handbook of
PROCEDURES
for the
GRADUATION PROGRAM

2014\2015

BRITISH COLUMBIA | Ministry of Education

Important Notes and Changes for 2014-2015

1. The Ministry of Education is phasing out the Passport to Education Program. The allocation of Passport to Education stamps will be phased out over a three-year period, beginning in the September 2013/2014 school year for Grade 10 Passport stamps, followed by Grade 11 Passport stamps in the September 2014/15 school year, and Grade 12 Passport stamps in the September 2015/2016 school year.

NOTE: Students who have already received a Passport to Education Award (stamps) will continue to be able to redeem their award towards tuition at their designated post-secondary institution until the expiry date stated on the stamps.

2. An online calendar of important dates related to Provincial Exams and Data Transfers is available at:

www.bced.gov.bc.ca/exams/calendar

You can view calendar information in your web browser as well as import the dates into your own calendar software. The calendar provides dates for the following:

- Provincial Examinations
- Provincial Exam Result Release Dates
- PSI (Post-Secondary Institutions) Selections
- Provincial Exam Out-of-Province Request Deadlines

- Provincial Exam Registration
- Provincial Exam Re-Mark Request Deadlines
- TRAX Submission of Grades

3. Schools are reminded that there is no longer an October Provincial exam session. The first opportunity for students to take a Provincial exam during the regular school year is November.

4. Schools can upload TRAX files at anytime between mid-October and mid-July. This can help keep transcript records up-to-date for students who complete courses outside a standard semester or a full year timetable.

5. As of the 2014/15 school year, Secondary School Apprenticeship (SSA) and Work Experience (WEX) courses meet the Fine Arts/Applied Skills graduation requirement.

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Introduction

This 2014-2015 manual, Handbook of Procedures for the Graduation Program, has been approved by the Minister of Education for setting out graduation requirements.

PURPOSE OF THE HANDBOOK OF PROCEDURES

The Handbook outlines procedures for sharing student data between schools and the Ministry of Education, and answers questions pertaining to provincial examinations. It supports the work of both educators and the Ministry, which works with schools to produce transcripts and administer provincial exams. Ongoing liaison and information exchanges are vital to the timely production of accurate data.

2014-2015 Chart of Important Dates

PROVINCIAL EXAMINATIONS CALENDAR FOR VIEWING AND SUBSCRIPTION

An online calendar of important dates related to Provincial Exams and Data Transfers is available at:

www.bced.gov.bc.ca/exams/calendar

You can view calendar information in your web browser as well as import the dates into your own calendar software.

KEY:
- Due date for data/forms to be received by the Ministry
- □ Registration deadline for examinations

MONTH	DATE	ACTIVITY
October 2014	Oct. 20 - Nov. 14	• **Due:** First Data Submission
November	Nov. 3 and 4	November exams administered
	Nov. 14	• **Due:** November Submission of Grades. Only for schools completing provincially-examinable courses in November
	Nov. 24 - Dec. 16	January Online Exam Register available for review and editing
December	Dec. 1	November exam results released
	Dec. 16	□ **Registration deadline:** January exams. Online Exam Register closed for changes. Electronic Schools do not send a transfer at this time
January 2015	Jan. 2	• **Re-mark deadline:** November exams
	Jan. 19 - 23	January exams administered
	Jan. 28 - Feb. 20	• **Due:** January Submission of Grades. Required for schools completing provincially-examinable courses in January
February	Feb. 2 - 6	Alternate January Exam Administration (Public Schools only)
March	March 9	January exam results released
April	Apr. 9 and 10	April exams administered
	Apr. 16	• **Re-mark deadline:** January exams
	Apr. 13 - 24	• **Due:** Spring/Interim Submission of Data
	Apr. 28 - May 12	June Online Exam Register open for review and editing

NOTE: The registration deadline is the date on which all Examination Registers with updates are due at the Ministry. Requests submitted after this date will NOT be processed.

Schools needing exams after this date will be required to administer electronic exams.

2014-2015 Chart of Important Dates [CONTINUED]

MONTH	DATE		ACTIVITY
May 2015	Apr. 28 - May 12		June Online Exam Register available for review and editing
	May 4		April exam results released
	May 6		Interim transcript data available to BC PSIs and the OUAC
	May 12	☐	**Registration deadline:** June exams. Online Exam Register closed for changes. Electronic Schools do not send a transfer at this time
	May 14 and 15		May exams administered
	May 18		Provincial Exam Bulletin posted
June	June 8		May exam results released
	June 11	•	Re-mark deadline: April exams
	June 18 - 25		June exams administered
	June 22 - July 8	•	**Due:** June/Final Submission of Grades
	June 26	☐	**Registration deadline:** August/Summer School Questionnaire
July	July 16	•	**Re-mark deadline:** May exams
		☐	**Registration deadline:** August Exam Registration
	July 30		June exam results released
	July 30		Transcripts sent to Grade 12 students, districts, and post-secondary institutions
August	Aug. 10 - 14		August exams administered
	Aug. 14	•	**Due:** Summer School Submission of Marks
September	Sept. 7		August exam results released
	Sept. 24	•	**Re-mark deadline:** June exams
October	Oct. 15	•	**Re-mark deadline:** August exams

NOTE: Important information is posted on the School Secure Web at:

    www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

To receive notification of these postings as well as other TRAX alerts, subscribe to the e-mail alert at:

    www.bced.gov.bc.ca/exams/trx_updates/

Provincial Examination Schedule
and Session Information

IN THIS SECTION

Important Notes

1. Exam start and end times must be observed by all schools. However, schools may begin an exam up to one hour before the scheduled start time. In such situations, students must remain in the supervised exam room for a minimum of one hour after the original scheduled start time. (e.g., begin exam at 12 noon but ensure students do not leave until after 2:00 pm). Students may not enter the exam room after 30 minutes have elapsed.

2. There may be instances when a student needs to write exams that are scheduled in the same time slot. When this happens, allow the student to write the first exam, receive a suitable supervised break and then write the second exam. Note: If the conflicting exams are electronic only, send an email to **trax.data@gov.bc.ca** outlining the details.

3. AWM10 and FMP10 are available electronically. Schools may schedule Apprenticeship and Workplace Mathematics 10 (AWM10) and Foundations of Mathematics and Pre-Calculus 10 (FMP10) anytime during the applicable exam administration window. Exam start times may be anytime between 9:00 am and 3:00 pm and schools may still begin the exam one hour before the official scheduled start time of 9:00 am to accommodate local schedule conflicts.

IMPORTANT REMINDERS:

- There will be a unique password for each day of exam administration for each subject. Passwords will be provided in the Electronic Password Letter posted to the School Secure website at **www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp** three business days prior to the start of the exam session. Passwords must be kept secure.

- Students are not to bring any unauthorized materials into the exam room.

- Scrap paper may be handed out to students by invigilators during exam administration and must be collected prior to students exiting the exam room and then destroyed.

- Invigilators must ensure that students have submitted their e-Exams prior to exiting the exam room. Accessing the Confirmation Codes report from the administrative functions of the e-Exam system is essential to confirm successful submission of students' exams.

4. In November, April, May and August, all exams offered will be available electronically only.

5. All August exams are offered through a student's school or district. Students should check with their school prior to the end of the school year to determine exam registration procedures for their school or district.

6. Students may write only one exam per subject per session. They are not allowed to write both paper and electronic versions of the same exam during the same session.

7. The Ministry of Education aims to ensure the exam schedule does not change. Occasionally circumstances require changes to the exam schedule after it is initially published. Should changes to the exam schedule be required, the Ministry will communicate these changes via email through TRAX Updates. Changes may also be posted to the Ministry's Provincial Examinations website at: **www.bced.gov.bc.ca/exams**

8. Schools are required to subscribe to the TRAX Updates e-mail distribution list to ensure they receive important notifications and updates. To subscribe please visit: **www.bced.gov.bc.ca/exams/trx_updates/**

9. For Offshore Schools only, the 2014-2015 Provincial Examination Schedule for Offshore Schools can be accessed at the Offshore Schools website: **www.bced.gov.bc.ca/offshore_schools/**

UNPREDICTABLE CIRCUMSTANCES DURING PROVINCIAL EXAM SESSIONS

Occasionally, unpredictable circumstances such as severe weather, floods, forest fires, or power outages cause schools to close during scheduled provincial exam sessions. When this occurs, schools should immediately call TEL: **250.356.7270 (option #3)** to discuss options. Depending on the numbers of students impacted and the exams offered on the day of the school closure, these options could include having students write at the next exam session or providing an alternate electronic exam writing session.

In cases where some students are unable to make it in to school to write provincial exams due to severe weather, schools are advised to proceed with the scheduled exam for students who are able to attend and call TEL: **250.356.7270 (option #3)** to discuss alternatives for students who are unable to attend. The Ministry stresses that student safety should be the primary consideration in all situations.

2014/2015
Provincial Examination Schedule

NOVEMBER 2014

[E: Electronic Exams Only]

DATE	SUBJECT	ADMIN MODE	TIME
November 3 - 4, 2014 Monday - Tuesday	**AWM 10** Apprenticeship and Workplace Mathematics 10 **FMP 10** Foundations of Mathematics and Pre-Calculus 10 **SC 10** Science 10	E E E	Schools may schedule these sessions at any time each day from 9 am through to final start time of 3 pm
November 3, 2014 Monday	**EN 12** English 12	E	9:00 am - 11:00 am
	SS 11 Social Studies 11	E	1:00 pm - 3:00 pm
November 4, 2014 Tuesday	**EN 10** English 10 **COM 12** Communications 12	E E	9:00 am - 11:00 am

NOTE: All Provincial Examinations are designed to be completed within two hours. Students are permitted up to an additional 60 minutes, if required.

November Exam Return Dates

WEDNESDAY, NOVEMBER 12, 2014:
Deadline for electronic submission of locally-marked written responses for EN 10 and SS 11

JANUARY 2015

→ **Public school districts** must choose to administer January provincial exams either the week of January 19th or the week of February 2nd.

THE ORAL COMPONENT OF FRENCH LANGUAGE EXAMS

Administration window for both Français langue première 12 and Français langue seconde-immersion 12:
December 1 – 12, 2014; January 5 – 30, 2015

[E: Electronic Exams Only]   [E+P: Electronic and Paper Exams Available]

DATE	SUBJECT		ADMIN MODE	TIME
January 19 - 23, 2015 Monday - Friday	**AWM 10** **FMP 10** **AWMF 10** **FMPF 10**	Apprenticeship and Workplace Mathematics 10 Foundations of Mathematics and Pre-Calculus 10 Maths: métiers et milieu de travail 10 Maths: fondements et pré-calcul 10	E E E E	Schools may schedule these sessions at any time during the week from 9 am through to final start time of 3 pm
January 19, 2015 Monday	**EN 12** **FRALP 10**	English 12 Français langue première 10	E+P E	9:00 am - 11:00 am
	SS 11 **SCH 11**	Social Studies 11 Sciences humaines 11	E+P E	1:00 pm - 3:00 pm
January 20, 2015 Tuesday	**EN 10** **COM 12**	English 10 Communications 12	E+P E+P	9:00 am - 11:00 am
	FRAL 12 **FRALP 12** **EFP 12**	Français langue seconde-immersion 12 Français langue première 12 English 12 First Peoples	E E E	1:00 pm - 3:00 pm
January 21, 2015 Wednesday	**SC 10** **SCF 10** **FNS 12** **FNSF 12**	Science 10 Sciences 10 BC First Nations Studies 12 Études des Premières Nations de la C.-B. 12	E+P E E E	9:00 am - 11:00 am
	CIV 11 **CIVF 11** **EFP 10**	Civic Studies 11 Éducation civique 11 English 10 First Peoples	E E E	1:00 pm - 3:00 pm
January 22, 2015 Thursday	**AWM 10** **FMP 10**	Apprenticeship and Workplace Mathematics 10 Foundations of Mathematics and Pre-Calculus 10	E+P E+P	9:00 am - 11:00 am

NOTE: All Provincial Examinations are designed to be completed within two hours. Students are permitted up to an additional 60 minutes, if required.

January Exam Return Dates

MONDAY, JANUARY 19, 2015:
Grade 12 – EN 12

THURSDAY, JANUARY 22, 2015:
Grade 12 – COM 12, Grade 10 – AWM 10 and FMP 10; SC 10

TUESDAY, JANUARY 27, 2015:
Deadline for return of locally-marked written response results for EN 10, EFP 10, FRALP 10, SS 11, SCH 11, CIV 11, CIVF 11, FNS 12 and FNSF 12

ALTERNATE JANUARY EXAM ADMINISTRATION 2015 [PUBLIC SCHOOLS ONLY]

→ **Public school districts** must choose to administer January provincial exams either the week of January 19th or the week of February 2nd.

THE ORAL COMPONENT OF FRENCH LANGUAGE EXAMS
Administration window for both Français langue première 12 and Français langue seconde-immersion 12:
December 1 – 12, 2014; January 5 – 30, 2015

[E: Electronic Exams Only]   [E+P: Electronic and Paper Exams Available]

DATE	SUBJECT		ADMIN MODE	TIME
February 2 - 6, 2015 Monday - Friday	**AWM 10** **FMP 10** **AWMF 10** **FMPF 10**	Apprenticeship and Workplace Mathematics 10 Foundations of Mathematics and Pre-Calculus 10 Maths: métiers et milieu de travail 10 Maths: fondements et pré-calcul 10	E E E E	Schools may schedule these sessions at any time during the week from 9 am through to final start time of 3 pm
February 2, 2015 Monday	**EN 12** **FRALP 10**	English 12 Français langue première 10	E+P E	9:00 am - 11:00 am
	SS 11 **SCH 11**	Social Studies 11 Sciences humaines 11	E+P E	1:00 pm - 3:00 pm
February 3, 2015 Tuesday	**EN 10** **COM 12**	English 10 Communications 12	E+P E+P	9:00 am - 11:00 am
	FRAL 12 **FRALP 12** **EFP 12**	Français langue seconde-immersion 12 Français langue première 12 English 12 First Peoples	E E E	1:00 pm - 3:00 pm
February 4, 2015 Wednesday	**SC 10** **SCF 10** **FNS 12** **FNSF 12**	Science 10 Sciences 10 BC First Nations Studies 12 Études des Premières Nations de la C.-B. 12	E+P E E E	9:00 am - 11:00 am
	CIV 11 **CIVF 11** **EFP 10**	Civic Studies 11 Éducation civique 11 English 10 First Peoples	E E E	1:00 pm - 3:00 pm
February 5, 2015 Thursday	**AWM 10** **FMP 10**	Apprenticeship and Workplace Mathematics 10 Foundations of Mathematics and Pre-Calculus 10	E+P E+P	9:00 am - 11:00 am

NOTE: All Provincial Examinations are designed to be completed within two hours. Students are permitted up to an additional 60 minutes, if required.

February Exam Return Dates

MONDAY, FEBRUARY 2, 2015:
     Grade 12 – EN 12
THURSDAY, FEBRUARY 5, 2015:
     Grade 12 – COM 12, Grade 10 – AWM 10 and FMP 10; SC 10
TUESDAY, FEBRUARY 10, 2015:
     Deadline for return of locally-marked written response results for EN 10, EFP 10, FRALP 10, SS 11, SCH 11, CIV 11, CIVF 11, FNS 12 and FNSF 12

APRIL 2015

[E: Electronic Exams Only]

DATE	SUBJECT		ADMIN MODE	TIME
April 9 - 10, 2015 Thursday - Friday	**AWM 10** **FMP 10** **SC 10**	Apprenticeship and Workplace Mathematics 10 Foundations of Mathematics and Pre-Calculus 10 Science 10	E E E	Schools may schedule these sessions at any time each day from 9 am through to final start time of 3 pm
April 9, 2015 Thursday	**EN 12**	English 12	E	9:00 am - 11:00 am
	EN 10	English 10	E	1:00 pm - 3:00 pm
April 10, 2015 Friday	**SS 11**	Social Studies 11	E	9:00 am - 11:00 am
NOTE: All Provincial Examinations are designed to be completed within two hours. Students are permitted up to an additional 60 minutes, if required.				

April Exam Return Dates

FRIDAY, APRIL 17, 2015:
Deadline for electronic submission of locally-marked written responses for EN 10 and SS 11

MAY 2015

[E: Electronic Exams Only]

DATE	SUBJECT		ADMIN MODE	TIME
May 14 - 15, 2015 Thursday - Friday	**AWM 10** **FMP 10** **SC 10**	Apprenticeship and Workplace Mathematics 10 Foundations of Mathematics and Pre-Calculus 10 Science 10	E E E	Schools may schedule these sessions at any time each day from 9 am through to final start time of 3 pm
May 14, 2015 Thursday	**EN 12**	English 12	E	9:00 am - 11:00 am
	SS 11	Social Studies 11	E	1:00 pm - 3:00 pm
May 15, 2015 Friday	**EN 10** **COM 12**	English 10 Communications 12	E E	9:00 am - 11:00 am
NOTE: All Provincial Examinations are designed to be completed within two hours. Students are permitted up to an additional 60 minutes, if required.				

May Exam Return Dates

FRIDAY, MAY 22, 2015:
Deadline for electronic submission of locally-marked written responses for EN 10 and SS 11

JUNE 2015

THE ORAL COMPONENT OF FRENCH LANGUAGE EXAMS

Administration window for both Français langue première 12 and Français langue seconde-immersion 12: May 4 - 29, 2015

[E: Electronic Exams Only]   [E+P: Electronic and Paper Exams Available]

DATE	SUBJECT		ADMIN MODE	TIME
June 18 - 19, 2015 Thursday - Friday AND June 22 - 25, 2015 Monday - Thursday	**SC 10** Science 10 **SCF 10** Sciences 10 **AWM 10** Apprenticeship and Workplace Mathematics 10 **FMP 10** Foundations of Mathematics and Pre-Calculus 10 **AWMF 10** Maths: métiers et milieu de travail 10 **FMPF 10** Maths: fondements et pré-calcul 10		E E E E E E	Schools may schedule these sessions at any time during the week from 9 am through to final start time of 3 pm
June 19, 2015 Friday	**FNS 12** BC First Nations Studies 12 **FNSF 12** Études des Premières Nations de la C.-B. 12 **SC 10** Science 10		E E E+P	9:00 am - 11:00 am
	EN 12 English 12		E+P	1:00 pm - 3:00 pm
June 22, 2015 Monday	**COM 12** Communications 12 **FRALP 10** Français langue première 10		E+P E	9:00 am - 11:00 am
	EFP 10 English 10 First Peoples **CIV 11** Civic Studies 11 **CIVF 11** Éducation civique 11		E E E	1:00 pm - 3:00 pm
June 23, 2015 Tuesday	**AWM 10** Apprenticeship and Workplace Mathematics 10 **FMP 10** Foundations of Mathematics and Pre-Calculus 10		E+P E+P	9:00 am - 11:00 am
	FRAL 12 Français langue seconde-immersion 12 **FRALP 12** Français langue première 12		E E	1:00 pm - 3:00 pm
June 24, 2015 Wednesday	**EFP 12** English 12 First Peoples **EN 10** English 10		E E+P	9:00 am - 11:00 am
	SS 11 Social Studies 11 **SCH 10** Sciences humaines 11		E+P E	1:00 pm - 3:00 pm

NOTE: All Provincial Examinations are designed to be completed within two hours. Students are permitted up to an additional 60 minutes, if required.

June Exam Return Dates

MONDAY, JUNE 22, 2015:
> Grade 10 – SC 10; Grade 12 – EN 12 and COM 12

TUESDAY, JUNE 23, 2015:
> Grade 10 – AWM 10 and FMP 10

MONDAY, JUNE 29, 2015:
> All remaining Grade 10, 11 and 12 exams; Deadline for return of locally-marked written responses for EN 10, EFP 10, FRALP 10, SS11, SCH 11, CIV11, CIVF 11, FNS 12 and FNSF 12

AUGUST 2015

[E: Electronic Exams Only]

DATE	SUBJECT		ADMIN MODE	TIME
August 10 - 14, 2015 Monday - Friday	**SC 10** **SCF 10** **AWM 10** **FMP 10** **AWMF 10** **FMPF 10**	Science 10 Sciences 10 Apprenticeship and Workplace Mathematics 10 Foundations of Mathematics and Pre-Calculus 10 Maths: métiers et milieu de travail 10 Maths: fondements et pré-calcul 10	E E E E E E	Schools may schedule these sessions at any time on each day from 9 am through to final start time of 3 pm
August 10, 2015 Monday	**EN 12** **EFP 10** **FRALP 10** **FRALP 12**	English 12 English 10 First Peoples Française langue première 10 Française langue première 12	E E E E	9:00 am - 11:00 am
	For schools that require an extra session of English 12. Please contact TRAX at 250.356.7270 for more information.		E	1:00 pm - 3:00 pm
August 11, 2015 Tuesday	**COM 12** **EN 10** **EFP 12**	Communications 12 English 10 English 12 First Peoples	E E E	9:00 am - 11:00 am
	For schools that require an extra session of English 10. Please contact TRAX at 250.356.7270 for more information.		E	1:00 pm - 3:00 pm
August 12, 2015 Wednesday	**CIV 11** **SS 11** **SCH 11** **FNS 12**	Civic Studies 11 Social Studies 11 Sciences humaines 11 BC First Nations Studies 12	E E E E	9:00 am - 11:00 am
	For schools that require an extra session of Social Studies11. Please contact TRAX at 250.356.7270 for more information.		E	1:00 pm - 3:00 pm

NOTE: All Provincial Examinations are designed to be completed within two hours. Students are permitted up to an additional 60 minutes, if required.

August Exam Return Dates

WEDNESDAY, AUGUST 19, 2015:

Deadline for electronic submission of locally-marked written responses for EN 10, FRALP 10, SS 11, SCH 11, CIV 11 and FNS 12

The Oral Component of French Language Exams

The Oral Component of French Language Exams is administered prior to the written exam in each of the January and June exam sessions. The administration window for each of these sessions can be found at the top of the January and June exam schedules on pages 10 and 12, respectively. Schools must administer these components using the e-Exam available at:

www.bced.gov.bc.ca/eassessment/grad_secure.htm

For further information about the administration of the Français langue première 12 and Français langue seconde-immersion 12 oral components, please contact:
EDUC.French.Programs@gov.bc.ca

Chapter I
Provincial Examinations

IN THIS CHAPTER

Provincial Examinations

This Handbook uses the term provincial examinations to refer to a specific type of provincial large-scale assessment designed to allow individual students to demonstrate they have met provincial graduation requirements.

The term Graduation Program Examinations refers to examinations that must be taken by students in the 2004 Graduation Program. To earn credit in specific courses, students in the 2004 Graduation Program must take five course-based provincial examinations:

1. **LANGUAGE ARTS 10**
2. **SCIENCE 10**
3. **MATHEMATICS 10**
4. **SOCIAL STUDIES 11/12**
5. **LANGUAGE ARTS 12**

For more information, see: **www.bced.gov.bc.ca/exams/**

PURPOSE OF THE GRADUATION PROGRAM EXAMINATIONS

The British Columbia Graduation Program Examinations were implemented in 2004 to:

- Ensure that Grade 10, 11 and 12 students meet consistent provincial standards of achievement in academic subjects.

- Ensure that graduating students from all schools in the province are treated equitably when applying for admission to universities and other post-secondary institutions.

- Respond to a strong public desire for improved standards of education.

FINAL MARKS AND PROVINCIAL EXAMINATIONS

Grade 10, 11 and 12 exam results are blended with the school/classroom mark to generate final course marks. Grade 10 and 11 exams and BC First Nations Studies 12, each count for 20 percent of the final course mark. All other Grade 12 exams count for 40 percent.

DEVELOPMENT AND DESIGN OF PROVINCIAL EXAMINATIONS

Provincial examinations are developed by BC teachers and are based on provincial curricula. BC teachers mark the exams using a rigorous standards-based scoring guide and procedure.

Exams may include both selected-response (multiple choice) and written-response questions that vary in cognitive level.

Provincial examinations are designed to be two hours in length. However, students may use up to an additional 60 minutes to complete their exams.

THREE-YEAR TIME LIMIT TO WRITE THE EXAMINATION

Until they reach graduation status, students have three years in which to write the provincial exam after completing a course. If the exam is not written within three years, the student must retake the course.

Eligibility Requirements

To be eligible to write a provincial examination, a student must be:

- Enrolled in a BC public school (including a Distributed Learning school or a Continuing Education Centre), or
- Enrolled in a Group 1, 2 or 4 BC independent school, or
- Registered as a home schooler with any of the above schools, or
- Enrolled in a certified BC offshore school, or
- Rewriting an exam written within one year of the first exam attempt.

Schools must ensure students have completed sufficient learning outcomes to be prepared to write an examination. Students may not use a provincial examination session to practise writing provincial examinations. To become familiar with types of exam questions and exam format, students may use sample exams found at:

www.bced.gov.bc.ca/exams/

NOTE: Without a school course mark from a registered school, exam results are for information only and will not appear on a transcript.

Registration
PRINCIPAL'S RESPONSIBILITIES

Principals are responsible for registering the following categories of students in the Ministry of Education's Transcripts and Examinations (TRAX) system:

- Students enrolled at their schools in provincially-examinable courses, including those cross-enrolled with a Distributed Learning school or Continuing Education Centre.

- Students enrolled at their schools who have successfully challenged the school portion of a provincially-examinable course.

- Home school students registered at their schools who wish to write provincial examinations.

REGISTRATION IN THE TRAX SYSTEM IS REQUIRED TO ENSURE THAT:

- Schools receive personalized exam materials for paper exams (January and June only).

- Students are assigned to the correct school when signing in to an electronic exam.

- Schools receive transcript verification information.

The Online Exam Register must be reviewed (and updated where necessary) for the January and June exam sessions to ensure appropriate exam materials are available for each school.

NOTE: Exam registration deadlines are listed in the Chart of Important Dates (see pages 2-3). Registration requests submitted after the deadlines will not be accepted.

EXAMINATION REGISTRATION

ELECTRONIC EXAM REGISTRATION

For the all-electronic exam sessions in November, April and May, registration is not required. The August exam session allows for registration of students into specific provincial exams as part of the August summer school process. For the other electronic sessions, schools may wish to create their own internal registration; however, the Ministry will not collect student information nor require schools to notify the Ministry if they are participating in an electronic exam session.

ELECTRONIC TRANSFER SCHOOLS REGISTRATION

For the January and June exam sessions, registration takes place by submitting the First Data Transfer in October. Following the first transfer, schools may make registration changes on subsequent data transfers and by using the Online Exam Register posted on the School Secure Web.

Writing at Another School
Within the Province

It is recommended that arrangements for administration of provincial exams at a school other than a student's school of record be made several weeks in advance of the actual exam administration.

A student's school of record may register a student to write at another school within British Columbia by following this procedure:

- Obtain approval from the principal of the school where the student wishes to write the exam. If the exam has a locally-marked written-response component, this should include a dialogue regarding which school will be responsible for marking the corresponding written-response component.

- For the January and June exam sessions, use the Online Exam Register available on the School Secure Web to report the school at which the student will write the exam as the "Exam Centre." To do this, select the appropriate district and school from the drop down menu.

- For November, April and May exam sessions, registration with the Ministry is not required.

Exam results for students who write a provincial exam at a school that is not the student's school of record will be reported and attributed to the student's school of record, and not the exam centre.

Electronic Examination Administration

The Ministry encourages the use of electronic exams and in many cases, electronic exams are the only option available.

WHAT'S NEXT?

Math 10 exams will continue to be available during the entire January and June exam sessions. For security purposes, several forms will be used during these sessions. These forms will use both new items and previously tested items in order to equate the forms to ensure equity across the exams. For paper administration of the Math 10 exams, there will be a single predetermined administration period.

Schools that have implemented electronic-only exams have found it to be a very positive experience. Aside from important environmental factors related to the reduction of use of paper, there are several other advantages to e-Exams:

EASE OF ADMINISTRATION

- No sign-in sheets
- No collating of materials
- No shipping, receiving or storage

MARKING

- Elimination of hand writing bias
- Elimination of scanning errors

SCHEDULING

- Increased scheduling flexibility for schools

A fully electronic exam program will also result in a faster turnaround of exam and graduation results. In addition, implementing electronic administration of exams is an important step that aligns with Personalized Learning directions and provides schools and districts with an opportunity to adapt to technological shifts that may be an important component of future assessments.

ELECTRONIC EXAMINATIONS

THE NOVEMBER, APRIL, MAY AND AUGUST EXAM SESSIONS ARE ELECTRONIC ONLY.

For the January and June exam sessions, the following exams are available electronically only:

- BC First Nations Studies 12 (FNS 12)
- Civic Studies 11 (CIV 11)
- Éducation civique 11 (CIVF 11)
- English 10 First Peoples (EFP 10)
- English 12 First Peoples (EFP 12)
- Études des Premières Nations de la C.-B. 12 (FNSF 12)
- Français langue première 10 (FRALP 10)
- Français langue première 12 (FRALP 12)
- Français langue seconde-immersion 12 (FRAL 12)
- Fondements mathématiques et mathématiques pré-calcul 10 (FMPF 10)
- Mathématiques pour les métiers et le milieu de travail 10 (AWMF 10)
- Sciences 10 (SCF 10)
- Sciences humaines 11 (SCH 11)

For technical support during electronic exam administration, please call **1.866.558.5339** or email: **support@awinfosys.com**

Students should prepare for exams by accessing the sample exams at **www.bced.gov.bc.ca/exams/search/** and becoming familiar with the e-Exam format.

NOTE: Administrators and teachers can access exams that are administered in electronic format using the Exam Preview function built into the e-Exam system. This function is accessible only during the administration of each exam; instructions on using this function are available in the Electronic Provincial Exams System Users Manual at **www.bced.gov.bc.ca/eassessment/eexam_doc_manuals.htm**. Access to this function is provided within the Electronic Password Letter posted to the School Secure Web prior to each exam session.

E-EXAM SECURITY CONTROL

Schools are required to install the e-Exam Security Control and ensure each workstation used for e-Exams meets the computer and browser requirements posted at:

www.bced.gov.bc.ca/eassessment/eexam_computer_requirements.htm

French Examinations

FRANÇAIS LANGUE PREMIÈRE 12 AND FRANÇAIS LANGUE SECONDE-IMMERSION 12

> The oral and written components must be completed in the same exam session. If a student is unable to complete the oral component that is administered prior to the written component, the student must complete both oral and written components in the next available session.

Students enrolled in Programme francophone write the Français langue première 12 examination. French Immersion students write Français langue seconde-immersion 12.

ORAL COMPONENT

Students enrolled in Français langue première 12 or Français langue seconde-immersion 12 must complete an oral assessment as part of their provincial examinations. The oral component is conducted over the Internet using a headset and microphone. Administration dates can be found in the Provincial Examination Schedule and Session Information section of this Handbook.

> For further information about the administration of the Français langue première 12 and the Français langue seconde-immersion 12 oral components, please contact:
> **EDUC.French.Programs@gov.bc.ca**

FRENCH VERSIONS OF EXAMS

French versions of certain exams are available in selected exam sessions. Students must ensure their French exam subjects are available to write during their desired exam session. As these courses have unique course codes to distinguish them from the English versions, schools must use the appropriate codes when registering students.

GRADE 10/11 FRENCH IMMERSION STUDENTS

French Immersion students in the 2004 Graduation Program write the English 10 or English 10 First Peoples exam to meet their Language Arts 10 requirement. Students write Mathematics, Science and Social Studies exams in the language of instruction. For more details, see the *Graduation Credentials for Francophone and French Immersion Students Policy* at:

www.bced.gov.bc.ca/policy/policies/

Security Information

Schools and districts are expected to keep all examination materials secure.

PRINCIPALS ARE REQUIRED TO:

- Ensure that no copies of the examination are made other than those needed to meet the requirements of the examination administration.

- Establish a system for secure access by teachers who need to prepare for marking open response sections.

- Ensure that no examination material is used for instruction or testing unless it has been released by the Ministry.

- Sign a statement indicating adherence to the preceding conditions (this is included on the Examination Security Control Sheet).

- Return examination materials to the Ministry after examination administration.

OBTAINING COPIES OF SAMPLE EXAMINATIONS AND RELATED EXAMINATION INFORMATION

Released exams are available from the Ministry's exam website at:

www.bced.gov.bc.ca/exams/

The site also offers other resources reated to provincial examinations.

Personal Education Number (PEN)

WHAT IS A PEN?

A Personal Education Number (PEN) is a nine-digit identification number assigned by the Ministry to each student registered in Kindergarten to Grade 12 in the public and independent school systems and BC offshore schools, children in Strong Start BC Centres, students in federally-funded band schools, and students registered in BC's public post-secondary institutions.

PENS AND PROVINCIAL EXAMINATIONS

Each student must have a PEN to write a provincial examination. This allows the Ministry to match the exam result to the assigned school percent.

All data sharing and record transfers between schools and the Ministry must include the relevant student's PEN. The Ministry will not process registration data without student PENs. Incomplete registration data will be returned to the school with a request for the missing information.

OBTAINING A MISSING PEN

When a student transfers from one school to another, the student's Permanent Student Record Card must be sent to the new school. If the PEN is missing from the card, the new school should contact the student's previous school.

Schools may obtain PEN numbers for students through the PEN web system:

www.bced.gov.bc.ca/pen/

Students may obtain PENs from their current home school or through completion and submission of a PEN request form.

> Any other PEN questions should be directed to **pens.coordinator@gov.bc.ca** or phone **250.387.2351.**

If a student writing an exam at your school is registered at another school and does not supply a PEN, please call the student's home school and obtain the PEN in a secure manner.

Calculators and Dictionaries

CALCULATORS

For information on the use of calculators, please refer to the Calculator Policy located at:

www.bced.gov.bc.ca/exams/

This information may be updated throughout the year. Schools are advised to check for updates prior to each exam session.

DICTIONARIES

Under no circumstances may any student bring into the exam room or use a printed or electronic dictionary. No student, including offshore, international, study permit or English Language Learners, may use a translation dictionary during exams.

Disqualification from Provincial Exam
(formerly "Cheating")

For both paper and electronic exams, students may be disqualified for breach of one or more of the following rules:

1. Students must not be in possession of or have used any secure examination materials prior to the examination session.

2. Students must not communicate with other students during the examination.

3. Students must not give or receive assistance of any kind in answering an examination question during an examination, including allowing their exam to be viewed by others or copying answers from another student's exam.

4. Students must not possess any book, paper or item that might assist in writing an examination, including a dictionary or piece of electronic equipment, that is not specifically authorized for the examination by Ministry policy.

5. Students must not copy, plagiarize or present as their own, work done by any other person.

6. Students must not remove any piece of the examination materials from the examination room, including work pages.

7. Students must not continue to write or alter a response after the invigilator has stopped the examination session.

8. For e-Exams, students must not navigate outside the exam for any reason including accessing any materials on the local computer or Internet.

→ Any student deemed to have breached one or more of the above rules will receive a mark of "0"on that exam, and have "DSQ" (disqualified) reported as the final letter grade for the course, which would not be included on the student's Transcript of Grades.

NOTE: The Ministry requires that the e-Exam Security Control is installed on each computer to be used for provincial e-Exams.

DISQUALIFICATION – POLICY AND PROCEDURES FOR REPORTING

When it is believed that a student has breached one or more rules during a provincial examination, the following procedures should be followed to ensure a fair and consistent review of the incident:

SCHOOL RESPONSIBILITIES

- The school should be familiar with the disqualification policy and procedures as outlined in this Handbook of Procedures.

- The school must inform students that breach of exam rules may result in disqualification, and of their rights and avenue of appeal. This information, including the list of exam rules, should be provided to students in hard copy. It is included in the invigilator packages and in the Disqualification Report (see Appendix A of this Handbook of Procedures).

- If a student is thought to be in breach of exam rules during an examination, the invigilator should watch the student closely for the remainder of the exam and make notes regarding the incident, but allow the student to complete the exam.

- At the end of the examination, the invigilator should collect the examination from the student as well as any unallowed 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 Report as soon as possible after the examination. If more than one invigilator was a witness to the incident, each invigilator should complete a separate Disqualification 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 outlining the incident, and must be given an opportunity to submit a report of his or her account of the incident to the Ministry.

- Upon completion of the Disqualification Report and a meeting with the student, the principal should submit the report and any supporting documentation to the Ministry for review by Ministry staff.

MINISTRY RESPONSIBILITIES

✓ Upon receipt of the Disqualification Report from the school, the Ministry will review the contents of the report, 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 are documented in detail, including date, time, to whom the caller was speaking, etc.

✓ Upon receipt of all information related to the recommendation from the school, Ministry staff will review and finalize the decision regarding the alleged breach of exam rules.

✓ The Ministry's finalization 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 exam rules is determined, the letter to the student will further 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 within the allotted time frame, the Ministry will collect all information regarding the particular case. The information will be reviewed and the principal/invigilator of the school may be contacted to go over the events again in detail. The school will be informed that the student is exercising his or her right to appeal the incident.

- All information gathered will then be reviewed externally.

- Upon determination of the appeal, the Ministry 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 his or her own account of any incident. The student may wish to provide his or her account of the events 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.

- If, after receiving a letter of disqualification, a student chooses to exercise his or her 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 within the body of the letter informing the student of the disqualification.

- Any student who has been disqualified from an exam session and who chooses to retake the exam in a subsequent exam session must inform the school of his or her desire to retake the exam.

Local Marking of Provincial Examinations
with Open-Response Section

The Open-Response sections of the following are to be marked locally:

- English 10;
- English 10 First Peoples;
- Français langue première 10;
- Social Studies 11
- Sciences humaines 11;
- Civic Studies 11;
- Éducation civique 11;
- BC First Nations Studies 12; and
- Études des premières nations de la C.-B.12.

Local marking may be done at the classroom, school or district level. Superintendents are free to determine the best models for local marking.

Markers must hold a valid BC teaching certificate and be in good standing with the BC Teacher Regulation Branch. They should have current or recent experience teaching the subject examined or be competent to assess student responses with appropriate prior training. Superintendents should ensure that sufficient numbers of markers are engaged to assess student exams. Double marking (marking of the same response by two different markers) is not required, but recommended.

Each student response is to be marked according to the specific rubric provided by the Ministry of Education as included with the paper examination materials sent to schools for each examination or on the e-marking site for e-exams. Markers should become familiar with the exam marking materials, including the rubrics, prior to marking.

For paper exams, scores for each student response are to be recorded legibly in the spaces designated on the tear-off portion of the cover page of each individual student response booklet. The tear-off portion of the cover page of each individual student response booklet containing written-response scores is to be submitted to the Ministry.

MONITORING OF LOCAL MARKING

The Ministry monitors local marking of the written-response sections of English 10, English 10 First Peoples, Français langue première 10, Social Studies 11, Sciences humaines 11, Civic Studies 11 and BC First Nations 12 provincial examinations by sampling 10-15 percent of schools and re-marking the papers during a province-wide monitoring session. Districts are invited to select participants for the monitoring session.

School districts will receive feedback reports comparing local marking results with results from the monitoring marking session.

Individual student results will not be changed due to monitoring.

Examination Responses
with Disturbing Content

Although exams are treated in confidence, in cases where the response suggests that the student is experiencing emotional difficulties, poses a potential threat to himself/herself or others, or is involved in a criminal activity, the Ministry may refer the student's response to the appropriate authority for further action, as considered necessary or required by law.

Release of Examination Results

EXAMINATION RESULTS RELEASE DATES

EXAM SESSION	RELEASE DATES
November	December 1, 2014
January	March 9, 2015
April	May 4, 2015
May	June 8, 2015
June	July 30, 2015
August	September 7, 2015

EXAMINATION RESULTS

The School, District and Student Secure Websites (available through **www.bced.gov.bc.ca/exams/**) provide schools, districts and students with secure access to the following information:

- School percentages (current and best school percentages, if applicable).

- Provincial examination percentages (current and best exam percentages, if applicable).

- Final course percentages and marks.

> Students require their Personal Education Number (PEN), legal first and last name, date of birth and email address to create an account on the Student Secure Website. Students should be encouraged to create an account prior to the release of exam results.

PROVINCIAL EXAMINATION RESULTS RELEASE

Provincial examination results for Grades 10-12 are released even if a final school mark has not been submitted to the Ministry. However, the student will not receive credit for the course until the Ministry has received the school mark.

Examination results are posted approximately four weeks after an exam session. If a school percentage is reported to the Ministry after the reporting period, please check the School Secure Web, accessible at:

www.bced.gov.bc.ca/exams/

The Ministry cannot give results over the phone to students or parents. Students should be referred to the website. Parents should be referred to their child's school to learn exam results.

Standard Reports

SCHOOL AND DISTRICT REPORTS

The following reports are made available to schools and districts after each examination session:

➡ Provincial examination results obtained by students at the school.

➡ Distribution of letter grades at the school, district and provincial levels.

These reports are posted on the School and District Secure Websites, available through:

www.bced.gov.bc.ca/exams/

YEAR-END SUMMARY REPORTS

In addition to reports posted to the web for schools and districts after each examination session, the Ministry also produces a number of summary reports, available in the fall at:

www.bced.gov.bc.ca/reporting/

These reports summarize provincial exam, scholarship and graduation data for the school year.

Changing Course Marks for
Learning Outcomes Not Initially Met

To earn credit for courses, students must demonstrate that they have met prescribed learning outcomes. Most students do so during the time frame set by their schools.

Occasionally, students are not able to successfully complete learning outcomes within the time frame set by the school. In such cases, there are several options to help students succeed:

A student may have had difficulty or been absent for a component of a In this case, it may make educational sense for the student to complete/redo the missing component to successfully master the learning outcomes for the course.

An assignment that was not successfully completed could be redone.

If the course has a provincial exam, a student may rewrite the exam. However, most students would be in a better position to earn credit by improving the school-based mark, especially in the case of Grade 10/11 courses where the provincial exam mark is worth 20 percent.

Some students would benefit most by repeating the entire course or enrolling in an alternative course.

These suggestions are not intended to be prescriptive. Schools or school districts may establish local practices for students who are attempting to raise their marks to obtain a higher percentage or letter grade.

WRITING A PROVINCIAL EXAMINATION
PRIOR TO A FINAL SCHOOL MARK BEING DETERMINED

Schools must ensure that students have completed sufficient learning outcomes to be prepared to write an examination.

ADVISING THE MINISTRY OF A CHANGE TO A COURSE MARK

Changes to a school mark must be based on a change in student performance. On one hand, a student may have demonstrated that learning outcomes have been met and, as a result, the student has passed the course and earned credit. Alternatively, following the original submission of course marks, a school may have discovered that a student plagiarized an assignment or copied another student's exam. A revised course mark may result, even one that results in the student failing the course.

Schools re-submit provincially examinable course marks to the Ministry based on changes in student performance, using the Transcripts and Examination Change Form available on the School Secure Web at:

www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

Changes to final course marks that result from a student re-writing a provincial examination will be made by the Ministry. Revised marks will be posted to the School and Student Secure Web and reflected on the student's transcript.

Provincial Grade 12 Examination Reviews

Students wishing to view their exam responses may do so through the exam review process. Exam reviews can be helpful to students to determine if they should pay for an exam re-mark and also to help prepare them for an exam rewrite.

For the purposes of informing re-mark decisions, make the review request two weeks before the re-mark request deadlines. To begin this process, both the principal and the student must fill out a Grade 12 Provincial Examinations Review Request Form (See Appendix A.)

NOTE: As the intent of the exam review request is for individual students to seek information about their own exam, the Ministry will not process large numbers of requests from a single school.

Provincial Grade 12 Examination Re-Marks

If a student questions his or her mark on a provincial Grade 12 examination, other than BC First Nations Studies 12, the student may have that exam re-marked for a fee of $50. Individual exams will not be re-marked more than once. In order for a mark to increase, it must meet or exceed the standard of measure for the particular exam.

Students are informed of the re-mark result by letter, approximately four weeks after the Ministry receives the re-mark request.

MAKING A REQUEST FOR A RE-MARK – GRADE 12

To initiate an exam re-mark, the student should complete and send a Re-Mark Request Form, indicating the Grade 12 exam subject and session, along with the student's PEN, full name, signature and address.

The cost for each exam re-marked is $50. If the re-mark results in a reported increase in the student's mark, the service charge is refunded. The refund will be sent approximately six weeks after the letter stating the student's mark will be increased. The Ministry does not refund the fee if the student's mark does not increase.

Use this form to send a written request to the Ministry:

http://www.bced.gov.bc.ca/exams/handbook/forms/grade12_remark.pdf

RE-MARK REQUEST DEADLINES

EXAM SESSION	REQUEST DEADLINE
November	January 2, 2015
January	April 16, 2015
April	June 11, 2015
May	July 16, 2015
June	September 24, 2015
August	October 15, 2015
Requests made after the deadlines will not be accepted.	

Provincial Grade 10/11 and BC First Nations Studies 12 Examination Reviews

Students wishing to view their exam responses may do so through the exam review process.

SETTING LOCAL REVIEW POLICY

School, district administrators and educators are responsible for setting and coordinating locally their own Grade 10/11 and BC First Nations Studies 12 review policy and process. The local policy should outline how students may request and review copies of their exams, and ensure that exam security requirements are followed, as described in Chapter 1 of this Handbook.

Provincial Grade 10 /11 and BC First Nations Studies 12 Examination Re-Marks

If a student questions his or her mark received on a Grade 10/11 or BC First Nations Studies 12 provincial examination, the student may request a re-mark of the examination through the student's school administration office.

Students may request re-marks of the written-response sections of the following provincial examinations: English 10, English 10 First Peoples, Français langue première 10, Civic Studies 11, Éducation civique 11, Social Studies 11, Sciences humaines 11 and BC First Nations Studies 12.

If a re-mark is requested from a school where the written-response booklet has been sent to the Ministry as part of the marking monitoring process, the Ministry will return a copy of the written-response booklet upon request from the principal. Send the request for return of a written-response booklet to:

✉ **Educ.ExamReviews@gov.bc.ca**

SETTING LOCAL RE-MARK POLICY

Re-marking of the written-response sections of Grade 10/11 or BC First Nations Studies 12 provincial examinations is the responsibility of the schools and districts where the papers were originally marked.

Schools, district administrators and educators are responsible for setting and coordinating locally their own Grade 10/11 and BC First Nations Studies 12 provincial examination re-mark policy and process. The local policy should align with the deadlines for submitting changed marks to the Ministry.

NOTE: To ensure an unbiased re-mark process, it is recommended that teachers conducting the re-mark not know the original mark a student received on his or her written-response answers.

RE-MARKING GRADE 10 / 11 OR
BC FIRST NATIONS STUDIES 12 PROVINCIAL EXAMS

The List of Possible Responses for exams will be available by emailing **Educ.ExamReviews@gov.bc.ca**. These documents must be kept secure and used for the purposes of marking.

REPORTING CHANGED MARKS TO THE MINISTRY

Schools should report provincial exam marks changed as a result of a re-mark to the Ministry by submitting a Re-Mark Submission Form available on the School Secure Web at:

🌐 **www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp** (See Appendix A)

RETENTION OF RESPONSE BOOKLETS

Written-response booklets for Language Arts 10 and Social Studies 11/12 provincial exams should be retained by the school after exam administration and local marking. Schools are responsible for retention of these booklets and should consult their local records management policy for direction. Schools will likely want to keep their local exam review and re-mark policies in mind when making decisions about written-response booklet retention. For purposes of monitoring local marking, the Ministry may request that a school's response booklets be returned to the Ministry immediately after the conclusion of an examination administration session. The marking-monitored response booklets are not returned to schools except in cases where students request a re-mark or exam review.

For more information on re-marks, reviews and rewrites, please visit:

🌐 **http://www.bced.gov.bc.ca/exams/rereads_remarks/**

Rewrites

REWRITING A PROVINCIAL EXAMINATION

Students may rewrite a provincial exam once within the 12-month period following the first attempt at the examination. The 12 months are inclusive (e.g., from the June examination session, one year through to the June examination session of the next year). To rewrite a provincial examination more than once, a student must retake the course.

Students who retake a course will be allowed to write the exam plus have one rewrite opportunity, based on the second course completion.

REGISTERING TO REWRITE

Registration is not required for November, April, May and August electronic exam sessions.

For January and June, the Online Exam Register should be used in conjunction with any required data transfers.

For some students, an alternative to rewriting may be to improve the school-based mark. For more information, please see Changing Course Marks for Learning Outcomes Not Initially Met on page 31 of this chapter.

FAILURE TO REWRITE AFTER REGISTERING

If a student is registered to rewrite an exam but fails to participate, it is not considered a rewrite attempt.

REWRITES AND TRANSCRIPTS

If a rewrite results in a higher exam percentage, a new transcript will be sent to the student and the school at the end of the school year.

REWRITES AND SCHOLARSHIPS

The provincial examination result with the higher percent will be used for provincial scholarship purposes.

Mix and Match: Course Retakes and Previous Examination Scores

Mix and match policy allows a student to blend his or her best school percentage and best examination mark within a 12-month period. To write an exam more than twice (the first attempt and a rewrite), a student must retake the course and the school must submit a new school percentage to the Ministry. If the student retakes the course within 12 months of writing the first exam, the Ministry will use the higher school percentage and the previous exam score to calculate the final mark. Following the second course completion, the student may write the exam again. The higher of the two exam percentages is then used to calculate the final blended mark.

For example, Mary completed English 12 and wrote the provincial exam in June 2014. She then retook the course the following school year. She could use her June 2014 exam score to calculate a new final mark because she completed the course the second time within 12 months of writing the exam. Alternatively, she could write the exam again and use the higher of the two exam percentages to calculate her final mark.

IMPLICATIONS FOR STUDENTS

Students who have taken a course for which there is a required examination and have not attempted to write the exam may defer writing the examination, up until the point of graduation, to a maximum of three years from the time of completing the course.

Distributed Learning Course and Examination Policy

Students are not allowed to take the same course at the same time at different schools. If this occurs, the student will only get credit from one school.

DISTRIBUTED LEARNING SCHOOLS AND PROVINCIAL EXAMS

Distributed Learning schools must ensure provincial exam administration and invigilation rules are followed as stated in the Procedures for Conducting Graduation Program Examinations (see Appendix B).

WHERE DO DISTRIBUTED LEARNING STUDENTS
WRITE PROVINCIAL EXAMS?

It is the obligation of Distributed Learning schools to ensure that students who are taking provincially-examinable courses are provided with an exam site at which to write their provincial exams.

The facility must meet the exam and invigilation criteria as described in the Procedures for Conducting Graduation Program Examinations (see Appendix B). In addition, Distributed Learning schools must ensure arrangements are in place for the local marking of written-response components of applicable provincial exams.

It is recommended that arrangements for the administration (and local-marking) of provincial exams by Distributed Learning schools are made several weeks in advance of the actual exam administration to ensure that their students are provided a provincial exam writing opportunity.

EXAM WRITING SITES

Wherever possible, exams should be written in the school setting (elementary, secondary or post-secondary institution). Exams must be administered by a qualified invigilator, such as a school administrator (principal or vice-principal) or certified teacher.

If the school deems it not possible for a student to write the exam in the school setting and therefore must determine an alternate setting, the school must ensure the following conditions are met:

- The exam must be written in a quiet setting where the student will not be interrupted or disturbed.

- The invigilator must be impartial and may not be the student's parent, guardian, or relative.

- The exam must be written electronically and the computer must be configured appropriately and securely as outlined in the electronic exam computer and browser requirements

- The security control must be downloaded and installed.

- The exam must be written during the scheduled exam window, adhering to the set start and end times.

- The exam must stay secure during and after it is written.

- The student must submit the exam upon completion.

Requirements for electronic exams can be found at:
www.bced.gov.bc.ca/eassessment/eexam_computer_requirements.htm

DISTRIBUTED LEARNING STUDENTS AND PROVINCIAL EXAMS

Distributed Learning students taking provincially-examinable courses have the same obligations and rights relating to provincial exams as students enrolled in other types of BC schools.

REGISTRATION AND SUBMISSION OF GRADES

The school of record is responsible for registering the student for provincial examinations for all courses, even those taken at another school in the province. In addition, the school of record is responsible for submitting school percentages for all courses to the Ministry, including percents for those courses taken at another school. If you are not the school of record, report the course marks to the school of record for inclusion in the next data transfer to the Ministry.

> The school of record is defined as the school at which the student receives the majority (50% or more) of his or her current educational program.

If a student is taking a provincially-examinable course through Distributed Learning but his or her home school is a neighbourhood school, registration for the provincial exam is the responsibility of the neighbourhood school because it is the school of record. Distributed Learning schools have the responsibility to ensure that schools of record know which of their students are also taking Distributed Learning courses.

INTERIM SUBMISSION OF MARKS – EXCEPTION TO THE SCHOOL OF RECORD RULE

Students applying for early admission to British Columbia or Ontario Universities' Application Centre (OUAC) Post-Secondary Institutions (PSIs) in the current year and who are enrolled in a neighbourhood BC school for the majority of their educational program and a Distributed Learning school for some courses will need interim marks reported to the Ministry by each school for applicable courses.

Where the Distributed Learning school is not the school of record but the course is at least 50% completed by the interim submission of grades deadline, the Distributed Learning school must submit the interim mark directly to the Ministry. This information should be submitted using a standard spreadsheet format. For details regarding this process, please email:

✉ **trax.data@gov.bc.ca** .

COURSE COMPLETION DATE

When a student completes a Grade 10, 11 or 12 provincially-examinable course, the school must report the completion date as the month of the next available exam session for that subject. For example, if John completes English 12 in December, the completion date must be reported as January, not December, to match the course to an exam session.

Adult Program Examination Policy

ADULT GRADUATION PROGRAM STUDENTS AND PROVINCIAL EXAMINATIONS

Students in the Adult Graduation Program have the option of writing Graduation Program examinations. If they choose not to write exams, the school reports the course using a "Q" code and the course mark will be reported out as the final mark on the transcript.

Adult Graduation Program students should be aware that some post-secondary institutions may require that students write provincial examinations for admission purposes.

REGISTRATION AND SUBMISSION OF GRADES

Principals of neighbourhood secondary schools and continuing education centres are responsible for registering their students for exams, and for submitting school percentages to the Ministry. Please refer to the Registration and Submission of Grades section of this chapter for more information.

WHERE DO ADULT EDUCATION STUDENTS WRITE?

Students write provincial exams at the secondary school or continuing education centre where they are registered.

Continuing Education Reporting Policy for Examinable Courses

Where the continuing education centre is the school of record, it is responsible for registering students for exams and reporting school percentages to the Ministry, including courses those students are taking at other BC schools.

Where another BC school is the school of record and the student is taking a course(s) at a continuing education centre, the continuing education centre is only responsible for reporting course marks to the school of record.

Continuing Education Reporting Policy for Non-Examinable Courses

Where the continuing education centre is the school of record for a student, it is responsible for reporting non-examinable courses at the Grade 10, 11 and 12 levels to the Ministry using existing electronic data transfer processes.

If the courses complete a student's graduation requirements, the transcript will show the student graduating from the continuing education centre and not the last secondary school the student attended.

Examination Policy for Home School Students

Home schoolers have the option to write provincial examinations and may register and write them at the school where they are registered. Schools should register home schoolers for exams using existing electronic data transfer processes. Ensure that "HS" is indicated in the grade category for each home school student.

The Ministry reports only exam percentages to home school students, unless a school percent has been reported by the school. The exam mark alone does not appear on a transcript. A school should not report a school percent to the Ministry unless the student has been assessed by the school in the applicable course.

The registering school is responsible for providing an exam site that meets the exam and invigilation criteria as described in the Procedures for Conducting Graduation Program Examinations (see Appendix B).

Unpredictable Circumstances

Unpredictable circumstances such as sudden serious illness, injury or emergency situations can adversely affect a student's ability to write a provincial exam and may warrant special consideration.

Please use the following guidelines to determine the best options for the student:

Step 1. Determine Exam Adaptation Possibilities.

Adaptations allowed by the Ministry may include: extra time, reader, scribe, built-in text reader, word and voice recognition software. If adaptations are not possible, consider Step 2.

Step 2. Decide if Deferral is Appropriate.

Determine if the student is capable of writing at a future exam session. If deferral is not possible, consider Step 3.

Step 3. Consider Aegrotat Standing.

If all other options have been explored and are not deemed appropriate, refer to the Guidelines for Aegrotat Standing in the next section of this chapter.

NOTE: Aegrotat Standing means the student has been granted exemption from writing a required provincial exam. The student's school percentage is then considered the final percentage for the course. An Aegrotat notation will appear on the student's transcript.

Guidelines for Aegrotat Standing
for Required Provincial Exams

- Aegrotat Standing may be granted in unpredictable circumstances (see page 42) that render a student unable to write a provincial exam at the time of course completion or at a future exam session.

- A Request for Aegrotat Standing should be the final recourse used by a school.

Principals are responsible for deciding whether a request should go forward for consideration by the Ministry of Education's Aegrotat Committee. Pre-exisiting or chronic conditions do not qualify for Aegrotat Standing; this is the major reason for denial of such requests. In such circumstances, schools are expected to employ the same strategies used for school assessments.

The Ministry will grant Aegrotat Standing where the conditions have been met. Appropriate documentation must be made available to the Ministry on request.

Eligibility criteria include but are not limited to:

[A] **Major Surgery requiring extensive hospitalization or recovery**

[B] **Motor vehicle accident resulting in extensive hospitalization or rehabilitation**

[C] **Death of an immediate family member**

Notwithstanding the unpredictability of the circumstances, requests for Aegrotat Standing should be made as far as possible in advance of the exam session for which it is being sought.

An Aegrotat Standing request will only be considered when the student has completed sufficient learning outcomes to receive a passing school-based mark. The Aegrotat notation will not be entered into a student's record until the school mark has been submitted to the Ministry.

Scholarship Note: Aegrotat Standing is not an exam mark and will render the student ineligible for a Graduation Program Examinations Scholarship.

See Appendix A for information regarding the Request for Aegrotat Standing for Grade 10, 11 and 12 Exams form. Principals may contact the Ministry at **student.certification@gov.bc.ca** to discuss options.

Request to Write Exams Out-of-Province

The Ministry recognizes that there may be a need for students to write provincial exams out of province. Only students for whom one or more of the following situations applies are eligible to write provincial exams out-of-province:

- Students on Rotary Exchange programs;

- Students competing in provincial, national or international competitions; or

- Students who have moved outside of BC temporarily.

NOTE: Out-of-Province exams must be written electronically.

Students who are out-of-province on vacation will not be considered.

Before considering requests to write exams out-of-province, the BC school should first determine if the student can write the exam(s) in an earlier or later exam session.

The Request to Write Exams Out of Province Form is found on the School Secure Website under the heading Exam Materials and Forms:

www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

EXAM ADMINISTRATION GUIDELINES

- The alternate site exam administrator/invigilator who is responsible for overseeing the invigilation of the out-of-province exam(s) must be a school administrator (principal or vice-principal) or certified teacher.

- The exam(s) must be scheduled for administration according to the provincial exam schedule. For example, if an exam is scheduled for 9:00 a.m. on Wednesday in BC, the out-of-province student will write the exam at 9:00 a.m. Wednesday their time. If it is a Math 10 or Science 10 exam that can be scheduled at any time during the exam session, the Ministry will specify the time and date for the exam to be completed in a school setting (elementary, secondary or post-secondary institution).

- Invigilation instructions and password(s) for the exam(s) will be sent electronically to the exam administrator/invigilator and the BC school contact, three business days prior to the scheduled exam date.

- Second language exams (FRAL 12, FRALP 12) have oral components that are done prior to the written exam. The Ministry will specify the time and date for these components to be completed. The password(s) will be sent accordingly to the alternate site exam administrator and the BC school contact.

- In the event of an unpredictable circumstance (see page 40 for definition) resulting in a student being unable to write one or more of the approved out-of-province exams, the BC school must notify the Ministry no later than one day prior to the scheduled out-of-province administration(s).

EXAM ADMINISTRATION PROCEDURES – PRE-EXAM

It is the responsibility of the BC school to ensure that the out of province host school understands its responsibilities and is capable of hosting a BC Provincial Exam. The following issues must be addressed before the out of province exam arrangements are finalized and forwarded to the Ministry of Education:

- Stable electricity supply
- Reliable internet connection
- Invigilators who fully understand their responsibilities
- Invigilators who meet the criteria

The BC school contact should collect all information concerning the alternate site exam administrator/invigilator, complete the Request to Write Exams Out of Province Form and send it electronically to the alternate site exam administrator for signature.

Once the alternate site exam administrator has signed under the Exam Declaration, the form must be sent electronically back to the BC school. The BC school contact signs the form and sends it electronically to the Ministry for processing. Unsigned and incomplete forms will not be processed.

The Request to Write Exams Out of Province Form is found on the School Secure Website under the heading Exam Materials and Forms:

www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

EXAM ADMINISTRATION PROCEDURES – POST-EXAM

For provincial exams that are locally marked (English 10, English 10 First Peoples, Français langue première 10, Social Studies 11, Sciences humaines 11, Civic Studies 11, Éducation civique 11 and BC First Nations Studies 12), the BC school is responsible for marking the open-ended responses. The marker accesses the on-line marking site at:

www.bced.gov.bc.ca/eassessment/marking.htm and selects the **District: Out of Province**.

OUT-OF-PROVINCE REQUEST DEADLINE DATES

EXAM SESSION	OUT-OF-PROVINCE REQUEST DEADLINE
November 2014	October 22, 2014
January 2015	January 7, 2015
April 2015	March 30, 2015
May 2015	May 5, 2015
June 2015	June 4, 2015
August 2015	July 30, 2015
Requests made after the deadlines will not be accepted.	

Provincial Exams – Frequently Asked Questions

Q **Does a school mark need to be reported to the Ministry before a provincial examination result will be released?**

A No. The Ministry will release provincial exam results for all provincial exams, even in the absence of a school mark being reported to the Ministry.

Q **I have several students taking examinable courses through distributed learning. Who registers them for exams and how is their school percentage reported to the Ministry?**

A The school of record is responsible for sending in all exam registrations for students attending their school, whether students are taking the course at the school of record or elsewhere. The school of record 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.

Q **I have several students at my school who want to rewrite exams in November or April, but we do not hold examination sessions then. Where can I send them to write these exams?**

A E-Exams should make it easier for schools to hold exam sessions. However, if a school does not facilitate students writing in November, April or May, schools may help students find another school at which to write. Please do not refer students to the Ministry as we can only direct them back to the school for assistance.

Q **Why can't a student access the exam results online when they are sure they are entering all the demographic information correctly?**

A When setting up an account on the Secure Student Web or accessing their unofficial transcripts of grades online, students must only use their legal first and last names as provided by the school. Usual or preferred names are not used. Verify the spelling of the first and last names. Any variance from what has been reported to TRAX (even a hyphen or space between two first names) will result in students being unable to access their online unofficial transcripts. If the cause of the problem cannot be determined, please email the Ministry at **trax.data@gov.bc.ca**.

Q **We have an international student who will be writing a provincial exam. Can she use a translation dictionary during the exam?**

A No. Translation dictionaries cannot be used during provincial exams.

Q **One of my students was registered to write a provincial examination but did not show up to write the exam. Will the student be penalized?**

A No. If a student is registered to write but does not participate in the exam, it is not considered an attempt.

Q **If a student has not been able to successfully complete the learning outcomes for a course within the specified time frame, are there options for him or her to succeed without retaking the entire course?**

A Yes. There are several options to help students succeed, examples of which can be found on page 31.

Q **When are electronic exams available?**

A November, April, May and August exam sessions are available electronically only. January and June exam sessions offer both paper and electronic exams. See pages 8-14.

Q **I have a student who received Aegrotat Standing for an exam last year. Will this happen automatically for other exams for that student?**

A No. Aegrotat Standing is considered on a case-by-case basis to address unpredictable circumstances. On going conditions should be addressed in the same manner being used for school exams.

Chapter 2
Earning Credits in the Graduation Program

IN THIS CHAPTER

Policy Options for Earning Credits

The Graduation Program allows students to earn credits toward graduation for "other" learning. The following table summarizes the policies for earning Graduation Program credits. See **www.gov.bc.ca/education/administration/policy/earning-credit** for details.*

EQUIVALENCY	EXTERNAL CREDENTIALS
• Recognizes documented learning from outside the regular British Columbia school system that the local school district deems equivalent to the learning outcomes of a Ministry-Developed, Ministry-Approved Language Template or Board/Authority Authorized Grade 10, 11 or 12 course. "Deems equivalent" means a match of approximately 80% of the prescribed learning outcomes. • Where the Ministry has not reviewed courses for equivalency, school districts have the authority to do so. Example: Credit may be granted for Biology 20 completed in Alberta, because the course has a substantial match of learning outcomes with Ministry-Developed Biology 11.	• The Ministry authorizes certain courses or credentials for credit toward graduation that are developed outside the Ministry and taken by British Columbia students. • The content standards do not necessarily match Ministry-Developed learning outcomes. • The performance standards match or exceed those of Ministry-Developed Grade 10, 11 or 12 courses. Example: A student is entitled to receive two credits for completing an ICBC-Approved Driver Education course.
INDEPENDENT DIRECTED STUDIES (IDS)	**CHALLENGE**
• Under the supervision of a teacher, students may initiate, develop and complete their own areas of learning based on the learning outcomes of Ministry-Developed, Ministry-Approved Language Template or Board/Authority Authorized Grade 10, 11 or 12 courses. • Students pursue learning outcomes, including or beyond those normally taught in the classroom, for 1, 2, 3 or 4 credits. One credit is earned for approximately 30 hours of study. • The policy also allows schools to recognize learning for a course that a student may not have completed. Example: Credit may be granted for IDS History 12 for an in-depth study of World War II.	• Students are entitled to receive credit for undocumented prior learning for Ministry-Developed, Ministry-Approved Language Template or Board/Authority Authorized Grade 10, 11 or 12 courses. • Districts assess the relevant knowledge and skills students have gained elsewhere through a challenge assessment process. Example: Credit may be granted for Japanese 10, 11 and 12 through a challenge process, if prior learning has not been documented.
POST-SECONDARY COURSES	**BOARD/AUTHORITY AUTHORIZED (BAA) COURSES**
• Students are entitled to receive "dual credit" for post-secondary courses that lead to a credential from a post-secondary institution. "Dual credit" means a student earns both graduation credit and credit at a post-secondary institution. • Courses for which credit may be earned are listed in the BCCAT Transfer Guide, CTC Agreements and BC Public Post-Secondary Calendars. Example: Credit may be granted for a Gas Metal and Arc Welding course taught at a college.	• Courses are developed and offered at the district/authority level. • There is no limit to the number of BAA courses that may count toward elective credits needed for graduation. • BAA courses may count for a maximum of 12 of the 16 required Grade 12 credits. Example: Credit may be granted for BAA Psychology 12.

For information on how these policies apply to students in the Adult Graduation Program, see Chapter 3, page 68.

*Special rules concerning options for satisfying graduation requirements apply to most international students. See: **www.gov.bc.ca/education/administration/policy/international-graduation-credit** for details.

Policy for Earning Credits for Other Learning

The policy supporting students to earn credits for other learning in the 2004 and Adult Graduation Programs is called Earning Credit through Equivalency, Challenge, External Credentials, Post-Secondary Credit and Independent Directed Studies. This policy is available at:

www.gov.bc.ca/education/administration/policy/earning-credit

Board /Authority Authorized Courses

www.bced.gov.bc.ca/policy/policies/board_authority.htm

Board/Authority Authorized (BAA) courses are Grade 10, 11 or 12 courses developed or offered at the district/ school level that respond to the local needs of schools and their communities while providing choice and flexibility for students. They must meet requirements set by the Ministry and be authorized by a Board of Education or Independent School Authority. The Ministry requirements for BAA courses are contained in the policy document BAA Courses: Requirements and Procedures at

www.bced.gov.bc.ca/graduation/board_authority_courses.htm

There is no limit to the number of BAA courses that may be used for the 28 credits of electives needed to fulfill graduation requirements. Grade 12 level BAA courses may count towards twelve of the Grade 12 credits required for graduation.

NOTE: BAA courses will not be considered for the Adult Graduation Program requirements

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Students on a School Completion Certificate Program may take BAA courses.

BAA COURSES CANNOT INCLUDE COURSES THAT:

- Are remedial, i.e., courses designed to help students succeed in meeting the outcomes of specific Ministry courses, e.g., Prep for Math 12; or

- Are General Educational Development (GED) preparation courses; or

- Have a significant overlap of learning outcomes with Ministry courses, i.e., courses that are:

  - Modified or adapted versions of Ministry courses; or

  - Partial versions of Ministry courses, e.g., a 2-credit Biology 11; or

  - Hybrids of two or more Ministry courses, e.g., a Literary Aspects of Social Studies 11 course that combines the learning outcomes of English 11 and Social Studies 11.

BAA COURSES CAN INCLUDE COURSES THAT:

- Meet the outcomes of the Fine Arts and/or Applied Skills 11 IRPs. For information on how to report BAA courses that meet the Fine Arts and/or Applied Skills graduation requirement, please see Chapter 4; or

- Prepare students with special needs through skill instruction to be successful across a wide variety of subjects and settings, e.g., Visually Impaired Technology 10 or Principles of Social Interaction 11; or

- Address the cultural and academic literacy needs of English Language Learners (formerly ESL Students). Schools developing BAA English Language Learning (ELL) courses must follow the ELL Course Guidelines on the BAA website at **www.bced.gov.bc.ca/graduation/board_authority_courses.htm** to ensure that the courses are neither remedial nor modified; rather, that focus on a combination of cultural studies and academic literacy. ELL Course Guidelines enable students to take up to 12 credits in the ELL BAA course category. Generally, ELL students take one 4-credit BAA ELL course per Grade (10-12).

See the Board/Authority Authorized Courses section of Chapter 4 for information on reporting BAA courses to the Ministry.

Equivalency

www.gov.bc.ca/education/administration/policy/earning-credit

Courses taught outside the BC school system that substantially match the learning outcomes of Ministry-Developed, Ministry-Approved Language Template or BAA Grade 10, 11 or 12 courses are eligible for credit through equivalency. For example, a student who completes a course in Alberta may receive credit for a comparable course in BC through equivalency.

COURSES THAT QUALIFY FOR EQUIVALENCY

Equivalency is only granted for courses (or programs) that meet all of the following requirements:

- The course matches approximately 80 percent or more of the prescribed learning outcomes of a Ministry-Developed, Ministry-Approved Language Template or a BAA course.

- The student provides documentation that the learning outcomes of the course were successfully completed.

- The course was taken at another institution or in an education jurisdiction outside the regular BC school system.

In general, students should be granted credit through equivalency for courses taken in other Canadian provinces and territories. Schools determine if they use the percentage from the original course completion or if they use Transfer Standing ("TS").

Students who come to British Columbia from another jurisdiction and who have a Grade 10 level Social Studies course (e.g., History, Geography, Civics/Government, Aboriginal/Indigenous Studies) and/or Science course (e.g., Biology, Chemistry, Physics, Geology, Environmental Studies, Earth Science) on their transcripts or other educational documents should be given credit for Social Studies 10 and/or Science 10, respectively.

BOARDS OF EDUCATION RESPONSIBILITIES

- Boards are responsible for developing procedures and evaluation standards to determine course equivalency.

- Boards may not charge students enrolled in their school district for equivalency reviews, which students are entitled to request.

- If the Ministry has not already assessed the equivalency of credentials from other institutions and jurisdictions, Boards of Education have the authority to determine equivalency.

A helpful equivalency website resource for courses completed in other Canadian provinces or territories is Secondary Education in Canada: A Student Transfer Guide. It is produced by the Council of Ministers of Education, Canada (CMEC) and available on the CMEC website at:

www.cmec.ca

PROVINCIALLY-EXAMINABLE COURSE EQUIVALENCY OPTIONS

Students in the BC school system who complete a course with a required provincial exam must write the provincial exam. With the exception of most international students (see below), students who transfer to BC from another jurisdiction or who successfully complete a course outside the regular BC school system and are granted equivalency for a course with an exam can choose not to write the exam.

Unique equivalency rules apply to most international students. For details, refer to the International Student Graduation Credit Policy at:

www.gov.bc.ca/education/administration/policy/international-graduation-credit

NOTE: Students who are granted equivalency and do not write the provincial exams will not qualify for a Graduation Program Examinations Scholarship.

If a student has completed a course outside the regular BC school system deemed equivalent to a BC course with a provincial exam, the student has the following options:

OPTION	REPORTING
1. Receive credit as an examinable course: The student writes the provincial exam.	The final mark for the equivalent course is reported to the Ministry as the school percentage, which will blend with the provincial exam percentage to form the student's final mark.
2. Receive credit as a non-examinable course: The student does not write the provincial exam.	The final mark for the equivalent course is reported to the Ministry as a final percentage and letter grade, or TS for transfer standing if a percentage cannot be determined. Report the course as non-examinable by adding a "Q" in front of the regular course code and enter an "E" for equivalency in the "Course Type" field.

REPORTING EQUIVALENCY FOR NON-EXAMINABLE COURSES

Non-examinable courses granted credit via the equivalency process should be reported to the Ministry as follows:

- Record the standard BC course code

- Enter an "E" for equivalency in the "Course Type" field

- Enter the percentage and letter grade

Schools should report this information with their regular electronic data transfers.

EQUIVALENCY THROUGH PRIOR LEARNING ASSESSMENT (PLA)

PLA enables students to gain recognition and credit for previously acquired knowledge and skills. Methods for conducting PLAs include using the Equivalency Policy, Challenge Policy, and External Credentials. 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 80 percent or more of the learning outcomes of specific Grade 10, 11 or 12 courses.

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.

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**

ADULT BASIC EDUCATION (ABE) COURSES

Some BC post-secondary institutions offer ABE courses. See page 83. Course codes are listed in the online Course Registry, at:

🌐 **www.bced.gov.bc.ca/datacollections/course_registry_web_search/**

The Ministry of Advanced Education's Articulation Handbook provides information about ABE post-secondary courses that have been deemed equivalent (80% match of learning outcomes) to Ministry of Education courses. The handbook can be found at:

🌐 **www.aved.gov.bc.ca/abe**

EQUIVALENCY FOR LANGUAGE COURSES

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

- Ministry-Developed Grade 10, 11 and 12 language courses that have Integrated Resource Packages (IRPs): American Sign Language, French, German, Japanese, Mandarin Chinese, Punjabi and Spanish.

- Ministry-Approved Grade 10, 11 and 12 language courses developed through the languages template process: Arabic, Croatian, Halq'eméylem, Heiltsuk, Hilzaqvla, Hul'q'umi'num', Italian, Korean, Kwak'wala, Liqwala/Kwakwala, Nte?kepmxcin, nśiylxcən, Nuu-chah-nulth, Russian, Secwepemctsin, SENĆOŦEN, Shashishalem, Sim'algaxhl Nisga'a, Sm'algyax, Tsek'ene and Upper St'át'imcets.

EQUIVALENCY FOR MINISTRY-DEVELOPED LANGUAGE COURSES

1. CANADIAN JURISDICTION

If a student has earned credit in another Canadian jurisdiction for a language course for which BC has a Ministry-Developed or a Ministry-Approved course developed using the languages template, use the following grade level examples as a guide when determining language equivalency from other provinces:

BC LANGUAGE COURSES	ALBERTA AND SASKATCHEWAN	MANITOBA
Grade 10	10 level	20 level
Grade 11	20 level	30 level
Grade 12	30 level	40 level

For example, German 40 in Manitoba is equivalent to German 12. Report the equivalent Grade 12 language course with a "Q" Code (QGE 12) and enter an "E" in the "Course Type" field.

2. INTERNATIONAL EDUCATION JURISDICTION

If a student has completed education in an international education jurisdiction during the last year of elementary or at the junior secondary level, and the language of instruction is one in which BC has a Ministry-Developed or a Ministry-Approved language course developed using the languages template, the student can receive credits for an equivalent language course at the Grade 10, 11 or 12 level.

For example, a student completing Grade 7, 8 and 9 in Costa Rica with instruction in Spanish would receive credit for Spanish 10, 11 and 12. The school would report credit for SP 10, SP 11 and SP 12 with an "E" in the "Course Type" field, and submit a school percentage using the student's language arts marks from Costa Rica.

When using the Equivalency Policy for students educated in Hong Kong, schools will need to determine whether the first language or language of instruction was Cantonese or Mandarin Chinese. If it was Cantonese, award the student credit for External Language Certificate (Cantonese) 10A, 11A and/or 12A. If the language of instruction was Mandarin Chinese, award the student credit for Mandarin Chinese 10, 11 and/or 12.

Students are entitled to receive equivalency for Grade 10, 11 and 12 level Ministry-Developed language courses and Ministry-Approved courses developed using the languages template (American Sign Language, Arabic, Croatian, French, German, Halq'eméylem, Heiltsuk, Hilzaqvla, Hul'q'umi'num', Italian, Japanese, Korean, Kwak'wala, Liqwala/Kwakwala, Mandarin Chinese, Nte?kepmxcin, nśiylxcən, Nuu-chah-nulth, Punjabi, Russian, Secwepemctsin, SENĆOŦEN, Shashishalem, Sim'algaxhl Nisg̱a'a, Sm'algyax, Spanish, Tsek'ene and Upper St'át'imcets) according to the following guidelines:

BC LANGUAGE COURSES	INTERNATIONAL EDUCATIONAL JURISDICTION
GRADE 10	One year of documented language arts education in the last year of elementary education
GRADE 11	One year of documented language arts education at the junior secondary level
GRADE 12	Two or more years of documented language arts education at the junior secondary level

Refer to the External Languages section in Chapter 4 for information on giving credit for all other language courses (Vietnamese, Urdu, Swedish, etc.) and a wide variety of language assessments. Students may receive credit for a language course and for an external credential in the same language. Students who have been educated in languages other than English, and successfully completed their last year of elementary or junior secondary education in a non-English speaking jurisdiction, have met or exceeded the learning outcomes of BC's second language courses.

External Credentials

www.gov.bc.ca/education/administration/policy/earning-credit

WHAT IS A MINISTRY-AUTHORIZED EXTERNAL CREDENTIAL?

An external credential is earned for successfully completing a set of learning activities developed outside the Ministry, for which the learning is not equivalent to a Ministry-Developed course (e.g., British Columbia Conservatory of Music credentials for Grade 10, 11 or 12 Graduation Program credits). Please refer to the External Credentials website at:

www.bced.gov.bc.ca/graduation/external_courses.htm for more information on external credentials authorized by the Ministry.

Challenge

www.gov.bc.ca/education/administration/policy/earning-credit

WHAT IS CHALLENGE?

Challenge is a means of awarding graduation credit for undocumented demonstrated prior learning. Students are entitled to use challenge to receive credit for Ministry-Developed, Ministry-Approved Language Template or Board/Authority Authorized Grade 10, 11 or 12 courses.

This policy sets minimum requirements. Boards may also establish specific times for accepting and reviewing challenge applications. Board procedures should be enabling, not limiting.

- **Schools must set a detailed process to assess students on course learning outcomes**
- **Provincial or sample exams must not be used for challenge purposes**

CHALLENGE PROCESS

A student can challenge a course if:

- Currently enrolled in the school district, registered as a home schooler, or enrolled in the Distributed Learning school where the challenge is being requested; and

- Not already challenged the course and received a passing grade, or completed the course through previous enrolment, or been granted equivalency for the course; and

- Provided compelling evidence that the student will succeed in the challenge assessment.

Prior to engaging in a challenge process, schools must review any documentation of prior learning that a student presents in order to determine if credit can be awarded through equivalency.

The challenge process must assess students on all course learning outcomes. Examples of challenge assessment strategies include hands-on demonstrations, oral performances, interviews, written examinations, or presentations of a collection of work. Provincial or sample exams must not be used for challenge purposes.

> A school district cannot charge a fee for a challenge process. The Ministry funds enrolling Boards of Education for successful course challenges.

RESPONSIBILITIES OF THE SCHOOL DISTRICT

Boards must make challenge available for Board/Authority Authorized courses taught within their districts. Ministry-Developed or Ministry-Approved Language Template Grade 10, 11 or 12 courses must be available for challenge one year after full implementation of the educational program guide. School districts are not obliged to provide challenge for Board/Authority Authorized courses taught in other school districts.

If the enrolling Board of Education arranges with another Board to conduct a challenge assessment for a Ministry-Developed or Ministry-Approved Language Template course not offered in the enrolling school district, then the enrolling Board must pay any fee charged by the non-enrolling Board to cover the costs of obtaining services in the non-enrolling school district.

The challenge process begins when it is determined that credit cannot be awarded through equivalency and a student has given compelling evidence that the student will succeed in a challenge assessment.

REPORTING A SUCCESSFUL CHALLENGE

TO RECEIVE CREDIT FOR A COURSE THAT DOES NOT HAVE A PROVINCIAL EXAM, A STUDENT MUST:

- Obtain at least a C− (50% minimum) grade/score in the challenge assessment.

TO RECEIVE CREDIT FOR A COURSE THAT HAS A PROVINCIAL EXAM, A STUDENT MUST:

- Complete a challenge process through the school district and have a passing school percentage reported to the Ministry.

- Write the provincial exam at one of the scheduled exam times set by the Ministry.

- Obtain a final mark in the course of at least a C− (50% minimum) based on the combination of school mark (based on the challenge) and exam mark. The minimum passing score is the same as for students enrolled in the course.

When a student receives course credit through challenge, the school percentage must be reported to the Ministry, along with the code "C" in the "Course Type" field. Schools should report this information with their regular electronic data transfers. Only reported successful challenges are funded by the Ministry.

Earning Credits for Post-Secondary Course Completion

www.gov.bc.ca/education/administration/policy/earning-credit

The policy for earning credits for post-secondary course completion is aligned with the policies for Equivalency and External Credentials. Students are entitled to dual credit if they earn post-secondary credits for:

- A for-credit course that leads to a credential from a post-secondary institution that is a member of the British Columbia Transfer System (www.bccat.bc.ca), or

- A course that is offered in French in conjunction with Educacentre.

Any student presenting a transcript from one of the institutions listed in this section, showing successful completion of a for-credit post-secondary course that leads to a credential, is entitled to have that course count toward secondary school graduation. All such completed post-secondary courses count as elective Grade 12 level courses.

COURSES THAT QUALIFY

Courses that qualify must lead to a post-secondary credential, including courses in certificate programs of one year or less, two-year diploma programs and full degree programs. Continuing Education courses offered by post-secondary institutions do not qualify for dual credit unless they lead to a credential by the post-secondary institution offering them. Adult Basic Education (ABE) courses do not count as dual credit because they do not lead to a post-secondary credential. However, ABE courses do count as credits toward graduation. See the External ABE Courses section in Chapter 4 for more information.

ASSIGNING CREDITS

Assign 4 credits for most post-secondary courses, not the number of credits on the post-secondary transcript. The exception is for modular courses that students may take in Industry Training or other technical/vocational programs. Credits for these types of courses can be combined to equal 4 credits for a full course.

REPORTING POST-SECONDARY COURSE COMPLETIONS

For reporting and transcript purposes, schools must assign a percentage and letter grade to successfully completed for-credit post-secondary courses. As a post-secondary institution may use a different letter grade system than is used in the K-12 system, refer to the transcript notations or the institution's calendar to determine the appropriate letter grade and percentage for reporting the course to the Ministry. See the External Dual Credit Post-Secondary Courses section in Chapter 4 for more complete reporting details.

POST-SECONDARY INSTITUTIONS THAT CURRENTLY QUALIFY

Athabasca University
British Columbia Institute of Technology
Camosun College
Capilano University
College of New Caledonia
College of the Rockies
Columbia College
Coquitlam College
Corpus Christi College
Douglas College
Educacentre
Emily Carr University of Art & Design
Institute of Indigenous Government
Justice Institute of British Columbia
Kwantlen Polytechnic University
Langara College
Nicola Valley Institute of Technology
North Island College
Northern Lights College
Northwest Community College
Okanagan College
Royal Roads University
Selkirk College
Simon Fraser University
Thompson Rivers University
Trinity Western University
University of British Columbia
University of the Fraser Valley
University of Northern British Columbia
University of Victoria
Vancouver Community College
Vancouver Island University
Yukon College

Independent Directed Studies (IDS)

www.gov.bc.ca/education/administration/policy/earning-credit

WHAT IS IDS?

IDS allows students to initiate their own learning under teacher supervision. Although IDS is intended to allow students to pursue curriculum in more detail (students receive course credit plus IDS credit), or to focus on one or more of the learning outcomes of a course that has not been taken (students receive only IDS credit), the IDS Policy also allows schools to recognize learning in courses that students do not complete, and in this way can be used to report partial learning.

An IDS must be based on the learning outcomes of a Ministry-Developed, Ministry-Approved Language Template or Board/Authority Authorized Grade 10, 11 or 12 course. An IDS course can be one, two, three or four credits. (One credit represents the value attached to the knowledge, skills and aptitudes that most students can acquire in approximately 30 hours of instruction.) IDS courses can only count toward the 28 elective credits needed to meet graduation requirements. IDS courses at the Grade 12 level can be used to satisfy the minimum number of Grade 12 level credits needed to meet graduation requirements. IDS courses do not count in the Adult Graduation Program.

> **The IDS Policy allows students to earn a maximum of four credits per IDS course.**

RESPONSIBILITIES OF THE SCHOOL DISTRICT

The Ministry encourages school districts to use the IDS Policy and to develop appropriate implementation procedures. Principals should approve IDS courses arranged between teachers and students.

IDS PROCESS

To participate in IDS, students must demonstrate the ability to work independently. They do not need to complete the approved classroom course curriculum before they pursue an IDS in that course. Teachers and students should develop an IDS plan that includes:

- A process for ongoing facilitation and assessment.

- Criteria for determining successful completion of the IDS.

- Credit value (one, two, three or four credits) for the proposed IDS.

REPORTING IDS

IDS must be reported on report cards, Permanent Student Records, and transcript data sent to the Ministry. An IDS course title is composed of the prefix "IDS" followed by the regular course title for the related Ministry-Developed, Ministry-Approved Language Template or Board/Authority Authorized course. The examples below are guidelines for reporting IDS courses:

IDS COURSE TITLE	REPORT COURSE CODE AS:	REPORT RELATED COURSE CODE AS:	SPECIFY # OF CREDITS:
IDS Art Foundations 11	IDS 11A	AF 11	1, 2, 3 or 4
IDS BA Psychology 12	IDS 12A	YPSYC 12A	1, 2, 3 or 4

For students completing more than one IDS at a given Grade level, use the sequential coding of A, B, C, . . . F in the course code (e.g., IDS 10A, IDS 10B, IDS 10C, . . . IDS 10F).

Schools should submit IDS course data to the Ministry during regular data transfers. Please note that the "related course" code must be entered in a data field separate from the regular course code field and must be left aligned when entered. Check with your school's administrative software vendor for additional information about this field.

Credit Restrictions

WHAT IS RESTRICTED?

Courses are restricted for credit if they share a substantial overlap of learning outcomes or are deemed to be equivalent to another course. These restrictions are in place to prevent a student from receiving credit more than once for completing the same learning outcomes.

English and French language versions of the same course are credit restricted, as are courses for which a student has received equivalent credit and been assigned a 'Q' code (i.e., a student cannot receive equivalent credit for a course, then receive credit for the course itself). See the online Course Registry website at:

www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php
for a listing of other credit restrictions.

Earning Credits
Frequently Asked Questions

BOARD/AUTHORITY AUTHORIZED (BAA) COURSES

Q Can schools create two-credit BAA courses that are half of Ministry-Developed courses (e.g., Biology 11)?

A No. BAA courses cannot significantly overlap provincial curriculum, and cannot be used to offer partial Ministry courses. BAA courses can be two-credit courses, but they must be unique electives. There may also be courses that can meet all the learning outcomes of the Fine Arts 11 or Applied Skills 11 IRPs (see the section on Fine Arts and Applied Skills Courses in Chapter 4, page 74 for details).

Q Can schools offer BAA bridging courses in Mathematics?

A No. BAA courses cannot be remedial or bridging courses. However, schools may offer non-credit remedial or bridging math courses with the "LD" (locally developed) designation.

EQUIVALENCY

Q If a school cannot calculate a final percentage for equivalent learning, how can credit for this course be reported?

A It is usually possible to assign a percentage based on the midpoint of a letter grade or on other performance indicators. When a percentage cannot be determined, use Transfer Standing ("TS"). For students wishing to write a provincial exam, a final school percentage must be submitted to the TRAX system.

EXTERNAL CREDENTIALS

Q Do Grade 12 external courses count toward the required Grade 12-level credits needed for graduation?

A Yes. External credentials are Ministry-Authorized and are eligible to meet Grade 12-level credit requirements.

Q Is there a limit to the number of external courses a student can have?

A No, there is no limit to the number of external course credits a student may earn.

Q **Do external credentials earned before students enter Grade 10 count?**

A Yes. Students who reach the standard of a Grade 10, 11 or 12 external course prior to entering Grade 10 can have this learning recognized for credit provided the credential is still valid. In these situations, schools should use the date on which documentation was reported as the course completion date.

CHALLENGE

Q **Can a school district charge a fee if a student requests a challenge process?**

A No. A school district cannot charge a fee for a challenge process. The Ministry funds enrolling Boards of Education for successful course challenges.

Q **If a student successfully challenges French 11, does the student automatically receive credit for French 10?**

A No. Schools should use an equivalency review process if documentation exists, or a challenge process to see if the student has met the French 10 learning outcomes.

POST-SECONDARY CREDENTIALS

Q **Do post-secondary courses from other provinces count for credits?**

A With the exceptions of Athabasca University and Yukon College, who are members of the BC Transfer system and courses offered under the auspices of Educacentre, post-secondary courses from outside BC do not count as credits toward graduation. In some instances, schools may be able to use the equivalency process to grant credits for post-secondary courses completed outside BC.

INDEPENDENT DIRECTED STUDIES (IDS)

Q **Can students receive IDS credits for courses in which they have never enrolled?**

A Yes. Students do not need to complete course curriculum before pursuing an IDS in that course.

Q **Can IDS be used to report partial credit?**

A Yes. Partial learning in a course can be credited using the IDS process in those instances in which a student only completes part of the course.

Chapter 3
Graduation Requirements

IN THIS CHAPTER

2004 Graduation Program

GRADUATION REQUIREMENTS

REQUIRED COURSES	
For the list of courses that can fulfill the Required Courses requirements in each of the following subject areas, see the online Course Registry.	

SUBJECT AREA	MINIMUM CREDITS
a Language Arts 10	
a Language Arts 11	4
a Language Arts 12	4
Social Studies 10	4
a Social Studies 11 or 12	4
Science 10	4
a Science 11 or 12	4
a Mathematics 10	4
a Mathematics 11 or 12	4
Physical Education 10	4
Planning 10	4
a Fine Arts and/or Applied Skills 10, 11 or 12*	4
Note: See page 74 for details.	4
TOTAL:	**48 credits**

ELECTIVE CREDITS	
Students must earn at least 28 elective credits. These credits can be for:	
Additional Grade 10, 11 or 12 Ministry-Developed or Ministry Approved Language template courses	
External Credentials*	
Board/Authority Authorized courses	
Post-Secondary credits, and/or	
Independent Directed Studies	
Note: Some External Credentials can serve as Required Courses. **TOTAL:**	**28 credits**

GRADUATION TRANSITIONS	
Students earn 4 credits for completing Graduation Transitions	
Total:	4 credits
Overall Total:	80 credits

- Of the 80 credits needed for graduation, at least 16 credits must be at the Grade 12 level, including a Grade 12 Language Arts course. These Grade 12 credits may be for required courses or elective credits, and can come from Ministry-Developed, Ministry-Approved Language Template, BAA, External Credential, Post-Secondary Dual Credit or IDS courses. Graduation Transitions cannot be used to help satisfy the requirement for at least 16 credits at the Grade 12 level.

- See **www.bced.gov.bc.ca/graduation/grad_certificate.htm** for information about Graduation Transitions.

Graduation Program
Frequently Asked Questions

Q **There is more than one Grade 12 Language Arts course that meets the Language Arts 12 graduation requirement. Can a student receive credit toward graduation for Communications 12, English 12 and English 12 First Peoples?**

A Yes. These are distinct courses with different outcomes. When a student receives credit for more than one course that satisfies a subject area graduation requirement, the first course completed will satisfy that requirement and the remaining courses will count toward the 28 elective credits needed for graduation. All provincial exams must be written to receive credit for each provincially examinable course.

Q **For Ministry-Developed courses, are students required to take the Grade 10 level course before the Grade 11, or the Grade 11 before the Grade 12? In other words, are there prerequisites for courses?**

A No. There are no prerequisites for Ministry-Developed courses. However, since many courses have sequential learning outcomes, education professionals should determine appropriate placements and decide whether a student needs to complete one level before another.

Q **Can BC First Nations Studies 12 be used to meet the Social Studies graduation requirement and also count toward the minimum number of Grade 12 level credits needed to meet graduation requirements?**

A Yes. Students must earn a minimum of 16 credits at the Grade 12 level. These may be for Required Courses or for Elective Credits. BC First Nations Studies 12 can be used to satisfy the Social Studies 11 or 12 requirement as well as count towards the minimum number of Grade 12 level credits requirement. Successfully completing the course and exam will earn 4 credits only, not 8 credits.

Q **Do external credentials at the Grade 12 level count toward the minimum number of Grade 12 level credits needed to meet graduation requirements?**

A Yes. External credentials are Ministry-Authorized and may be used to meet the Grade 12 level credits requirement.

Q **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?**

A Yes, as long as the student was on the current (2004) Graduation Program, or completed requirements of the 1995 or 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 1995 or earlier graduation program must now meet the requirements of either the 2004 Graduation Program or the Adult Graduation Program to earn a Dogwood Diploma.

Q **What is the difference between Board/Authority Authorized (BAA) courses, Locally Developed (LD) courses and the former Career Program (CP) courses?**

A BAA courses are offered by Boards of Education or Independent School Authorities to meet student needs and interests. They are authorized by Boards/Authorities according to requirements set by the Ministry of Education at **www.bced.gov.bc.ca/graduation/board_authority_courses.htm**. There is no limit to the number of BAA courses that can be used to meet the requirement for 28 elective credits.

LD courses no longer count for credit. Therefore, all courses that schools want to offer for credit must be converted to BAA courses if they meet the BAA requirements set by the Ministry. LD courses can still exist, but will be non-credit courses such as GED preparation, remedial or modified courses.

CP courses also must be converted to BAA courses (if meeting the BAA requirements) as the "CP" designation has been discontinued.

Q **Do students who move to BC in Grade 12 need to earn credit for Planning 10 and complete Graduation Transitions?**

A Yes. To receive a British Columbia Certificate of Graduation (Dogwood Diploma), students must satisfy all of the graduation requirements, including Planning 10 and Graduation Transitions. Schools are encouraged to provide transfer students with as much credit as possible for prior learning. See Chapter 2 of this Handbook for more information.

Q **How can students with medical conditions meet the Graduation Transitions requirement for physical activity?**

A Students meet the physical activity requirements for Physical Education and Graduation Transitions to the best of their ability. For example, a student who is quadriplegic and confined to a wheelchair can earn credit for moderate to vigorous physical activity by documenting his/her physiotherapy treatments. For more information, please refer to the Program Guide for Daily Physical Activity Kindergarten to Grade 12 on the Daily Physical Activity web site at: **www.bced.gov.bc.ca/dpa/** .

Medical Exemption Guidelines are available as Physical Education 8-10 Support Material at: **www.bced.gov.bc.ca/irp/pdfs/ physical_education/support_materials/pe10_medical_ exemptions.pdf**

Adult Graduation Program Requirements

ELIGIBILITY

To complete the Adult Graduation Program, students (18 or older) must earn at least 20 credits in the secondary system or complete five courses in the post-secondary system. Courses and credits can be counted from the BC School System and/or the College Adult Basic Education Program.

BRITISH COLUMBIA SCHOOL SYSTEM QUALIFYING COURSES			COLLEGE OR ABE PROGRAM QUALIFYING COURSES
a Language Arts 12* course	4-credit course	OR	a provincial or post-secondary level English course
	AND		
a Mathematics 11 or 12** course	4-credit course	OR	an advanced or provincial or post-secondary level Mathematics course
	AND EITHER		
Option 1			
Three 4-credit Grade 12-level Ministry-Authorized courses, including External Credential Courses	12 credits	OR	three additional courses at the provincial or post-secondary level
	OR		
Option 2			
Social Studies 11, BC First Nations Studies 12, or Civic Studies 11 (4 credits each)	12 credits	OR	advanced Social Sciences and two provincial or post-secondary level courses
AND			
Two 4-credit Grade 12-level Ministry Authorized courses, including External Credential Courses			
Total: 20 credits			**Total: 5 courses**

* Please refer to the online Course Registry at:

www.bced.gov.bc.ca/datacollections/course_registry_web_search/ for a list of courses that satisfy the Mathematics and Language Arts requirements for the Adult Graduation Program. Those courses that meet the Language Arts 12 and Mathematics 11 or 12 requirements of the 2004 Graduation Program also satisfy these Adult Graduation Program requirements.

** Accounting 11 and 12, and Financial Accounting 12, continue to satisfy the Mathematics requirement in the Adult Graduation Program.

STUDENT ELIGIBILITY REQUIREMENTS

- 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. Under no circumstances will a 17-year-old be allowed to enter the Adult Graduation Program.

- Students should not be moved from the Regular 2004 Graduation Program to the Adult Graduation Program while courses are in progress.

- Students who began 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.

COURSE ELIGIBILITY AND INFORMATION

- An Adult Graduation Program student may receive credit toward an Adult Graduation Certificate for no more than two qualifying courses completed while in the regular graduation program. This means that the student must receive credit for at least three of the qualifying courses needed to meet Adult Graduation Program requirements after enrolling in the Program. 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. PLA is a process that enables students to gain recognition and credit for what they already know and can do. PLA Assessment 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 Through Prior Learning Assessment section in Chapter 2 of this Handbook.

- Board/Authority Authorized and Independent Directed Studies courses do not count toward the minimum five courses required in the Adult Graduation Program.

- Provincial exams are optional in the Adult Graduation Program. This is program-specific, not adult-specific. Therefore, adults working on the regular graduation program will still need to write any provincial exams attached to courses they are taking.

- If a student on the Adult Graduation Program has opted to not write the provincial examination for a course, the course is to be reported as a non-examinable course with a Q code; e.g., EN 12 is to be reported as QEN 12, COM 12 as QCOM 12; etc.

NOTE: A student must receive credit for at least three of the qualifying courses needed to meet Adult Graduation Program requirements after enrolling in the Program.

Adult Graduation Program
Frequently Asked Questions

Q **Can a student transfer from the Adult Graduation Program to the Credit-Based Graduation Program and vice versa?**

A 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 form 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 Student Eligibility Requirements on previous page).

Q **Do Graduation Program policies such as Challenge, Equivalency and Independent Directed Studies apply to the Adult Graduation Diploma?**

A The Challenge and Equivalency policies apply. Schools are encouraged to use the Equivalency Policy 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.

Q **Is there another course adult students can take now that CAPPA12 is closed?**

A Yes, Planning 12 is a new course that will allow adult students to take Planning 10 as a Grade 12 elective. (Note: if schools decide to re-report to the Ministry a PLAN 10 course with the PLAN 12 Adult Graduation course code, they must use the completion date of the PLAN 10 course).

Q **Can an adult student work on obtaining an Adult Dogwood if they have already received a GED or a School Completion (Evergreen) Certificate?**

A Yes, since the GED and School Completion (Evergreen) Certificates do not meet our provincial graduation standards and are therefore not official graduation documents, students can still work on either the BC Certificate of Graduation (the Dogwood) or the Adult Graduation Certificate (the Adult Dogwood) if they have already received a GED or Evergreen Certificate.

Q **Can a student use courses completed several years ago toward his or her Adult Dogwood?**

A Yes. As long as an adult student completes three courses (directly, or through Prior Learning Assessment) after enrolling in the Adult Graduation Program, courses completed in the past may be applied toward his or her Adult Dogwood requirements.

Q **Can a student take PLAN 10 and PLAN 12 and get credit for both?**

A No, they are credit-restricted against each other as they are the same course. A student may only get credit for one, and Grade 10 level courses do not count on the Adult Dogwood.

Q **Can a student receive credit for Board/Authority Authorized (BAA) courses toward his or her Adult Dogwood?**

A 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.

Q **Can shop or trades courses be applied to the Adult Graduation Diploma?**

A BAA courses, including BAA-designated shop or trades courses, are not eligible for credit towards the Adult Graduation Diploma. 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 Chapter 2.

3. Courses for which the Adult Graduation Program student has received equivalent credit through Prior Learning Assessment.
See the Equivalency section of Chapter 2 for further information.

4. Students taking Secondary School Apprenticeship (SSA) or Work Experience (WEX) courses who have already transitioned to adult graduation program are no longer restricted to taking one SSA course or WEX course on the Adult Dogwood Program.

Q **What do you do if an adult student lacks the knowledge and skills necessary to successfully complete the Grade 11 or 12 or college or Adult Basic Education level courses needed to meet Adult Graduation Program requirements?**

A The Literacy Foundations Curriculum is designed to enable an adult student to acquire the knowledge and skills in five content areas (English Language Arts, Mathematics, Science, Social Studies, and Information and Communications Technology) that will prepare them for success in meeting the requirements of either the Adult Graduation Program or the 2004 Graduation Program. Literacy Foundations courses are non-credit, bridging courses.

Chapter 4
Reporting Courses and Programs

IN THIS CHAPTER

Introduction

This chapter presents information on reporting the following courses or programs to the Ministry.

- Fine Arts and Applied Skills Courses
- Board/Authority Authorized Courses
- External Languages – Credit from Certificates or Assessments
- External Post-Secondary Courses
- Advanced Placement and International Baccalaureate Courses
- External Credentials
- External Adult Basic Education Courses
- External Sport Courses
- Career Programs
- Locally Developed Courses

Fine Arts and Applied Skills Courses

REPORTING FINE ARTS AND APPLIED SKILLS COURSES

Students have several options for satisfying the Fine Arts and/or Applied Skills graduation requirement that schools must report to the Ministry.

1. The student takes a two-or four-credit Ministry-Developed course that meets the Fine Arts and/or the Applied Skills requirement as listed in the online Course Registry — e.g.,

▸ VAMT 12 (Visual Arts: Media Arts)   ▸ WELD 12A (Welding 12A)

2. The student takes a two-credit Fine Arts or Applied Skills course developed by the school to meet all the learning outcomes of the Fine Arts 11 IRP or the Applied Skills 11 IRP. The course title may be specialized by providing a course description to a maximum of 40 characters — e.g., FNA 11: Photography.

▸ Report the two-credit course using the generic FNA 11 or ASK 11 course code.

3. The student takes a four-credit combined Fine Arts 11 and Applied Skills 11 course developed by the school to meet the learning outcomes of both the Fine Arts 11 and Applied Skills 11 IRPs. The course must employ concepts and skills from at least one subject each from the Fine Arts and Applied Skills areas. The course title may be specialized by providing a course description to a maximum of 40 characters — e.g., FNASK 11 Art Management.

▸ Report the four-credit course using the generic FNASK 11 course code.

4. The student takes a two- or four-credit Grade 11 Board/Authority Authorized (BAA) course that meets all the learning outcomes of the Fine Arts 11 and/or Applied Skills 11 IRPs.

> Electronic transfer schools report the BAA course and number of credits using "A" (Applied Skills), "F" (Fine Arts), or "B" (for both) in the Graduation Requirements field.

> Manual transfer schools use "9" in the Graduation Requirements Field for Applied Skills; "8" for Fine Arts; or "10" for both.

> Grade 10 BAA courses and Grade 12 BAA courses in the Fine Arts or Applied Skills subject areas do not meet the Fine Arts and/or Applied Skills requirement.

Board/Authority Authorized Courses

A standardized set of general descriptive codes are used for coding BAA courses. Districts and schools select their own BAA course codes from the list of BAA core course categories available through BCeSIS and the BAA website at:

www.bced.gov.bc.ca/graduation/board_authority_courses.htm

Any BAA course not coded using the core categories was closed on August 31, 2009.

While the codes are generic and unalterable, the course description can be changed at the school level to reflect the actual content. For example, a course with TRAX code YVPA 11A and a generic description of Visual and Performing Arts could represent Art History for one group of students, Hip Hop for another group, and Jewelry and Art Design for a third group. These titles could be entered by the school offering each course, and could appear on a student's transcript, but the TRAX code would remain as YVPA 11A. However, a student can only get credit for YVPA 11A once. If a student enrolls in more than one YVPA 11 course, the school must use the additional letters provided in the YVPA 11 category (i.e., YVPA 11B, 11C, 11D or 11E) to denote each course as separate and distinct on the student's record. TRAX will then recognize each course as distinct and the student will receive credit for each.

External Languages – Credit from Certificates or Assessments

There are four ways a student may receive credit for language learning acquired outside the regular classroom:

① EQUIVALENCY

A student who presents appropriate documentation will be eligible to receive equivalency for the following Ministry-Developed language courses and courses developed using the Ministry-Approved Language Template:

American Sign Language – Arabic – Croatian – French – German – Halq'eméylem – Heiltsuk – Hilzaqvla – Hul'q'umi'num' – Italian – Japanese – Korean – Kwak'wala – Liqwala/Kwakwala – Mandarin – Nte?kepmxcin – nśiylxcən – Nuu-chah-nulth – Punjabi – Russian – Secwepemctsin – SENĆOŦEN – Shashishalem – Sim'algaÛ̂hl Nisx̱a'a – Sm'algyax̱ – Spanish – Tsek'ene – Upper St'át'imcets.

② EXTERNAL LANGUAGE CERTIFICATES

External Language Certificates are used to assess credit in all languages other than American Sign Language, Arabic, Croatian, French, German, Halq'eméylem, Heiltsuk, Hilzaqvla, Hul'q'umi'num', Italian, Japanese, Korean, Kwak'wala, Liqwala/Kwakwala, Mandarin, Nte?kepmxcin, nśiylxcən, Nuu-chah-nulth, Punjabi, Russian, Secwepemctsin, SENĆOŦEN, Shashishalem, Sim'algaÛ̂hl Nisx̱a'a, Sm'algyax̱, Spanish, Tsek'ene, Upper St'át'imcets or to grant credit in these languages for documented learning that may not meet the criteria for Equivalency. In all cases, the learning must be documented on an educational certificate. A student who presents appropriate documentation will be eligible to receive credit for all other languages not listed above.

→ Certificates from Other Canadian Provinces and Territories (Please see the External Language Certificates Codes in the online Course Registry.)

→ Certificates from International Educational Jurisdictions

EXAMPLE 1: ....

Student completed Grade 7 in Thailand: Report External Thai 10A

The Ministry provides the following guidelines:

If a student completed the last year of elementary education in a first language or using a language other than English as the language of instruction, use UXLC 10A.

UXLC 10A	EXTERNAL LANGUAGE CERTIFICATE 10A	4 CREDITS

EXAMPLE 2: ....

Student completed one year of junior secondary school (Grade 8) in Thailand: Report External Thai 11A

The Ministry provides the following guidelines:

If a student completed one year of junior secondary education in a first language or using a language other than English as the language of instruction, use UXLC 11A.

UXLC 11A	EXTERNAL LANGUAGE CERTIFICATE 11A	4 CREDITS

EXAMPLE 3: ....

Student completed two years of junior secondary school (Grade 9) in Thailand: Report External Thai 12A

The Ministry provides the following guidelines:

If a student completed an additional year of junior secondary education in a first language or using a language other than English as the language of instruction, use UXLC 12A.

UXLC 12A	EXTERNAL LANGUAGE CERTIFICATE 12A	4 CREDITS

③ EXTERNAL LANGUAGE ASSESSMENTS

A student presents documentation of one of the language assessments listed. The student then receives credit as indicated in the External Language Certificates Codes from the online Course Registry. Please see the course code table for detailed information – credits vary.

The language assessments listed may not be available in all communities throughout BC. In addition, an assessment may only be offered once throughout the year. It is the responsibility of the student to contact specific organizations for details and to plan accordingly.

④ OFFICIAL LANGUAGES PROGRAMS

Please see the online Course Registry for the British Columbia-Quebec Six-Month Bilingual Exchange Program, the Explore Program and the Destination Clic Program.

External Dual Credit Post-Secondary Courses

A student who presents the school of record with a transcript from one of the post-secondary institutions listed in this section, showing successful completion of a for-credit post-secondary course that leads to a credential, is entitled to have that course count toward secondary school graduation. All such courses count as elective courses at the Grade 12 level. For reporting Adult Basic Education courses taken at colleges, see the section in this handbook on Adult Basic Education courses.

> Assign 4 credits for most courses, not the number of credits on the post-secondary transcript. The exception is for modular courses that students may take in Industry Training or other technical/vocational programs. Credits for these types of courses can be combined to equal 4 credits for a full course. (One credit represents the value attached to the knowledge, skills and aptitudes that most students can acquire in approximately 30 hours of instruction.) Since a post-secondary institution may use a different letter grade system than the K-12 system, refer to the transcript notations or the institution's calendar to determine the appropriate letter grade and percentage for reporting the course to the Ministry.

An external dual credit course will appear on a student's transcript generically as a post-secondary course.

> For example, if the course was taken at Douglas College it would be reported as "PSIF 12A" and show on the transcript as "Douglas College Course 12A." A note on the Ministry transcript would direct readers to review the student's post-secondary transcript for additional information.

Students participating in Career Technical Centre and Industry Training programs will likely have multiple post-secondary courses to report. For students completing more than one course at a given post-secondary institution, use the sequential coding of: 12A, 12B, 12C, 12D, 12E, 12F, 12G, 12H, 12I, 12J, 12K and 12L.

EXTERNAL POST-SECONDARY COURSE CODES TABLE			
COURSE CODE	COURSE TITLE	START DATE	CREDITS
PSIA 12A	BC INSTITUTE OF TECHNOLOGY COURSE 12A	2003-09-01	4
PSIAA12A	TRINITY WESTERN UNIVERSITY COURSE 12A	2003-09-01	4
PSIAB12A	YUKON COLLEGE COURSE 12A	2003-09-01	4
PSIAC12A	EDUCACENTRE COURSE 12A	2003-09-01	4
PSIAD12A	COLUMBIA COLLEGE COURSE 12A	2003-09-01	4
PSIAE12A	BC OPEN UNIVERSITY 12A	2003-09-01	4
PSIAF12A	COQUITLAM COLLEGE COURSE 12A	2004-09-01	4
PSIAG12A	CORPUS CHRISTI COLLEGE 12A	2003-09-01	4
PSIAU12A	ATHABASCA UNIVERSITY COURSE 12A	2011-07-01	4
PSIB 12A	CAMOSUN COLLEGE COURSE 12A	2003-09-01	4
PSIC 12A	CAPILANO UNIVERSITY COURSE 12A	2003-09-01	4
PSID 12A	COLLEGE OF NEW CALEDONIA COURSE 12A	2003-09-01	4
PSIE 12A	COLLEGE OF THE ROCKIES COURSE 12A	2003-09-01	4
PSIF 12A	DOUGLAS COLLEGE COURSE 12A	2003-09-01	4
PSIG 12A	EMILY CARR UNIVERSITY OF ART & DESIGN COURSE 12A	2003-09-01	4
PSIH 12A	INSTITUTE OF INDIGENOUS GOVERNMENT COURSE 12A	2003-09-01	4
PSII 12A	JUSTICE INSTITUTE OF BC COURSE 12A	2003-09-01	4
PSIJ 12A	KWANTLEN POLYTECHNIC UNIVERSITY COURSE 12A	2003-09-01	4
PSIK 12A	LANGARA COLLEGE COURSE 12A	2003-09-01	4
PSIL 12A	VANCOUVER ISLAND UNIVERSITY 12A	2003-09-01	4
PSIM 12A	NICOLA VALLEY INSTITUTE TECHNOLOGY COURSE 12A	2003-09-01	4
PSIN 12A	NORTH ISLAND COLLEGE COURSE 12A	2003-09-01	4
PSIO 12A	NORTHERN LIGHTS COLLEGE COURSE 12A	2003-09-01	4
PSIP 12A	NORTHWEST COMMUNITY COLLEGE COURSE 12A	2003-09-01	4
PSIQ 12A	OKANAGAN COLLEGE COURSE 12A	2003-09-01	4
PSIR 12A	ROYAL ROADS UNIVERSITY COURSE 12A	2003-09-01	4
PSIS 12A	SELKIRK COLLEGE COURSE 12A	2003-09-01	4
PSIT 12A	SIMON FRASER UNIVERSITY COURSE 12A	2003-09-01	4
PSITA 12A	ITA DESIGNATED TRAINING PROVIDER COURSE 12A	2014-09-01	4
PSIU 12A	UNIVERSITY BRITISH COLUMBIA COURSE 12A	2003-09-01	4
PSIV 12A	THOMPSON RIVERS UNIVERSITY COURSE 12A	2003-09-01	4
PSIW 12A	UNIVERSITY OF THE FRASER VALLEY COURSE 12A	2003-09-01	4
PSIX 12A	UNIVERSITY OF NORTHERN BC COURSE 12A	2003-09-01	4
PSIY 12A	UNIVERSITY OF VICTORIA COURSE 12A	2003-09-01	4
PSIZ 12A	VANCOUVER COMMUNITY COLLEGE COURSE 12A	2003-09-01	4

Advanced Placement (AP) and International Baccalaureate (IB) Courses

REPORTING AP AND IB COURSES

Report a student's school mark (percent and letter grade) for an AP or IB course; it will appear on the student's transcript. Post-secondary institutions generally make decisions regarding AP based on results provided by the AP (College Board) or IB organizations.

PROVINCIAL EXAMINATIONS AND AP OR IB COURSES

AP AND IB REPORTING GUIDELINES

When reporting an AP or IB course to the Ministry, use the AP or IB course code listed in the online Course Registry. Report the course as non-examinable, and provide percentages and letter grades as required by Reporting Student Progress: Policy and Practice at:

www.bced.gov.bc.ca/classroom_assessment/

DO NOT REPORT THE NUMERICAL RESULTS PROVIDED BY THE ADVANCED PLACEMENT PROGRAM OR INTERNATIONAL BACCALAUREATE PROGRAM.

AP and IB program participation is noted on the bottom of a student's transcript if the school submits the appropriate program code. The program code for Advanced Placement is "AD." For International Baccalaureate it is "BD" (Diploma) or "BC" (Certificate). These codes can be entered in the Program Participation field of the student's DEM file (electronic transfer).

The Advance Placement Course List is located at:

www.bced.gov.bc.ca/datacollections/course_registry_web_search/advanced-search.php
AND SEARCH FOR COURSE TITLE: AP*

The International Baccalaureate Course List is located at:

www.bced.gov.bc.ca/datacollections/course_registry_web_search/advanced-search.php
AND SEARCH FOR COURSE TITLE: IB*

REPORTING INTERNATIONAL BACCALAUREATE (IB) COURSE RESULTS THAT MEET THE SOCIAL STUDIES GRADUATION REQUIREMENT (2004 GRADUATION PROGRAM)

Under the 2004 Graduation Program, students are required to earn graduation credits in Social Studies. Students enrolled in any of the following IB courses can use their course results from one of these courses to meet the Social Studies graduation requirement:

- IBGGH11: IB Geography (HL) 11 and
- IBGGS11: IB Geography (SL) 11

- IBHIH11: IB History (HL) 11 and
- IBHIS11: IB History (SL) 11

- IBHNM11: IB Histoire (NM) 11 and
- IBHNS11: IB Histoire (NS) 11

The percentage reported to the Ministry MUST include the results for the IB Internal Assessment. In some cases, a school will not be able to report the course code until the student is in his/her Grade 12 year.

The IB Internal Assessment must be weighted at least 20% (to correspond with the weighting of provincial exams in social studies courses such as Social Studies 11), or at the 20% or 25% weighting given by IB or pro-rated based on the 20 marks or 30 marks determined by IB.

Original IB results records should be retained at the school. The Ministry has the option of requesting copies of these documents.

CUSTOMIZED COURSE DESCRIPTIONS FOR IB LANGUAGES

A customized course description for an external language course can be provided. For example, students may receive credit for International Baccalaureate A-1, A-1 Self-taught, B and Ab Initio languages. Report the course using UXLC codes, and report the IB and language name in the course description field.

ADVANCED PLACEMENT COURSES – CONTACT INFORMATION

ADVANCED PLACEMENT PROGRAM

George Ewonus
Director, AP Program
Suite 550
2950 Douglas Street
Victoria, BC V8T 4N4

phone: 250.472.8561
or   800.667.4548
fax: 250.472.8655
email: **gewonus@ap.ca**
or   **gewonus@collegeboard.org**
website: **apcanada.collegeboard.org**
or   **www.ap.ca**

INTERNATIONAL BACCALAUREATE COURSES – CONTACT INFORMATION

International Baccalaureate Program

Bob Poole
Director, Vancouver Office, IBNA
#202-1661 West 2nd Ave., Vancouver BC
V6T 1H3

phone: 301.202.3188
email: **bob.poole@ibo.org**
website: **www.ibo.org**

External Credentials

Each external credential is given a course code, which schools must use for reporting to the Ministry. All external credentials have been assigned a credit value.

In order to provide a school mark, the school must first examine credentials from the external institution. It is the student's responsibility to present this credential as proof of successfully completing the course. In the event that a student's credential requires verification, schools should contact the external organization.

External organization contact information is available on the external credentials website at:

www.bced.gov.bc.ca/graduation/ext_credentials

After examining the documentation from the external organization, the school must decide whether to report the student's level of achievement as a school percentage and letter grade or as Transfer Standing (TS).

It is possible to assign a percentage based on the mid-point of a letter grade, or on other performance indicators. When a school mark cannot be determined, please use a TS letter grade. TS has no effect on a student's GPA.

The session date indicates the date the school received the required documentation (e.g., certificate or letter) from the student. The date of the certificate or other verification can be earlier than the session date in which it is reported.

Only those external credentials that have been reviewed and approved by the Ministry can be applied toward graduation.

External Adult Basic Education Courses

The External Adult Education Course List is located at:

www.bced.gov.bc.ca/datacollections/course_registry_web_search/advanced-search.php
AND SEARCH FOR COURSE TITLE: ABE*

Any student who presents a transcript from a public post-secondary institution, showing successful completion of the course(s) indicated, is entitled to credit towards secondary graduation.

Assign the number of credits in the Credit Value field of the Course Details Record from the online Course Registry and not the number of credits on the post-secondary transcript.

Post-secondary institutions use a different letter grade system. Refer to the transcript notations or the institution's calendar to determine the appropriate Grade percentage and letter grade. If it is not possible to assign a percentage and letter grade, assign "TS" (Transfer Standing).

FOR INFORMATION CONCERNING EXTERNAL EDUCATION COURSES THROUGH THE POST-SECONDARY SYSTEM, PLEASE CONTACT:

Ministry of Advanced Education
PO Box 9193 Stn Prov Govt
Victoria, BC V8W 9E6
Phone: 250.952.6114 or 356.9733
Fax: 250.952.6110
E-mail: **AVED.CollegesandSkillsDevBr@gov.bc.ca**

Reporting External Sport Courses
Frequently Asked Questions

Q **Can a student be given external sports credits for participation in local civic or school sporting events and competitions?**

A No, secondary school and community club sports programs are not eligible for inclusion in the External Sport Credentials Program as they do not meet organizational eligibility standards and minimum high performance sport criteria.

Q **Can a student receive credit for Physical Education 10 if they participate in physically intensive programs requiring extensive hours of training such as Figure Skating?**

A No, external sport credentials are elective credits and cannot be used to substitute for required courses such as Physical Education 10.

Q **If a student participates in the Northern BC Winter Games can they receive an external sports credit?**

A No, participation at the Northern BC Winter Games or BC Disability Games is not recognized since there are no selection or qualifying requirements for these games.

Q **What is required of the student for the school to issue external sports credits?**

A Students seeking credits for a sport course or program are required to present specific documentation as proof of participation or completion. All letters and certificates must be on the provincial sport organization's or Ministry of Community, Sport and Cultural Development letterhead and include the student's name, sport program, category and level of credit.

Q **Can a student earn multiple external sports credits at the same level if they are in more than one sports program?**

A No, once a student has received credit for a particular level within the athlete, official or coach categories, they cannot receive additional credits for duplicate participation. For example, an athlete who has earned credits for Athlete 12 by being selected and competing on a provincial team cannot receive an additional 4 credits for Athlete 12 if they have progressed and been selected and competed on a national team. A student can only receive credit for Athlete 12 once. In addition, you cannot receive credit for the same category level if you have met the standards and criteria in more than one sport.

FOR INFORMATION CONCERNING EXTERNAL SPORT COURSES, PLEASE CONTACT:

Ministry of Community, Sport and Cultural Development
Sport Branch
Attention: Milena Gaiga
PO Box 9820 Stn Prov Govt
Victoria, BC V8W 9N7
Fax: 250.356.2842
Phone: 250.356.5183
Email: **Milena.Gaiga@gov.bc.ca**
Website: **www.bced.gov.bc.ca/graduation/ext_credentials/sports.php**

Career Programs

Career Programs are local educational programs focusing on a career or career sector that combine related course work with a work experience component. Four kinds of Career Programs are recognized on Ministry transcripts.

Career Preparation programs prepare students for entry into the workplace or continued studies at the post-secondary level in a specific career sector. Co-operative Education programs provide students with opportunities to explore one or more careers, and emphasize generic employability skills. Secondary School Apprenticeship consists of workplace-based training where secondary students register as apprentices with the Industry Training Authority. Career Technical Centre and Accelerated Credit Enrolment in Industry Training (ACE IT) programs combine secondary and post-secondary courses in a range of applied technology and trade areas, and allow students to earn credits toward secondary school graduation and a post-secondary credential simultaneously.

Visit: **www.gov.bc.ca/education/careers_and_skills_training_toolkit** for a comprehensive website that will provide tools to help set up your program. This website will provide policies, links and contact information that can assist in the development and running of your program.

WHAT IS REQUIRED FOR CAREER PROGRAM PARTICIPATION TO SHOW ON THE TRANSCRIPT?

Career Program participation will show on a 2004 Graduation Program student's transcript if a school reports a Career Program participation code for the student and if that student completes an eligible work experience course. Eligible work experience courses are:

- WEX 12A   Ministry-Authorized Work Experience
- WEX 12B   Ministry-Authorized Work Experience
- SSA 11A   Secondary School Apprenticeship
- SSA 11B   Secondary School Apprenticeship
- SSA 12A   Secondary School Apprenticeship
- SSA 12B   Secondary School Apprenticeship

In addition to one or more Ministry-Authorized work experience courses, students in the 2004 Graduation Program who are registered in a Career Program can take a combination of career-related Ministry-Developed or Board Authority/Authorized courses.

HOW TO REPORT CAREER PROGRAM PARTICIPATION TO THE MINISTRY

ELECTRONIC DATA TRANSFER

Report Career Program participation in the Program Participation field of the student's DEMOG file. Enter the two-character alpha code for the Career Program specialty area in which the student is participating. For instance, if the student is in a Trades and Technology Career Program, enter the code "XH." See below for information concerning Career Program codes.

CAREER PROGRAM CODES

Career Program codes correspond to the eight Focus Areas used in the 2004 Graduation Program. The same codes may be used for Transcript and Exam (TRAX) data collections. The eight Focus Area codes apply to students in Career Preparation, Cooperative Education, Secondary School Apprenticeship, Career Technical and ACE IT programs. The Focus Areas and associated codes are:

XA	**Business and Applied Business**	**XC**	**Fitness and Recreation**
XB	**Fine Arts, Design and Media**	**XD**	**Health and Human Services**
XE	**Liberal Arts and Humanities**	**XF**	**Science and Applied Science**
XG	**Tourism, Hospitality and Foods**	**XH**	**Trades and Technology**

FOR INFORMATION CONCERNING INDUSTRY TRAINING OR CAREER PROGRAMS, PLEASE CONTACT:

Ministry of Education   Attention: Work Experience and Career Coordinator
PO Box 9887 Stn Prov Govt Victoria, BC V8W 9T6
Phone: 250.893.7498   Email: **EDUC.Skills@gov.bc.ca**

Locally Developed Courses

Locally Developed (LD) courses are not eligible for credit for students in the 2004 Graduation Program or the Adult Graduation Program. Unless Boards of Education have specifically requested otherwise, all LD courses, except for certain non-credit LD courses, were closed as of August 31, 2006.

Students, including those on the School Completion Certificate Program, can take non-credit LD courses, such as remedial or modified courses. Students in such courses, including students with special needs who are working toward individualized goals and objectives in an Individual Education Plan, may receive letter grades or percentages.

Boards/Authorities should approve, and report to the Ministry, all non-credit LD courses that are taken by students on modified educational programs. Where grades or percentages have been assigned, students will be issued transcripts showing all credit and non-credit courses. For further information about reporting for students with special needs, please refer to Reporting Student Progress at:

www.bced.gov.bc.ca/reportcards

REPORTING LOCALLY DEVELOPED COURSES TO THE MINISTRY

For students on the School Completion Certificate Program (SCCP or Evergreen) the following are available:

- Core course codes that cover a wide range of areas commonly used by districts for SCCP students available in the online Course Registry at **www.bced.gov.bc.ca/datacollections/course_registry_web_search/advanced-search.php** (Search under Course Type: Locally Developed, Course Status: Open and Graduation Program: Course-based Graduation Program).

- Generic course titles/descriptions that can be customized to meaningfully reflect the actual course content. For example the generic course title/description LD IEP Modified 12A could be renamed LDIEP 12A Banking. These customized titles will be printed on the student's transcript providing a meaningful record of student work.*

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*NOTE: Boards of Education and Independent School Authorities must have an approval process in place for using locally developed course codes.

FOR INFORMATION CONCERNING LOCALLY DEVELOPED COURSES, PLEASE CONTACT:

Ministry of Education
Learning Support and Early Years
Attention: Bill Standeven
PO Box 9158 Stn Prov Govt
Victoria, BC V8W 9H3
Phone: 250.356.6752
Fax: 250.356.8334
Email: **Bill.Standeven@gov.bc.ca**

Chapter 5
Student Credentials

IN THIS CHAPTER

INDICATORS (LETTER GRADES) AND THEIR MEANINGS

INDICATOR	PERCENTAGE	MEANING (RELATED TO EXPECTED LEARNING OUTCOMES OF THE COURSE)
A	86-100	The student demonstrates **excellent** or **outstanding** performance in relation to expected learning outcomes for the course or subject or grade.
B	73-85	The student demonstrates **very good** performance in relation to expected learning outcomes for the course or subject or grade.
C+	67-72	The student demonstrates **good** performance in relation to expected learning outcomes for the course or subject or grade.
C	60-66	The student demonstrates **satisfactory** performance in relation to expected learning outcomes for the course or subject or grade.
C-	50-59	The student demonstrates **minimally acceptable** performance in relation to expected learning outcomes for the course or subject or grade.
F	0-49	(Failed or Failing) The student has not demonstrated minimally acceptable performance in relation to expected learning outcomes for the course or subject or grade.
RM	N/A	(Requirement Met) The student has met the learning outcomes set out in the "Program Guide for Graduation Transitions." Requirement Met may only be used for Graduation Transitions.
I	N/A	(In Progress or Incomplete) The student is not demonstrating minimally acceptable performance in relation to the expected learning outcomes.
SG	N/A	(Standing Granted) Although completion of normal requirements is not possible, a sufficient level of performance has been attained to warrant, consistent with the best interests of the student, the granting of standing for the course or subject or grade. Standing granted may be used in cases of serious illness, hospitalization, late entry or early leaving, but may only be granted by an adjudication process authorized by the principal, vice principal or director of instruction in charge of the school. Standing Granted may not be used for a course with a Required Graduation Program Examination. Standing Granted may not be used for Graduation Transitions.
TS	N/A	(Transfer Standing) The student has completed an equivalent course at an institution other than a school as defined in the School Act. There is no final percentage. (Please note that "TS" may not be used for the Graduation Transitions Assessment.)
W	N/A	(Withdrawal) The student has been granted permission to withdraw from the course or subject.
AEG	N/A	(Aegrotat Standing - for courses with required Graduation Program examinations only) The student has been granted a pass standing based on certification that the student was unable to write the exam because of illness or special circumstances. The school mark stands as the final percentage.

INDICATOR REGULATIONS

INDICATOR	REGULATIONS
F	For non-provincially-examinable courses, "F" may only be used as a final letter Grade if an "I" letter Grade has been previously assigned. For provincially-examinable courses, "F" may only be used as a final letter Grade for the school portion of a student's mark if an "I" has been previously assigned. "F" may be assigned as the final blended mark for a course without a prior "I." Students are allowed to write the provincial exam if a school percentage of less than 50% is submitted to the Ministry.
I	"I" may only be assigned in accordance with Section 3 of M192/94, the Provincial Letter Grades Order and the Student Reporting Policy 2002-10. When sending an "I" to the Ministry, the school should not report a percentage as the course has not been completed. The school should send in a final percentage after converting the "I" to a final mark. A student may write a provincial exam prior to the conversion of an "I" to another letter Grade and percentage. A student may be permitted to write a provincial exam even if the student has not yet successfully met all the learning outcomes for the course.
RM	(Requirement Met) The student has met the learning outcomes set out in the "Program Guide for Graduation Transitions." Requirement Met may only be used for Graduation Transitions.
SG	(Standing Granted) Although completion of normal requirements is not possible, a sufficient level of performance has been attained to warrant, consistent with the best interests of the student, the granting of standing for the course or subject or grade. Standing granted may be used in cases of serious illness, hospitalization, late entry or early leaving, but may only be granted by an adjudication process authorized by the principal, vice principal or director of instruction in charge of the school. Standing Granted may not be used for a course with a Required Graduation Program Examination. Standing Granted may not be used for Graduation Transitions.
TS	"TS" may be granted by the principal, vice principal or director of instruction in charge of a school on the basis of an examination of records from an institution other than a "school" as defined in the School Act. The principal, vice principal or director of instruction may alternatively decide to assign a percentage and letter Grade instead of a "TS" on the basis of this examination. Please note that "TS" may not be used for the Graduation Transitions Assessment.
W	"W" may be granted by the principal, vice principal or director of instruction in charge of a school according to the policy of the Board and upon the request of a parent or, when appropriate, a student.
AEG	"AEG" is only used for courses with required Graduation Program exams.

WHICH INDICATORS ARE USED WHERE?

LETTER GRADE	TERM	FINAL REPORT CARD	TRAX WEB EXAM RESULTS	TRANSCRIPT OF GRADES	UNOFFICIAL TRANSCRIPT OF GRADES
A to C-	✔	✔	✔	✔	✔
F	✔	✔	✔	☐	☐
I	✔	✔	☐	☐	☐
RM	☐	✔	☐	✔	✔
SG	☐	✔	☐	✔	✔
TS	☐	✔	☐	✔	✔
W	✔	✔	☐	☐	☐
AEG	☐	☐	✔	✔	✔

NOTE ON STUDENT CREDENTIALS

Student credentials are established by Ministerial Order; the policy must be followed by all schools. Student credentials are a student entitlement and may not be withheld from students for administrative reasons such as "fees not paid."

The relevant Ministerial Order is the Student Credentials Order. It may be downloaded from the Ministry website at:

www.bced.gov.bc.ca/legislation/

Transcript of Grades

WHAT IS A TRANSCRIPT?

A transcript is the official document that indicates:

- Grade 10, Grade 11 and Grade 12 courses that are successfully completed;

- Course achievement levels, with the exception of I (In Progress or Incomplete), F (Failure) and W (Withdrawal);

- Honours Standing, if the student has a Grade Point Average (GPA) higher than 3.0 (a better than B average);

- Whether a student participated in one or more of the following special programs: Career Program, Advanced Placement, International Baccalaureate, French Immersion or Programme francophone; and

- How many credits a student has earned toward graduation.

SAMPLE TRANSCRIPT OF GRADES - GRADUATION PROGRAM 2004

Ministry of Education

BRITISH COLUMBIA

Name
Address
City BC Postal Code

School Code

Transcript of Grades

Graduation Program 2004

Personal Education Number	Birthdate	Issue Date
Name of School		
Street Address or P.O. Box No.		
City	Postal Code	

Course Name	Course Code	Req	Equ	Session Date	Gr. 12 School %	Gr. 12 Exam %	Final %	Final Letter Grade	Credits
English 10	EN 10	1		2005/01			73	B	4
French 10	FR 10			2005/06			92	A	4
Music 10: Concert Band	MCB 10			2005/06			88	A	4
Physical Education 10	PE 10	11		2005/06			90	A	4
Planning 10	PLAN 10	10		2005/01			92	A	4
Principles of Math 10	MA 10	6		2005/06			76	B	4
Science 10	SC 10	8		2005/06			80	B	4
Social Studies 10	SS 10	4		2005/01			79	B	4
BA Visual & Performing Arts 11A	YVPA 11A			2007/01			71	C+	4
Biology 11	BI 11	9		2006/06			87	A	4
Dance: Performance 11	DNP 11			2006/01			86	A	4
English 11	EN 11	2		2006/01			82	B	4
Instrumental Music 11: Concert Band	IMCB 11	12		2006/01			75	B	4
Principles of Math 11	MA 11	7		2006/06			84	B	4
Social Studies 11	SS 11	5		2006/01			76	B	4
Camosun College Course 12A	PSIB 12A			2007/06			78	B	4
Instrumental Music 12: Concert Band	IMCB 12			2007/06			79	B	4
Biology 12	BI 12			2007/06			84	B	4
Dance: Performance 12	DNP 12			2007/01			86	A	4
English 12	EN 12	3		2007/01	89	76	84	B	4
Geography 12	GEO 12			2007/01			71	C+	4
Graduation Transitions	GT	13		2007/06				RM	4
									88

Based on the information provided by the school, this student has graduated in the Graduation Program 2004 with honours. Graduation date: June 2012.

For additional information on meeting graduation requirements, contact your secondary school or refer to the following Ministry of Education website: **www.bced.gov.bc.ca/graduation/**. Courses may have been completed at schools or institutions other than the student's current school of record as noted on this transcript.

WHEN ARE TRANSCRIPTS SENT TO STUDENTS?

At the end of July, regardless of graduation status, each grade 12 or Adult grad student will be mailed a copy of their transcript of grades. Additionally, at the end of July each year, public schools and group 1, 2 and 4 independent schools, as well as post-secondary institutions designated by students on their Online Post-Secondary Institutions Selections Form, will receive an official printed or electronic copy.

Monthly during the year, for Grade 12 and Adult Graduation Program students whose transcript activity results in graduation or an upgrade from Regular to Honours Standing. The school receives an official transcript for its records, along with an official transcript to send to each student along with a signed Dogwood Diploma.

Unless a student has additions to his or her student record that result in graduation or an upgrade from Regular to Honours Standing, the Ministry will only produce a new transcript, at no charge, at the end of July. However, for a fee, a student mayorder a transcript at any time from the Ministry. Ordering information follows later in this chapter. Schools may also produce revised transcripts at the request of their students.

If a student's transcript is not received by a school when expected, the school should check whether the student has attended a Continuing Education Centre or Distributed Learning school, in which case the transcript may have been sent to that institution.

UNOFFICIAL TRANSCRIPT OF GRADES

The Unofficial Transcript of Grades will be updated on a regular basis. Students may access this information via the Student Secure Web:

www.bced.gov.bc.ca/exams/tsw/tsw/student/

Schools may access this information via the School Secure Web:

www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp
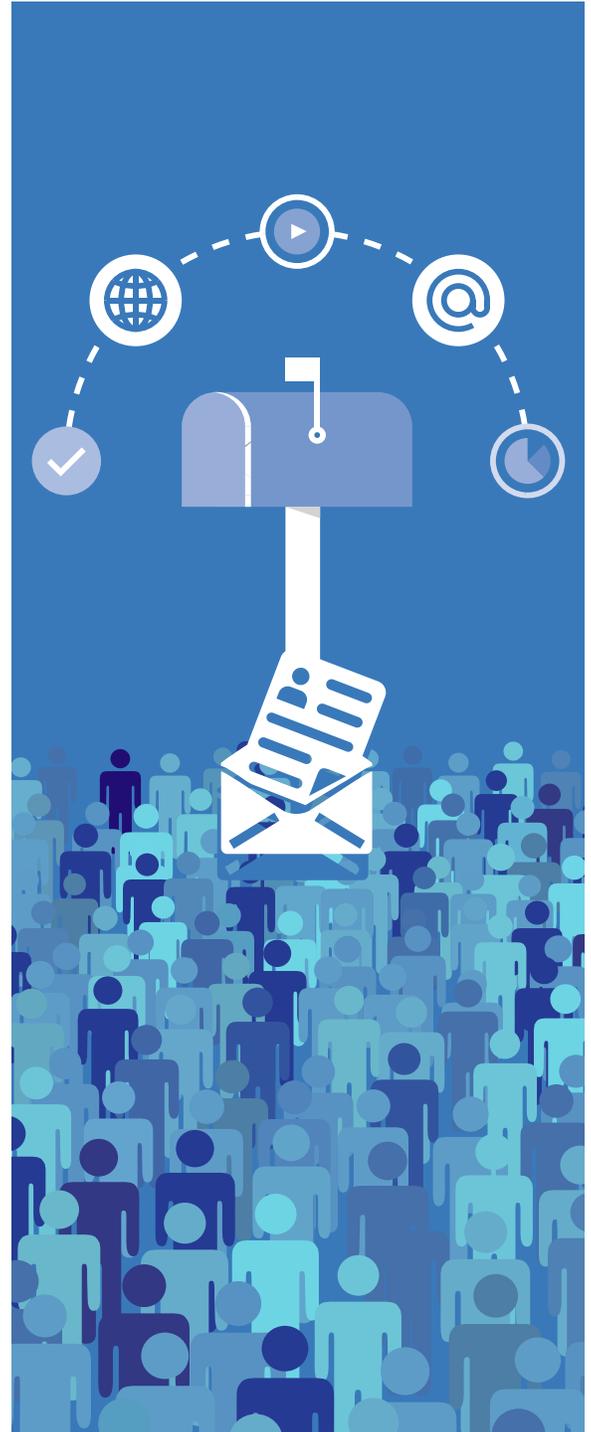
STUDENT RECORD AND TRANSCRIPT
RESPONSIBILITIES OF THE SCHOOL

Even though the Ministry provides a transcript service, schools are the official holders of student records. A copy of a Ministry-produced transcript must be maintained for 55 years after a student graduates (or withdraws from school) as part of the Permanent Student Record. A school may issue transcripts upon request, and has the authority to correct errors and omissions. In the case of misspelled names, it is the school's responsibility to make corrections. Schools are also responsible for providing the Ministry with correct demographic information during data transfers.

A school may either correct a transcript or replace it altogether. A transcript issued by a school, bearing the school seal and principal's signature, is considered to be an official document by the Ministry of Education.

A copy of an amended transcript, along with appropriate authorization that indicates the corrected information should be sent to the Student Certification Branch in order for the Ministry to update its records.

TRANSCRIPT PAPER

Schools can order a supply of official blank transcripts from the Ministry by emailing a count of how many are needed for each Graduation Program (1995, 2004) or Adult to:

✉ **trax.data@gov.bc.ca**

OBTAINING COPIES OF A TRANSCRIPT

Students who are currently in Grade 12 or in the Adult Graduation Program may obtain copies of their transcripts from their school or from the Ministry. During the summer months, a student may obtain an official transcript from the school district office if the school is closed.

NOTE: The Ministry requires schools to identify the name(s) and phone number(s) of a school contact person(s) to resolve data and transcript problems that may occur during the summer. Students should also know who to contact at their school in late July and August to resolve any transcript problems.

OBTAINING RECORD OF KINDERGARTEN TO GRADE 9 COURSES

Students requiring proof of courses completed in BC prior to Grade 10 must obtain a certified true copy of the Permanent Student Recored (PSR). The PSR is maintained by the school or school district office where the student completed a majority of secondary school courses for 55 years after the student withdraws or graduates.

▐▐➡ Contact the school district office to obtain a copy as the Ministry of Education does not hold the PSR.

For a fee, students in the following categories may apply to the Ministry for copies of their transcripts:

- An academic-technical or university entrance program of studies prior to 1973

- A regular Grade 12 graduation program or the Adult Graduation Program during or after the 1985-1986 school year

Online transcript ordering service is available at:

www.bced.gov.bc.ca/transcript/

NOTE: Schools continue to be responsible for issuing and replacing all graduation credentials for the years 1974-1985.

INDICATORS AND TRANSCRIPTS

Transcripts only record successfully completed courses. As a result, courses with the following indicators are not included:

(I) (In Progress or Incomplete)　　(F) (Failure)　　(W) (Withdrawal)

If a student has repeated a course, only the higher mark will appear on the transcript.

PROGRAM PARTICIPATION ON TRANSCRIPTS

Transcripts may indicate participation in one or more of the following special programs:

- ✔ **Career Program**
- ✔ **Advanced Placement**
- ✔ **International Baccalaureate**

A statement indicating that a student has participated in one or more of these programs will be printed on the bottom of his or her transcript, if the school provides the appropriate two-letter code in the program participation field of the student's DEMOG file (electronic transfer).

For Career Program participation to appear on a student's transcript, the student must also have successfully completed a work experience course. For a list of courses that qualify, please see Chapter 4.

The code for International Baccalaureate is:	**BD (Diploma) or BC (Certificate).**
The code for Advanced Placement is:	**AD**

FRENCH PROGRAMS ON TRANSCRIPTS

PROGRAMME FRANCOPHONE

The statement "This student has successfully completed programme francophone" will appear on the bottom of a transcript if the student has completed:

- Français langue première 10;
- Français langue première 11;
- Français langue première 12, and
- At least 12 more credits at the Grade 10, 11 or 12 level for courses taught in French with at least four of these credits at the Grade 11 or 12 level.

The school must have entered "Y" in the Programme francophone section of the student's record for inclusion in electronic data transfers.

It is important to complete the Programme francophone field to ensure Programme francophone students are linked to the Francophone Education Authority where appropriate.

FRENCH IMMERSION PROGRAM

The statement "This student has successfully completed the French Immersion Program" will appear on the bottom of a transcript if the student has completed:

- Français langue seconde-immersion 10;
- Français langue seconde-immersion 11 or IB French A2 (SL) 11;
- Français langue seconde-immersion 12 and writes the Provincial Exam, and
- At least 12 more credits at the Grade 10, 11 or 12 level for courses taught in French with at least four of these credits at the Grade 11 or 12 level.

For French Immersion students, do not fill in the Programme francophone field.

For additional information please visit:

www.gov.bc.ca/education/administration/policy/graduation-credentials-french

HONOURS STANDING ON TRANSCRIPTS

If a student has completed all graduation requirements and obtained a Grade Point Average (GPA) higher than 3.0 (a better than B average), the student's transcript will include the phrase "with Honours Standing."

TRAX calculates GPA based on the best credits that satisfy the requirements for graduation. Courses completed for fewer than four credits are weighted. The Grade point scale used is unique to BC and may not reflect the Grade point scale used by other jurisdictions. The BC Grade point scale used is set out below:

A [4 POINTS] **B** [3 POINTS] **C+** [2.5 POINTS] **C** [2 POINTS] **C-** [1 POINT]

ORDERING BLANK PERMANENT RECORD (PR) CARDS

Schools and district offices can order a supply of blank permanent record cards by contacting:

Government Publications Services
563 Superior Street
PO Box 9452 Stn Prov Govt
Victoria, BC V8W 9V7

Phone: 250.387.6409
Fax: 250.387.1120
Toll Free within BC: 1.800.663.6105
www.crownpub.bc.ca

Certificate of Graduation (Dogwood Diploma)

WHO IS ELIGIBLE TO RECEIVE A CERTIFICATE OF GRADUATION?

Any student who graduates from a regular Grade 12 graduation program or the Adult Graduation Program is eligible to receive a Dogwood Diploma. Different Dogwoods are issued for each of the graduation programs. In the 2004 Graduation Program, students must complete one or more of the required courses within the BC school system. Normally, a student graduates from the school where he or she completed the last course needed to meet graduation requirements. The school of graduation is responsible for distributing Dogwood Diplomas to students.

NOTE: Dogwood Diplomas do not indicate Honours Standing.

FRENCH CERTIFICATE OF GRADUATION

A French version of the Dogwood Diploma is issued to students who meet Programme francophone or French Immersion requirements.

WHEN ARE CERTIFICATES OF GRADUATION SENT TO STUDENTS?

At the end of July, the Ministry produces diplomas for all graduating Grade 12 and Adult Graduation Program students in public schools and Group 1, 2 and 4 independent schools. Diplomas for public school students are sent to each board office before being distributed to public schools in the district. Diplomas for independent school students are sent to schools for appropriate signatures before being distributed to students.

During the school year, the Ministry produces diplomas monthly for students who have had transcript activity resulting in graduation. These are sent to schools for signatures and distribution.

CERTIFICATE OF GRADUATION
RESPONSIBILITIES OF THE SCHOOL

Schools are responsible for obtaining the signature of the principal before distributing diplomas to students.

Schools are also responsible for sending in the correct spelling of their students' names during data transfers to the Ministry. If a student's name is misspelled on his or her diploma, the school is responsible for making corrections by completing a blank diploma. A supply of blank Dogwood Diplomas may be ordered from the Ministry by emailing:

✉ **trax.data@gov.bc.ca**

Blank Dogwood Diplomas will be sent to schools for replacement purposes in case of errors on, loss of, or damage to a diploma.

ORDERING COPIES OF A CERTIFICATE OF GRADUATION

Students may request additional copies of a Certificate of Graduation using the Ministry's online ordering service at:

🌐 **www.bced.gov.bc.ca/transcript/**

School Completion Certificate
(Evergreen Certificate)

WHAT IS A SCHOOL COMPLETION CERTIFICATE?

The British Columbia School Completion Certificate is awarded to students who meet the goals of their educational program other than graduation. This can include students with Individual Education Plans, or students who meet other criteria established by their Board of Education.

For additional information concerning School Completion Certificates see the Student Credentials Policy on the Ministry policy website at:

www.gov.bc.ca/education/administration/policy/student-credentials

ISSUING SCHOOL COMPLETION CERTIFICATES

To issue transcripts and School Completion Certificates to students, schools are now required to submit TRAX data for course work, including all credit and non-credit courses completed. Non-credit modified courses are reported as Locally Developed, not Board/Authority Authorized, courses. Students who receive School Completion Certificates must be identified in the final data transfer at the end of June. The transcript will contain a statement indicating that the student has been issued a School Completion Certificate. For information on Course Codes and reporting procedures see the online Course Registry and Chapter 4.

CERTIFICATE RESPONSIBILITIES OF THE SCHOOL

Schools are responsible for sending their students' educational program completion dates to the Ministry. Schools should use the YYYYMMDD format in the DEMOG file, which can be sent to the Ministry during any data transfer. There may be instances where schools need School Completion Certificates and transcripts issued earlier in the year; accommodations have been made to allow this.

Transcripts for students receiving School Completion Certificates will be available on the TRAX student website under the Unofficial Transcript of Grades site. As these students are not on a program leading to graduation, Transcript Verficiation Reports (TVRs) will not be available at any time.

WHEN ARE CERTIFICATES SENT TO STUDENTS?

The Ministry produces School Completion Certificates for students whose educational program completion dates have been sent to the Ministry. The certificates are sent to schools for appropriate signatures before distribution to students. Schools are responsible for obtaining the signature of the principal before distributing School Completion Certificates to their students.

It is generally expected that a student will not meet School Completion Certificate requirements until the end of the Grade 12 year, although in some cases it may be earlier. Accommodations have been made to allow for this.

FRENCH SCHOOL COMPLETION CERTIFICATES

A French version of the School Completion Certificate is available. Written requests for French School Completion Certificates must be made to the Student Certification Branch.

ORDERING COPIES OF A SCHOOL COMPLETION CERTIFICATE

Students may request additional copies of Certificates of Graduation and Transcripts using the Ministry's online ordering service at:

www.bced.gov.bc.ca/transcript/

For more information, see:

www.bced.gov.bc.ca/graduation/school_completion.htm

For a School Completion Certificate Program course list, see:

www.bced.gov.bc.ca/graduation/completion_ld.htm

School Completion Certificate Program Contact

Ministry of Education
Diversity, Equity and Early Years
Attention: Bill Standeven
PO Box 9158 Stn Prov Govt
Victoria, BC V8W 9H3
Phone: 250.356.6752
Fax: 250.356.8334
Email: **Bill.Standeven@gov.bc.ca**

Transcripts and Graduation
Frequently Asked Questions

Q **When does the Ministry issue transcripts?**

A The Ministry produces transcripts at the end of each month from October to May for any students fulfilling graduation requirements for the first time, based on new information sent by schools.

At the end of July, the Ministry produces transcripts for:

- All graduates from the current school year.
- Any active Grade 12 or Adult Graduation Program students who have completed courses during the current school year.

The Ministry produces revised transcripts weekly during August and September to capture the large volume of changes to student records, and to ensure that students and schools have accurate transcript information.

Unofficial transcript of grades can be found on the website at:

www.bced.gov.bc.ca/exams/tsw/tsw/student/

This site is updated on a regular basis.

Q **Can schools issue official transcripts?**

A Yes. A school may issue a transcript if a student requires one before receiving a Ministry-produced transcript. A transcript issued by a school, bearing the school seal and principal's signature, is an official document that is usually accepted by post-secondary institutions and scholarship committees.

Q **What do I do if there is an error or omission on a student's transcript sent out by the Ministry?**

A If the transcript was produced during the school year, send any corrections to the Ministry and a revised transcript will be issued at the end of July. If the error or omission occurs on a transcript sent in July, send in the correction immediately. Revised transcripts are produced weekly during August and September.

Q **Are Grade 10 and 11 exam results reported on transcripts?**

A No. Only the final blended mark is reported on transcripts for Grade 10 and 11 courses with required Graduation Program 2004 exams.

Q **How are universities notified of a student's revised marks after schools submit corrections?**

A If the student completed the Online PSI Selections Form on the Student Secure Website at: **www.bced.gov.bc.ca/exams/tsw/tsw/student/** and selected BC Electronic PSIs, the student's revised marks will be available to BC post-secondary institutions during August and September only. Weekly updates will be provided, and revisions to the student's record in August and September will be transferred. If the student applied to a university outside BC, the student must request that a transcript be sent from the Ministry to the university.

Between October and July, students must formally request that a transcript be sent to any post-secondary institution (whether inside or outside BC).

Information on ordering transcripts can be found earlier in this chapter.

Q **Is every student over the age of 18 automatically in the Adult Graduation Program?**

A No. A student aged 18 or older has the option of graduating in the regular Grade 12 Graduation Program or the Adult Graduation Program, whichever is best suited to his or her education goals.

Chapter 3 contains information on Adult Graduation Program requirements and policies.

Q **What mark do I give for External Credentials if there is no mark indicated on the certificate(s)?**

A It is usually possible to assign a percentage based on the mid-point of a letter Grade or on other performance indicators. When a percentage cannot be determined, use Transfer Standing (TS).

Q **Are failing grades reported on official transcripts?**

A No. Although failing marks for Grade 12 examinable courses are reported to students and schools, they are not recorded on official transcripts.

Chapter 6
Provincial Awards Program

IN THIS CHAPTER

Introduction to the Provincial Awards Program

The Provincial Awards Program is intended to award student achievement, motivate high school students to graduate, and encourage students to pursue further education through post-secondary institutions and job-training programs. The Provincial Awards Program comprises the following components: Graduation Program Examination Scholarships, District/Authority Awards, Secondary School Apprenticeship Scholarship (SSA), Passport to Education Awards, and Pathway to Teacher Education (PTE) Scholarships.

Graduation Program Examinations Scholarship

The Graduation Program Examinations Scholarship recognizes students' academic excellence across the suite of graduation provincial exams. Graduation Program Examination Scholarships are capped at 5,000 ($1000), and 20 ($2500) awards to the top students (based on their exam percentage score).

BASIC ELIGIBILITY REQUIREMENTS

To be eligible for a Graduation Program Examinations Scholarship a student:

- Must be a Canadian citizen or permanent resident (landed immigrant) at the time of writing the provincial exams.

- Must be a BC resident.

- Must be or must have been enrolled in, or registered as a home schooler in:

    - a BC public school (including Distributed Learning schools), or

    - a Group 1, 2, or 4 BC Independent School, or

    - a Continuing Education Centre.

NOTE: Citizenship information is taken from TRAX which collects data five times per year. Incomplete or incorrect data in the citizenship field could affect a student's eligibility for a scholarship.

QUALIFYING FOR A GRADUATION PROGRAM EXAMINATIONS SCHOLARSHIP

A student will receive a $1000 Examinations Scholarship if the student:

§ Meets the basic eligibility requirements.

§ Fulfills the BC graduation requirements of either the 2004 Graduation Program or the Adult Graduation Program.

§ Meets all the following requirements:

> Writes and passes one exam in each of the five (5) provincial exam categories from grades 10 – 12.

> Achieves at least a "B" (73% or above) final mark (provincial exam and school mark combined) in one of the Language Arts 12 (Communications 12, English 12, Français langue premiere 12, or English 12 First Peoples).

> Must have a final course mark (course and exam combined) for the provincial exam to be counted towards scholarship.

> Ranks among the top 5,000 Grade 12 students in BC (based on their percentage score) on all five provincial exams.

TOP TWENTY SCHOLARSHIP WINNERS

A student will receive a $2500 Examinations Scholarship if the student:

§ Meets all the qualifications for the Graduation Program Examinations Scholarship.

§ Ranks among the top twenty scholarship students in BC (based on their percentage score).

A student who achieves a perfect score (100%) in all five (5) provincial exams from grades 10 – 12 (exam mark) will also be awarded an Academic Medal of Excellence.

PROVINCIAL EXAMINATIONS CATEGORIES:

LANGUAGE ARTS 10 (ONLY ONE OF THESE EXAMS QUALIFIES):	
EN 10	EFP 10
FRALP 10	
SCIENCE 10 (ONLY ONE OF THESE EXAMS QUALIFIES):	
SC 10	SCF 10
MATH 10 (ONLY ONE OF THESE EXAMS QUALIFIES):	
AWM 10	AWMF 10
FMP 10	FMPF 10
SOCIAL STUDIES 11 (ONLY ONE OF THESE EXAMS QUALIFIES):	
SS 11	SCH11
CIV 11	CIVF 11
FNS12	FNSF 12
LANGUAGE ARTS 12 (ONLY ONE OF THESE EXAMS QUALIFIES):	
COM 12	EN 12
EFP 12	EFPF12
FRALP 12	FRAL 12

ADDITIONAL INFORMATION

A student can receive only one Graduation Program Examinations Scholarship in their lifetime. A student can receive both a Graduation Program Examinations Scholarship and a District/Authority Award in the same year.

Aegrotat Standing is not an exam mark and therefore will render the student ineligible for a Graduation Program Examinations Scholarship.

REWRITING REQUIRED PROVINCIAL EXAMINATIONS FOR SCHOLARSHIP

Students will qualify for an Examinations Scholarship only the year in which they graduate. Students wishing to improve their Grade 12 provincial exam score for the purpose of scholarship must rewrite their exam by August 31st of the year in which they graduate. Any other provincial exam subjects must follow the one-year re-write rule (page 35).

GRADUATION PROGRAM EXAMINATIONS
SCHOLARSHIP CALCULATIONS POLICY

The Graduation Program Examinations Scholarships are awarded based on required provincial examination results from grades 10 – 12 from the following categories: Language Arts 10; Sciences 10; Mathematics 10; Social Studies 11; and Language Arts 12 (see chart on page 108).

The policy in place at the time a student graduates (fulfills graduation requirements) will be used to determine scholarship eligibility.

AP (ADVANCED PLACEMENT) AND IB (INTERNATIONAL BACCALAUREATE) SCORES FOR SCHOLARSHIP

As of the 2011/2012 school year, due to changes to the Provincial Examinations Scholarship Program, AP and most IB exam scores do not meet the qualifications towards eligibility for the Graduation Program Examinations Scholarships. Only those specific IB exam scores that fulfill the Social Studies 11 graduation credit requirement will meet the qualifications towards eligibility. See the next page for more information.

INTERNATIONAL BACCALAUREATE (IB) SCORES FOR SCHOLARSHIP

The following IB courses meet the Social Studies graduation requirement; therefore, students enrolled in these IB courses can use only one of these six IB exam scores to count towards earning a Graduation Program Examinations Scholarship:

IBGGH11:   IB Geography (HL) 11 and
IBGGS11:   IB Geography (SL) 11

IBHIH11:   IB History (HL) 11 and
IBHIS11:   IB History (SL) 11

IBHNM11:   IB Histoire (NM) 11 and
IBHNS11:   IB Histoire (NS) 11

The method of calculating for scholarships fits with the IB recognition used by many BC universities.

IB FINAL RESULTS:

| 4 = 73% | 5 = 86% |
| 6 = 90% | 7 = 96% |
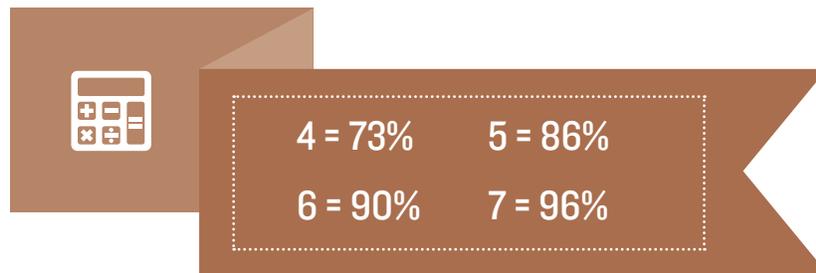
SUBMISSION PROCESS:

1. Prior to the end of the school year, principals/coordinators should obtain written permission from students taking IB examinations (above) to report their IB score to meet the SS 11 graduation requirement, for scholarship purposes. These should be kept on file at the school.

2. Principals/coordinators should have their summary of individual student results provided by the IB organization.

3. If students have the appropriate IB score (above) to meet the SS 11 graduation requirement, principals /coordinators should complete the Graduation Program Examinations Scholarships IB Scores Form at:

   www.bced.gov.bc.ca/awards (Schools must use the appropriate course codes above)

4. Schools must fax the form to the Ministry Awards Program at F. **250.356.0271** by September 30th for students to be included in the eligibility for scholarships. There are no exceptions to this date.

5. The Ministry Awards Program will then equate the students' scores to percents and will count them towards the exam score required to earn a scholarship.

NOTE: The IB exams are restricted against one another and against provincial exams in the Social Studies 11 category. See chart on page 108.

REDEEMING A GRADUATION PROGRAM
EXAMINATIONS SCHOLARSHIP

Students who qualify for a scholarship are mailed a congratulatory letter, a certificate and a voucher in the fall. Students must redeem the scholarship voucher within five years from September 30th of their graduation year from secondary school, before the expiry date stated on the voucher.

A student can redeem an Examinations Scholarship by registering and attending, and paying tuition in a regular program (i.e., a program that leads to a credential) or an apprenticeship program at any post-secondary institution in the world that is accredited and designated (approved for Canada Student Loans) by BC. To verify if an institution is designated, students can access the website at:

www.studentaidbc.ca/apply/designated

Graduation Program Examinations Scholarships may also be used to help pay for tuition fees for Apprenticeship Programs, Entry Level Trades Programs and Foundation Industry Training Programs offered by designated post-secondary institutions. These are restricted to programs offered by public post-secondary institutions, and a limited number of other training providers who have been designated by the Industry Training Authority (ITA) to deliver specific programs. Students who wish to redeem a scholarship award for an apprenticeship program/school not listed in the "Designated Schools Lookup" database should check the ITA website at:

www.itabc.ca for additional approved training providers.

NOTE: Not all trades training programs offered in BC qualify; therefore, it is important for students to check the database if they wish to redeem their awards.

To redeem a voucher, a student must have it stamped and signed on the back by an official of the institution or program to confirm that the student is registered, attending and paid tuition in a regular program (i.e., a program that leads to a credential). The signed voucher, with the student's Social Insurance Number and current address, should be mailed by the student to the Ministry of Education's address stated on the voucher. The Ministry will mail a cheque directly to the student once the voucher has been processed. This takes approximately six to eight weeks.

District /Authority Awards

DISTRICT /AUTHORITY AWARDS

The District/Authority Awards reward graduating BC students for excellence in their chosen non-academic field(s). These scholarships are intended to assist tuition for furthering students' post-secondary education.

The Ministry will allocate 5,500 awards pro-rated to school districts based on each district's September 30th Grade 12 enrolment. The $1000 award amount will consist of a $500 cheque and a $500 voucher that can be used toward a student's post-secondary education tuition.

BASIC ELIGIBILITY REQUIREMENTS

- Must be a Canadian citizen or permanent resident (landed immigrant) at the time of applying for the scholarship.

- Must be a BC resident.

NOTE: Citizenship information is taken from TRAX which collects data five times per year. Incomplete or incorrect data in the citizenship field could affect a student's eligibility for a scholarship.

- Must be enrolled in, or registered as a home schooler with:

    — a British Columbia public school (including Distance Learning schools), or

    — a Group 1, 2, or 4 British Columbia Independent School, or

    — a Continuing Education Centre.

- Has not previously received a District/Authority Award.

QUALIFYING FOR A DISTRICT/AUTHORITY AWARD

To win a scholarship, a student must apply and:

- Meet the basic eligibility requirements.

- Meet the criteria determined by the local District Scholarship Committee, which requires a student to demonstrate superior achievement in any of the following areas:

    — Fine Arts (e.g., Visual Arts, Dance, Drama, Music).

    — Applied Skills (e.g., Business Ed, Technology Ed, Home Economics).

    — Physical Activity (e.g., Athletics, Dance, Gymnastics, not limited to Physical Education).

    — Second Languages (including Aboriginal Languages) with IRPs or External Assessments, including AP and IB courses.

    — Community Service (Volunteer Activity).

    — Technical and Trades Training (e.g., Carpentry, Automotive, Mechanics, Cook Training).

Fulfill the BC graduation requirements of either the 2004 Graduation Program or the Adult Graduation Program by August 31st of a student's graduating year.

Committee criteria must ensure that the winning candidates have been cumulatively evaluated in the courses chosen for presentation to the committee, and satisfy other criteria which may include factors such as attendance, punctuality, work habits and cooperation.

NOTE: A student can receive both a District/Authority Award and a Graduation Program Examinations Scholarship.

APPLYING FOR A DISTRICT/AUTHORITY AWARD

Students should apply in the year they are graduating directly to their local District Scholarship Committee, established by the local Board of Education. Decisions made by each District Scholarship Committee are final. A student can receive only one District/Authority Award in their lifetime.

The Independent Schools Selection Committee collectively acts as the District Award Committee for Group 1, 2 and 4 Independent Schools.

Each District/Independent Schools Selection Committee is responsible for providing the Ministry with the report listing the District/Authority Award winners by mid-September.

REDEEMING A DISTRICT /AUTHORITY AWARD

A student who wins a District/Authority Award is mailed a cheque for $500 in October, followed by a congratulatory letter, a certificate and a voucher for the remaining $500 in November. Students must redeem their voucher within five years from September 30th of their graduating year from secondary school, before the expiry date stated on the voucher.

A student may redeem a District/Authority Award by registering and attending, and paying tuition in a regular program (i.e., a program that leads to a credential) or an apprenticeship program at any post-secondary institution in the world that is accredited and designated (approved for Canada Student Loans) by BC. To verify if an institution is designated, students can access the website at:

www.studentaidbc.ca/apply/designated

District/Authority Awards may also be used to help pay for tuition fees for Apprenticeship Programs, Entry Level Trades Programs and Foundation Industry Training Programs offered by designated post-secondary institutions. These are restricted to programs offered by public post-secondary institutions, and a limited number of other training providers who have been designated by the Industry Training Authority (ITA) to deliver specific programs. To verify if a scholarship award for a particular apprenticeship program/school that is not listed in the Designated Schools Lookup database can be redeemed, check the ITA website at:

www.itabc.ca for additional approved training providers.

NOTE: Not all trades training programs offered in BC qualify; therefore, it is important for students to check the database if they wish to redeem their awards.

To redeem a voucher, a student must have it stamped and signed on the back by an official of the institution or program to confirm that the student is registered and attending, and paid tuition in a regular program (i.e., a program that leads to a credential). The signed voucher, with the student's Social Insurance Number and current address, should be mailed by the student to the Ministry of Education address stated on the voucher. The Ministry will mail a cheque directly to the student once the voucher has been processed. This takes approximately six to eight weeks.

Replacing a Lost Provincial and/or District Scholarship Voucher

If a student has lost or misplaced his or her District/Authority Award voucher or Graduation Program Examinations Scholarship voucher, the student can request a replacement voucher by accessing the Ministry website at **www.bced.gov.bc.ca/awards** for the request form. Each request should be fully completed and signed and must be accompanied by a $25 fee payable by cheque (Minister of Finance), money order, MasterCard or VISA. When the Ministry receives the signed request form, the student will be sent a replacement voucher.

Secondary School Apprenticeship Scholarships (SSA)

www.bced.gov.bc.ca/careers/apprenticeship_trades.htm

To qualify for the $1000 SSA scholarship, a student must:

- Be a registered youth apprentice with the Industry Training Authority*.

- Be enrolled in a BC public school, or a Group 1, 2, or 4 BC Independent school.

- Complete Ministry of Education graduation requirements for either the Grade 12 or Adult Graduation Programs.

- Maintain a C+ average in Grade 12 numbered courses.

- Successfully complete 16 credits of Ministry-Developed SSA courses, which are based on 480 hours of paid workplace training, no later than three months after graduation.

- Report a minimum of 900 work-based training hours to the ITA within six months of secondary school graduation.

*A student participating in the SSA program is required to be registered with the school district authority (i.e., in an SSA course) and the Industry Training Authority (i.e., have a trade worker number) prior to graduation.

Passport to Education

IMPORTANT NOTE:

The Ministry of Education is phasing out the Passport to Education Program. The allocation of Passport to Education stamps will be phased out over a three-year period beginning in the September 2013/2014 school year for Grade 10 stamps, followed by Grade 11 stamps in the September 2014/2015 school year, and Grade 12 stamps in the September 2015/2016 school year.

Students who have already received Passport stamps will continue to be able to redeem their award towards tuition at their designated post-secondary institution until the expiry dates stated on the stamps.

PURPOSE OF THE PASSPORT TO EDUCATION

The Passport to Education recognizes and rewards student achievement in a broad range of academic and non-academic areas according to criteria and guidelines set out by the Ministry of Education. The intent is to motivate all students to study consistently during the years leading to graduation, and to encourage secondary school students to pursue further education through post-secondary institutions and job-training programs. Passport Awards are used to assist students with tuition toward their post-secondary education or job training programs.

PASSPORT TO EDUCATION AWARDS ALLOCATION

For Grade 12 there is a set amount of 9,000 stamps to be pro-rated amongst eligible BC schools. The allocation of stamps is determined from the annual enrolment count from each eligible school for Grade 12 as at September 30th. It is based on the number of students who are enrolled in five or more courses in one school calendar year in a graded secondary school program, and who are a Canadian citizen or permanent resident at the time of registration (September). The citizenship information is determined from data submitted to TRAX. The citizenship information must be complete and reported to the Ministry by the February Submission of Grades deadline date in order for students to be included in the allocation. (Adult students registered in five or more courses in a graded secondary school program are included in the count used to calculate stamp allocation.)

As of the 2010/11 school year, Continuing Education Centres are allocated stamps based on their September 30th enrolment report of students enrolled in five or more courses in a graded secondary school program, and who are Canadian citizens or permanent residents.

For students registered in a regular school and a Distributed Learning school in September, and are enrolled in five or more courses in one calendar year between the two schools, the stamp allocation shall go to the school of record (priority school for funding).

The value of the stamp for the 2014 / 15 school year is: Grade 12: $500

BASIC ELIGIBILITY REQUIREMENTS

In order to be eligible to qualify for a Passport Award, a student:

☑ Must be a Canadian citizen or permanent resident (landed immigrant) at the time of registration in September; and

☑ Must be a BC resident.

NOTE: Citizenship information is taken from TRAX which collects data five times per year. Please ensure this information is complete by the February Submission of Grades deadline date. Incomplete or incorrect data in the citizenship field could affect a school's allocation of Passport stamps and a student's eligibility for a Passport Award.

☑ Must be enrolled in:

— a British Columbia public school; or

— a Group 1, 2, or 4 British Columbia Independent School; or

— a Continuing Education Centre.

QUALIFYING FOR A PASSPORT AWARD

In order to qualify for a Passport Award, a student must meet the following criteria:

☑ Meet the basic eligibility requirements.

☑ Meet the criteria and guidelines set out by the Ministry of Education

FOR A GRADE 12 STAMP (WORTH $500):

1. Two-thirds of the weighting must be on the academic component using a student's course grades for the best five provincially authorized courses and/or BAA courses that result in a percent or letter grade. These grades must be final or projected final grades. External credentials, including AP or IB courses may be used. (Locally developed courses should not be included.)

2. One-third of the weighting should be based on recognition of a student's effort, work habits, citizenship and school/community involvement. Schools should set more specific criteria for this component, following these general guidelines.

3. A student should be a graduate to earn a Grade 12 stamp.

> ⚠ It is important that the criteria conform to the guidelines set out above and is clearly communicated to students in writing. A clear explanation of the criteria will assist in dealing with any complaints after the stamps have been awarded.

NOTE: Ties must be broken with reference to the Ministry's guidelines. Schools are not permitted to break ties by lottery or any other means of decision by chance.

AWARDING OF PASSPORT TO EDUCATION STAMP(S)

At the end of the school year, allocated stamps should be awarded by the school to those students meeting the established criteria. For students registered in a neighbourhood school and a Distance Learning school in September, the two schools will discuss with each other whether the student in question has met all the criteria (of both schools) before being awarded a stamp by the school of record (priority school for funding).

For students that transfer mid-year to another school, the two schools should discuss with each other whether the student in question has met all the criteria before being awarded a stamp.

In the case of accelerated programs or where a student's academic career does not follow a regular pattern, schools must use their own discretion to determine stamp winners.

The stamps should be affixed in the student's Passport to Education Award booklet and the booklet marked with the secondary school's stamp or seal. The Passport to Education Award booklet should be put in the student's file to be given to the student upon graduation or if the student leaves the school.

REDEEMING PASSPORT AWARDS

Schools should give students who have qualified their Passport to Education Award booklet (containing the stamps they have earned) when they graduate or if they leave school. Passport Awards must be redeemed within five years from September 30th of a student's expected graduating year from secondary school (expiry dates are on the stamps). Passport Awards can be redeemed by registering, attending and paying tuition in a regular program (i.e., a program that leads to a credential) or an Apprenticeship Program at any post-secondary institution in the world that is accredited and designated (approved for Canada Student Loans) by BC. To verify if an institution is designated, students can access the website at:

www.studentaidbc.ca/apply/designated

A qualifying educational program or course should last at least three consecutive weeks, and requires a student to spend no less than 10 hours per week on courses or work in the program. A one-day course is not an acceptable program. The tuition should be as close as possible or more than the amount of the Award.

Passport to Education Awards may also be used to pay for tuition fees for Apprenticeship Programs, Entry Level Trades Programs and Foundation Industry Training Programs offered by designated post-secondary institutions. These are restricted to programs offered by public post-secondary institutions, and a limited number of other training providers who have been designated by the Industry Training Authority (ITA) to deliver specific programs. To verify if you can redeem a Scholarship Award for a particular Apprenticeship Program/school that is not listed in the Designated Schools Lookup database, check the ITA website at:

www.itabc.ca for additional approved training providers.

NOTE: Not all trades training programs offered in BC qualify; therefore, it is important for students to check the database if they wish to redeem their awards.

IN BRITISH COLUMBIA

A student may redeem his or her Passport to Education Award before the expiry date at any post-secondary institution that is accredited and designated for Canada Student Loans by BC by presenting the Passport booklet when paying tuition fees. The fees will be reduced by the amount of the award. If tuition has already been paid in full, the student may redeem the Passport to Education Award directly by sending the actual award with proof of registration and attendance, proof of tuition fees paid (or a large portion paid), his or her Social Insurance Number and current address to the Ministry of Education. The student will receive a cheque for the amount of the award within six to eight weeks.

OUTSIDE OF BRITISH COLUMBIA

To redeem a Passport to Education Award by attending a post-secondary institution outside of British Columbia, a student should first check if the institution is accredited and designated for Canada Student Loans by BC (most major public colleges and universities in the world are approved). If the institution is approved, students may redeem his or her Passport to Education Award by sending the actual award with proof of registration and attendance, proof of tuition fees paid (or a portion paid), his or her Social Insurance Number and current address to the Ministry of Education. The student will receive a cheque for the amount of his or her Passport Award within six to eight weeks.

> If a student has already completed his or her program or term in a designated post-secondary institution and their Passport to Education Award has not yet expired, the student can still redeem the award by sending the award with proof of completion or a transcript showing completion, his or her Social Insurance Number and current address to the Ministry of Education. The student will receive a cheque for the amount of his or her Passport to Education Award within six to eight weeks.

LOST PASSPORT TO EDUCATION AWARD

If Passport to Education Award stamp(s) have been lost or destroyed, a student must contact their secondary school to report the lost award and request a replacement. The school will complete a Request for Declaration of Lost Stamps Form (from the website) and send it to the Ministry with a $25 administrative fee, payable by cheque, money order, VISA or MasterCard. The Ministry will prepare a formal replacement letter with the Ministry seal and send it to the school for signature to give to the student. This can be redeemed in the same way as the Award booklet with stamps.

For more information on the Passport to Education, visit the Awards website at:

www.bced.gov.bc.ca/awards/

Pathway to Teacher Education Scholarship

The Pathway to Teacher Education Scholarship (PTES) is a $5000 annual scholarship that recognizes exceptional Grade 12 students planning to enter the field of teaching. The PTES will be awarded to 20 graduating students intending to enter a BC faculty of education program. This new scholarship will support outstanding students in pursuing a career path in teaching. Scholarship winners will be awarded a $5000 voucher to redeem upon entrance to one of BC's faculty of education programs.

The application deadline is March 31, 2015. The Ministry will not accept applications unless they are received by March 31, 2015. Before you start your application, make sure that you meet all eligibility requirements. Use the following checklist to be sure that you have all the required documents before beginning. Applications that do not include all required elements will not be considered.

ELIGIBILITY REQUIREMENTS:

☑ Must be a Canadian citizen or permanent resident (landed immigrant) at the time of writing the provincial exams.

☑ Must be a BC resident.

☑ Must be enrolled in or graduated from a BC Grade 12 graduation program and be eligible for a British Columbia Certificate of Graduation (Dogwood Diploma) by August 31st of the school year in which you are applying.

SELECTION CRITERIA. YOUR APPLICATION WILL BE RATED ON THE FOLLOWING CRITERIA. YOU MUST:

☑ Be in your graduating year with graduation to occur by August 31 or sooner of the year in which you are applying.

☑ Have at least a B in your Language Arts 11 final mark and have at least a B average in the three Grade 11 final course marks that fulfill the graduation requirements of Science 11, Math 11 and Social Studies 11, with no more than one C+ final course mark. Please note: marks lower than C+ are not accepted.

☑ Maintain a B average in all Grade 11 and Grade 12 final course marks required for graduation.

☑ Complete a resume.

☑ Provide two references, one from your community and one from your school.

☑ Show evidence of your commitment to and aptitude for a teaching career by responding to a written-response question.

CONTACT INFORMATION:

www.bced.gov.bc.ca/awards/ptes/

Ministry of Education
Student Certification Branch

Provincial Awards Program
PO Box 9886 Stn Prov Govt
Victoria, BC V8W 9T6

Telephone: 250.356.2443
Fax: 250.356.0271
Email: awards@gov.bc.ca

Chapter 7
Data Exchange

IN THIS CHAPTER

Transcript and Examinations Information Updates (TRAX Updates)

The TRAX Unit's primary method of communication to schools is via the TRAX Updates notification service. Appropriate school staff must subscribe at:

www.bced.gov.bc.ca/exams/trx_updates/ .

Data Exchange

The transfer of demographic and course data between schools and the Ministry is necessary for the administration of provincial exams and for the Ministry to produce transcripts and certificates. This information is exchanged electronically.

Manual submission of data to TRAX is no longer supported.

The TRAX Unit routinely posts a variety of reports to the School Secure Web (**www.bced.gov.bc.ca/exams/tsw/ princ_terms.jsp**). The principal's user ID and password are required to access this site. Please refer to the Chart of Important Dates section of the Introduction for when these reports are posted.
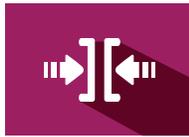
Electronic Transfer

At specified times throughout the school year, schools and/or districts are required to export TRAX data files to the Ministry via the School Secure Web. Schools are welcome to upload TRAX files at other times between mid-October and mid-July. This can help keep transcript records up to date for students who complete courses outside a standard semester or a full year timetable.

Each electronic data transfer contains current demographic data (DEM file), course data (CRS file) and exam registration data (XAM file). Each transfer is designed to overwrite the CRS data previously transferred to the Ministry. Data transfer error reports and non-graduation reports are posted within 3 business hours.

> Schools cannot revise or submit the school percentage of provincially-examinable courses from past sessions electronically. To submit a school percentage for a provincially-examinable course in a historical exam session, the school must use a Transcripts and Examinations Change Form.

DATA FILES

With each electronic data transfer, schools must include data for their students based on their graduation program:

- 2004 Graduation Program – All grade 10, 11 and 12 students and students in other grades writing provincial exams
- Adult Graduation Program – All students completing Grade 11 or 12 courses. (Report graduating students in grade AD and non-graduating students in grade AN.)

DEM FILE

This file contains demographic information. It includes the school facility code, Personal Education Number (PEN), local student ID, full legal name, gender, date of birth, present grade, citizenship, address, program participation code and graduation requirements program.

CRS FILE

This file contains information on non-examinable courses. It includes registration for past and current courses, interim marks and final marks. For students on the 2004 Graduation Program, all Grade 10, 11 and 12 non-examinable courses should be transferred. For students on the Adult Graduation Program, all Grade 11 and 12 non-examinable courses should be transferred. This ensures current transcript information can be accessed by secondary schools and students at the end of each school year. It is very important to record course codes exactly as they appear in the online Course Registry. See:

www.bced.gov.bc.ca/datacollections/course_registry_web_search/

XAM FILE

This file contains information on provincially-examinable courses. It includes exam registrations, school percentages and interim marks. It is very important to record course codes exactly as they appear in the online Course Registry.

TURBO-TRAX

Turbo-TRAX is a software verification package that the Ministry provides to schools free of charge. It enables schools to check and correct their data before making each electronic transfer. Some schools with small enrolments use Turbo-TRAX as a standalone software to manage their TRAX data.

Schools may download the latest version of Turbo-TRAX from:

www.turboschool.com

In addition to basic edit checks and data correction, Turbo-TRAX allows schools to enter all data elements required for the Graduation Program. It also provides schools with the ability to produce both Transcript Verification Reports and final transcripts.

ELECTRONIC TRANSFER PROCEDURES

All electronic data transfers to the Ministry must be submitted via the School Secure Web:

www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

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".

If you submit TRAX files for more than one school, you must be logged on as the school you are submitting. If you normally submit TRAX files for all schools in your district, you can do this by logging onto the District Secure Web and accessing the "Upload TRAX Files" function.

TO SUBMIT TRAX ELECTRONIC DATA FILES:

1. First log onto SSW: **www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp**
2. Click on the "Upload TRAX Data Files" link. The screen may go blank and may take a few seconds to load.
3. Click on the "Browse" button.
4. Locate the folder in which your DEM, CRS and XAM files are located and select them in the window.
5. Click on the "Open" button.
6. Click on the "Upload" button .
7. Record the confirmation number that will be generated within 30 seconds after clicking the "Upload" button.

TO CONFIRM YOUR FILES WERE PROCESSED AND TO CHECK TRAX DATA TRANSFER ERROR AND NON-GRAD REPORTS:

Reports will usually be posted within 3 hours after the Ministry receives your submission.

1. Access the reports via the "TRAX Data Error and Non-Grad Reports" link.
2. If necessary, correct errors in your data to resolve any concerns with your Error and/or Non-Grad reports.
3. Resubmit the files to the Ministry, if necessary.
4. Check the error reports again to see if any errors still exist and resubmit as necessary.

If you have any questions, please contact the TRAX Unit by emailing:

trax.data@gov.bc.ca

FIRST DATA SUBMISSION - OCTOBER 20, TO NOVEMBER 14, 2014

DATA FILE	SPECIFIC FIELD INSTRUCTIONS
DEM (Demographic) Complete *all* applicable information fields. Be sure to enter each student's citizenship code before making the transfer. **Be sure to complete the "Graduation Requirements Year" field correctly.**	• Present Grade Category Field "12" applies to Grade 12 students who are eligible to graduate in the current school year, and to returning Grade 12 graduates. "8," "9," "10" or "11" applies to any student in these grades in the 2004 Graduation Program that is required to be reported. "AD" applies to Adult Graduation Program students who are eligible to graduate in the current school year. "AN" applies to Adult Graduation Program students who are not eligible to graduate in the current school year.
	• Graduation Requirements Year Field Code "**2004**" means the student is in the 80-credit 2004 Graduation Program Code "**1950**" means the student is in the Adult Graduation Program Code "**SCCP**" means the student is in the School Completion Certificate Program
	• Programme Francophone Field To indicate that a student is participating in Programme francophone, put a "Y" in the field. Do not enter a "Y" in this field for French Immersion students.
	• SCCP Completion Date (formerly SLP field) This field should not be filled in until the student's School Completion Certificate Program has been completed. The date format is YYYYMMDD. If this field is filled in, the Ministry will produce a School Completion Certificate for the student. If this field is left **blank**, no documents will be generated!
	• Program Participation Field Report a Career Program only if the student is expected to complete it. In the space available, enter the two-character Career Program code. Consult *Course Registry* at **www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php** for a list of Career Program codes. International Baccalaureate (IB) and Advanced Placement (AP) are considered programs. The code for IB is "BD" (Diploma) or "BC" (Certificate). The code for AP is "AD." If this field is filled in, the student's transcript will indicate the designated program participation. For Career Programs, this code and the reporting of completion of a work experience course in the CRS file are required for the following comment to appear on the student's transcript (example only): "This student has participated in these programs: Career Program Trades and Technology."

Continued on next page...

DATA FILE	SPECIFIC FIELD INSTRUCTIONS
XAM (Provincially-Examinable Courses) Register students for all exam sessions. Include all provincially-examinable courses that a student is taking, including those courses taken through cross-enrollment or through a successful challenge.	• Course Code Field Consult the *Course Registry* at: **www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php** for a list of course codes. The first five spaces are for the alphabetic part of the code. The last three spaces are for the numeric part of the code. e.g., C O M _ _ 1 2 _ e.g., S C _ _ _ 1 0 _
	• Provincial Special Case Field "R" indicates a rewrite – the student wishes to retake the exam without retaking the course. Do not provide the school percentage again.
	• Course Type Field This field should either be blank or contain a "C" or an "E." "C" indicates that the student received course credit via the challenge process. A final school percentage must be reported with the course. "E" indicates that the student received course credit via an equivalency review.
	• Credit Value Field Each examinable course must have a credit value of four.
	• e-Exam Field Enter a "Y" in this field to indicate that the student will write this exam electronically instead of on paper.

Continued on next page…

DATA FILE	SPECIFIC FIELD INSTRUCTIONS
CRS (Non provincially-examinable courses) Enter course information (course code, session date and final mark, if available) for non provincially-examinable courses the student has completed or is currently taking.	• Course Code Field Consult the *Course Registry* at: **www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php** for a list of course codes. The first five spaces are for the alphabetic part of the code. The last three spaces are for the numeric part of the code (although this may sometimes end with a letter). e.g., L A W _ _ 1 2 _ e.g., B E C _ _ 1 0 _ _ e.g., C A R P _ 1 1 A
	• Credit Value Field Each course must have a credit value. For most courses the value will be "4."
	• Course Description Field The Ministry will automatically link a course code with the course name. However, for the two-credit FNA 11 and ASK 11 courses, the four-credit FNASK course and BAA courses, schools have the option of adding a course description (maximum 40 characters). These must be meaningful to readers of a transcript and should not be course codes or abbreviations.
	• Course Type Field This field should either be blank or contain a "C" or an "E." "C" indicates that the student received course credit via the challenge process. "E" indicates that the student received course credit via an equivalency review.
	• Course Graduation Requirement Field For Grade 11 BAA courses only, enter an "A" Applied Skills, an "F" Fine Arts or a "B" if the course satisfies both the Fine Arts and Applied Skills graduation requirements.
	• Related Course Field This field is only used for Independent Directed Studies (IDS) courses. The Related Course is the course code upon which the IDS course is based. When schools enter the related course code in this field, the course name must be left justified. The first five spaces are for the alphabetic part of the code. The last three spaces are for the numeric part of the code (e.g., G E O _ _ 1 2 _). For information on how to code IDS courses, please consult the IDS section in Chapter 2.

Reporting School Completion Certificate Program (SCCP) Participation

All students receiving the School Completion Certificate Program credential will be issued transcripts showing all successfully completed credit and non-credit Grade 10 – 12 courses. To accommodate the SCCP, the following reporting procedures must be followed for any student to receive a School Completion Certificate (SCC) and an associated transcript at the end of the year.

1. ### GRAD REQUIREMENT YEAR [GRY]
   Since these students are not following a specific graduation program, the GRY code to use is SCCP.
   This code must be reported when submitting TRAX data to the Ministry for these students.

2. ### SCCP COMPLETION DATE
   This field was previously named SLP (Student Learning Plan) Completion Date. Along with the SCCP code in the Grad Requirement Year field, submitting this date triggers the printing of a School Completion Certificate and transcript. The date format must be YYYYMMDD.

   Unofficial transcripts for students receiving SCCs will be available on the TRAX student website under the UTG (unofficial transcript of grades) link. As these students are not on a program leading to graduation, TVRs will not be available at any time.

3. ### COURSE CODES
   All completed Grade 10, 11 and 12 courses should be reported for these students. For many students this will mean a mixture of credit and non-credit courses. In all cases you must report a final percentage and letter grade for each course.

Submitting Historical Mark Updates

A Transcript and Examinations Change Form must be used to submit course mark changes and additions in the following situations:

1. School percentage changes or additions for past provincially-examinable courses.

2. Any course additions or changes for students who are not active in the current school year and therefore would not be updated via a TRAX data submission; for example, past graduates who need a course correction.

This form is available on the School Secure Web at:

www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp
Click the Exam Materials and Forms link and then look for the Transcripts and Exams Change Form.
This PDF form is interactive and can be completed and then emailed to the Ministry at:

trax.data@gov.bc.ca (Please email the form - do not fax)

Online Examination Registers

For the January and June exam sessions, the Online Exam Register on the School Secure Web allows schools to make changes and additions to their provincial exam registrations and produce reports to help schools plan for exam administration. When schools make changes to an online exam register, the changes are immediately updated on the website and new reports can be produced that reflect these changes.

REGISTRATIONS

For each of the January and June exam sessions, there is a deadline on which examination registrations are due. Requests submitted after this date will not be processed. Exam registration deadlines can be found in the Chart of Important Dates in the Introduction of this Handbook and are reproduced below.

After the Registration deadline, schools should be prepared to do provincial exams electronically. The Ministry will not print exams for requests submitted after the registration deadline.

DATES AND DEADLINES FOR JANUARY AND JUNE 2014-2015 EXAM REGISTRATIONS

ONLINE EXAM REGISTER	OPEN FOR REVIEW AND EDITING	CLOSED FOR EDITING
January 2015	November 24, 2014	December 16, 2014
June 2015	April 28, 2015	May 12, 2015

* THERE ARE NO EXAM REGISTERS POSTED FOR ELECTRONIC ONLY EXAM SESSIONS.

REGISTERING FOR REWRITES

Schools may electronically register students for rewrites if a scheduled data transfer occurs before the exam session (e.g., send June rewrite registrations with the April data transfer). However, if no data transfer is scheduled, please add students to the Online Examination Register. Pre-registration is not required if students write the exams electronically.

> The school percentage should not be resubmitted when registering a student for a rewrite.

Submission of Grades

PURPOSE OF THE SUBMISSION OF GRADES

Schools send data to the Ministry for students who are in Grades 10, 11 or 12, or the Adult Graduation Program, as well as students in other grades who were registered to write exams. The Submission of Grades is intended to:

- Provide the Ministry with final school percentages for provincially-examinable courses for the current exam session, which enables the Ministry to calculate final marks and provide results to students.

- Provide the Ministry with interim percentages (in April only) for the Early Admission Program (Early Admission students only). The Ministry transfers these marks to post-secondary institutions so they can provide provisional acceptance offers to students.

- Add registrations for the next exam session.

- Update the Ministry's student files by correcting demographic data, providing final percentages, letter grades and credit values for non-examinable courses, and making course changes.

- Update student files by February with correct citizenship information for Scholarship and Passport to Education allocation purposes.

ELECTRONIC TRANSFER SUBMISSION OF GRADES

SUBMISSION	SCHOOLS MAKING THE TRANSFER
November 14, 2014	schools with students finishing courses in November
January 28 - February 20 2015	schools with students finishing courses in January
April* 13-24, 2015	all schools
June 22-July 8, 2015	all schools

* The April Submission of Grades differs slightly as schools are asked to provide interim marks for students who are applying for early admission. The Ministry sends these interim marks to participating British Columbia post-secondary institutions and the Ontario Universities' Application Centre in early May.

NOTE: Schools can upload TRAX files at other times between mid-October and mid-July. This may help keep transcript records up-to-date for students who complete courses outside a standard semester or full year timetable.

GENERAL INSTRUCTIONS FOR SUBMISSION OF GRADES

Use the following chart as a general guide for each submission, and refer to the First Data Submission section on page 125 of this chapter for instructions on filling in specific fields.

DATA FILE	GENERAL INSTRUCTIONS
DEM	• Complete all information fields. • Make corrections to information that has already been entered.
XAM	• Enter school percentages for examinable courses for the most recent exam session. • Delete unwanted examinable courses. • Add missing examinable course registrations for future exam sessions.
CRS	• Enter final percentages for completed non-examinable courses. • Delete unwanted non-examinable courses. • Add missing non-examinable courses.

INSTRUCTIONS FOR SPECIFIC SUBMISSIONS

DATA SUBMISSION	GENERAL INSTRUCTIONS
November	• Transfer of final marks for non-examinable courses is optional if the data are not yet available.
January/February	• Transfer of final marks for non-examinable courses is optional if the data are not yet available. • The Ministry sends transcripts and Dogwood Diplomas to schools in early March for students who graduated in January if schools provide final marks for these students.
April/Interim	• Include interim percentages for students applying for early admission. • Provide up-to-date exam registrations for the June exam session.
June/Final	• Remember to include all courses taken via Distance Learning and Continuing Education. • Make sure that addresses are current for Grade 12, Adult Graduation (AD), and School Completion Certificate Program students. • Remember to indicate those students who have withdrawn from your school earlier in the year by entering a "T" in the "Student Status" field.

Transcript Verification Reports (TVRs)

PURPOSE OF TVRS

TVRs calculate graduation status and list all the Grade 10, 11 and 12 courses that a student has either completed or is currently enrolled in. A TVR is produced for each active Grade 12 and Adult Graduation Program student in your school.

Information is exchanged between schools and the Ministry to:

✔ Correct errors in the Ministry's and/or school's files on Grade 12 and Adult Graduation Program students.

✔ Inform students and schools of students' graduation status.

The Ministry updates TVRs and Non-Graduation Reports to the School Secure Website:

🌐 **www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp**, regularly from November through mid-June.

ENSURING COURSES ARE CODED CORRECTLY TO MEET COURSE REQUIREMENTS

The Graduation Requirement field indicates which course requirement each course fulfills. The field uses the following numeric code system:

2004 GRADUATION PROGRAM

CODE	COURSE REQUIREMENT BEING FULFILLED
1	Language Arts 10 (4 credits)
2	Language Arts 11 (4 credits)
3	Language Arts 12 (4 credits)
4	Social Studies 10 (4 credits)
5	Social Studies 11 (4 credits)
6	Mathematics 10 (4 credits)
7	Mathematics 11 or 12 (4 credits)
8	Science 10 (4 credits)
9	Science 11 or 12 (4 credits)
10	Planning 10 (4 credits)
11	Physical Education 10 (4 credits)
12, 14	Fine Arts and/or Applied Skills 10, 11 or 12 (4 credits)*
13	Graduation Transitions (4 credits)
15	General Electives

* If more than one course is designated as meeting requirement 12, then 2 credits from each course are being counted towards this requirement.

TVR INSTRUCTIONS

Schools should have the TVRs reviewed and verified (signed) by students to ensure no misunderstandings about graduation status occur at the end of the year. School personnel should carefully check all information on the TVRs.

Schools should make corrections directly in the school's administrative system, unless it is a change or addition of a school percentage for a past provincially-examinable course. These must be reported by submitting a Transcript and Examinations Change Form to:

✉ **trax.data@gov.bc.ca**

TVR Non-Graduation Report

PURPOSE OF TVR NON-GRADUATION REPORT

The TVR Non-Graduation Report is a list of Grade 12 students at a school who are not eligible to graduate by June, based on the data the school has submitted. The TVR Non-Graduation Report assists schools in determining students' graduation status by:

✎ Providing the names of students who are *not* eligible to graduate by June.

✎ Indicating why these students are not eligible to graduate.

✎ Allowing schools to correct data problems if necessary.

INSTRUCTIONS FOR SCHOOLS

The Ministry initially posts TVR Non-Graduation Reports in November each year via the School Secure Website at:

🌐 **www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp** and updates them regularly until mid-June.

Check the Report against your records. If a student who should graduate by June appears on the Report, the Ministry is probably missing course data. Add any missing courses to your database. The Ministry's records will be updated with your next TRAX submission.

If a student is missing a school percentage for a past provincially-examinable course, it must be reported on a Transcript and Examinations Change Form via email to:

✉ **trax.data@gov.bc.ca**

Online Post-Secondary Institutions (PSI) Selections Form

The Ministry assists each graduating student planning to pursue post-secondary education by sending a copy of his or her transcript data at various times throughout the school year, including in respect of final transcripts at the end of July to post-secondary institutions indicated on the Online PSI Selections Form.

The Online PSI Selections Form is designed to:

- Allow graduating students to select which post-secondary institutions will receive their interim transcript data marks in May and/or final transcripts at the end of July.

- Authorize the Ministry to provide interim and final transcript data to British Columbia Electronic Post-secondary Institutions (BC PSIs) and the Ontario Universities' Application Centre (OUAC) and send final transcripts to all selected post-secondary institutions at the end of July.

INSTRUCTIONS FOR SCHOOLS

The Online PSI Selections Form is located on the Student Secure Web

www.bced.gov.bc.ca/exams/tsw/tsw/student/

Graduating students must make their selections by either:

- May 1 – For interim transcript data to be made available to BC Electronic PSIs and the OUAC in early May;

- July 15 – For final transcripts to be made available to all PSI selections (electronic and paper) in late July.

Schools have the option of setting aside time during school hours to have students complete their PSI Selections, or encouraging them to visit the website on their own time. If a student wishes to send their transcript to a post-secondary institute not listed on the Online PSI Selections Form, they should e-mail their request with the school's name and mailing address to:

trax.data@gov.bc.ca

Although there is no fee for the Online PSI Selections Form, students may make a maximum of six choices in addition to participating BC PSIs and those listed with the OUAC. Additional requests can be made for a fee by completing the online transcript and graduation certificate order form at:

www.bced.gov.bc.ca/transcript/

> Schools can view a list of their students who have not completed the Online PSI Selections Form by logging on to the School Secure Web and accessing their PSI Selections Student Summary Report.

During the Spring / Interim electronic transfer of TRAX data, please include interim marks for courses to be completed in June for all students who may be applying for early admission.

Interim marks are intended to report the performance to date that a student has achieved in a specific course that is still in progress. They are not intended to be a prediction or an estimate of the student's final mark in a course.

Students wishing their interim transcript information to be sent to participating BC PSIs and the OUAC must complete the Online PSI Selections Form before May 1, 2015.

APPLYBC (FORMERLY POST-SECONDARY APPLICATION SERVICE OF BC [PASBC])

The Internet application-for-admission service developed and maintained by ApplyBC is operated by BCcampus. The online application form can be found on the ApplyBC website at:

www.applybc.ca. Students may use this service to apply to the majority of British Columbia's publicly funded post-secondary institutions.

A student who makes an application through ApplyBC must still complete the Online PSI Selections Form if the student wishes the Ministry to release transcript information to each post-secondary institution that has received an application.

RELEASE AND CONFIDENTIALITY OF STUDENT RECORDS

Under the *Freedom of Information and Protection of Privacy Act*, and in accordance with the provisions of the *School Act*, the Ministry maintains strict confidentiality of student records.

The Ministry uses student records for Ministry-approved research projects. However, students can be assured of anonymity as regulated by the *Freedom of Information and Protection of Privacy Act*.

Chapter 8
Adjudication

IN THIS CHAPTER

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/**

The Adjudication Process: Adapted Conditions for Provincial Exams

Examination procedures may be adapted for students with special needs who are unable to demonstrate their knowledge using standard examination procedures and formats. The adjudication process ensures adaptations to examinations are provided in an equitable and fair manner to students who qualify for them.

Responsibility for approving adaptations to provincial exam conditions is a school/district responsibility.

The purpose of this chapter is to guide schools/districts through the adjudication process.

In the adjudication process, schools (public and independent) or districts must:

- Apply Ministry criteria to determine which students are eligible for adapted exam conditions (see Table 1).

- Apply Ministry criteria to identify:

    - adaptations that are permitted (see Table 2); and

    - students who may receive specific adaptations (see Table 3).

- Ensure all decisions regarding adjudication are based on evidence documented in student files.

- Record adjudication decisions in student files.

Schools/districts are advised to establish a process for applying Ministry criteria in making decisions about student eligibility for adaptations to exam conditions.

To ensure equitable application of adjudication guidelines, the Ministry will monitor the adjudication process by randomly selecting schools to review documentation used to approve adaptations to exam conditions. Schools/districts must ensure that documentation used to make adjudication decisions is in the student file for this purpose.

The Ministry will continue to provide guidance to schools and districts about the adjudication process.

Software Features and Options on Provincial Exams

WORD RECOGNITION SOFTWARE (TEXT-TO-SPEECH)

Many students use text-to-speech software to help compensate for their difficulties with reading printed materials. The Ministry will continue to provide a Text Reader (built-in voice files) for most provincial exams. Sample e-Exams containing the built-in Text Reader are available for students at:

www.bced.gov.bc.ca/exams/search/

VOICE RECOGNITION SOFTWARE (SPEECH-TO-TEXT)

Students, particularly at the Grade 8 level, should be encouraged to take a typing and/or Information Technology course to develop keyboarding and computer skills. Schools may wish to explore a Directed Studies course as an option for students who have difficulty scheduling this skill development as part of their timetable. In determining the need for voice recognition software, schools should encourage students with learning disabilities to complete a sample e-Exam with adaptations by typing their open-ended responses.

If students have difficulty typing their responses, schools may consider the use of speech-to-text software. Some students who have difficulties with writing are already using speech-to-text software successfully for provincial exams. Please refer to the chart below for details on allowable speech-to-text software features for provincial exams.

The Ministry recognizes that there may be some students who have a significant written output difficulty, and even when provided with a variety of adaptations, will still be unable to demonstrate their knowledge on provincial exams without a reader or scribe.

Schools/districts may continue to allow software programs that are currently in use by students in order to meet their educational goals, as long as the specified features are disabled on provincial exams. Please refer to the chart on the next page for a list of text features that schools must disable prior to students writing provincial exams.

SPELLCHECKER TOOL

Many students qualify for the spellchecker adaptation. The Ministry will provide this adaptation for provincial exams with an open-ended response component. Sample e-Exams containing the spellchecker are available for students at:

www.bced.gov.bc.ca/exams/search/

TECHNOLOGY OPTIONS ALLOWED	
External Software External software provided and supported by the school/district	**Ministry Provided Features** Features built into the e-Exams
Word Recognition (Text-to-Speech) **Voice Recognition (Speech-to-Text)**	Spell Check
	Text Reader (built-in voice files)
	Built-in Calculator
FEATURES TO BE DISABLED	
Dictionary/Thesaurus Word Prediction Orally Recorded Response Translation/Languages	N/A

⚠ **Important Note: Schools must ensure that students using technology have received adequate training and support before using them on provincial exams.**

2014/15 PROVINCIAL EXAM PROGRAM – ADAPTATION SCHEDULE FOR REQUIRED EXAMS

COURSE TITLE	MINISTRY TEXT-READER (BUILT-IN VOICE FILES)	SPELLCHECKER	OPTIMIZED FOR READER SOFTWARE (E.G. KURZWEIL)
	January and June Only	November, January, April, May, June	November, January, April, May, June
English 10	✓	✓	✓
English 10 First Peoples	✓	✓	✓
Apprenticeship and Workplace Math 10*	✗	N/A	✗
Foundations of Math and Pre-Calculus 10*	✗	N/A	✗
Science 10	✓	N/A	✓
Civic Studies 11	✓	✓	✓
Social Studies 11	✓	✓	✓
BC First Nations Studies 12	✓	✓	✓
Communications 12	✓	✓	✓
English 12	✓	✓	✓
English 12 First Peoples	✓	✓	✓

*A built-in calculator is available for the calculator section of these exams. Students who qualify for the calculator adaptation on the non-calculator portion of the exam will use a Ministry approved calculator.

LEGEND	
✓	Available
✗	Not Available
N/A	Exam does not have written-response items

The Adjudication Procedures for Adaptations to Provincial Exams

Adaptations to exam conditions are allowed only when the specific adaptations relate directly to the individual student's identified special needs and conform to the criteria established by the Ministry:

- The student's special needs must have been identified according to the criteria.

- The specific adaptations must be appropriate for the student's documented special needs.

- The adaptations must be consistent with classroom assessment practices.

NOTE: Under no circumstance are changes to the content of exams allowed. This includes: paraphrasing, rewording, clarifying or explaining exam questions.

Adjudication decisions must be based on documentation in the student file. Personal knowledge of the student and his or her needs does not meet the requirement for documented evidence.

The adjudication process includes FIVE distinct steps:

1. Verify student meets Ministry criteria as a student with special needs (Table 1).

2. Confirm adaptations to exam conditions are allowed (Table 2).

3. Ensure student documentation meets the criteria for adaptations (Table 3). Schools should only include the names of students once on the form Students Receiving Adaptations (Appendix 3), unless updated achievement testing is required.

4. Determine adjudication decisions and place in student file.

5. Notify Ministry of students who qualify for adaptations on provincial exams (Appendix 3). An optional form, Summary of Assessments for Student File, is available for use by psychologists and schools. The Ministry could use this form for monitoring purposes.

1 Step One: Verify the Student Meets Ministry Criteria for Special Needs

A student's eligibility for adaptations to provincial exams must be determined using documents in the student's file. The available documentation should be considered in relationship to Ministry criteria outlined in Special Education Services: A Manual of Policies, Procedures and Guidelines (2006) (The Manual). Updated and revised definitions are only available online at:

www.bced.gov.bc.ca/specialed/

The student's special needs must have been identified through the process outlined in The Manual, following appropriate assessment standards. Assessment reports must be complete and signed by professionals qualified according to standards outlined in The Manual.

Psycho-educational assessment results for students with intellectual or learning disabilities must be age-based, reported in standard scores or percentiles and included or appended to the report. The report should clearly indicate which of the following qualifications is held by the person identifying the student's special need:

- A school psychologist who is either a member of the British Columbia Association of School Psychologists (BCASP) or is employed by the school district and meets the standard for membership in (BCASP),

- A psychologist registered under the *Health Professions Act* and the Psychologists' Regulation, or

- A psychologist employed by the Ministry of Health Services.

Table 1 specifies the documentation required to confirm a student's special needs category for the purposes of adapting exam conditions. A student will qualify for adapted exam conditions only if appropriate supporting documentation is available in his/her file. Please note that the definition of Learning Disabilities (adopted in May 2002) includes students with mild to moderate, as well as severe learning disabilities.

TABLE I: DOCUMENTATION REQUIRED TO VERIFY STUDENT MEETS MINISTRY CRITERIA FOR SPECIAL NEEDS

SPECIAL NEEDS CATEGORY	REQUIRED DOCUMENTATION
Physical Disability or Chronic Health Impairment (PD/CHI)	A comprehensive medical report written by a physician or other certified medical professional (e.g., occupational therapist or physiotherapist) documenting a disability due to nervous system impairment, musculoskeletal conditions and/or chronic health impairment.*
Visual Impairment (VI)	An approved Certificate of Eligibility from the Provincial Resource Centre for the Visually Impaired (PRCVI) or a current report from an ophthalmologist or optometrist documenting a visual impairment.*
Deaf or Hard of Hearing (DHH)	A current complete audiological assessment documenting a hearing impairment.*
Intellectual Disability (ID)	A comprehensive psycho-educational assessment report* completed during the student's Grade 7-12 school years, dated and signed by a qualified psychologist, documenting the intellectual disability.* OR Two or more congruent psycho-educational assessment reports confirming the intellectual disability, at least one of which was completed after age 10.*
Students Requiring Behaviour Support/ Intervention or Students with Mental Illness (B/MI)	For students requiring behaviour support/intervention, a behavioural assessment that documents and analyses the student's behaviour in various settings and clarifies the characteristics of the behaviour disorder.* For students with mental illness, a medical report clarifying the diagnosis by a mental health professional that documents the mental illness and informs the development of adaptations to meet the student's needs.*
Autism Spectrum Disorder (ASD)	A comprehensive medical report documenting the disability (a psychiatric report, an assessment from British Columbia Children's Hospital, or an assessment from the British Columbia Autism Assessment Network).*
Learning Disability (LD) Note that the definition of learning disabilities (adopted in May 2002) includes students with mild to moderate as well as severe learning disabilities.	A comprehensive psycho-educational assessment report completed during the student's Grade 7-12 school years, identifying the type of specific learning disability and the learning areas impacted. OR Two or more congruent psycho-educational reports, at least one of which was completed after the age of 10, revealing a consistent history of specific learning disabilities and identifying the learning areas impacted.

*If a student requires adaptations to accommodate more than one type of special need, documentation to confirm each area of special need to be accommodated must be included in the student's file.

2 Step Two: Confirm Adaptations to Exam Conditions are Allowed by the Ministry

The Ministry has identified specific adaptations to provincial exam conditions that may be provided. Only adaptations directly related to the special needs identified in the individual student's records may be approved. Adaptations that may be approved for one type of special need may not be provided for another type of special need.

TABLE 2: ADAPTATIONS ALLOWED BY THE MINISTRY

SPECIAL NEEDS CATEGORY	POTENTIAL ADAPTATION TYPICALLY REQUESTED	FORMS TO BE SUBMITTED TO THE MINISTRY
Physical Disability/ Chronic Health Impairment	Word recognition software**	Students Receiving Adaptations (Appendix 3)
	Voice recognition software**	Students Receiving Adaptations (Appendix 3)
	Large print (Paper copy)	Request for Special Format (Appendix 2) AND Students Receiving Adaptations (Appendix 3)
	Reader**	Students Receiving Adaptations (Appendix 3)
	Scribe**	Students Receiving Adaptations (Appendix 3)
Visual Impairment	Braille	Request for Special Format (Appendix 2) AND Students Receiving Adaptations (Appendix 3)
	Large print (Paper copy)	Request for Special Format (Appendix 2) AND Students Receiving Adaptations (Appendix 3)
Deaf or Hard of Hearing	Oral language interpreter	Students Receiving Adaptations (Appendix 3)
Learning Disability	Text reader**	Students Receiving Adaptations (Appendix 3)
	Word recognition software**	Students Receiving Adaptations (Appendix 3)
	Voice recognition software**	Students Receiving Adaptations (Appendix 3)
	Spellchecker**	Students Receiving Adaptations (Appendix 3)
	Calculator**	Students Receiving Adaptations (Appendix 3)
	Reader**	Students Receiving Adaptations (Appendix 3)
	Scribe**	Students Receiving Adaptations (Appendix 3)
Any	Extra time (beyond 60 minutes)*	Not Required

NOTE: Supervised breaks and separate settings are NOT considered as adaptations.

A student with a visual impairment may be eligible for a Reader, Text Reader or Word Recognition if Special Format exams cannot meet their visual needs.

* A student with special needs may take up to one school day to complete a provincial exam. The amount of extra time should be based on what the student has required on in-class tests or exams, as documented in his or her current IEP. Only in exceptional circumstances will the Ministry allow a student to write an exam over one day, in which case schools MUST contact the Ministry.

** Once the District/School has determined a student qualifies for the use of a calculator, spellchecker, word recognition software, reader, scribe, text reader or voice recognition software based on academic testing at Grade 7 or later, updated academic testing for adjudication purposes is no longer required.

3 Step Three: Ensure Student Documentation Meets Ministry Criteria for Adaptations

1. Adaptations to provincial exams are allowed only when there is clear evidence that the adaptations are consistent with the assessment practices regularly used to assess the student's learning:

- Statements in an Individual Education Plan (IEP) indicating that an adaptation "may be offered", "may be allowed", or "is available" are not sufficient evidence that the adaptation has been used in the regular assessment of student learning.

- A generic IEP indicating that a wide range of accommodations is available to the student is not considered evidence that the adaptation has been regularly employed.

> Schools should consider whether students meet Ministry requirements for adaptations to provincial exam conditions as a part of the IEP for the student. The student may be disadvantaged if provided with adaptations during classroom/school tests and exams but does not qualify for the use of those same adaptations on provincial exams.

2. Eligibility for each type of adapted exam condition must be independently determined for each student relative to the documentation in that student's records:

- The student's current IEP must clearly indicate:
  - ▶ The student is working toward prescribed learning outcomes (there are no modifications to curriculum outcomes).
  - ▶ The specific adaptations are regularly provided for school-based learning assessment (tests/exams).

- There is clear evidence that the student has regularly taken advantage of the opportunity to employ the adaptation when completing school tests/exams. This evidence may be found in IEP reviews, on report cards or in file notations.

TABLE 3: DOCUMENTATION REQUIRED TO APPROVE SPECIFIC ADAPTATIONS TO EXAM CONDITIONS

ADAPTATION	SPECIAL NEED	ELIGIBILITY CRITERIA
Extra time (over 60 minutes) **See Note2**	Sensory, Processing, Motor, Organization, Emotional or Behavioural Disability	A psycho-educational report or a report by a physician or related health professional (e.g., vision or hearing specialist, occupational therapist, physiotherapist) that indicates that a sensory, processing, motor, organizational, emotional or behavioural disability necessitating additional time for the student to demonstrate knowledge.
Braille	Visual Impairment	An approved Certificate of Eligibility from the Provincial Resource Centre for the Visually Impaired (P.R.C.V.I.) or a current report from an ophthalmologist or optometrist documenting a visual impairment.
Large Print	Visual Impairment Visual Processing Disability	An approved Certificate of Eligibility from the Provincial Resource Centre for the Visually Impaired (P.R.C.V.I.) or a current report from an ophthalmologist or optometrist documenting a visual impairment. **OR** A psycho-educational report that identifies a visual processing or organizational, disability necessitating the use of large print formats.
Calculator (for non-calculator section)	Math Disability Note: Math fluency MAY be used as a measure to qualify for a calculator. It is NOT a measure used to qualify for a reader, text reader or word recognition software.	A psycho-educational assessment and a measure of numerical operations, calculation, math reasoning or problem solving, indicating a significant discrepancy between either verbal ability (e.g., verbal scale score or verbal comprehension score) or perceptual ability (e.g., perceptual organization, performance scale score or perceptual reasoning score) or full scale score and a measure of numerical operations, calculation, math reasoning or problem solving, NOT composite scores, of more than 1.3 standard deviations (20 standard score points on measures with a mean of 100 and a standard deviation of 15).
Word Recognition Software **Reader** **See Note 1**	Decoding or Reading Rate Disability Note: Reading comprehension is NOT a measure used to qualify for a reader, text reader, or word recognition software.	A psycho-educational report identifying a significant discrepancy between either verbal ability (verbal scale score or verbal comprehension) or perceptual ability (e.g., perceptual organization, performance scale score or perceptual reasoning score) or a full scale score and a measure of decoding or reading rate, NOT composite scores, of more than 1.3 standard deviations (20 standard score points on measures with a mean of 100 and a standard deviation of 15).

ADAPTATION	SPECIAL NEED	ELIGIBILITY CRITERIA
Voice Recognition Software **Scribe** **See Note 1**	Written Expression, or Coordination Disability	1. A psycho-educational assessment and a measure of written expression, writing speed or visual motor integration, indicating a significant discrepancy between verbal ability (verbal scale score or verbal comprehension) or perceptual ability (e.g., perceptual organization, performance scale score or perceptual reasoning score) or full scale score and a measure of written expression, writing speed or visual-motor integration, NOT composite scores, of more than 1.3 standard deviations (20 standard score points on measures with a mean of 100 and a standard deviation of 15) **OR** 2. A report by a physician or related medical professional (such as an occupational therapist or physio-therapist) identifying a physical disability that necessitates the use of a scribe to demonstrate knowledge in written form; **OR** 3. A student's timed writing sample, from an original composition, must demonstrate illegibility.
Spellchecker	Spelling Disability	A psycho-educational assessment and a measure of spelling achievement, indicating a significant discrepancy between either verbal ability (e.g., verbal scale score or verbal comprehension score) or perceptual ability (e.g., perceptual organization, performance scale score or perceptual reasoning score) or full scale score and a measure of spelling, NOT composite scores, of more than 1.3 standard deviations (20 standard score points on measures with a mean of 100 and a standard deviation of 15).

NOTE 1: Voice recognition software is a third party computer program such as Kurzweil or Dragon Naturally Speaking. These third party software programs are purchased and maintained by schools in relation to meeting the needs of their students. When using any type of word recognition (text-reader) software, such as Kurzweil or Dragon Naturally Speaking, schools are requested to ensure that they have read the "Requirements and Instructions" posted at: **www.bced.gov.bc.ca/eassessment/eexam_doc_manuals_tech.htm** and have tested the software with the ministry sample exams prior to the exam session.

NOTE 2: Where an exam has a 1:00 pm start and students require more than three hours to write, the exam may be opened for a 9:00 a.m. start (excluding Science 10 and the Math exams that are open all day and do not require a separate password). To receive a password for an early start schools must email: **Educ.Adjudication@gov.bc.ca** 2 weeks prior to the exam session. Passwords will be mailed approximately 3 days before the exam date. Students must be logged in within the first 30 minutes.

4 Step Four: Determine Adjudication Decision and Place in Student File

All adjudication decisions must be based on evidence contained in a student's file. Informal knowledge acquired through working with the student cannot be used in making adjudication decisions. Decision-making related to adapting exam conditions can now be integrated into the regular IEP planning process.

Due to the time involved in preparing Braille and/or Large Print (paper) exams, schools/districts must complete the Request for Special Format Exams Form (Appendix 2) and fax to the Provincial Resource Centre for the Visually Impaired (PRCVI) by the adjudication due date (see Appendix 1).

5 Step Five: Notify Ministry of Students who Qualify for Adaptations on Exams

Adaptations used by the student on provincial exams must be recorded in the student file and reported to the Ministry using the form Students Receiving Adaptations on Exams (Appendix 3). The form should be submitted to the Ministry by the due date (see Appendix 1). Schools only need to notify the Ministry once of those students who meet eligibility criteria for adaptations. However, if a student requires updated achievement testing, to reconfirm adaptations, schools will need to resubmit the student's name on Appendix 3.

Monitoring Adjudication

Throughout the school year, the Ministry will monitor the process of adjudicating adaptations to exam conditions by randomly selecting schools to review student files. If selected, schools will be required to submit the form Summary of Assessments for Student File (Appendix 4) when monitored.

Post-Secondary Guidelines for Students with a Learning Disability

For students with a learning disability who plan to attend a post-secondary institution, the Ministry of Advanced Education has the following guidelines:

- A psycho-educational/learning disability assessment report must be completed within the last five years.

- The learning disability assessment report must clearly state a diagnosis of a learning disability meeting DSM-IV diagnostic criteria that describes the level of severity and the manner in which the disability significantly interferes with academic functioning.

- A current achievement assessment may be required for students in transition to post-secondary education in order to accurately reflect current academic ability.

- The diagnosis of the student's achievement on standardized comprehensive tests in reading, mathematics or written expression are substantially below* that expected for age, schooling and level of intelligence.

- The learning disability significantly interferes with academic achievement or activities of daily living that require reading, mathematical or writing skills.

  (*Substantially below is defined as a discrepancy of more than two standard deviations between achievement and IQ, or a smaller discrepancy between achievement and IQ [i.e., between one and two standard deviations].)

Students graduating from secondary school should request a copy of their most recent Individual Education Plan as evidence of special education intervention for the post-secondary institution.

For students with learning difficulties contemplating attending a post-secondary institution, schools may want to wait until the end of Grade 9 or the beginning of Grade 10 before administering an updated psycho-educational assessment.

For more information, students and parents should also contact the post-secondary institution directly.

Due Dates for Adjudication (Appendix I)

DUE DATES FOR ADJUDICATION

Submit the following forms for each exam session by the adjudication due date:

REQUEST FOR SPECIAL FORMAT EXAMS

Exam Session	Request For Special Format Exams Due Date
January 2015	Wednesday, October 8, 2014
June 2015	Wednesday, March 4, 2015

STUDENTS RECEIVING ADAPTATIONS

Exam Session	Students Receiving Adaptations Due Date
November 2014	Friday, October 3, 2014
January 2015	Friday, October 24, 2014
April 2015	Friday, January 9, 2015
May 2015	Friday, March 13, 2015
June 2015	Friday, April 10, 2015

Request for Special Format Exams (Appendix 2)

REQUEST FOR SPECIAL FORMAT EXAMS

January 2015 Exam Session   Due Date: OCTOBER 8, 2014
June 2015 Exam Session   Due Date: MARCH 4, 2015

PLEASE FAX TO **PRCVI AT 604.269.0495**

Student Last Name	Student First Name	Student PEN _____ _____ _____
School Name and Address	School Phone Number	School District No.
	School Contact	Email Address

Please provide all necessary information.	**Please provide all necessary information.**
❑ **January Exam Session**	❑ **June Exam Session**
Indicate the exam(s) required (✓):	**Indicate the exam(s) required (✓):**
❑ EN 10 ❑ SC 10 ❑ AWM 10 ❑ FMP 10	❑ EN 10 ❑ SC 10 ❑ AWM 10 ❑ FMP 10
❑ SS 11 ❑ CIV 11 ❑ BCFNS 12	❑ SS 11 ❑ CIV 11 ❑ BCFNS 12
❑ EN 12 ❑ COM 12 ❑ Other _____	❑ EN 12 ❑ COM 12 ❑ Other _____
❑ **Braille**	❑ **Braille**
❑ **French version**(s) Specify:	❑ **French version**(s) Specify:
❑ **Contracted** ❑ **Uncontracted**	❑ **Contracted** ❑ **Uncontracted**
❑ **Large Print (Paper Copy)**	❑ **Large Print (Paper Copy)**
✓ exam size, font style and, bold, if required:	✓ exam size, font style and, bold, if required:
Size: ❑ **18** pt ❑ **20** pt ❑ **22** pt ❑ **24** pt ❑ **26** pt ❑ _____	**Size:** ❑ **18** pt ❑ **20** pt ❑ **22** pt ❑ **24** pt ❑ **26** pt ❑ _____
Font: ❑ **Arial** ❑ **Times New Roman** ❑ **Bold**	**Font:** ❑ **Arial** ❑ **Times New Roman** ❑ **Bold**
Special Instructions:_____	**Special Instructions:**_____

Signature: _____   **Date:** _____
           Vision Teacher/Designated School Contact

Return to:
Provincial Resource Centre for the Visually Impaired (PRCVI) #106 – 1750 West 75th Avenue, Vancouver, BC V6P 6G2 Susan Hannigan, Library Systems Coordinator 604.269.2206 or shannigan@prcvi.org
NOTE: If you have not received an email from PRCVI confirming receipt of your request within 3 business days, please contact Susan Hannigan at the above phone or email.

Students Receiving Adaptations (Appendix 3)

STUDENTS RECEIVING ADAPTATIONS ON GRADES 10, 11 AND 12 EXAMS

FAX 250.356.8334 or email Educ.Adjudication@gov.bc.ca by the Adjudication Reporting Date

School Name _____ District No. _____

Contact Name _____

Email Address _____

Contact Position / Title _____

School Phone Number _____

Exam Session (✔ one only)

- November
- January
- April
- May
- June

Special Needs Code Key: PD/CHI = Physical Disability/Chronic Health;
VI = Visual Imp.; DHH = Deaf/Hard of Hearing; ID = Intellectual Disability
LD = Learning Disability; B/MI = Behaviour/Mental Illness; AUT=Autism

Grade 10: EN = English; SC = Science; SCF = Sciences; AWM = Apprenticeship and Workplace Math;
AWMF = Maths: métiers et milieu de travail; FMP = Foundations of Math and Pre-Calculus;
FMPF = Maths: fondements et pré-calcul; FRALP = Français langue première
Grade 11: SS = Social Studies; SCH = Sciences humaines; CIV = Civic Studies; CIVF - Éducation civique
Grade 12: COM = Communications; EN = English; FNS = BC First Nations;
FNSF = Études des Premières Nations de la C.-B.; FRALP = Français langue première

PERSONAL EDUCATION NUMBER (PEN)	LAST NAME	FIRST NAME	SPECIAL NEEDS (See Key Above)	EXAMS (See Key Above)		ADAPTATIONS (✔)											
				EXAMS	GRADE	BRAILLE *	LARGE PRINT (PAPER COPY) *	CALCULATOR	READER	SCRIBE	SPELLCHECKER	TEXT READER (BUILT IN VOICE FILES)	TEXT RECOGNITION (eg. Kurzweil)	VOICE RECOGNITION		

SPECIAL FORMAT EXAMS — OTHER — E-EXAMS

Principal Signature _____ Date _____

* Please complete a *Request for Special Format Exams* (Appendix 2).

Summary of Assessments for Student File (Appendix 4)

SUMMARY OF ASSESSMENTS FOR STUDENT FILE

Ministry of Education Adjudication criteria
www.bced.gov.bc.ca/exams/handbook/

Psychologists may find this a useful tool in addition to their regular written report, when assessing a student with a learning disability. Schools may want to place this summary in the student file. As part of the monitoring process, the Ministry will require schools to submit this form.

Student Name: _____ School: _____ Date: _____

Based on adjudication criteria below, this student qualifies for:

❑   extra time (over 60 minutes)   ❑   spellchecker   ❑   calculator
❑   reader   ❑   text recognition software
❑   scribe   ❑   voice recognition software

Special Needs Category	Required Documentation	
Learning Disability (LD)	❑ An appropriate psycho-educational assessment report completed during the student's Grade 7-12 school years, identifying the type of specific learning disability and the learning areas impacted; OR ❑ Two or more congruent psycho-educational reports, at least one of which was completed after the age of 10, revealing a consistent history of specific learning disabilities and identifying the learning areas impacted.	Date(s) of Report: _____ Psychologist(s): _____ Qualifications: _____ Age(s) of student: _____ Grade(s) of student: _____

Adaptation	Special Need	Eligibility Criteria	Determination
Extra time (over 60 minutes)	Sensory, Processing, Motor, Organization, Emotional or Behavioural Disability	❑ A psycho-educational report or a report by a physician or related health professional (e.g., Vision or hearing specialist, OT, PT) indicating a sensory, processing, motor, organizational, emotional or behavioural disability necessitates additional time for the student to demonstrate knowledge.	❑ Specify: _____
Calculator*	Math disability Note: Math fluency MAY be used as a measure to qualify for a calculator. It is NOT a measure used to qualify for a reader, text reader, or word recognition software.	A psycho-educational assessment and a measure of numerical operations, calculation, math reasoning or problem solving, indicating a significant discrepancy between either verbal ability (e.g., verbal scale score or verbal comprehension score) or perceptual ability (e.g., perceptual organization, performance scale score or perceptual reasoning score) or full scale score and a measure of numerical operations, calculation, math reasoning or problem solving, NOT composite scores, of more than 1.3 standard deviations (20 standard score points on measures with a mean of 100 and a standard deviation of 15).	Verbal ability = _____ or Perceptual Reasoning = _____ Date(s) of Achievement Testing: _____ Math = _____ Point discrepancy = _____ Eligible: ❑ Yes ❑ No

Adaptation	Special Need	Eligibility Criteria	Determination
Word Recognition Software **Reader**	Decoding or Reading Rate Disability Note: Reading comprehension is NOT a measure used to qualify for a reader, text reader, or word recognition software.	A psycho-educational report identifying a significant discrepancy between either verbal ability (verbal scale score or verbal comprehension) or perceptual ability (e.g., perceptual organization, performance scale score or perceptual reading score) or full scale score and a measure of decoding or reading rate, NOT composite scores, of more than 1.3 standard deviations (20 standard score points on measures with a mean of 100 and a standard deviation of 15).	Verbal ability = _____ *or* Perceptual Reasoning = _____ Date(s) of Achievement Testing: _____ Decoding/ Reading Rate = _____ Point discrepancy = _____ Eligible: ❑ Yes ❑ No
Voice Recognition Software* **Scribe**	Written Expression, or Coordination Disability	1. A psycho-educational assessment and a measure of written expression, writing speed or visual motor integration, indicating a significant discrepancy between verbal ability (verbal scale score or verbal comprehension) or perceptual ability (e.g., perceptual organization, performance scale score or perceptual reasoning score) or full scale score and a measure of written expression, writing speed or visual-motor integration, NOT composite scores, of more than 1.3 standard deviations (20 standard score points on measures with a mean of 100 and a standard deviation of 15); <center>OR</center>2. A report by a physician or related medical professional (such as an occupational therapist or physio-therapist) identifying a physical disability that necessitates the use of a scribe to demonstrate knowledge in written form; <center>OR</center>3. A student's timed writing sample, from an original composition, must demonstrate illegibility .	Verbal ability = _____ *or* Perceptual Reasoning = _____ Date(s) of Achievement Testing: _____ Written Expression/ Fluency/Visual-Motor Integration = _____ Point discrepancy = _____ Eligible: ❑ Yes ❑ No
Spellchecker*	Spelling disability	A psycho-educational assessment and a measure of spelling achievement, indicating a significant discrepancy between either verbal ability (verbal scale score or verbal comprehension), or perceptual ability (e.g., perceptual organization, performance scale score or perceptual reasoning score) or full scale score and a measure of spelling, NOT composite scores, of more than 1.3 standard deviations (20 standard score points on measures with a mean of 100 and a standard deviation of 15).	Verbal ability = _____ *or* Perceptual Reasoning = _____ Date(s) of Achievement Testing: _____ Spelling = _____ Point discrepancy = _____ Eligible: ❑ Yes ❑ No

*   Once a student has qualified for calculator, spellchecker, text reader or voice recognition at grade 7 or later; updated achievement testing is no longer required.

Appendix A Forms

Transcripts and Examinations (TRAX) forms are available from the School Secure Website at:

www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

Once logged on, click on the "Exam Materials and Forms" link.

The following forms are currently available online:

1. **Disqualification Report**

2. **Request to Write Exams Out of Province**

3. **Provincial Examinations Grades 10, 11 and BC First Nations 12 Exam Re-Mark Revision Form**

4. **Grade 12 Provincial Examinations Re-Mark Request Form**

5. **Request For Aegrotat Standing**

6. **Provincial Examinations Review Request Form**

7. **Transcripts and Examinations Change Form**

The most often utilized form is the Transcripts and Examinations Change Form. Schools may find it timesaving if they pre-populate the Form with the common information that will not often change (school name, school code, contact name, contact email/phone, etc).

PLEASE REMEMBER TO INDICATE IF YOU ARE THE STUDENT'S SCHOOL OF RECORD.

When a form has been completed for a specific student, it can be saved to your computer and then attached to an email addressed to:

trax.data@gov.bc.ca (Please do not send these forms by fax or mail)

Feedback regarding these forms can be sent to:

trax.data@gov.bc.ca

Appendix B Procedures for Conducting Graduation Program Examinations

Instructions for principals and invigilators are sent out with paper exam materials.

Procedures for Conducting Graduation Program Examinations are posted on the School Secure Website at:

www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

Once logged on, click on the EXAM MATERIALS and FORMS link.

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