

2022/2023 Offshore Schools TRAX Data Requirements and Procedures Overview

The following information is a quick guide to key requirements and procedures. Complete information is available in the [B.C. Graduation Program Handbook of Procedures](#).

Provincial Graduation Assessments refers to:

- the Grade 10 Numeracy Assessment (NME10) and the Grade 10 Literacy Assessment (LTE10), which students take in their Grade 10 year, and
- the Grade 12 Literacy Assessment (LTE12), to be completed during students' Grade 12 year.

See the [2022/23 Graduation Assessment Schedule](#) for session dates.

Before an offshore school can participate in a provincial graduation assessment session, the school must successfully complete the following steps:

1. Obtain Personal Education Numbers (PENs) for all students who plan to write the Provincial Graduation Assessments or request transcripts
2. Submit student level data in September via Form 1701
3. Obtain access to the School Secure Web (SSW) for TRAX data submissions and reports
4. Upload a TRAX data submission by the session registration deadlines published in the [2022/2023 Chart of Important Dates](#). This will add the students to the Ministry's TRAX system, identify which courses they are taking, and register them for the Provincial Graduation Assessments

1. STUDENT PERSONAL EDUCATION NUMBER (PEN)

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. PENs are also required to submit TRAX data submissions, which update student transcripts and graduation status.

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

2. FORM 1701 STUDENT LEVEL DATA (SLD) COLLECTION

1701 Student Level Data is required in September of every year. Form 1701 data collects information such as student name, birthdate, gender, grade level etc. Student Level Data is submitted electronically using the 1701 Verification Web Application. The 1701 schedule and instructions can be accessed at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/data-collections>

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. SCHOOL SECURE WEB (SSW)

The SSW provides school administrators with information and access to: Provincial Graduation Assessment registration, results and reports, TRAX data transfers, Student Transcript Verification Reports (TVRs), Post-Secondary Institution (PSI) Selection Reports, Provincial Graduation Assessment materials and forms, and Unofficial Transcripts of Grades. Access the SSW online at www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

- Online Graduation Assessment Register – *confirm registrations made through TRAX data transfer*
- Graduation Assessment Results and Reports – *view by assessment session*
- Upload TRAX Data Files (DEM, CRS and XAM) – *upload when there are new marks and by target dates*
- TRAX Data Error Reports – *review and address errors after each TRAX data upload*
- Transcript Verification Reports (TVRs) – *verify transcript data including course enrollments, interim and final marks, plus graduation assessment results for graduating students (i.e. Grade 12s)*
- Student PSI Selections summary
- Graduation Assessment Materials and Forms – *access assessment guides, TRAX Change Forms, etc.*
- Unofficial Transcripts of Grades (UTGs) – *view transcript data of successful course and assessment completions (best result only) for all students in Grades 10 to 12*

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.

4. TRAX DATA SUBMISSIONS

B.C. Offshore Schools with students enrolled in Grade 10-12 courses **must** send TRAX data submissions to the Ministry of Education and Childcare through the School Secure Web (SSW). For important deadlines, see [2022/2023 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:

- student demographic information (DEM file)
- non-examinable course information (CRS file)
- registrations for graduation assessments (XAM file)

These files are necessary for the administration of assessments, and for the Ministry to produce transcripts and certificates. After each TRAX data submission, check your school's TRAX Data Error report for errors and also Transcript Verification Reports for Grade 12 students on the [SSW](#). Correct any errors in your student information system and reupload to TRAX.

Please note that automatic TRAX submissions cannot be processed from mid-July until the new TRAX school year opens in October. However, schools can still manually submit data. Please contact offshore.administrator@gov.bc.ca for options.

For students no longer enrolled (e.g., graduates and other former students), any data corrections must be submitted using a TRAX Change Form (available from the SSW), to Trax.Data@gov.bc.ca.

Important Resources

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

- **British Columbia Offshore School Program – *Sample Certification Agreement***
Schedule F in the sample Agreement provides an overview of electronic data transfer requirements for TRAX and electronic assessment requirements, and can be accessed at:
<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/international-education/offshore-schools> - *(see Program Resources for this document)*
- **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:
https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/graduation/handbook_of_procedures.pdf
- **TRAX Resources:** <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/graduation/trax-updates>
- **The 2022/23 Graduation Assessment Schedule**
The Schedule contains important information about graduation assessments including scheduled date and time, and return deadlines of Grade 10 Numeracy Assessment response sheets (daily in session):
<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/graduation> - *(scroll down to Graduation Assessment Schedule)*
Offshore Schools write assessments at the times shown on the schedule, local time.
- **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 session processes and TRAX data transfers. To subscribe, fill out the “Membership” form at: <https://lists.educ.gov.bc.ca/list/trax.updates.lists.educ.gov.bc.ca>
*(Please include your school name in the “name” section. You will get an email asking you to confirm your subscription. *Check your junk email, too.)*

Contacts:

TRAX (transcripts and graduation): offshore.administrator@gov.bc.ca

Provincial Assessments: exams@gov.bc.ca

B.C. Offshore School Program: international.education@gov.bc.ca