

2017-18 Offshore Schools Transcript and Exams (TRAX) Requirements and Procedures for the Language Arts 12 Suite of Examinations

Important Note: This document is written specifically for the Language Arts 12 suite of exams. Details about the Graduation Numeracy Assessment will be made available later this fall.

Before an offshore school can participate in a provincial Language Arts 12 examination session, and to ensure that the Ministry of Education can produce transcripts and certificates, they must successfully complete the following steps within published deadlines listed on the *Offshore Schools 2017-18 Chart of Important Dates* (see page 4):

1. Obtain Personal Education Numbers (PENs) for all students who plan to write the Language Arts 12 examination 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 Language Arts 12 examination session;
4. Review procedures for conducting and invigilating sessions; and,
5. Install e-Exam Security Control on each computer to be used for the Language Arts 12 examination.

1. STUDENT PERSONAL EDUCATION NUMBER (PEN)

Applies to schools offering K-12

Obtaining Personal Education Numbers

The Personal Education Number 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 www.bced.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 Mike Joa (mike.joa@gov.bc.ca) or Kathy Cordner (kathy.cordner@gov.bc.ca) for assistance.

3. STUDENT CERTIFICATION and TRAX (Transcript and Examinations)

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)*.

Please refer to the *Offshore Schools 2017-18 Chart of Important Dates* for data submission deadlines.

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 provincial Language Arts 12 examination results, 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. EXAMINATION CENTRE ADMINISTRATION

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

Schools must review the guidelines outlined in the documents below, which are posted on the School Secure Web under 'Exam Materials and Forms.'

- Procedures For Conducting Graduation Program Examinations
- Principal's Examination Worksheet
- Invigilator's Examination Worksheet

The Ministry requires that the Security Control is installed on each computer to be used for Language Arts 12 examinations. More information concerning this issue can be found in the *Procedures for Conducting Graduation Program Exams* document.

Sample exams can be accessed at: www.bced.gov.bc.ca/exams/search/

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 Exam Register, Exam Results
- Upload TRAX files
- TRAX data error reports
- Transcript Verification Reports (TVRs)

- Student PSI Selections summary
- 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 *Offshore School Agreement (Schedule F)***
This describes software, browser, computer, e-mail, and printer requirements for TRAX, and can be accessed at:
http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/internationaleducation/os_cert_agrmt.pdf
- **The *Handbook of Procedures for the Graduation Program (“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 *2017-18 Offshore Schools Graduation Assessment Schedule***
The Schedule contains deadlines for data submissions to the Ministry and assessment/exam schedules for offshore schools. It can be accessed at: www.bced.gov.bc.ca/offshore_schools/
Please note: the Ministry is not able to accommodate alternative scheduling or assessment/exam session requests.
- ***TRAX Updates*** notification service (list serve)
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. The service can be accessed at: www.bced.gov.bc.ca/exams/trx_updates/ Click on the “Subscribe to the TRAX Updates” link.

Unless otherwise instructed, please direct all enquiries to:

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

Offshore Schools

2017-18 Chart of Important Dates for Language Arts 12 Examinations

Month	Date	Activity / Due Dates
October 2017	October 16 - November 14	School Activity: First Data Submission <ul style="list-style-type: none"> • Submit First Data Submissionⁱ • Check for error reports on the School Secure Web, 24 hours after submittingⁱⁱ • Correct errors
November 2017	November 6 - 7	Ministry/School Activity: November session administered ⁱⁱⁱ
	November 20 - December 12	Ministry/School Activity: January Online Exam Register is available for review ^{iv}
	November 27	Ministry Activity: November exam results released
January 2018	January 11	School Activity: Deadline for November exam re-marks
	January 22 - 26	Ministry/School Activity: January session administered
	January 29 - February 12	School Activity: January Submission of Grades <ul style="list-style-type: none"> • Submit course marks for provincially-examinable courses completed in January • Check for error reports on the School Secure Web • Correct errors
March 2018	March 5	Ministry Activity: January Results Released
April 2018	April 19	School Activity: Deadline for January re-mark requests
	April 26 - 27	Ministry/School Activity: April session administered
	April 13 - 27	School Activity: Spring/Interim Submission of Data <ul style="list-style-type: none"> • Submit grades and interim grades Submission of Data due • Check for error reports on the School Secure Web • Correct errors
May 2018	May 1 - 15	Ministry/School Activity: June Online Exam Register is available for review
	May 28	Ministry Activity: April exam results released
June 2018	June 25 - 28	Ministry/School Activity: June session administered
	June 25 - July 13	School Activity: Deadline for final submission of course marks for June
July	July 5	Ministry/School Activity:

2018		Deadline for April re-mark requests
	July 30	Ministry Activity: June results released
August 2018	August 1 - 3	Ministry/School Activity: August session administered
	August 17	School Activity: Deadline for submission of course marks for the summer. Send spreadsheet(s) to offshore.administrator@gov.bc.ca . ^v Do not submit data transfers.
	August 30	Ministry Activity: August results released
September 2018	September 27	Ministry/School Activity: Deadline for June re-mark requests
October 2018	October 26	Ministry/School Activity: Deadline for August re-mark requests

ⁱ The first data submission tells who your students are and what courses they are in, enabling them to participate in relevant exams. New schools that have not accomplished a successful first data submission in the previous school year will not be able to have their students participate.

ⁱⁱ To check for error reports on the SSW you will need a user ID and password. Please contact offshore.administrator@gov.bc.ca if you need a password reset or have trouble resolving errors.

ⁱⁱⁱ New schools that have not successfully completed a first data submission by mid-October will not be able to have their students participate in the November session.

^{iv} No action is required for electronic exams. However, it can be used to ensure that the bulk of your students are showing in courses you have identified for them in your XAM file.

^v Summer marks should be submitted in one or more spreadsheets: one spreadsheet for examinable course marks and, if needed, a second spreadsheet for non-examinable course marks. The non-examinable course marks file only needs to include records for students not returning in the fall (mainly graduating students).

Send Excel files to offshore.administrator@gov.bc.ca with the email subject line stating:

- "<Summer School Code> - August Marks".
- Name the Excel mark files as follows:
 - Examinable course marks – Example: 103##### Exam Marks.csv (or .xls if Excel)
 - Non-Exam course marks – Example: 103##### Non-Examinable Marks.csv (or .xls if Excel)

Example:

School Code	PEN	Surname	First Name	DOB	Course	Session Date	Final Sch %
103#####	#####	Smith	Joe	19950101	FMP 10	201408	75

A template is available upon request.