Guide to the Dogwood / Adult Dogwood Diploma Process
For Non-Independent First Nations Schools

2019/20 School Year
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Introduction

The guide provides First Nations school educators and principals with the information needed to successfully administer graduation assessments and offer their students the B.C. Certificate of Graduation (Dogwood Diploma) or the Adult Dogwood Diploma.

The guide is designed for First Nations schools that do not have Independent School status under B.C.’s Independent School Act, but that are certified, or in the process of certification, by the First Nations Schools Association (FNSA). First Nation schools certified as Independent under B.C.’s Independent School Act can still receive support from the First Nations Education Steering Committee (FNESC) and the FNSA for student information management – including TRAX, 1701, and assessment/exam registrations, but those schools must also ensure that they comply with other requirements of the Act and B.C.’s Independent School Branch.

To use this guide, refer to the flow chart on the following page, which provides an overview of steps from school certification to student graduation. Thereafter, the guide includes further guidance for each of the required steps.

This guide has been developed in collaboration between FNESC, FNSA and the B.C. Ministry of Education. The document may be added to as needs arise, considering policies and use.

Contacts

For support with this process, please contact:

Lauranne Hutton – Manager, First Nations Schools Programs, FNESC
lauranneh@fnesc.ca
Cell (604) 358 – 4090
Tell (604) 925 – 6087
Fax (604) 925 – 6097
Flowchart: Steps to Success!

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**Is the school FNSA Certified?**

- Yes: 
  - **School has Grade 10-12 or Adult students?**
    - Yes: 
      - **School has Ministry School Code?**
        - Yes: 
          - **Obtain Personal Education Number (PEN) See Step 3.**
        - No: 
          - **Obtain Principal ID for SSW See Step 4.**
    - No: 
      - **School has Grade 10-12 or Adult students?**
      - Yes: 
      - No: 

- No: 
  - **Contact Lauranne Hutton. See Step 1.**

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**Wait until school has grade 10 -12 / adult students**

**Is school on DRUMS?**

- Yes: 
  - **Do the students have PENs?**
    - Yes: 
      - **Obtain Personal Education Number (PEN) See Step 3.**
    - No: 
      - **Obtain Principal ID for SSW See Step 4.**
  - No: 
    - **Contact Alan Khara at FNSA/FNESC.**

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**Schools use DRUMS to produce DEM, CRS, & XAM files for TRAX. Files are uploaded via the School Secure Web. Please note required upload dates. See Step 5.**

**Student on BC Graduation Program (2018) writes Numeracy Assessment in Grade 10, and a Literacy Assessment in Grade 10 and Grade 12. See Step 6.**

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**Once student is in Grade 12 or Adult program, school must review the student’s TVR on the SSW to ensure student is on track to meet all graduation requirements. See Step 7.**

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**Once student meets graduation requirements, Ministry sends school the student’s Diploma and school copy of transcript. Student orders their transcript from studenttranscripts.gov.bc.ca See Step 8.**

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Step 1: Becoming Certified

Reflecting joint commitments in the *B.C. Tripartite Education Agreement: Supporting First Nation Student Success 2018* (Section 4.9 and Schedule F: Graduation Credential), First Nations schools and adult education centres that are certified through successful completion of the First Nations Schools Assessment and Certification Process can grant their eligible students the Dogwood or Adult Dogwood Diploma.

Further information about participation in the First Nations Schools Assessment and Certification Process and individual First Nations schools’ Certification status is available from Lauranne Hutton at lauranneh@fnesc.ca.
Step 2: Getting a Ministry School Code

Certified First Nations schools that do not yet have a Ministry School Code should complete and return a 1601 form in order to begin the process of getting the school into Ministry systems. This starts the process of providing the school with access to PEN Web (step 3), School Secure Web (step 4), and TRAX, allowing for school data transfers towards student transcripts and graduation.

The 1601 form can be found at this link: https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/data-collection/september/if1601.pdf

Tips for completing the 1601 form:

1. **Ministry School Code**: Please provide your 8-digit ministry school code if known. If your school is not yet included in Ministry systems, a new ministry school code will be assigned. *Leave this field on the form blank if you do not yet have a school code or do not know it.*

2. **School Name**: Please provide the complete name of the school.

4. to 16. **Mailing Address and Physical Address**: In this section, please complete the mailing address for the school, the Principal’s email and name, and the physical address of school (if different from mailing address).

19. **School Organization**: Place an X in the box that most appropriately reflects your school’s organization:
   - If all subjects are taught on a 10-month basis, you qualify as a "10 month" school.
   - If all subjects are taught on a 5-month basis, you qualify as a "Two Semesters" school.
   - If all subjects are taught on a quarterly basis, you qualify as a "Quarter" school.
   - If all subjects are taught on a three-term basis, you qualify as a "Trimester" school.
   - If some subjects are taught on a 10-month basis, while others are taught over shorter periods, you qualify as a "Part 10 Month/ Part Semester" school.
   - If none of the above categories apply to your school, put an X in “Other”.

20. **Name of Authority**: Please ignore this field. *Note: this form was created for Independent and B.C. Offshore Schools and not all aspects relate directly to First Nations schools. However, completing and submitting this form will enable the Ministry to confirm the data needed to set up or update First Nations schools in Ministry systems.*

21. and 22: Principal to sign and date the form.

Once complete, please return the form to the Lauranne Hutton, Manager, First Nations Schools Programs, FNESC at lauranneh@fnesc.ca
Step 3: Getting Personal Education Numbers (PENs) for Students

The Personal Education Number (PEN) is a nine-digit identification number assigned by the Ministry to each student entering B.C.’s education system.

For First Nations schools, student PENs are required for one or more of the following reasons: for reciprocal tuition applications; for participation in provincial assessment/exam sessions; and to offer the B.C. Certificate of Graduation (Dogwood Diploma) or Adult Dogwood Diploma.

PENs are obtained electronically using the Ministry’s PEN Web Application. PEN Web can also be used to check if students have an existing PEN. You can download the PEN Web Application Instructions and gain access to PEN Web at https://www.gov.bc.ca/pen

A PEN Web Login is required, which is connected to a Ministry school code. If your school does not have a PEN Web Login username and password, or if you have any questions regarding this process, please contact Lauranne Hutton at lauranneh@fnesc.ca.

Once PEN access has been set up through Lauranne, schools can manage their requests electronically by using PEN Web.

If you have forgotten or do not know your password, click the “forgot your password” link, complete the required information, and submit your password reset request. A Ministry staff member will contact you directly. Once you have received assistance with your password, you can log into PEN Web.

**IMPORTANT: Duplicate PEN Checks**

When registering students for PENs, please check that a PEN does not already exist for the student. Some students may have taken courses through a partner school, such as a Distributed Learning (DL) school, and will therefore already have a PEN. For more information on students Writing at Another School Within the Province, please visit that section on page 6 of the 2019/20 B.C. Graduation Program Handbook of Procedures: https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/graduation/handbook_of_procedures.pdf

As students may have taken courses at another school, they may also have already graduated. Schools can check on this possibility by providing a student’s PEN, name and birthdate to the Ministry at FirstNations.TRAXsupport@gov.bc.ca.
Step 4: Accessing the School Secure Web (SSW)

The School Secure Web (SSW) is available at https://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp.

The SSW provides school administrators with information and access to:
- Graduation Assessment/Exam Registrations
- Graduation Assessment/Examination Results and Reports
- TRAX Data Transfers and TRAX Data Error and Non-Grad Reports
- Student Transcript Verification Reports (TVRs)
- Post-Secondary Institution (PSI) Selection Reports
- Graduation Assessment/Exam Materials and Forms
- Unofficial Transcripts of Grades (UTGs)

Accounts for the SSW are created when a school is established in the TRAX system. First Nations schools can obtain a Principal ID and password to access the SSW for the first time by contacting Lauranne Hutton at lauranneh@fnesc.ca. Lauranne will arrange for the Ministry of Education to create your school’s SSW account. She will also provide you with relevant Ministry contact information. Schools then maintain their own passwords.

If you have forgotten your login credentials, you can use the password help request on the SSW. Anyone still encountering difficulty with the site may contact the Ministry of Education at FirstNations.TRAXsupport@gov.bc.ca for assistance.
Frequently Asked Questions

Why can’t I see Transcript Verification Reports (TVRs) for my Grade 10 or 11 students?
Transcript Verification Reports (TVRs) are only for checking graduation status and therefore only for students in Grade 12, or for graduating students reported with Grade “AD” on the Adult Graduation Program. Schools must submit a TRAX data transfer (see Step 5) including course registrations/marks before that information will show on a TVR. Based on what the school submits through a TRAX data transfer, the TVR will show course registrations, courses in progress (i.e. interim marks), and final marks. This is different from the unofficial transcript of grades (UTG), which only shows successfully completed courses.

Why aren’t the student’s courses showing on the Unofficial Transcript of Grades (UTGs)?
As with the TVR, the information on the UTG comes from what the school submits to the ministry through a TRAX data transfer. However, the UTG only shows successfully completed courses/assessments and final marks.

Also, if a student is on the Adult Graduation Program, the UTG will only show grades 11 and 12 courses, and only 2 of the courses completed before the student’s 18th birthday. See Step 7 for requirements for the B.C. Adult Graduation Program.

If you think there are courses missing from the student’s UTG, please contact Lauranne Hutton (see contact details on page 3). Please also check the school’s TRAX Data Error report on the School Secure Web for any errors in the courses being reported. If you have questions about those errors, please contact FirstNations.TRAXsupport@gov.bc.ca.

IMPORTANT: Transferring Student Records between Schools

For students transferring in from a B.C. public school or certified independent school, First Nations schools may request the following:

- a copy of the Permanent Student Record and all documents required to be listed as inclusions on the Permanent Student Record;
- the student progress reports for the two most recent years, or a copy of the Transcript of Grades issued by the Ministry of Education;
- a written record of letter grades if they are not set out in a student progress report for a student in grade 4, 5, 6 or 7;
- the student’s current Independent Education Plan if any

Boards of education (B.C. public schools) and authorities (independent schools) must provide this information in accordance with Ministerial Order 082/09 – 4(1) Document Transfers and Independent School Regulation, section 9 - Student Records Order – 5(1-2) Document Transfers, respectively.
Step 5: Transferring Data to TRAX and Target Dates

Target Dates for Submissions

Schools may upload data extracted from DRUMS via the School Secure Web throughout the school year to keep information held at the Ministry up-to-date. TRAX is open for electronic data transfers beginning in mid-October and closes for electronic transfer in mid-July, shortly before graduation documents are produced.

**IMPORTANT:** Current, exact dates are in Appendix A: 2019/20 Chart of Important Dates

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| **First Data Submission**<br>October–November | Main purpose of this TRAX submission is to collect: initial course registrations for the current school year; Grades 10, 11 & 12 courses completed previously; and, Provincial Graduation Assessment registrations.  
Uploading the TRAX First Data Submission is especially important for schools administering January Assessments.  
Submission is used to create the initial set of Transcript Verification Reports (TVRs) for current Grade 12 students, or Adult Graduation Program students reported with Grade “AD”, 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**<br>January–February | Transfer of final marks for courses completed up until the end of January.  
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**<br>April | Transfer of TRAX data is required by all schools for the purposes below:  
Provides additional assessment registrations.  
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. |
Instructions for Transferring Data from DRUMS to TRAX

Your school must submit student data to the Ministry’s TRAX system via the School Secure Web (SSW), using the file transfer facility provided there. This process tells the Ministry of Education which students are in Grades 10-12, and which students are in the Adult Graduation Program as Adult Non-Graduate (AN) or Adult Graduate (AD), along with their courses completed and in progress. It also collects the course marks your school submits to the Ministry and enables students to participate in graduation assessments or provincial examinations. All of this information is needed to determine which students have met graduation requirements to receive the B.C. Certificate of Graduation.

TRAX data submissions are recommended to be submitted monthly, but at a minimum are due four times each school year by the target due dates listed in Appendix A: 2019/20 Chart of Important Dates. Data may also be submitted at anytime from mid-October to mid-July. A TRAX data submission will add students in Grades 10, 11, 12, and AD to the Ministry’s TRAX system and register them for the applicable graduation assessment/provincial exam sessions. Send TRAX data submissions to the Ministry through the SSW at https://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp.
In order for you to submit the necessary information to TRAX, your school should create three distinct TRAX reports (DEM, CRS, XAM) from the DRUMS system:

- DEM reports contain student demographic information.
- CRS reports contain all of the non-provincially examinable courses in which students are registered.
- XAM reports contain all student registrations for the graduation assessments and provincial examinations.

For how to schedule these assessments and do the extract of TRAX files from DRUMS, see Appendix B: Scheduling Graduation Assessments in DRUMS.

After extracting the three TRAX reports from DRUMS, you will use SSW to transfer the reports to the Ministry of Education. 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.”

**To submit TRAX electronic data files:**
1. Click on the “Upload TRAX Data Files” link. The screen may go blank and may take a few seconds to load.
2. Click on the “Browse” button.
3. Find the folder in which your DEM, CRS and XAM files are located and select them in the window.
4. Click on the “Open” button at the bottom of the window.
5. Click on the “Upload Files” button on the right side of the screen.
6. Record the confirmation numbers (one for each file) that will be generated approximately 30 seconds after you upload your files.

**To confirm that files were processed, check the TRAX Data Error report:**
Reports will usually be posted within 3 hours after the Ministry receives your submission.
1. Access the reports via the SSW and click on the “TRAX Data Error and Non-Grad Reports” link. Check the report date to ensure it reflects your most recent submission.
2. Once reviewed, if necessary, correct errors in your data as reflected in the report and resubmit the three TRAX files (DEM, CRS, XAM). For help with errors, please see the TRAX Error Legend online or contact the Ministry at FirstNations.TRAXsupport@gov.bc.ca.
3. Check the error reports again to see if any errors still exist, correct errors and resubmit the files as necessary.
Frequently Asked Questions

When students take assessments/examinable courses through distributed learning, who must register them for assessments/exams? How are school percentages reported to the Ministry?

The School of Record (SOR) is responsible for sending in all assessment/exam registrations for students attending their school, even when students are taking the course 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.
Step 6: Administering Graduation Assessments/Provincial Examinations

**IMPORTANT: Exams and Assessments for 2019/20**

**Language Arts 12 Provincial Exams**

June 2020 is the **final offering** of provincial exams for the courses English 12 (EN 12), English First Peoples 12 (EFP12), Communications 12, (COM 12), Français langue première 12 (FRALP12) and Français langue seconde immersion 12 (FRAL 12). These are only available to students who:

a) are writing an exam for the first time **having completed the school portion** of the corresponding course by midnight on June 30th, 2019, OR

b) are writing an exam for the first time, are **enrolled in a Distributed Learning (DL) school and have started** the corresponding course by midnight on June 30th, 2019, OR

c) are rewriting an exam previously attempted.

The three **final exam sessions** are: November 2019, January 2020 and June 2020. For important information, dates and times, see: [https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/exams/2019-20_exam_schedule.pdf](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/exams/2019-20_exam_schedule.pdf)

**Grade 10 Graduation Assessments**

The Grade 10 Numeracy Assessment (NME10) is a graduation requirement for all students on the B.C. Graduation Program (2018). While these assessments are for Grade 10 students, this year’s Grade 11 and Grade 12 students must complete this assessment if they have not done so already. Grade 10 students must complete the numeracy assessment and the Grade 10 Literacy Assessment (LTE10). There are three assessment sessions in 2019/20: November, January and April. Full time and date details, as well as any schedule changes, are communicated through TRAX Updates and posted on the Ministry of Education’s exams website: [www.bced.gov.bc.ca/exams/handbook/schedules.htm](http://www.bced.gov.bc.ca/exams/handbook/schedules.htm)

1. The principal (or designate) is responsible for overall supervision of the session.

2. Instructions for principals and invigilators are included within the assessment administration guide posted on the [School Secure Web (SSW)](http://schoolsecure.gov.bc.ca). Once logged on, click on the “Graduation Assessment/Exam Materials and Forms” link and then the “DOWNLOAD” link beside the appropriate guide. To prepare for the Grade 10 Numeracy Assessment, please refer to the “**Grade 10 Numeracy Assessment Administration Guide**.” To prepare for the Grade 10 Literacy Assessment, please refer to the “**Grade 10 Literacy Assessment Administration Guide**.” It is recommended that principals and invigilators review the instructions in the appropriate guide before each session.
3. There is a unique password for each day of administration for each subject. Passwords are in the “BC and Yukon Schools – Electronic Password Letter” posted five business days before the session on the SSW (under the “Graduation Assessment/Exam Materials and Forms” link). The password letter must be kept secure.

4. Students may not bring any unauthorized materials into the examination room. Scrap paper may be handed out to students by invigilators during the session but must be collected before students exit, and then destroyed. Please note the new calculator policy at www.bced.gov.bc.ca/exams/calculators.

5. Invigilators must read aloud the rules and instructions on the first and second screens immediately before the session begins. It is important that students do not use assessment/examination time to go over this information. Students must not click “Start Exam” or “Start Assessment” until the invigilator has started the assessment/exam and the official time limit is in effect.

6. Invigilators must ensure that students have submitted their assessments or e-Exams prior to exiting the room. Accessing the Confirmation Codes report from the Administrative Functions of the e-Exam system is essential to confirm successful submission of students’ assessments/exams. Invigilators should check this report to ensure that all students present have submitted their assessments/exams. This report must be signed by the invigilator and retained at the school for future reference.

For the Grade 10 Numeracy Assessment, the student response sheets must be returned to AWIS by the end of the assessment session (see ‘Returning Student Response Sheets’ in the Grade 10 Numeracy Assessment Administration Guide on the SSW).

7. Some session start times may be anytime between 9:00 am and 3:00 pm, while others have specific times that must be followed. Schools may begin the session up to one hour before the official scheduled start time to accommodate local schedule conflicts.

8. Students may write only one assessment/exam per subject per session.

For the Grade 10 Numeracy Assessment, the student response sheets must be returned to AWIS by the end of the assessment session (see ‘Returning Student Response Sheets’ in the Grade 10 Numeracy Assessment Administration Guide on the SSW).

Note: Under no circumstances are changes to the content of assessments/exams allowed, including paraphrasing, rewording, clarifying, or explaining questions.
Designating Invigilators

Invigilators must be approved and designated by the principal, who should:

- Determine the number of invigilators needed for each session.
- Meet with all invigilators to review the procedures for administration.
- Ensure that teachers who are invigilating their own students are paired up with a colleague.
- Ensure that an invigilator is not left alone for an entire session. There must be a system of relief or some way for an invigilator to communicate with the office for assistance if a problem arises.

Scheduling

Start and end times for assessments/exams 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.).

All graduation assessments and provincial exams are designed to be completed within two hours. Students are permitted up to 60 additional minutes, if required.

Please review the procedures for late registrants (walk-ins) in the assessment administration guide on the SSW. Students may not begin the assessment/exam any later than 30 minutes after the time for which they are scheduled. Any student starting up to 30 minutes late must complete the assessment at the regularly scheduled finish time.

Unpredictable Circumstances During Sessions

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 Ministry staff at 250-356-0953 to discuss options. Depending on the number of students impacted, these options could include having students write at the next session or providing an alternate electronic writing session.

In cases when some students are unable to make it to school due to severe weather, schools are advised to proceed for students who are able to attend and call Ministry staff at 250-356-0953 to discuss alternatives for students who are unable to attend. **Student safety should be the primary consideration in all situations.**
If any systems or technical issues arise during the writing of an electronic assessment/exam, such as power, connectivity, computer failure etc., please STOP and CALL the Ministry of Education’s technical support provider:

A. Willock Information Systems (AWIS)

1-866-558-5339 (toll free)

Unpredictable individual circumstances, such as injury or emergency situations, can adversely affect a student’s ability to write an assessment/exam, and may warrant special consideration. When this occurs, consider the best options for the student, such as extra writing time or deferral to a future session.

**Eligibility and Readiness**

Students should have completed sufficient learning outcomes to be prepared to write an exam. Students may not use sessions to practice writing assessments/exams.

Sample assessments are available for practice use. They can be accessed at the following links:

*Grade 10 Literacy Assessment*


*Grade 10 Numeracy Assessment:*


**Electronic Registration for Assessments/Exams and Data Transfer**

All schools are required to register students writing an assessment/exam by scheduling it in their student information system (e.g. DRUMS) and then completing a data transfer to the Ministry’s TRAX system.

Registration for graduation assessments/exams takes place by submitting a TRAX data transfer by the published registration deadline for the assessment session. Following the first transfer, schools may view the Online Graduation Assessment/Exam Register posted on the SSW to review student registrations. Registration changes should be completed on subsequent data transfers.

**Pre-registration is required for students writing a Grade 10 Numeracy Assessment (NME10) in November, January or April sessions, so that the Ministry can produce the personalised, paper response sheets required for students ahead of time.**
Pre-registration is not required for the Grade 10 Literacy Assessment or the provincial exams. If your school does not offer assessments or exams in a particular session, you may contact a local public school or a neighbouring First Nation to inquire about schools that do. The Ministry of Education does not collect or report this information.

**IMPORTANT: Reporting Grade 10 Graduation Assessments in TRAX data**

**For the 2019/20 School Year only:**
Students in grades 11 and 12 will not be writing the Grade 10 Literacy Assessment (LTE10); however, schools will need to register these students for it. Registration occurs through the school’s TRAX data transfer, provided students are listed as in Grade 11 or Grade 12 on the B.C. Graduation Program (2018) and a valid assessment session date is used. Once registered, the Ministry will exempt all students in grades 11 and 12 and this will appear as XMT representing “assessment requirement exempt” on their final graduation transcripts in 2019/20 school year.

**NEW:** Assessment record codes have changed to include the grade level 10 (e.g. LTE10 not LTE 10 for the Grade 10 Literacy Assessment, and NME10 not NME 10 for the Grade 10 Numeracy Assessment), so the grade level and credits fields should be blank in the XAM file. The mark fields should also be left blank. A valid assessment session date must be used.

**Security Information**

Schools are expected to keep all assessment/exam materials secure, including paper student response sheets and student sign-in sheets. Principals must ensure that no copies of assessments/exams are made, and no material can be used for instruction or testing unless it has been released by the Ministry of Education.

**Calculators and Dictionaries**

**Calculators** – For information on calculator use, please refer to the Calculator Policy at [www.bced.gov.bc.ca/exams/calculators](http://www.bced.gov.bc.ca/exams/calculators). Schools are advised to check for updates prior to each session.

**Dictionaries** – Under no circumstances may any student use or bring into the examination room a printed or electronic dictionary. No student may use a translation dictionary.
Disqualification

Students may be disqualified for breach of one or more of the following rules:

- Students must not be in possession of or have used any secure assessment/exam materials prior to the session.
- Students must not communicate with other students during the session.
- Students must not give or receive assistance of any kind in answering a question during an assessment/exam, including allowing their work to be viewed by others or copying answers from another student’s work.
- Students must not possess any book, paper or item that might assist in writing an assessment/exam, including a dictionary or piece of electronic equipment, which is not specifically authorized by Ministry of Education policy.
- Students must not copy, plagiarize or present work done by any other person as their own.
- Students must not remove any materials from the room, including work pages.
- Students must not continue to write or alter a response after the invigilator has stopped the session.
- For e-exams and assessments, students must not navigate outside the screen for any reason, including accessing any materials on the local computer or Internet.*

*Note: The Ministry of Education requires that the e-Exam Security Control be installed on each computer that will be used for provincial assessments/exams. For more information, please see www.bced.gov.bc.ca/exams.

Any student deemed to have breached one or more of the above rules will receive a mark of “0” on that assessment/exam and have “DSQ” (disqualified) reported as the assessment/exam mark. Any student disqualified from an assessment/exam will be required to re-write it at a future session.

Disqualification – Policy and Procedures for Reporting

When it is believed that a student has breached one or more rules during an assessment/exam session, the following procedures should be followed to ensure a fair and consistent review of the incident.

School responsibilities

- The school must inform students that breach of rules will result in disqualification, and of their rights and avenue of appeal. Further information is contained in the Administration Guides and the Disqualification Incident Report is available as a webform from those Guides.
• If a student is thought to be in breach of the rules, the invigilator should watch the student closely for the remainder of the session and make notes regarding the incident but allow the student to complete the assessment/exam.
• At the end of the session, the invigilator should collect from the student any 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 Report.
• 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 of Education outlining the incident, and the student 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 email address noted on the Disqualification Incident Report for review by Ministry staff.

Ministry of Education responsibilities
• Upon receipt of the Report from the school, the Ministry of Education will review its contents, 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 will be documented in detail, including date, time, to whom the caller was speaking, etc.
• Upon receipt of all information required to make a decision, Ministry staff members will review and finalize a decision regarding the alleged breach of the rules.
• The Ministry of Education’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 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 by the date specified in the letter of disqualification, the Ministry will collect all information regarding the particular case. The information will be reviewed, and the principal/invigilator of the school will be contacted to review 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 by an independent review panel of B.C. certified teachers and/or school administrators.
• Upon determination of the appeal, the Ministry of Education 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 this 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 of Education.
• 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 included within the body of the letter informing the student of the disqualification.

Responses with Disturbing Content

Although assessments/exams are treated in confidence, in cases where the response suggests that the student is experiencing emotional difficulties, has been or is likely to be abused or neglected, poses a potential threat to themselves or others, or is involved in a criminal activity, the Ministry of Education may refer the student’s response to the appropriate authority for further action, as considered necessary or required by law.

Release of Results

The Online Calendar (http://www.bced.gov.bc.ca/exams/calendar/) and Appendix A show when results will be released. Schools can access results via the SSW by clicking on “School Reports” under Graduation Assessment/Examination Results and Reports.

Students can view their results online on the Ministry of Education’s StudentTranscripts Service (STS) website: www.studenttranscripts.gov.bc.ca

School Secure Web (SSW): www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp
StudentTranscripts Service (STS): www.studenttranscripts.gov.bc.ca
How Results will Appear on Transcripts

For the Grade 10 Numeracy Assessment, a student’s best proficiency score (1-4, as below) will appear on the student’s transcript. A description of what this score means is provided below:

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Emerging: The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.</td>
</tr>
<tr>
<td>2</td>
<td>Developing: The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.</td>
</tr>
<tr>
<td>3</td>
<td>Proficient: The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.</td>
</tr>
<tr>
<td>4</td>
<td>Extending: The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.</td>
</tr>
</tbody>
</table>

This score from 1 to 4 (Emerging to Extending) will appear in the Final Assessment Score column on transcripts upon the Ministry’s release of results.

For the Grade 10 Literacy Assessment, the student’s transcript will only indicate “RM” (“requirement met”) as their Final Letter Grade and not a proficiency score. For additional information, schools can also access students’ proficiency scores by clicking on “School Reports” then “Assessment Results by Subject” on the School Secure Web (SSW) at: www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp.

Students can access their Unofficial Transcript of Grades (showing “RM” for “requirement met” for this assessment) on the StudentTranscripts Service (STS) website at: www.studenttranscripts.gov.bc.ca. Students can also access their proficiency score from the “Graduation Assessment/Provincial Examinations” link after logging into their account.

In 2019/20 school year only, current Grade 11 or Grade 12 students on the B.C. Graduation Program (2018) are exempt from writing the Grade 10 Literacy Assessment (LTE10). The school must still register the students for the assessment, so the exemption can appear on transcripts. The exemption will then appear as “XMT” (for Assessment requirement exempt) in the Final Assessment Score column on final transcripts.

Reviews

Students wishing to view their assessment/exam responses may do so through the review process. Reviews can be helpful to students to determine if they should pay for a re-mark, or to help prepare for a rewrite. For more information: www.bced.gov.bc.ca/exams/rereadsRemarks/
Re-marks

If a student questions the mark received, they may have that assessment/exam re-marked for a fee of $50. Individual assessments/exams will not be re-marked more than once. For information on current fees and deadlines: [www.bced.gov.bc.ca/exams/rereads_remarks/](http://www.bced.gov.bc.ca/exams/rereads_remarks/)

Rewriting provincial exams

Provincial exams for the courses English 12 (EN 12), English First Peoples 12 (EFP12), Communications 12, (COM 12) Français langue première 12 (FRALP12) and Français langue seconde immersion 12 (FRAL 12) are only available to students who:

- are writing an exam for the first time having **completed the school portion** of the corresponding course by midnight on June 30th, 2019, OR
- are writing an exam for the first time, are enrolled in a Distributed Learning (DL) school and have **started** the corresponding course by midnight on June 30th, 2019, OR
- are rewriting an exam previously attempted.

Three final provincial exam sessions are available over the 2019/20 school year (November 2019, January 2020 and June 2020) for eligible students.

Students may re-write a provincial exam once within the 12-month period following the first attempt at the examination if they meet one of the above criteria. The 12 months are inclusive (e.g., from the June exam session, one year through the June exam session of the next year). **June 2020 is the final exam session for provincial exams.**

Registering to rewrite a provincial examination

Registration is not required for provincial exams (held in November, January and June). However, if the school completes a TRAX data transfer of these student registrations before the exams begin, the school may not have to add students into the AWIS secure assessment/exam site and manually enter the final results into the school’s student information system (i.e. DRUMS).

Failure to rewrite after registering

If a student is registered to rewrite but fails to participate, it is not considered a rewrite attempt.
Rewrites and transcripts
If a rewrite results in a higher mark, a new transcript will be sent to the student and the school at the end of the school year.

Rewriting a graduation assessment
Until graduation, students may write the Grade 10 numeracy and literacy assessments three times: the original attempt and two rewrites. The first attempt must take place in the student’s grade 10 year, but the remainder 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 rewrite the Grade 10 Numeracy Assessment since this triggers the printing of personalised student response sheets by the Ministry. Registration is not required for the Grade 10 Literacy Assessment.

Adjudication Process - Supports for Graduation Assessment/Exams
Assessment/exam procedures may be adapted for students with identified needs who are unable to demonstrate their knowledge using standard assessment procedures. The adjudication 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 responsibility. As a part of the adjudication process, schools 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 that a master list of all students receiving supports is kept on record. Schools 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. The universal model allows access to supports (extra time and
speech-to-text or text-to-speech software) for all students and may be accessed for 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 certified school psychologist or B.C. registered psychologist (who may be part of the School Based Team); and
- are documented in either an Individual Education Plan (IEP) or Student Learning Plan (SLP).
**Step 7: Checking Graduation Program Requirements for Students**

The B.C. Certificate of Graduation or Dogwood Diploma is awarded to Grade 12 students who successfully complete the provincial graduation requirements.

An Adult Dogwood Diploma is awarded to adult students over 18 who successfully complete the Adult Graduation Program requirements.

**TIP:** Schools may check courses meet the graduation requirements using the Online Course Registry. For more information, please see [Appendix C: Finding and Checking Courses in the Course Registry](https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf).

**B.C. Graduation Program (2018) Requirements**

To graduate, students require a minimum of **80 credits**.

Of these 80 credits:

- 52 credits are required from the following:
  - Physical and Health Education 10 (4 credits).
  - Science 10 (4 credits), and a Science 11 or 12 (4 credits).
  - Social Studies 10 (4 credits), and a Social Studies 11 or 12 (4 credits).
  - A Math 10 (4 credits), and a Math 11 or 12 (4 credits).
  - A Language Arts 10, 11, and a required 12 course (4 credits required at each grade, 12 credits total).
  - An Arts Education 10, 11, or 12 and/or an Applied Design, Skills, and Technologies 10, 11, or 12 (4 credits total).
  - Career-Life Education (4 credits), and Career-Life Connections (4 credits).

- At least 28 credits must be from elective courses

- At least 16 credits must be at the Grade 12 level, including a required Language Arts 12 Course and the Career-Life Connections course.

In addition, students on the B.C. Graduation Program (2018) must also complete the three provincial graduation assessments:

- Grade 10 Numeracy Assessment (introduced in 2018/19);
- Grade 10 Literacy Assessment (introduced in 2019/20); and
- Grade 12 Literacy Assessment (will be introduced in 2020/21).

Source: page 14, B.C. Graduation Program Policy Guide:
[https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf](https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf)
Graduation Assessments Requirements: which grades take them and when

The Grade 10 Numeracy Assessment was introduced in the 2018/19 school year and the Grade 10 Literacy Assessment is new for Grade 10 students in the 2019/20 school year.

This year’s Grade 11 and Grade 12 students must also complete the Grade 10 Numeracy Assessment, if they have not done so already.

If student is currently in Grade 9...
- In 2019/20 (Grade 9) – No provincial assessment.
- In 2020/21 (Grade 10) – Grade 10 Numeracy Assessment AND Grade 10 Literacy Assessment are required.
- In 2021/22 (Grade 11) – No provincial assessment.
- In 2022/23 (Grade 12) – Grade 12 Literacy Assessment is required.

If student is currently in Grade 10...
- In 2019/20 (Grade 10) – Grade 10 Numeracy Assessment AND Grade 10 Literacy Assessment are required.
- In 2020/21 (Grade 11) – No provincial assessment.
- In 2021/22 (Grade 12) – Grade 12 Literacy Assessment is required.

If student is currently in Grade 11...
- In 2019/20 (Grade 11) – Grade 10 Numeracy Assessment is required (if not already written). There is no requirement to complete the Grade 10 Literacy Assessment.
- In 2020/21 (Grade 12) – Grade 12 Literacy Assessment is required.

If student is currently in Grade 12...
- In 2019/20 (Grade 12) – Grade 10 Numeracy Assessment is required (if not already written).
- There is no requirement to complete the Grade 10 Literacy Assessment, Grade 12 Language Arts 12 provincial exams, or Grade 12 Literacy Assessment for Grade 12 students in 2019/20.

Source: page 10 of the B.C. Graduation Program Implementation Guide
https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-implementation-guide.pdf
Career Education Graduation Requirements

As of the 2019/20 school year, students on the B.C. Graduation Program must meet both of the following career education graduation requirements:

- Career-Life Education (CLE for 4 credits, or CLEA and CLEB for 2 credits each)
- Career-Life Connections (CLC for 4 credits, or CLCA and CLCB for 2 credits each) – these 4 credits also count towards the 16 credits required at the Grade 12 level

Students can begin their Career-Life courses in Grade 10, 11, or 12, depending on their own needs and interests during these years. If using the 2-credit courses, please see the examples in the Career Education 10-12 Guide:

Students on the B.C. Graduation Program will be able to meet the career education graduation requirements with any of the following combinations:

- Planning 10 (PLAN 10, 4 credits) and Graduation Transitions (GT, 4 credits)
- Planning 10 and Career-Life Connections
- Career-Life Education and Graduation Transitions
- Career-Life Education and Career-Life Connections

Social Studies 11 or 12 Graduation Requirement

Any of the following new Ministry Social Studies 11 or 12 courses (i.e., those that will be used in all B.C. schools in 2019/20) will meet the Social Studies 11 or 12 graduation requirement:

- Explorations in Social Studies 11 (EPSS 11, 4 credits)
- Francophone History and Culture 11 (FRHI 11, 4 credits)
- 20th Century World History 12 (WH 12, 4 credits)
- B.C. First Peoples 12 (BCFP 12, 4 credits)
- Asian Studies 12 (ASIA 12, 4 credits)
- Comparative Cultures 12 (CMCL 12, 4 credits)
- Comparative World Religions 12 (WRL 12, 4 credits)
- Contemporary Indigenous Studies 12 (INST 12, 4 credits)
- Economic Theory 12 (ECT 12, 4 credits)
- Genocide Studies 12 (GENO 12, 4 credits)
- Human Geography 12 (HGEO 12, 4 credits)
- Law Studies 12 (LST 12, 4 credits)
- Philosophy 12 (PHIL 12, 4 credits)
• Political Studies 12 (PLST 12, 4 credits)
• Physical Geography 12 (PGEO 12, 4 credits)
• Social Justice 12 (SJ 12, 4 credits)
• Urban Studies 12 (RBST 12, 4 credits)

**Equivalency and Languages Credit – Credit for Documented Prior Learning**

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

• Ministry-Approved Grade 10, 11 and 12 Indigenous language courses developed through the languages template process, available online at [www2.gov.bc.ca/gov/content/education-training/k-12/teach/curriculum/languages-template/indigenous-languages](http://www2.gov.bc.ca/gov/content/education-training/k-12/teach/curriculum/languages-template/indigenous-languages)

**Indigenous Languages of British Columbia Curriculum**

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<tr>
<td>Hul’q’um’num’ 5 to 12 (2007)</td>
<td>SENČOt’ÉN 5 to 12 (2012)</td>
</tr>
<tr>
<td>nsliyxضn 5 to 12 (1999)</td>
<td>Sim’algyax 5 to 12 (2001)</td>
</tr>
<tr>
<td>Tseḵ’ene 5 to 12 (2006)</td>
<td></td>
</tr>
<tr>
<td>Upper St’a’ānc̓et̓s 5 to 12 (1998)</td>
<td></td>
</tr>
<tr>
<td>Xaayda Kil / Xaad Kil Grades 5 to 12 (2017)</td>
<td></td>
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</tbody>
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**B.C. Adult Graduation Program Requirements**

**Eligibility**

Students who are 18 years of age or older have the choice of pursuing graduation through a Dogwood Diploma or an Adult Dogwood Diploma. Students must be 18 or older to enter the Adult Graduation Program.

To receive the Adult Dogwood, adult learners must complete a minimum of three courses after they have entered the Adult Graduation Program (i.e. after their 18th birthday). Of those three courses, at least 80% of the course work must be completed after the student’s 18th birthday.
Courses can be taken through the B.C. school system or as part of Adult Basic Education (ABE) programs at post-secondary institutions.

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.

**Prior Learning Assessment (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 the *B.C. Graduation Program Handbook of Procedures*: [https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/graduation/handbook_of_procedures.pdf](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/graduation/handbook_of_procedures.pdf)

**Course Eligibility and Information**
To graduate with an Adult Dogwood, learners must have:
- A required Language Arts 12 course (4 credits);
- A Math 11 or 12 course (4 credits); and
- At least three additional Grade 12 electives, or a Grade 11 Social Studies course and two additional Grade 12 electives (4 credits each). BAA courses do not meet this requirement.

Students on the Adult Graduation Program are eligible to receive graduation credit at the Grade 12 level for both Career-Life Education and Career-Life Connections. These courses should be reported using the course codes **CLE 12** for Career-Life Education and **CLCG12** for Career-Life Connections; both course codes are restricted for use only on the Adult Graduation Program.

Courses and credits can be counted from the B.C. school system and post-secondary systems provided they have met the criteria for equivalency. Adult learners may also get credit recognition for current or past work skills or competencies or for post-secondary courses they have completed through PLA.

Adult learners are not required to complete the Graduation Numeracy or Literacy Assessments.


**Questions about the Adult Graduation Program?**
Contact the Ministry of Education at **EDUC.GradStandards@gov.bc.ca**
B.C. School Completion Certificate Program (Evergreen Certificate)

The School Completion Certificate (Evergreen Certificate) is intended to recognize the school completion of a distinct group of students who are working towards the completion of individual education goals. These students typically have a moderate to profound intellectual disability. If you would like to access this program, please contact the Ministry of Education at inclusive.education@gov.bc.ca.

Locally Developed Courses

Some First Nations schools may be offering courses that have been designed locally, reflecting local priorities and/or language and culture instruction.

According to the B.C. Ministry of Education requirements, what are termed “Locally Developed” (LD) courses cannot be used for graduation purposes. In the B.C. public school system, LD courses usually include those that are below the Grade 10 level.

According to B.C. Ministry of Education terminology, locally developed courses must be “Board/Authority Authorized” (BAA) — defined by the Ministry as a “public School Board” or “public Education Authority,” not a First Nation “Board” or “Authority” — in order to be used as all or part of the 28 elective credits for fulfillment of the graduation requirements. Grade 12 level BAA courses may count toward the required Grade 12 level credits.

For First Nations schools, the process for authorizing locally developed courses is still being defined.

In the meantime, any school that expects to have a student use a locally developed course for graduation purposes must contact Lauranne Hutton at lauranneh@fnesc.ca as soon as possible.

Frequently Asked Questions

Can a student transfer from the Adult Graduation Program to the B.C. Graduation Program and vice versa?
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 the section on Eligibility above in this section for specific details.
When should a student go on the Adult Graduation Program, as opposed to the B.C. Graduation Program?
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. 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.

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?
Yes, as long as the student completed requirements of the 2004 or an earlier graduation program prior to the closure of that 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 graduation program must now meet the requirements of either the B.C. Graduation Program (2018) or the Adult Graduation Program to earn a Dogwood Diploma.

How many credits should be completed before/after the student’s 18th birthday?
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 B.C. Graduation Program. This means that only two qualifying courses can be completed before the student’s 18th birthday and still count towards the Adult Graduation Program.

Is every student over the age of 18 automatically in the Adult Graduation Program?
No. A student aged 18 or older has the option of graduating in the B.C. Graduation Program or the Adult Graduation Program, whichever is best suited to their education goals.

Do B.C. Graduation Program policies such as Challenge, Equivalency and Independent Directed Studies apply to the Adult Graduation Diploma?
The Challenge and Equivalency policies apply. Schools are encouraged to use these policies 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.

What are the guidelines for prior learning in terms of what students can get credits for towards the Adult Graduation Program?
Students may get credit for current or past work skills or post-secondary training courses by undertaking a Prior Learning Assessment (PLA). Equivalency and Challenge are the policies that enable this process. For example, 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. 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

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.

_Can shop or trades courses be applied to the Adult Graduation Diploma?_  
Board Authority Authorized (BAA) courses, including BAA-designated shop or trades courses, are _not_ eligible for credit toward the Adult Graduation Diploma. However, 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 Reporting Post-Secondary Course Completions found in chapter 3 of the _B.C. Graduation Program Handbook of Procedures:_
   https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/graduation/handbook_of_procedures.pdf  
   (Please note: these courses are creditable, but not fundable.)  
3. Courses for which the Adult Graduation Program student has received equivalent credit through Prior Learning Assessment. For further information, see the Equivalency section in Chapter 3 of the _B.C. Graduation Program Handbook of Procedures_.  
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.

_Work Experience (WEX)_ courses are 4-credit Grade 12 courses with most of course time spent at work placements (outside school). All participating students must complete an in-school orientation to prepare them for the workplace. The orientation includes instruction on worksite safety awareness, the transferability of workplace skills, workers’ rights and responsibilities, and employers’ expectations. For more information on other work experience programming to earn Grade 12 elective credits, see the _Elective Courses and Training_ section of the _B.C. Graduation Program Policy Guide_  
https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf
Can an adult student obtain an Adult Dogwood if they have already received a GED or a School Completion (Evergreen) Certificate?
Yes. Because the GED and School Completion (Evergreen) Certificates do not meet graduation standards and are not official graduation documents, students can still obtain either the B.C. Certificate of Graduation (Dogwood Diploma) or the Adult Graduation Diploma (Adult Dogwood) even if they already have a GED or Evergreen Certificate.

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

Can a student receive credit for Board/Authority Authorized (BAA) courses toward their Adult Dogwood?
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.

Can a student use Career Education courses on the Adult Dogwood?
Yes. Students on the Adult Graduation Program are eligible to receive graduation credit at the Grade 12 level for both Career-Life Education and Career-Life Connections. These courses should be reported using the course codes CLE 12 for Career-Life Education and CLCG12 for Career-Life Connections; both course codes are restricted for use only on the Adult Graduation Program.

Can a student take CLE and CLE 12 and get credit for both?
No. They are credit-restricted against each other as they are the same course. A student may only get credit for one. (For Career-Life Education, CLE is the 4-credit course code for students on the B.C. Graduation Program and CLE 12 is for Adult Graduation students.)

Why didn’t the student graduate? What’s the difference between AN and AD?
Within the school’s student information system, a school may code an adult student with the Grade Level as “AN” or “AD” (and with the Graduation Program year of “1950”). If the student is coded as “AN” they are not yet able to graduate.

- AN is used for Grade level to suppress graduation, which enables students to complete all the necessary courses needed for their specific pathway and prevents schools from inadvertently graduating students before they are finished taking the all pre-requisites they may need to get into a post-secondary institution of their choice.
- AD is used for Grade level when the student is ready to graduate (has completed all course requirements for their chosen pathway).
Step 8. Graduating and Receiving Transcripts and Certificates of Graduation (Dogwood Diplomas)

Frequently Asked Questions

_When Are Transcripts Sent to the Student’s School?_
At the end of July, schools will receive an official printed copy of each graduating student’s transcript of grades to keep for their records. For their records, 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 for school records will also be sent to schools each week through August and September for graduating students if changes are entered in the previous week.

_How Do Students Get Their Transcripts?_
Current students may only get their transcripts by ordering them online using the Student Transcripts Service (STS): [www.studenttranscripts.gov.bc.ca](http://www.studenttranscripts.gov.bc.ca)

_What is the difference between a Certificate of Graduation (Dogwood Diploma) and an Adult Dogwood Diploma student?_
Students who successfully complete requirements in the B.C. Graduation Program are entitled to receive a Dogwood Diploma. Students who successfully complete requirements in the B.C. Adult Graduation Program are entitled to receive an Adult Dogwood Diploma.

_When are Certificates of Graduation Sent?_
At the end of July, the Ministry produces diplomas for all graduating students. During the school year, the Ministry produces diplomas monthly for students who have had transcript activity resulting in graduation. These diplomas are sent to schools for signatures and distribution to students.

**IMPORTANT: Student Record and Transcript Responsibilities of the School**

While the Ministry provides a transcript service, schools are the official holders of student records. Specifically, boards of education are responsible for maintaining permanent student records (for 55 years) under the _School Act_ (see [Ministerial Order 082/09](http://wwwминистерствобц.рф)). The Ministry does not have facilities or systems to store and maintain these records. First Nations schools are advised to ensure they have a system in place so they can be responsive to a student’s requests for their records.
## Appendix A: 2019/20 Chart of Important Dates

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2019</td>
<td>September 27</td>
<td>Re-mark deadline: June session</td>
</tr>
<tr>
<td>October 2019</td>
<td>Oct. 8 – Nov. 12</td>
<td>Due: First data submission (including FINAL marks for courses completed by November 12)</td>
</tr>
<tr>
<td></td>
<td>Oct. 8 – Oct. 18</td>
<td>Note: The Ministry is encouraging schools to transmit data monthly. Registration deadline: November Online Assessment Register available for review and editing</td>
</tr>
<tr>
<td></td>
<td>Oct. 31</td>
<td>Re-mark deadline: August session</td>
</tr>
<tr>
<td>November 2019</td>
<td>Nov. 4-12</td>
<td>Graduation Assessment: NME10, LTE10</td>
</tr>
<tr>
<td></td>
<td>Nov. 4</td>
<td>Graduation Assessment: NM1F0</td>
</tr>
<tr>
<td></td>
<td>Nov. 5</td>
<td>Return NMF10 student response sheets to AWIS</td>
</tr>
<tr>
<td></td>
<td>Nov. 6-7</td>
<td>Graduation Assessments: LTP10</td>
</tr>
<tr>
<td></td>
<td>Nov. 12</td>
<td>LA 12 exams</td>
</tr>
<tr>
<td></td>
<td>Nov. 19 – Dec. 12</td>
<td>Registration deadline: January Online Assessment Register available for review and editing</td>
</tr>
<tr>
<td>December 2019</td>
<td>Dec. 31</td>
<td>November NME10, NM1F0, and LA 12 exam results released</td>
</tr>
<tr>
<td></td>
<td>Dec. 16 – 20</td>
<td>Oral component of French Language 12 exams</td>
</tr>
<tr>
<td></td>
<td>Dec. 12</td>
<td>January Online Assessment Register closed for changes</td>
</tr>
</tbody>
</table>

*Continued next page...*
| January 2020 | Jan. 6 – 10 | Oral component of French Language 12 exams |
| Jan. 20 – Jan. 24 | NME10, LTE10 |
| Jan. 20 | NMF10 |
| Jan. 21 | LTP10 |
| Jan. 22-24 | LA 12 exams |
| Jan. 24 | Return NME10 student response sheets to AWIS |
| Jan. 27- Feb. 10 | January Submission of Grades |
| Jan. 31 | November LTE10 and LTP10 results released |
| Jan. 31 | Re-mark deadline: November session |
| March 2020 | Mar. 9-17 | Registration deadline: April Online Assessment Register available for review and editing |
| Mar. 31 | January NME10, NMF10 and LA 12 exam results released |
| Mar. 31 | Re-mark Deadline: January Session |
| April 2020 | Apr. 4 | January LTE10 and LTP10 results released |
| Apr. 10 – 24 | Due: Spring/interim submission of data |
| Apr. 14 – 20 | NME10, LTE10 |
| Apr. 14 | NMF10 |
| Apr. 15 | LTP10 |
| Apr. 20 | Return NME10 student response sheets to AWIS |
| May 2020 | May 6 | Interim transcript data available to BC PSIs, OUAC, University of Calgary and University of Alberta |
| Jun. 22–23 | Final LA 12 exams administered |
| Jun. 30 | April NME10, NMF 10, LTE10, LTP10 results released |
| Jun. 24 - Jul. 10 | Due: June final submission of grades |
| Jun. 30 | Re-mark deadline: April session |
| July 2020 | Jul. 15 | June LA 12 exam results released |
| Jul. 31 | Transcripts sent to schools, districts, and post-secondary institutions |
| August 2020 | Aug. 31 | Re-mark deadline: June session |
Appendix B: Scheduling Graduation Assessments in DRUMS

1. Log in to DRUMS.
2. Click the Course Tab.
3. Click the Create New Course Button.
4. Search for the Numeracy Assessment or Literacy Assessment.
5. Click the Select button.
6. All of the fields have been pre-populated with the correct information.
7. Under the Teachers’ drop down, choose a staff member.
8. Click Save.

*You may need to go into Manage Your School > School Variables to add the “No Grade” option.
9. Go back to the Course page.
10. On the menu, on the right-hand side, click Students.

![Search Courses](image)

11. Click Add Students.
12. Select the Grade and/or Homeroom that the students who are writing the assessment are registered in (most schools are small enough that one filter will suffice).
13. Select the students and click **Assign Selected Students**.

![Add Students to Course](image)

14. Click the Provincial Assessment tab.
15. Click Schedule Assessment.

16. Select appropriate exam/assessment from the drop-down menu.
17. Select Date (refer to the 2019/20 Graduation Assessment Schedule at https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/exams/2019-20_exam_schedule.pdf)
18. Click Save.
Exporting Files for a TRAX Data Transfer

1. Go to the Reports tab in DRUMS.
2. You will need to download three reports (DEM, XAM, CRS).
   *All three files (DEM, XAM, CRS) must be provided in each submission to the School Secure Web. The XAM file requires scheduled exams / assessments.

   ![TRAX]

   - TRAX Demographic (.DEM) - Grade 10 to Grade 12
   - TRAX Exams (.XAM) - Requires scheduled exams
   - TRAX Courses (.CRS) - Requires course marks

3. Review the data to make sure it is correct and there are no errors.

4. Click the Retrieve Extract button

   ![TRAX Exams]

5. The file will save on your computer.
6. Log in to the SSW and upload the .DEM, .XAM, and .CRS files.
Troubleshooting for the TRAX Data Transfer to the Ministry

- Ensure the file names all have the correct endings (sometimes computers add other file extensions).
- The correct format should be YourSchoolNumber.Extension, for example:
  - 12345678.DEM
  - 12345678.XAM
  - 12345678.CRS
- If you download multiple files with the same name to the same folder they will be auto renamed as follows: 12345678.DEM, 12345678 (1).DEM, 12345678 (2).DEM, etc.
  - If this occurs, be sure to delete all the old files and rename the newest file (the one with the highest number) to the correct format shown above.
- If a file is opened on a Mac computer it will add the extension .txt, e.g. 12345678.DEM.txt
  - If this occurs, simply rename the file by removing the .txt extension so it is in the correct format shown above.

Watch the DRUMS training videos:
https://www.youtube.com/watch?time_continue=1&v=VPDu-Uda3lS
Appendix C: Finding and Checking Courses in the Course Registry

How to find: Search the internet for “BC Course Registry” or click on the following link http://www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php

The Ministry’s online Course Registry helps schools

- check courses meet graduation requirements (such as for Language Arts 12, Social Studies 11 or 12 and the two required Career Education courses)
- find the correct course code to use in reporting students’ course marks to the Ministry

How to Use
(Tip: the asterisk (*) is your friend!)

- **Advanced Search**: search for courses by Graduation Program (e.g. 2018 [current]), Graduation Program Requirement and Course Status (Open). Narrow the search further by adding Grade level, Course Type, Instructional Language, etc.
- **Advanced Search**: search for a particular course or by key word for a subject (e.g. *Spanish* to search for that word anywhere in the course title, or Spanish* to search for a course that begins with that word).
- **Course Code Lookup**: find a course by its course code by using the TRAX course code followed by * (do not include grade level).

Example Using Advanced Search
The search below looks for any Ministry courses (Course Type), which are open to report (Course Status “Open”) under the 2018 Graduation Program and meet the Social Studies 11 or 12 Graduation Program Requirement.
Search results can be downloaded as a spreadsheet or viewed on the screen. For the school’s TRAX data transfer, report the appropriate course code from the “TRAX” column in the table of search results. From search results, click on the Course Title to confirm when course available (Course Start and End Dates).

MORE TIPS? See “General Search Tips” or “Step by Step Videos” on left side bar at http://www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php
Appendix D: Additional Resources

**B.C. Tripartite Education Agreement: Supporting First Nation Student Success 2018:**
http://www.fnesc.ca/bctea/

A non-comprehensive list of Indigenous education resources that has been compiled by the Ministry of Education in collaboration with the British Columbia Teacher’s Federation, the First Nations Education Steering Committee, and Métis Nation British Columbia:
*Indigenous Education Resource Inventory*

The following resources are on the ‘Graduation Information for Administrators’ website:
https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/graduation

**B.C. Graduation Program Policy Guide**

The Ministry’s Graduation Program Policy Guide helps schools identify the curriculum and assessment requirements in Grades 10, 11, and 12 and the related policies for the B.C. Graduation Program (2018)

**B.C. Graduation Program Handbook of Procedures**

Ministry of Education procedures for Grades 10 to 12 (general reference)

**Language Arts 12 Suite and Exams in 2019/20**

Information about the Language Arts 12 graduation requirement, from the former courses with provincial exams to the new courses without provincial exams

The following resources are available from the School Secure Web (SSW):
https://www.bced.gov.bc.ca/exams/tsw/principals/index.jsp

**TRAX Data Error Reports**

These reports are available from the SSW (under ‘TRAX Data Error and Non-Grad Reports’) and show errors to address from the school’s last TRAX data transfer (note: reupload to TRAX once fixed in your student information system).

**Grade 10 Numeracy Assessment Administration Guide**

These guides are available from the SSW (under ‘Graduation Assessments/Exam Materials and Forms’) and assist schools in preparing, registering and administering these Grade 10 graduation assessments.