

2019/2020 Offshore Schools Transcript and Exams (TRAX) Requirements, and Procedures for the Grade 10 graduation assessments and Language Arts 12 Suite of Examinations

Grade 10 graduation assessments refers to the Grade 10 Numeracy Assessment (NME10, NMF10 - French) and the Grade 10 Literacy Assessment (LTE10, LTP10 - French).

Language Arts 12 (LA 12) provincial exams listed on the [2019/20 Graduation Assessment Schedule](#) are *only* for students re-writing or completing exam requirements attached to the old curriculum.

Before an offshore school can participate in a provincial Grade 10 graduation assessment/Language Arts 12 examination session (if appropriate, as above), and to ensure that the Ministry of Education can produce transcripts and certificates, the school must successfully complete the following steps within published deadlines in the [2019/2020 Chart of Important Dates](#) (see full link on page 4).

1. Obtain Personal Education Numbers (PENs) for all students who plan to write a Language Arts 12 examination, a Graduation Numeracy Assessment or request transcripts;
2. Submit student level data in September via Form 1701;
3. Upload a Transcript and Examinations (TRAX) data submission. This will add the students to the Ministry's TRAX system, identify which courses they are taking, and register them for the Grade 10 graduation assessments or Language Arts 12 examination session (if appropriate);
4. Review procedures for conducting and invigilating sessions; and,
5. Install e-Exam Security Control on each computer to be used for the Grade 10 graduation assessments and Language Arts 12 examinations .

1. STUDENT PERSONAL EDUCATION NUMBER (PEN)

Applies to schools offering K-12

Obtaining Personal Education Numbers

The Personal Education Number (PEN) is a nine-digit number assigned to each student as they enter the British Columbia education system.

PENs are obtained electronically through the Ministry's PEN Web Application. You can download the PEN Web Application Instructions and gain access to **PEN Web** at <https://www.gov.bc.ca/pen>

If you have not been provided a username and password for PEN Web, or have any other questions regarding this process, please contact the PEN Coordinator for assistance at: pens.coordinator@gov.bc.ca

Once you have PENs for your students, they can be reported in the Form 1701 data collection and you will be able to perform TRAX (Transcripts and Exams) data submissions.

Corrections to student demographic data (names, dates of birth and gender) can be sent to pens.coordinator@gov.bc.ca

2. FORM 1701 STUDENT LEVEL DATA (SLD) COLLECTION

Applies to schools offering K-12

1701 Student Level Data is required in September of every year. Form 1701 data collects information such as student names, birthdates, genders, Grade levels and number of courses they are enrolled in at the secondary level. Student Level Data is submitted electronically using the 1701 Verification Web Application. The 1701 schedule and instructions can be accessed at: www.bced.gov.bc.ca/datacollections/september/
Log in to the SLD Web with the same username and password used for PEN Web.

If you have problems logging in, or have any questions regarding 1701, please contact Data.Management@gov.bc.ca for assistance.

3. STUDENT CERTIFICATION and TRAX (Transcript and Examinations/Assessments)

Applies to schools offering Grade 10-12 (not K–9)

TRAX Submissions

BC Schools and Offshore Schools with students enrolled in Grade 10-12 courses **must** send TRAX data submissions to the Ministry of Education through the *School Secure Web (SSW)*.

For data submission deadlines, see [2019/2020 Chart of Important Dates](#) (printable) or <http://www.bced.gov.bc.ca/exams/calendar> (Agenda).

Each TRAX data submission must include a set of three files:

- demographic information (DEM file),
- non-examinable course information (CRS file), and
- examinable courses (XAM file).

The data files provide the Ministry with information to: record student grades, administer and record results of Grade 10 graduation assessments and provincial Language Arts 12 examinations, and produce transcripts and graduation certificates.

Please note that TRAX data files cannot be processed between the June/Final Marks Submission deadline in July and the opening of TRAX for the new school year in October.

4. GRADUATION ASSESSMENT AND EXAMINATION CENTRE ADMINISTRATION

Applies to schools offering Grade 10-12 (not K–9)

Schools must review the guidelines in the documents below, which are posted on the **School Secure Web [SSW]** (<https://www.bced.gov.bc.ca/exams/tsw/principals/>) under the link for 'Graduation Assessment/Exam Materials and Forms.'

- *Grade 10 Numeracy Assessment Administration Guide - Offshore & Yukon Edition* — includes guidelines on conducting assessment for invigilators
- *Grade 10 Literacy Assessment Administration Guide*

The Ministry requires that the Security Control is installed on each computer to be used for Grade 10 graduation assessments and Language Arts 12 examinations. More information concerning this issue can be found in the *Grade 10 Numeracy Assessment Administration Guide - Offshore & Yukon Edition*.

The 'Offshore Schools – Electronic Password Letter' will be uploaded to the [SSW](#) 5 business days before the assessment session starts under the link for 'Graduation Assessment/Exam Materials and Forms.'

Access [sample assessments/exams](#) at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/curriculum-and-assessment/provincial-exams/graduation-assessment>

School Secure Web (SSW)

Principals and designates can access a variety of functions and reports via the SSW

https://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp, including:

- Online Graduation Assessment Register
- Assessment/Exam Results
- Upload TRAX files
- TRAX data error reports
- Transcript Verification Reports (TVRs)
- Student PSI Selections summary
- Graduation Assessment/Exam administration documents and forms
- Unofficial Transcripts of Grades (UTGs)

Principals must obtain an ID and password from the Ministry to access the SSW for the first time by emailing offshore.administrator@gov.bc.ca. Schools then maintain their own password. Forgotten passwords can also be reset by contacting this email.

Other Resources

To successfully maintain student certification records in TRAX, school staff must become familiar with the following TRAX resources:

- **The British Columbia Global Education Program - Offshore Schools Certification Agreement**
Schedule F in the sample Agreement describes software, browser, computer, e-mail, and printer requirements for TRAX, and can be accessed at:
https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/internationaleducation/2019-20_os_certification_agreement_sample_for_website.pdf
- **The B.C. Graduation Program Handbook of Procedures (“The Handbook”)**
The Handbook outlines the procedures for sharing data between schools and the Ministry. The Handbook can be accessed at: www.bced.gov.bc.ca/exams/handbook/
- **The B.C. Curriculum Comparison Guide**
This helps schools identify course changes for the B.C. Graduation Program (2018), includes TRAX course codes for reporting, and is available at:
<https://curriculum.gov.bc.ca/sites/curriculum.gov.bc.ca/files/pdf/curriculum-comparison-guide.pdf>
Tips: use CTRL+F to search for courses by keyword and refer to Course Code Comparison tables.
- **The 2019/20 Graduation Assessment Schedule**
The Schedule contains important information about graduation assessments/exams including scheduled date and time, and return deadlines of Grade 10 Numeracy Assessment response sheets:
https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/exams/2019-20_exam_schedule.pdf
Offshore Schools write assessments/exams at the times shown on the schedule, local time.
Also refer to the [Graduation Assessment Requirements Table](#) for details of who does what when.
- **TRAX Updates** mailing list
School administrators are required to subscribe to this service which will alert them and other staff to important information related to assessment/exam session processes and data exchanges. To subscribe, please fill out the section “**Subscribing to l_educ_trax_updates**” at:
http://lists.gov.bc.ca/mailman/listinfo/l_educ_trax_updates

Unless otherwise instructed above, please direct all enquiries to:

Offshore Schools and First Nations Schools Administrator at offshore.administrator@gov.bc.ca

SUPPLEMENTARY NOTES TO 2019/2020 CHART OF IMPORTANT DATES

The 2019/2020 Chart of Important Dates for Grade 10 graduation assessments and Language Arts 12 Examinations is available at:

<http://www.bced.gov.bc.ca/exams/calendar/> or
<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/assessment/exams-important-dates.pdf>

Each month: Submit TRAX data, check for errors and correct them

Beyond the [TRAX submission deadlines below](#), we encourage schools to submit TRAX files monthly to keep student transcripts up to date on the SSW and StudentTranscripts Service (STS) sites. From STS, students can authorize post-secondary institutions using XML data transfer protocol to view updates of their records at *any* time of the school year.

After each TRAX data submission, check your school's TRAX Data Error report on the [SSW](#) (you will need a user ID and password). Correct any errors in your student information system and reupload to TRAX. Please contact offshore.administrator@gov.bc.ca if you need a password reset or have trouble resolving errors.

Upcoming TRAX dates only

January 20–24: January 2020 Grade 10 Numeracy and Literacy Assessments Administration

For late registrants for the Grade 10 Numeracy Assessment, refer to instructions for Late Registrants in 'Grade 10 Numeracy Assessment Administration Guide – Offshore & Yukon Edition' on the [SSW](#) (under the link for 'Graduation Assessment/Exam Materials and Forms').

Note: Numeracy Response Sheets must be returned by the session end (see the Guide for details).

January 22–24: January 2020 Language Arts 12 provincial exams Administration

Check [2019/20 Graduation Assessment Schedule](#) for specific dates and the [Language Arts 12 Suite and Exams in 2019/20](#) for a student's eligibility to take these exams and more.

January 27–February 10: January TRAX Submission of Grades

This TRAX submission enables schools to transfer students' final marks for courses completed up until the end of January. In addition, the Ministry sends transcripts and Dogwood Diplomas to schools in early March for students who graduated in January if schools provide final marks for eligible students.

January 31: November 2019 Grade 10 Literacy Assessment results released

March 17: Registration Deadline for Graduation Assessments for April 2020

Schools' TRAX Data submission for April 2020 session must be completed by March 17.

Grade 10 Numeracy Assessment NME10 [English] or NMF10 [French]: Pre-registration is required as personalized paper response sheets must be prepared ahead of time. After registration, schools should confirm participation on the Online Assessment Register on the [SSW](#). The Online Assessment Register will be open March 9-17, 2020.

Grade 10 Literacy Assessment LTE10 [English] or LTP10 [Francophone]: Grades 10, 11 and 12 should register for this in the school's TRAX data submission. FOR THIS YEAR ONLY: Students in grades 11 and 12 will **not** be writing the Grade 10 Literacy Assessment but should be registered for it. 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 year. Please also see the [Graduation Assessment Requirements Table](#).

March 31: January 2020 Grade 10 Numeracy Assessment and Language Arts 12 results released

April 4: January 2020 Grade 10 Literacy Assessment results released

April 10–24: Spring/Interim TRAX Submission of Grades

April 14–20: April 2020 Grade 10 Numeracy and Literacy Assessments Administration & Return NME10 response sheets!

May 6: Interim transcript data available to B.C. PSIs, OUAC, University of Calgary, University of Alberta

June 24–July 10: June Final TRAX Submission of Grades

June 22–23: June 2020 Language Arts 12 provincial exam Administration – last opportunity for rewrites! (results: July 15)

June 30: April 2020 Grade 10 Assessments results released

July 31: Transcripts sent to schools and post-secondary institutions