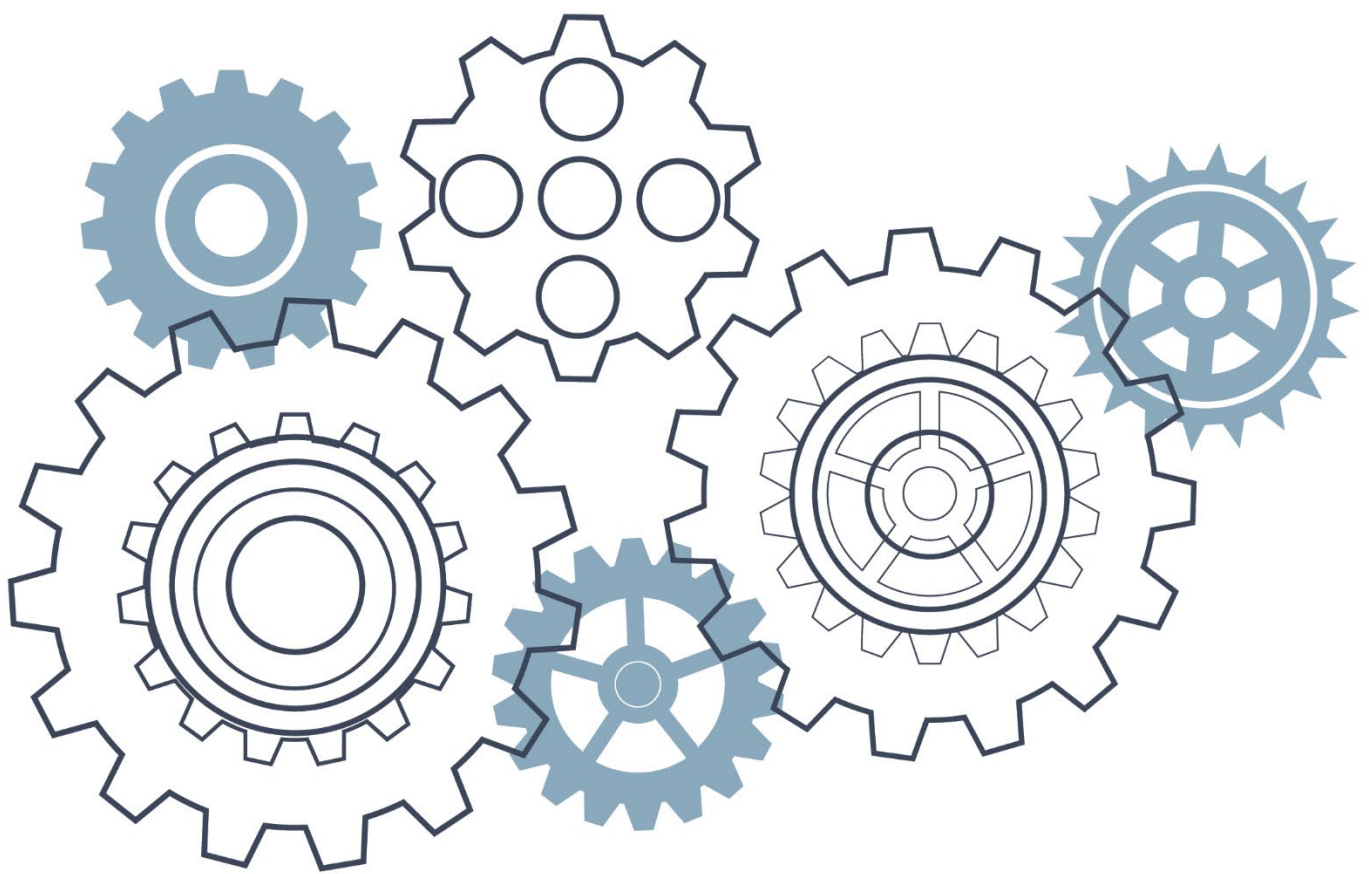


B.C. Graduation Program

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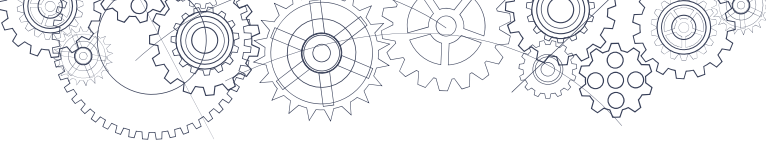
Addendum

Grades 10 to 12



Ministry of
Education and
Child Care

February 2026



B.C. Handbook of Procedures – 2025-2026 Addendum

About the Addendum

This addendum provides interim updates to the Handbook of Procedures to reflect system changes effective February 23, 2026. These updates primarily involve changes to website links, file references, and terminology associated with the transition from TRAX and the School Secure Web (SSW) to the Education Data Exchange (EDX). The core processes and requirements outlined in the current handbook remain unchanged. This document highlights the specific sections impacted by the new system, along with a complete update to **Chapter 8: Student Data Exchange**, where most of the changes occur. Updates in this addendum will be incorporated into the 2026-2027 version of the Handbook of Procedures.

Chapters 1–7

General Updates

Chapter 1: Provincial Graduation Assessments

Registrations: Education Data Exchange (EDX) (replaces the School Secure Web)

Registrations for Provincial Graduation Assessments continue via graduation file (DEM, CRS, XAM) uploads to the ministry, which are now submitted by schools via [EDX Graduation](#). Student Transcript Verification Reports (TVRs), transcript previews, and related graduation summary reports are also now accessed through [EDX Graduation](#).

School administrators may view and edit registrations for upcoming Provincial Graduation Assessment sessions in the new [EDX Graduation Assessments](#) module. This module also replaces the Online Graduation Assessment Register. For updated instructions, visit [EDX Graduation Assessments – Registration Management](#).

Registration deadlines will continue to be published in the Chart of Important Dates. These deadlines support the delivery of registrant data to the e-Assessment provider for pre-loading before the session starts. After the deadline, schools must view and edit registrants directly in the e-Assessment System (EAS).

To access the EDX Graduation and Graduation Assessments modules, please contact your EDX School or District Account Managers. If you are unable to identify or reach them, please email educationdataexchange@gov.bc.ca.

Provincial Graduation Assessment Results Release

Results are posted by the release dates published in the Chart of Important Dates. Summary reports and individual student results are accessed by schools via [EDX Graduation Assessments](#). Students can continue to access their results via the StudentTranscripts Service (STS) at the link below:



[Order transcripts and certificates](#)

The ministry cannot give results over the phone to students or parents/caregivers. Under the Freedom of Information and Protection of Privacy Act (FOIPPA), and in accordance with the provisions of the School Act, the ministry maintains strict confidentiality of student records.

School and District Reports

Provincial Graduation Assessment reports are now found on [EDX Graduation Assessments](#).

Chapter 2: Adjudication

No changes.

Chapter 3: Earning Credits in the B.C. Graduation Program

Minor update: References to TRAX reporting are replaced with Graduation Data Collection via EDX .

Chapter 4: Graduation Requirements

No changes.

Chapter 5: Reporting Courses and Program

Minor updates: Ministry course codes will continue to be labelled TRAX codes in the Course Registry. References to TRAX submissions or data collection are replaced with Graduation Data Collection via EDX.

Chapter 6: Student Credentials

To correct or update course information for students no longer enrolled in the B.C. K-12 system (graduates and other former students), schools must complete a GRAD Change Form. To access the online form, login into [EDX Graduation](#) and click “...More Info” under the Data Submission section.

Certificate Completion Dates: Responsibilities of the School

Unlike graduation, schools are responsible for determining when students have met the goals of their Individual Education Plan (IEP) and are eligible for the School Completion (Evergreen) Certificate. Schools must provide students’ education program completion dates via their graduation file (DEM, CRS, XAM) submissions to receive the Evergreen Certificates. See the “Reporting School Completion (Evergreen) Certificate Program (SCCP) Participation” section in Chapter 8 for additional information.

Information on the Graduation Assessment Student Reports

Following the completion of an assessment and provincial marking, assessment results are available to students on their STS account dashboard, under “Graduation Assessment/Provincial Examinations” results. Schools access all assessment related reports, including student-level reports, through [EDX Graduation Assessments](#).

Chapter 7: Scholarships

No changes.

Chapter 8 (Last updated February 2026)

Student Data Exchange



Education Data Exchange – Graduation

Information and helpful resources concerning graduation data collection are available online at the link below:

 [Graduation Records and Achievement Data \(GRAD\) Information](#)

Overview

The transfer of student and course data between schools and the ministry is necessary for the administration of assessments, and for the ministry to produce transcripts and certificates. Schools send data to the ministry for students who are completing grades 10-12 courses or intending to write [Provincial Graduation Assessments](#). Files also include citizenship and address information for allocating awards under the [Provincial Scholarships Program](#).

Data must be sent via the Education Data Exchange (EDX) Graduation module available from the main EDX dashboard.

 [Education Data Exchange \(EDX\)](#)

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 in the Adult Graduation Program, or in the School Completion Certificate (Evergreen) Program (SCCP), as well as students in other grades who are registered to write Provincial Graduation Assessments. The submission of grades is intended to:

- Provide the ministry with interim percentages for post-secondary institutions with XML data transfer capabilities.
- Register students for Provincial Graduation Assessment sessions.
- Update the ministry's student files by providing final percentages, letter grades, and credit values for courses, and making course changes.
- Update student address, which is important for notifying B.C. Achievement Scholarship recipients.
- Update student files with correct citizenship information for scholarship allocation purposes.



Important Reminder

Manual submission of data for currently enrolled students is not supported.



Important Reminder

Schools' submission of final grades can trigger graduation nightly for any student who has met **minimum** graduation requirements within the month.

Chart of Important Dates

The Chart of Important Dates is intended for use by secondary schools supporting students who are on a B.C. Graduation Program and/or completing grades 10-12 course work and Provincial Graduation Assessments.



Chart of Important Dates

Data Submission	General Instructions
First Data Submission October–November	<p>Main purpose of this first graduation file (DEM, CRS, XAM) submission is to collect initial course registrations for the current school year; Grades 10, 11, & 12 courses completed previously; and Provincial Graduation Assessment registrations.</p> <p>Uploading during this period is especially important for schools administering November and January Assessments. It creates the initial set of Transcript Verification Reports (TVRs) for students. Schools use TVRs to confirm if students will be able to graduate based on the data submitted to the ministry.</p> <p>If there is no TVR for the student at the start of the year, their school of record has not yet reported the information to the ministry.</p> <p>Final school marks should also be included for new courses completed since the beginning of the school year.</p>
Ongoing	The ministry encourages schools to transmit data at least monthly.
Final Submission of Grades June-July	<p>Transfer of marks is required by all schools.</p> <p>Final marks must be included for all courses completed on or before the end of June.</p> <p>Remember to include all courses completed via Online Learning and Continuing Education.</p> <p>Ensure that addresses are current for graduating students (to support scholarship distribution, where applicable).</p> <p>June/Final submissions are important to ensure the final transcripts produced throughout July are complete and correct.</p> <p>Check your TVRs (Transcript Verification Reports). They will be updated overnight whenever new data is submitted for a student until July 12th. This allows schools to confirm that final marks for individual Grade 12 students have been submitted as expected.</p>



Important Reminder

Schools should regularly load graduation files (DEM, CRS, XAM) from mid-October and mid-July. This keeps transcript records up-to-date for students who complete courses outside a standard semester or full year timetable. Schools are encouraged to upload their files frequently as many students may have selected a post-secondary institution that is set to receive marks at any time.

Graduation Data Files

Throughout the school year, schools and/or districts are required to export graduation files (DEM, CRS, XAM) from their student information systems to the ministry via the [Education Data Exchange \(EDX\)](#), using the Graduation module available from the main EDX dashboard. The school data file must only include students for which the school is the school of record. More information is available at the link below:



[GRAD Data Collection Procedures](#)

To submit student transcript and graduation data to the Ministry of Education and Child Care, school student information systems must be able to extract three files.

DEM File

This file contains basic student identifiers and academic program information. Students who are not yet graduated must be reported on one of the following codes:

- 2023 program code – Any student still working towards a B.C. Certificate of Graduation.
- 1950 program code – Any student that is at least 18 years old and is working towards a B.C. Adult Graduation Diploma (grade must also be “AD” or “AN”).
- SCCP program code – A student that is working toward the goals of their School Completion Certificate (Evergreen) Program. See “Reporting School Completion Certificate Program (SCCP) Participation” in this chapter for more information.

XAM File

This file contains student registrations for upcoming Provincial Graduation Assessments. It is important to record assessment course codes exactly as they appear in the Provincial Graduation Assessment Schedule.

CRS File

This file contains information on student activity in grades 10-12 courses. This includes initial registrations, interim and final percentages, and interim and final letter grades. It is important that the course codes in this file reflect the ministry assigned code, labelled as TRAX in the online Course Registry. The Course Registry is available at the link below:



[Course Registry](#)

Most CRS file submissions are processed using “Replace” mode, which means a student's current, complete grades 10-12 course history is required for each submission.

- Each new submission completely overwrites any previously reported course data for the student.*
- The current school of record is responsible for collecting and submitting a complete record of their Grade 10, 11, and 12 course data. This includes coordinating with any previous or cross-enrolled schools to ensure all course data is included.



Contact Info

If you have any questions about these files or related errors, please contact us at the email address below:



grad.support@gov.bc.ca

- * Reminder: Historical, provincially examinable course records (e.g., courses with provincial exams written prior to 2020) are maintained separately by the ministry and are not affected by CRS submissions. Schools cannot modify or add these records through data submissions. Corrections must be requested through a GRAD Change Form.

Submissions for students who have already graduated are processed using “Append” mode. A limited number of schools may also be approved to submit all data (graduates and non-graduates) on “Append” mode. For more details, see the Append Mode Reporting Guide at the link below:

 [Append Mode Reporting Guide](#)

Data Specifications

Important notes and instructions are highlighted below. Complete file specifications are available at the link below:

 [Graduation Data Transfer Specifications](#)

Data File	Specific Field Instructions
<p>DEM (Demographic)</p> <p>Scholarships Reminder: Be sure to enter each student’s citizenship code in your SIS before extracting your files.</p>	<p>Student Grade Level</p> <p>Expected grade levels are: 10, 11, 12, AD, AN, GA, SU or HS</p> <p>“AD” applies to ungraduated adult learners on the Adult Graduation Program (1950) program who are eligible to graduate in the current school year.</p> <p>“AN” applies to ungraduated adult learners on the Adult Graduation Program (1950) who are not eligible to graduate in the current school year.</p> <p>“GA” applies to adult learners who have already graduated and are upgrading courses.</p> <p>Graduation Requirements Year Field</p> <p>“2023” must be used for all ungraduated students completing the B.C. Graduation Program.</p> <p>“1950” must be used for all ungraduated, eligible students completing the B.C. Adult Graduation Diploma Program.</p> <p>“SCCP” must be used for all students completing a School Completion Certificate Program.</p> <p>SCCP Completion Date (only applicable to the Evergreen/SCCP program)</p> <p>Do not report a future date, only when the student has completed their program. The date format is YYYYMMDD. If this field is successfully reported, the ministry will issue a School Completion Certificate for the student. If this field is left blank, no certificate will be generated.</p> <p>Program Participation Field</p> <p>See Chapter 5 for a list of Career Program codes. Students who graduate and complete an eligible work experience or trades training course will have a career program completion note added to their transcript.</p> <p>International Baccalaureate and Advanced Placement program codes can also be reported. The code for IB is “BD” (Diploma) or “BC” (Certificate). The code for AP is “AD.” If reported by the school, the student’s transcript will indicate participation in the program.</p>
<p>XAM (Assessments)</p> <p>Add student assessment registrations for upcoming</p>	<p>Course Code Field</p> <p>Provincial Graduation Assessments codes are as follows:</p> <ul style="list-style-type: none"> NME10 (English) or NMF10 (French) for the Grade 10 Numeracy Assessment.

Data File	Specific Field Instructions
sessions in the current school year.	<ul style="list-style-type: none"> LTE10 (English) or LTP10 (Francophone) for the Grade 10 Literacy Assessment. LTE12 (English), LTF12 (French) or LTP12 (Francophone) for the Grade 12 Literacy Assessment. <p>Unlike course codes, assessment codes include the code and grade level in the same field (e.g., LTE10 not LTE 10, and NME10 not NME 10).</p> <p>e.g., NME10 ___ e.g., LTE10 ___ e.g., LTP10 ___</p> <p>Course Grade Level Field (This field should be blank as not applicable for graduation assessments.)</p> <p>Course Year and Month Fields The ministry-set assessment session year and month (currently, the only months allowed are 11, 01, 04, 06). Registrations for past sessions will be ignored.</p>
<p>CRS (Courses)</p> <p>Add, update, or delete student course activity (course code, session date, and final mark, if available)</p>	<p>Course Code Field Consult the Course Registry at Course Registry for a list of ministry course codes (labelled TRAX 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).</p> <p>e.g., ENST_ 12 _ e.g., WEX_ _12A_ e.g., CLE_ _ _ _ _</p> <p>Credit Value Field Each course must have a credit value. For most courses the value will be “4.”</p> <p>Course Description Field The ministry will automatically link a course code with the course name. However, for BAA/FNA courses (including Grade 11 BAA/FNA courses that align with the BAA/FNA Arts Education 11 and/or Applied Design, Skills, and Technologies 11 curriculum), schools have the option of adding a course description (maximum 40 characters). Since the course description will appear as the course title on transcripts, it must be meaningful to readers of a transcript and should not be a course code or abbreviation.</p> <p>Course Type Field This field should either be blank, “C” or “E.” “C” = student received course credit via the challenge process “E” = student received course credit via an equivalency review</p> <p>Course Graduation Requirement Field For Grade 11 BAA/FNA courses that align with the BAA/FNA Arts Education 11 and/or Applied Design, Skills, and Technologies 11 curriculum, schools must report:</p> <ul style="list-style-type: none"> “B” = to apply available credits towards Arts Education and/or ADST requirement “F” = 2 credits in Arts Education (legacy value, only applicable to 1996 program) “A” = 2 credits in ADST (legacy value, only applicable to 1996 program) <p>Related Course Field Only use for Independent Directed Studies (IDS) courses. The Related Course is the course code upon which the IDS course is based. 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., A T P H _ 1 2 _).</p>

Reporting School Completion (Evergreen) Certificate Program (SCCP) Participation

All students receiving a School Completion (Evergreen) Certificate will be issued transcripts showing all successfully completed credit and non-credit Grades 10-12 courses.

Schools must record 'SCCP' as the Primary Program of Study and include a SCCP completion date (YYYYMMDD format) for the student in the DEM file data submission to the ministry.

For a student to receive a certificate and an associated transcript, the following reporting procedures must be followed:

1. Grad Requirement Year [GRY]

As these students are not following a specific graduation program, the GRY code to use is SCCP. This code must be reported as the Primary Program of Study in the DEM file when submitting graduation data files to the ministry.

2. SCCP Completion Date

Including a SCCP completion date in the DEM file, where the GRY code is SCCP, will trigger the printing of a School Completion Certificate and transcript. The date format must be **YYYYMMDD**.

Student transcript previews and TVRs are available via [EDX Graduation](#). Students may also preview and order their transcripts using the StudentTranscripts Service at the link below:



[Order transcripts and certificates](#)

3. Course Codes

All completed Grades 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, schools must report a final percentage and letter grade for the course to appear on a ministry transcript.

Transcript Verification Reports (TVRs)

Purpose of TVRs

While a student's transcript only shows their successfully completed courses (final marks), a TVR will also show all course enrollments and interim marks as submitted to the ministry by the school. Schools can use the TVRs to verify records reported to the ministry and to verify students' graduation status. TVRs are not designed to be a report card for the student or a transcript alternative for sending interim marks (see Student Credentials chapter for student orders to post-secondary institutions). TVR information is exchanged between schools and the ministry to:

- Correct errors in the ministry's and/or school's files.
- Inform students and schools of a student's projected graduation status.



Important Reminder

Verify student graduation status on TVRs and related reports available on **EDX Graduation**. The school's student information system is not the same as the ministry system that produces transcript data for students' selected post-secondary institutions.

TVRs and related reports are available on the EDX Graduation module at the link below:



Report updates take place overnight and are available the day following data transfer.

Graduation Requirement Codes

The Graduation Requirement field uses a numeric code system to indicate which courses are selected to fulfil graduation requirements. These codes are also used on student transcripts.

B.C. Graduation Program

Code	Course Requirement Being Fulfilled
1	Language Arts 10 (4 credits)
2	Language Arts 11 (4 credits)
3	Language Arts 12 (4 credits)
4	Social Studies 10 (4 credits)
5	Social Studies 11 or 12 (4 credits)
6	Mathematics 10 (4 credits)
7	Mathematics 11 or 12 (4 credits)
8	Science 10 (4 credits)
9	Science 11 or 12 (4 credits)
10	Physical and Health Education 10 (4 credits)
11	Arts Education and/or Applied Design, Skills, and Technologies 10, 11 or 12 (4 credits)
12	Career Life Education (4 credits)
13	Career Life Connections (4 credits)
14	Indigenous-focused 10, 11 or 12 (4 credits)
15	Literacy 10 Graduation Assessment
16	Numeracy 10 Graduation Assessment
17	Elective requirement (28 credits)
18	Literacy 12 Graduation Assessment
19	Minimum Grade 12 Credits (16 credits)

TVR Instructions

Schools should have the TVRs reviewed and verified 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. Any corrections should first be made directly in the school's information system and then re-uploaded via [EDX Graduation](#).

More information on how to review a student TVR is available at the link below:



Projected Non-Graduates Summary Report

Purpose of the Projected Non-Graduates Summary Report

The Projected Non-Graduates Summary reports include a list of all current students reported on a graduation program, in Grade 12 or AD, who are not projected to graduate based on missing course or assessment registrations. The reports assist schools in determining students' graduation status by:

- Providing the names of students who will not be eligible to graduate in the current cycle (e.g., by June).
- Indicating why these students will not be eligible to graduate.
- Allowing schools to correct data or ensure students are registered in all courses or assessments needed to graduate.

Instructions for Schools

The ministry initially posts summary reports for the current cycle in early October each year and updates them nightly when the schools submit new data. Reports are on EDX Graduation under "GRAD System Reports" at the link below:



[Education Data Exchange](#)

Check the report against your records. If a student who should graduate by June appears on the report, the ministry may be missing course or assessment registration data for the student. Add any missing courses to the school's information system and then submit new files via EDX Graduation.

Responsibilities as the School of Record (SOR)

The SOR is responsible for submitting school percentages for all courses to the ministry, including percentages 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.

Submitting Historical Mark Updates

Schools must use the GRAD Change Form to request corrections to ministry records for former B.C. secondary students. To access the online form, login to the EDX Graduation module and click "...More Info" under the Data Submission section.



[Education Data Exchange](#)

Important: Before withdrawing a student from your school, confirm that you have successfully uploaded their data by reviewing their record on EDX Graduation. Once confirmed, follow your regular withdrawal process. The GRAD Change Form cannot be used as a substitute for standard data submissions.

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.

GRAD Updates for Important Notices

The ministry's primary method of communicating data collection and administrative issues to schools regarding Grades 10-12 assessments and transcripts is via the Deputy Minister's weekly bulletin and the GRAD Updates email distribution list. School personnel with a valid school email address can subscribe to GRAD Updates at the link below:



[Subscribe to GRAD distribution list](#)

Important: Previous subscribers to TRAX Updates were moved to the new GRAD Updates distribution list.