 8

Adjudication

Supports Allowed by the Ministry
The Ministry has identified specific supports to assessments/exams that may be provided.

Allowable supports include:

- Word recognition (Text-to-Speech)
- Voice recognition (Speech-to-Text)
- Large print (paper copy)
- Braille
- Scribe
- Reader
- Extra time *
- Oral language interpreter

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

*  Students with identified needs may take up to one school day to complete an assessment/exam. 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.

Note: The ministry does not provide spellchecker or calculators; however these supports, along with supervised breaks or separate settings, may be provided to all students without formal documentation.

Educ.Adjudication@gov.bc.ca
Documentation Demonstrating an Identified Learning Need

Supports for assessments/exams are allowed when there is clear evidence that the supports are consistent with the classroom assessment practices regularly used to assess the student’s learning:

- Statements in an Individual Education Plan (IEP) or Student Learning Plan (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/assessments).

There is clear evidence that the student has regularly taken advantage of the opportunity to employ the supports when completing school tests/assessments. This evidence may be found in IEP/SLP reviews, on report cards or in file notations.

Recording Supports in Student Files

All decisions regarding supports to be provided on assessments/exams 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.

Due Dates for Special Format Assessments

Submit the REQUEST FOR SPECIAL FORMAT ASSESSMENT form for each session by the due date:

<table>
<thead>
<tr>
<th>Session</th>
<th>Request For Special Format Assessment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2019</td>
<td>Friday, October 5, 2018</td>
</tr>
<tr>
<td>June 2019</td>
<td>Friday, March 1, 2019</td>
</tr>
</tbody>
</table>

The REQUEST FOR SPECIAL FORMAT ASSESSMENT form is located on the Adjudications website at:

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

or on the School Secure Web at:

www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp
Frequently Asked Questions

Q  Does a student require a Special Needs designation to be eligible for supports on the assessment/exam?

A  No. The revised criteria no longer requires that students have a special needs designation in place. Instead, students must have an identified need as indicated in an Individual Education Plan (IEP) or Student Learning Plan (SLP). Please refer to the revised statement in Chapter 8 of the Handbook regarding eligibility for supports.

Q  Can students use a translator or thesaurus on the assessment/exam if it is indicated in the IEP or SLP?

A  No. Translation support or thesauruses are not on the list of allowable supports available to students when writing assessments/exams. Students are expected to have attained a sufficient level of English language proficiency before attempting the assessments/exams. Please see the list of allowable supports in Chapter 8 of the Handbook.

Q  Do the adjudication changes apply to the Language Arts 12 exams that are still in place for the 2018/19 school year?

A  Yes. Effective for the 2018/19 year, the adjudication changes apply to both the Language Arts 12 exams and the Numeracy Assessment.

Q  Exams are now all electronic and assessments have an electronic component, yet we have a student that has an identified need for an entirely paper-based assessment/exam. Is paper-based assessment/exam available for this student?

A  For information on a paper-based assessment/exams for students with identified needs please email: educ.adjudication@gov.bc.ca

Q  If a student arrives at our school with a psychologist’s assessment from another country, can the assessment be used to provide supports for the student on the assessment/exam?

A  The School Based Team (SBT) should be looking at information from a variety of sources (not just one piece of information) when determining how best to support a student to demonstrate their knowledge. International psychological assessments may only be used if they have been reviewed and signed off by a BCASP certified school psychologist. Documentation of the review must be kept in the student’s file. The SBT is responsible for determining appropriate supports based on the supports provided to the student in the educational setting.
**Q** Do the changes to the Adjudications criteria mean school districts no longer need a psychological assessment to report and designate a student?

**A** No. The Adjudications process is separate from the 1701 reporting instructions and the Special Needs Designation criteria which has not changed in any way. Schools are still required to have the same documentation in place to report students for funding on the 1701.

**Q** Does the Students Receiving Adaptations (Appendix 3) form need to be submitted to the Ministry for each assessment/exam session?

**A** No. Schools are no longer required to submit documentation to the Ministry indicating the supports students will utilize on the graduation assessments. Instead, schools are required to submit this information to their School District Office, and the District Office is required to keep this information on file in the form of a master list. Independent schools are required to have the information kept at their highest level of authority. District Offices are required to maintain a list of students and the supports received for a period of 5 years.

**Q** If a student has broken their dominant wrist/arm/hand and is unable to type/write, can the student be provided with a scribe for the assessment?

**A** Yes. It may be beneficial, however, for the student to delay writing the assessment until they are able to write on their own as working with a scribe can be a challenge. If the decision is to proceed with writing the assessment, schools are required to ensure that the student has an opportunity to practice with the scribe prior to the writing of the assessment. The scribe must be someone trained in scribing and not someone who works with the student for in-class work.
Appendix A

Forms

Transcripts and Examinations (TRAX) forms are available from the School Secure Web (SSW) at: www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

Once logged on, click on the “Exam Materials and Forms” link.

The following forms are currently available online:

- Aegrotat Standing Request
- Disqualification Incident Report
- Provincial Assessment / Exam Re-Mark Request
- Provincial Assessment / Exam Review Request
- Request for Special Format
- Request to Write Out of Province
- Transcripts and Exam Change Form

Feedback regarding these forms can be sent to:

✉️ trax.data@gov.bc.ca
Appendix B

Student Certification Branch Contact Information

If you have questions related to topics covered in this Handbook, or related to student records, Ministry of Education staff can provide assistance by email or phone:

Email

Assessments/Exams - Include the assessment/exam subject, session date and student PEN.
Email: exams@gov.bc.ca

Graduation Program and Student Records - Include the school’s 8-digit code or student PEN.
Email: student.certification@gov.bc.ca

Offshore Schools and First Nations Schools - Include the school’s 8-digit code.
Email: offshore.administrator@gov.bc.ca

Scholarships - Include the student PEN, full name and school of graduation.
Email: scholarships@gov.bc.ca

StudentTranscripts Service - Include the STS order number.
Email: studenttranscripts@gov.bc.ca

TRAX Electronic Data Transfer - Include the school’s 8-digit code.
Email: trax.support@gov.bc.ca

TRAX Manual Data Entry Request - Include information as directed by the TRAX Change Form available on the School Secure Web.
Email: trax.data@gov.bc.ca

Phone
Select the most appropriate subject matter expert from one of the Student Certification Branch’s Units: Education Program Delivery; Exam Administration and Marking; and Graduation and Certification.

https://dir.gov.bc.ca/gtds.cgi?show=Branch&organizationCode=EDUC&organizationalUnitCode=SCB