
Handbook of Procedures for the Graduation Program

2011-2012

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Important Notes and Changes for 2011-2012

Please read the following information carefully.

1. Optional Provincial Examinations have been cancelled beginning September 1, 2011.
 - a. The following courses are no longer provincially examinable:
 - Applications of Math 12, Principles of Math 12, English Literature 12, History 12, Geography 12, Geology 12, Physics 12, Chemistry 12, Biology 12, French 12, Spanish 12, German 12, Mandarin 12, Japanese 12 and Punjabi 12.
 - b. When implemented in 2012/13, Foundations of Mathematics 12 and Pre-calculus 12 will not be provincially examinable.
 - c. Français langue seconde-immersion 12 continues to be provincially examinable. Students wishing to earn a double Dogwood are required to write this exam. Please see page 97 for more information.
 - d. See page 8 for the revised examination schedule. The updated schedule is also posted at: www.bced.gov.bc.ca/exams/handbook/schedules.htm
2. As a result of the cancellation of optional provincial examinations (see note 1), the Provincial Scholarship Program has been revised.
 - a. For students graduating on or before August 31, 2011, Grade 12 optional exams are counted towards scholarship eligibility.
 - b. For students graduating on or after September 1, 2011, the following rules apply:
 - Students must achieve 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 première 12, or English 12 First Peoples).
 - Students must achieve at least one “A” (86% or higher) and three “B”s (73% or higher) on four of his or her best provincial exams (can include the Language Arts 12 provincial exam).
 - The examination rewrite rule will be relaxed for one year (September 1, 2011 to August 31, 2012) to allow students to rewrite a required exam to improve their scores. See page 36 for more information.
 - AP and most IB scores will no longer count towards scholarship.

See page 109 for the full details on eligibility.

3. Electronic Exam Highlights:
 - a. Apprenticeship and Workplace Mathematics 10 (AWM10) and Foundations of Mathematics and Pre-Calculus (FMP10) are available **electronically only** in all seven provincial exam sessions.
 - b. Français langue seconde-immersion 12 (FRAL12) is available **electronically only** in all applicable exam sessions.
 - c. The Ministry will implement flexible e-Exams for Science 10 in 2012/13. See page 23 for details.
4. The web-based resource set for provincial exams is no longer available for schools to download during exam sessions. This is replaced with the Exam Preview function built into the e-Exams. See page 22 for details.
5. The Course Information Book for the Graduation Program is no longer available in print format. It has been replaced by the online *Course Registry*, a tool to search for course information, accessible at:
www.bced.gov.bc.ca/datacollections/course_registry_web_search/
For Graduation reporting requirements, please see Chapter 4.
6. Effective September 2011, students with special needs entering Grade 10 who require exam adaptations will have their needs addressed through the use of technology. See Chapter 8 for more information.
7. An update pertaining to the use of readers and scribes on provincial exams can be found in Chapter 8, Adjudications.

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Introduction

This 2011-2012 manual, *Handbook of Procedures for the Graduation Program*, has been approved by the Minister of Education on August 18, 2011 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 Student Certification Branch, 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.

What's New

- Manual submission of data to TRAX is no longer supported.
- The Online Exam Register must be completed for the January and June exam sessions to ensure appropriate exam materials are available for your school.
- 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/

2011-2012 Chart of Important Dates

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

Month	Date	Activity
October 2011	3 and 4	<i>October exams administered</i>
	19 - 28 28	● Due: First Data Transfer/Forms Submission October exam results released
November	7 and 8	<i>November exams administered</i>
	16	● Due: November Submission of Grades. Only for schools completing provincially examinable courses in November
	17	January Online Exam Register available for review and editing
	17 30	<i>TVRs and Non-Graduation Reports posted</i> ● Reread deadline: October exams
December	2	November exam results released
	14	■ Registration deadline: January exams. Online Exam Register closed for changes. Electronic Schools do <i>not</i> send a transfer at this time
	31	● Reread deadline: November exams
January 2012	23 - 27	<i>January exams administered</i>
February	7 - 15	● Due: January Submission of Grades. Required for schools completing provincially examinable courses in January
March	2	January exam results released
April	12 and 13	<i>April exams administered</i>
	13	● Reread deadline: January exams
	13 - 26	● Due: Spring/Interim Submission of Data

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 do electronic exams where available.

2011-2012 Chart of Important Dates (cont.)

Month	Date	Activity
May 2012	1	June Online Exam Register available for review and editing
	7	Interim transcript data available to BC PSIs and the OUAC
	11	April exam results released
	11	■ Registration deadline: June exams. Online Exam Register closed for changes. Electronic Schools do <i>not</i> send a transfer at this time
	17 and 18	May exams administered
	18	<i>Provincial Exam Bulletin</i> posted
June	8	May exam results released
	15	● Reread deadline: April exams
	18 - 28	June exams administered
	25 - 29	● Due: June/Final Submission of Grades
July	15	● Reread deadline: May exams
	30	June exam results released
	30	Transcripts sent to Grade 12 students, districts, and post-secondary institutions
August	13 - 17	August exams administered
September	7	August exam results released
	28	● Reread deadline: June exams
October	15	● Reread deadline: August exams

Note: Important information is posted on the School Secure Web at www.bced.gov.bc.ca/exams/. 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

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Important Notes

1. Schools may begin an exam up to one hour before the scheduled start time. However, 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 has more than one exam scheduled in the same time slot (e.g., Civic Studies 11 and English 12 First Peoples both at 9:00 am). 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, please send an email to trax.data@gov.bc.ca outlining the details.
3. AWM10 and FMP10 are available electronically only. 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 on the Electronic Password Letter posted to the School Secure Web 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 lab.
 - Scrap paper may be handed out to students by invigilators during exam administration and must be collected prior to students exiting the lab 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 October, 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. 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. As a result of the cancellation of optional exams, the exam schedule has been revised. See page 8 for the revised examination schedule. The updated schedule is also posted at: www.bced.gov.bc.ca/exams/handbook/schedules.htm

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 contact the TRAX Unit 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 the TRAX Unit to discuss alternatives for students who are unable to attend. **The Ministry stresses that student safety should be the primary consideration in all situations.**

2011-2012 Examination Times and Return Dates

October 2011

E: Electronic Exams Only

Date	Subject	Administration Mode	Time*
October 3 - 4, 2011 Monday - Tuesday	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 on each day from 9 am through to final start time of 3 pm
October 3, 2011 Monday	English 12	E	9:00 am - 11:00 am
	Social Studies 11	E	1:00 pm - 3:00 pm
October 4, 2011 Tuesday	English 10	E	9:00 am - 11:00 am

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

October Exam Return Dates

Tuesday, October 11, 2011: Deadline for electronic submission of locally-marked written-response results for EN 10 and SS 11.

November 2011

E: Electronic Exams Only

Date	Subject	Administration Mode	Time*
November 7 - 8, 2011 Monday - Tuesday	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 on each day from 9 am through to final start time of 3 pm
November 7, 2011 Monday	English 12	E	9:00 am - 11:00 am
	Social Studies 11	E	1:00 pm - 3:00 pm
November 8, 2011 Tuesday	English 10	E	9:00 am - 11:00 am

***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

Monday, November 14, 2011: Deadline for electronic submission of locally-marked written-response results for EN 10 and SS 11.

January 2012

E: Electronic Exams Only

P: Paper Exams Only

E+P: Electronic and Paper Exams Available

Date	Subject	Administration Mode	Time*
January 23 - 27, 2012 Monday - Friday	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 25, 2012 Wednesday	English 10 BC First Nations Studies 12 Études des Premières Nations de la C.-B. 12	E+P E E	9:00 am - 11:00 am
	Social Studies 11 Sciences humaines 11	E+P E	1:00 pm - 3:00 pm
January 26, 2012 Thursday	English 12 Français langue première 10	E+P E	9:00 am - 11:00 am
	Science 10 Sciences 10 Communications 12	E+P E E+P	1:00 pm - 3:00 pm
	Français langue seconde-immersion 12** Français langue première 12** English 12 First Peoples	E E E	9:00 am - 11:00 am
January 27, 2012 Friday	Civic Studies 11 Éducation civique 11 English 10 First Peoples	E E E	1:00 pm - 3:00 pm

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

****See page 15 for the Oral Component for these exams.**

January Exam Return Dates

Thursday, January 26, 2012, at noon: Grade 12 – EN 12

Friday, January 27, 2012: Grade 10 – SC 10
Grade 12 – All remaining Grade 12 exams except FNS 12 and FNSF 12

Tuesday, January 31, 2012: 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 2012

E: Electronic Exams Only

Date	Subject	Administration Mode	Time*
April 12 - 13, 2012 Thursday - Friday	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 on each day from 9 am through to final start time of 3 pm
April 12, 2012 Thursday	English 12	E	9:00 am - 11:00 am
	Social Studies 11	E	1:00 pm - 3:00 pm
April 13, 2012 Friday	English 10	E	9:00 am - 11:00 am

***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

Wednesday, April 18, 2011: Deadline for electronic submission of locally-marked written-response results for EN 10 and SS 11.

May 2012

E: Electronic Exams Only

Date	Subject	Administration Mode	Time*
May 17 - 18, 2012 Thursday - Friday	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 on each day from 9 am through to final start time of 3 pm
May 17, 2012 Thursday	English 12	E	9:00 am - 11:00 am
	Social Studies 11	E	1:00 pm - 3:00 pm
May 18, 2012 Friday	English 10	E	9:00 am - 11:00 am
	Communications 12	E	

***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

Wednesday, May 23, 2012: Deadline for electronic submission of locally-marked written-response results for EN 10 and SS 11.

June 2012

E: Electronic Exams Only

P: Paper Exams Only

E+P: Electronic and Paper Exams Available

Date	Subject	Administration Mode	Time*
June 18 - 22, 2012 Monday - Friday AND June 25 - 28, 2012 Monday - Thursday	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
June 21, 2012 Thursday	Reserved for schools that require an early session of Science 10 (electronic only)	E	9:00 am - 11:00 am
	Social Studies 11 Sciences humaines 11	E+P E	1:00 pm - 3:00 pm
June 22, 2012 Friday	English 10 Français langue première 10	E+P E	9:00 am - 11:00 am
	English 10 First Peoples Communications 12	E E+P	1:00 pm - 3:00 pm
June 25, 2012 Monday	English 12 Science 10 Sciences 10	E+P E+P E	9:00 am - 11:00 am 1:00 pm - 3:00 pm
June 26, 2012 Tuesday	English 12 First Peoples Français langue seconde-immersion 12** Français langue première 12**	E E E	9:00 am - 11:00 am
	BC First Nations Studies 12 Études des Premières Nations de la C.-B. 12 Civic Studies 11 Éducation civique 11	E E E E	1:00 pm - 3:00 pm

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

****See page 15 for the Oral Component for these exams.**

June Exam Return Dates

Monday, June 25, 2012, at noon: Grade 12 – COM 12 and EN 12

Thursday, June 28, 2012: All remaining Grade 10, 11 and 12 exams
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

August 2012

E: Electronic Exams Only

Date	Subject	Administration Mode	Time*
August 13 - 17, 2012 Monday - Friday	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 13, 2012 Monday	English 10 English 12 First Peoples Française langue première 10 Française langue première 12	E E E E	9:00 am - 11:00 am
	Reserved for schools that require an extra session of English 10. Please contact TRAX at 250.356.2439 at least 5 days before the exam session begins if you plan on using this afternoon window.	E	1:00 pm - 3:00 pm
August 14, 2012 Tuesday	Communications 12 English 12 English 10 First Peoples	E E E	9:00 am - 11:00 am
	Reserved for schools that require an extra session of English 12 or Communications 12. Please contact TRAX at 250.356.2439 at least 5 days before the exam session begins if you plan on using this afternoon window.	E E	1:00 pm - 3:00 pm
August 15, 2012 Wednesday	Civic Studies 11 Social Studies 11 Sciences humaines 11 BC First Nations Studies 12	E E E E	9:00 am - 11:00 am
	Reserved for schools that require an extra session of Social Studies 11. Please contact TRAX at 250.356.2439 at least 5 days before the exam session begins if you plan on using this afternoon window.	E	1:00 pm - 3:00 pm

***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

Monday, August 20, 2012: Deadline for electronic submission of locally-marked written-response results 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 exam in all sessions. Schools must administer these components using the e-Exam available at www.bced.gov.bc.ca/eassessment/.

January 2012

Subject	Administration Window
Français langue première 12	December 5 - 16, 2011 January 3 - 13, 2012
Français langue-seconde immersion 12	December 5 - 16, 2011 January 3 - 13, 2012

June 2012

Subject	Administration Window
Français langue première 12	May 7 - June 1, 2012
Français langue-seconde immersion 12	May 7 - June 1, 2012

For further information about the administration of the Français langue première 12 and Français langue seconde-immersion 12 oral components, please contact Gilbert Verrier at Gilbert.Verrier@gov.bc.ca or 250.387.6296.

Chapter 1

Provincial Examinations

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Provincial Examinations

This handbook uses the broad term *provincial examinations* to refer to the types of exams defined below:

1. **Provincial Examination:** a specific type of provincial large-scale assessment designed to allow individual students to demonstrate they have met provincial graduation requirements. There are two types of provincial examinations, each related to a specific graduation program. The term “Graduation Program Examinations” applies to the 2004 Graduation Program.
2. **Graduation Program Examinations:** examinations that must be taken by students in the 2004 Graduation Program. To earn credit in specific courses, students must take five course-based provincial examinations (Language Arts 10 and 12, Science 10, Mathematics 10 and Social Studies 11/12). Students may also elect to take additional Grade 12 level examinations.
3. **Optional Grade 12 Examinations:** a sub-set of the 2004 Graduation Program Examinations. All optional exams have been cancelled effective September 1, 2011.

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 each count for 20 percent of the final course mark. Grade 12 exams count for 40 percent (except for the BC First Nations Studies 12 exam, which counts for 20 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 (e.g., multiple choice, true/false) 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.

Time Limit to Write the Examination

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 British Columbia public school (including a Distributed Learning school or a Continuing Education Centre), or
- enrolled in a Group 1, 2 or 4 British Columbia independent school, or
- registered as a home schooler with any of the above schools, or
- enrolled in a British Columbia offshore school.

Students shall 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/.

Registration

Principal's Responsibilities

Principals are responsible for registering:

- 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.

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 October, November, April, May and August, registration is not required. 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 another school be made several weeks in advance of the actual exam administration. Schools 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 components.
- 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 October, November, April, May and August exam sessions, registration with the Ministry is not required.

Results will be reported and attributed to the student’s home school, and not the exam centre.

Electronic Examination Administration

The Ministry is continuing to expand its electronic exam program, and in some cases, electronic exams are the only option available.

Electronic Examinations

2011/12

The October, November, April, May and August exam sessions are electronic only.

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

- Apprenticeship and Workplace Mathematics 10 (AWM 10)
- BC First Nations 12 (FNS 12)
- Civic Studies (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)
- Foundations of Mathematics and Pre-Calculus 10 (FMP 10)
- Français langue première 10 (FRALP 10)
- Français langue première 12 (FRALP 12)
- Français langue seconde-immersion 12 (FRAL 12)
- Maths: fondements et pré-calcul 10 (FMPF 10)
- Maths: métiers et milieu de travail 10 (AWMF 10)
- Sciences 10 (SCF 10)
- Sciences humaines 11 (SCH 11)

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: The paper-based PDF Resource sets for all exam sessions are no longer available. 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 will be accessible only during administration of each exam; instructions on using this function will be available in the e-Exam System Users Manual at www.bced.gov.bc.ca/assessment/. Access to this function will be provided within the Electronic Password Letter posted to School Secure Web for each 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.

The BC Provincial Electronic Exam Program

Over the past several years, the Ministry of Education has been implementing electronic provincial exams. Schools that have implemented e-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

When the Ministry of Education's electronic exam program is fully implemented, schools will be able to have an exam week in which they can schedule exams in a way that best suits their administrative schedules. A fully electronic exam program will also result in a faster turnaround of exam and graduation results.

What's Next?

Math 10 exams will be administered electronically only for the 2011/12 year. These exams will 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.

In 2012/13, the Ministry will implement flexible e-Exams for Science 10. Schools who wish to administer Science 10 electronically will have the same flexibility that is offered for Math 10 exams – that is, they will determine their own schedule within the exam administration period. For paper administration of Science 10, there will be a single predetermined administration period.

This plan will allow schools to become fully comfortable with the process of planning for and administering electronic exams on a large scale. Because utilization of technology is paramount in a personalized learning environment, it is important that momentum in this direction be maintained. Implementing electronic administration of exams is an important step that aligns with 21st Century Learning directions and allows schools and districts opportunity to adapt ably to technological shifts that will be an important component of future assessments. The Ministry will work with individual schools as necessary to facilitate this transition.

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

French Examinations

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

Français langue première 12 and Français langue seconde-immersion 12

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 take an oral assessment as part of their provincial examinations. The oral component is conducted over the Internet using a headset and microphone. See page 15 of this handbook for administration and marking dates.

For further information about the administration of the Français langue première 12 and the Français langue seconde-immersion 12 oral components, please contact Gilbert Verrier at Gilbert.Verrier@gov.bc.ca or 250.387.6296.

French Versions of Exams

French versions of exams will be available in selected exam sessions. These courses have different course codes to distinguish them from the English versions. Schools must use the appropriate codes when registering students and check their materials upon receipt, where applicable.

Grade 10/11 French Immersion Students

French Immersion students in the 2004 Graduation Program write the English 10 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 in the Examination Security Control Sheet); and
- after examination administration, return examination materials to the Ministry.

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 related 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, children in StrongStart BC Centres, students in Federally Funded Band Schools and students registered in British Columbia'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 should be sent to the new school. If the PEN is missing from the card, the new school should contact the student's previous school.

If a student's PEN is unavailable, a school may submit a PEN request via PEN WEB: www.bced.gov.bc.ca/pen/.

Please contact the PEN assistant at 250.387.2351 or e-mail pens.coordinator@gov.bc.ca to obtain your username and password.

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

For information on the use of calculators, please refer to the Calculator Policy and Approved Calculators links 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 and ESL students, may use translation dictionaries during exams.

Cheating

Cheating is defined as follows for both paper and e-Exams:

- being in possession of or having used any secure examination materials prior to the examination session
- communicating with other students during the examination
- giving or receiving assistance of any kind in answering an examination question during an examination, including allowing their papers to be viewed by others or copying answers from another student's paper
- possessing 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
- copying, plagiarizing or presenting as their own, work done by any other person
- removing any piece of the examination materials from the examination room, including work pages
- continuing to write or altering a response after the invigilator has stopped the examination session
- for e-Exams, navigating outside the exam for any reason including accessing any materials on the local computer or Internet.

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

Consequences for Cheating

Any student deemed to have cheated on a provincial exam will receive a mark of "0" on that exam and will be permanently disqualified from the Provincial Scholarship Program.

Cheating – Policy and Procedures for Reporting

When cheating is suspected during a provincial examination, the following procedures should be followed to ensure a fair and consistent review of the incident:

School responsibilities

- Be familiar with the definition of cheating as outlined in the *Handbook of Procedures*, page 27.
- The school must inform students of Ministry policy and the definition of cheating, of the consequences of cheating and of their rights and avenue of appeal. This information should be provided to the students in hard copy. It is included in the invigilator packages and in Appendix A of the *Handbook of Procedures*.
- If a student is thought to be cheating during an examination, the invigilator should watch the student closely for the remainder of the exam, make notes regarding the incident, but allow the student to continue writing.
- At the end of the examination the invigilator should collect the examination from the student and any materials or devices that may have been used to cheat. The invigilator should also advise the student that the principal will be informed of the incident.
- The invigilator should complete the “Cheating Incident Report” form as soon as possible after the examination. If more than one invigilator was a witness to the incident, each invigilator should complete a separate “Cheating Incident Report” for submission to the Ministry.
- 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 “Cheating Incident Report” and a meeting with the student, the school should submit the report and any supporting documentation to the Ministry for review by Ministry staff.

Ministry responsibilities

- The Ministry, upon receipt of the “Cheating Incident Report” from the school, 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 school 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 required to make a decision, a committee of Ministry staff members will meet to review and make final decisions regarding the alleged cheating incident.
- The Ministry's decision will then be reported to the principal and the student in separate letters. The school will also receive a copy of the letter sent to the student. If cheating is determined, a letter to the student will further outline the consequences of cheating, 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 will 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 for cheating, 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 examinations for Grade 10 Language Arts and Grade 11 Social Studies (Social Studies 11, Sciences humaines 11, Civics Studies 11) and BC First Nations Studies 12 are to be marked locally. 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 be members in good standing with the British Columbia College of Teachers, or, in the case of independent schools, holders of an Independent School Teaching Certificate. 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.

Each student response is to be marked according to the specific rubric provided by the Ministry of Education included with the examination materials sent to schools for each examination. Markers should become familiar with the Exam Marking Materials, including the rubrics, prior to marking.

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
October	October 28, 2011
November	December 2, 2011
January	March 2, 2012
April	May 11, 2012
May	June 8, 2012
June	July 30, 2012
August	September 7, 2012

Examination Results

The School, Student and District Secure Websites (www.bced.gov.bc.ca/exams/) provides students, schools and districts 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 will require their Personal Education Number (PEN), surname, date of birth and email address to create an account. 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 will be 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 for the student's updated results (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 and scholarship scores obtained by students at the school
- distribution of letter grades at the school, district and provincial levels

These reports are posted on 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 (a quarter, semester or school year). In such cases, there are several options to help students succeed:

- A student may have had difficulty or been absent for only a component of a course. 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 only 20 percent.
- Some students would benefit most by repeating the entire course or enrolling in an alternative course.

The suggestions above 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

Students shall 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, possibly one that results in failing the course, may result.

Schools re-submit 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 https://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp.

Changes to final course marks that are a result of 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 students' transcripts.

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 reread and also to help prepare them for an exam rewrite. To begin this process, both the principal and the student must fill out a *Grade 12 Provincial Examinations Review Request Form*. (See Appendix A.) Please refer to www.bced.gov.bc.ca/exams/rereads_rewrites/ for further information.

Provincial Grade 12 Examination Rereads

If a student questions his or her mark on a provincial Grade 12 examination, the student may have that exam reread and remarked for a fee of \$50. Individual exams will not be reread more than once. In order for a mark to increase or decrease, it must meet or exceed the standard of measure for the particular exam. The reread result becomes the student's new mark.

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

Reread Caution

A student requesting a reread risks **decreasing** his or her exam score. If a reread results in a mark that is less than the original score, the new score will be taken.

Making a Reread Request – Grade 12

To initiate an exam reread, the student should complete and send a *Reread Request Form*, indicating the Grade 12 exam subject and session, the student’s PEN, the student’s full name, signature and address.

The cost for each exam reread is \$50. If the reread 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.

Reread Request Deadlines

Exam Session	Request Deadline
October	November 30, 2011
November	December 31, 2011
January	April 13, 2012
April	June 15, 2012
May	July 15, 2012
June	September 28, 2012
August	October 15, 2012
Requests made after the deadlines will not be accepted.	

Provincial Grade 10 and 11 Examination Rereads

If a student questions his or her mark received on a Grade 10/11 provincial examination, the student may request a rereading of the examination (a “reread”) through the student’s school administration office.

Students may request rereads of the following written-response sections of their Grade 10/11 provincial examinations: English 10, English 10 First Peoples, Français langue première 10, Civic Studies 11, Social Studies 11 and BC First Nations Studies 12.

If a reread 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. Please send the request for return of a written-response booklet to Educ.ExamReviews@gov.bc.ca.

Information for Schools

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

Setting Local Reread Policy

Rereading of the written-response sections of the Grade 10/11 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 co-ordinating locally their own Grade 10/11 provincial examination reread policy and process. The local policy should align with the deadlines for submitting reread marks to the Ministry.

Rereading Grade 10/11 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 Reread Marks to the Ministry

Schools should report provincial exam reread marks to the Ministry by submitting a *Reread Submission Form* available on the School Secure Web at https://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp. (See Appendix A.)

Retention of Response Booklets

Written-response booklets for English 10 and Social Studies 11 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 reread policies in mind when making decisions about written-response booklet retention. For marking monitoring, a school's response booklets may be requested to 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 rereads or exam reviews.

For more information on Rereads, Reviews and Rewrites, please visit www.bced.gov.bc.ca/exams/rereads_rewrites/.

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 one rewrite opportunity, based on the second course completion.

Note: This rewrite rule will be relaxed for one year commencing September 1, 2011 to allow students to rewrite Grade 10 and 11 provincial exams to improve their exam result for the purposes of qualifying for a Provincial Examinations Scholarship under the new policy effective September 1, 2011. See Chapter 6: Scholarships and Awards.

The following will apply:

- 1. If a student has had two attempts, they may rewrite a third time to improve their result.**
- 2. If a year has lapsed since the student's last attempt, he or she may rewrite without retaking the course.**

Registering to Rewrite

Registration is not required for the October, November, April, May and August 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 32 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

Transcripts will reflect the higher exam percentage if a student has a valid rewrite attempt.

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 original 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 2010. She then retook the course the following school year. She could use her June 2010 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.

Note: This rewrite rule will be relaxed for one year commencing September 1, 2011 to allow students to rewrite Grade 10 and 11 provincial exams to improve their exam result for the purposes of qualifying for a Provincial Examinations Scholarship under the new policy effective September 1, 2011. See Chapter 6: Scholarships and Awards.

The following will apply:

If a student has had two attempts, they may rewrite a third time to improve their result.

If a year has lapsed since the student's last attempt, he or she may rewrite without retaking the course.

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.

Note: The Ministry can only enter a school mark for an examinable subject in a month in which provincial exams are offered.

Distributed Learning Course and Examination Policy

Students are not allowed to take the same course at the same time at two 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 Provincial Exams.

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 Provincial Examinations. In addition, it is the Distributed Learning schools obligation to 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 Centres

The exam(s) MUST be written in a school setting (elementary, secondary or post-secondary institution) and administered by a school administrator (principal or vice-principal) or certified teacher.

If exams cannot be administered in a school setting, please contact the Student Certification Branch by email at: trax.data@gov.bc.ca .

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 their educational program.

If a student is taking a provincially examinable course through Distributed Learning but his or her home school is a regular school, registration for the provincial exam is the responsibility of the regular 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 (BC) or Ontario Universities Application Centre (OUAC) Post-Secondary Institutions (PSIs) in the current year, who are enrolled in a regular 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.

When a student completes a Grade 10, 11 or 12 provincially examinable course, the school must report the completion date as the month when the next available exam session for that subject is offered. 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 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 regular 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” 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, the continuing education centre 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 responsible for reporting course marks to the school of record for reporting to the Ministry.

Continuing Education Reporting Policy for Non-Examinable Courses

Where the continuing education centre is the school of record for a student, the continuing education centre 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 the 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. 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 Provincial Examinations.

Unpredictable Circumstances

Unpredictable circumstances such as serious illness, injury or extreme personal difficulty can adversely affect a student’s ability to write a provincial exam and may warrant special consideration.

The following steps **MUST** be followed when determining the best options for the student:

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.

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.
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.
3. **Consider Aegrotat Standing.** If all other options have been explored and are not deemed appropriate, refer to the Guidelines for Aegrotat Standing.

Guidelines for Aegrotat Standing for Required Provincial Exams

Students who are unable to write their provincial exams at a **future exam session** may receive an Aegrotat Standing. Given the number of options and opportunities for students to write, granting an Aegrotat should be a rare occurrence.

The Ministry will monitor the granting of Aegrotat Standing (AEG) to ensure the guidelines have been met and appropriate documentation is on file.

Please contact the Ministry at Educ.Adjudications@gov.bc.ca to discuss options.

Note: Principals are responsible for determining if students meet eligibility criteria for Aegrotat Standing for provincial exams.

Eligibility criteria include:

Students who are unable to write their required provincial exams at a **future exam session** due to:

- a) **Serious Illness**
 - extensive hospitalization or treatments (e.g., cancer requiring chemotherapy).
 - major surgery requiring extensive hospitalization or recovery.
- b) **Serious Accident or Injury**
 - motor vehicle accident resulting in extensive hospitalization or rehabilitation.
- c) **Unforeseen Situations**
 - sudden death of a parent or immediate family member.
 - family tragedy or illness.
 - extreme personal difficulty.

Details should be provided well in advance of the exam session where possible.

Aegrotat Standing may only be granted when students have completed sufficient learning outcomes and have received a school-based mark. An Aegrotat will not appear as a final course mark until the school mark has been submitted.

Please see Appendix A for information on retrieving the *Request for Aegrotat Standing for Grade 10, 11 and 12 Exams* form.

Request to Write Exams Out-of-Province

Note: Out-of-Province exams **must be written electronically.**

The Ministry recognizes that there may be the need for students to write their required provincial exams out-of-province. **ONLY** students enrolled in: Distributed Learning, Distance Education programs and Rotary Exchange programs, students competing in provincial, national or international competitions, or students who have moved outside of BC temporarily are eligible to write. 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 could write the exam(s) in an earlier or later exam session.

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 written in a school setting (elementary, secondary or post-secondary institution).
- Invigilation instructions and password(s) for the exam(s) will be sent to the exam administrator/invigilator electronically and the BC School contact person, three (3) business days prior to the scheduled exam date.
- Second language exams (FRAL 12, FRALP 12) have oral components and are usually done prior to the written exam. The Ministry will specify the time and date for these components to be written. The password(s) will be sent accordingly to the alternate site exam administrator and the BC school contact person.
- In the event of an unpredictable circumstance (see page 41 for definition) and the student cannot write one or more of the exams requested and approved for out-of-province administration, 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

- 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 (see Appendix A) and fax it to the alternate site exam administrator for his/her signature.

Note: It is imperative that the alternate site exam administrator be made aware of the dates of the exam, as the Ministry will not reschedule exams due to holidays, facility closures, or transportation schedules.

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

Exam Administration Procedures – Post-Exam

- For provincial exams which are locally marked (English 10, English 10 First Peoples, Français langue première 10, Social Studies 11, Sciences humaines 11, Civic Studies 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/marketing.htm and selects the District: Out of Province.

Out-of-Province Request Deadline Dates

Exam Session	Out-of-Province Request Deadline
October 2011	September 16, 2011
November 2011	October 21, 2011
January 2012	January 6, 2012
April 2012	March 26, 2012
May 2012	May 2, 2012
June 2012	June 1, 2012
August 2012	July 26, 2012
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 home school is responsible for sending in all exam registrations for students attending their school, whether students are taking the course at the home school or elsewhere. The home school 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 October, 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 32.

Q When are electronic exams available?

A October, November, April, May and August exam sessions are available electronically only. January and June exam sessions offer several electronic exams. See page 8-14.

Q If a student takes a course with a required provincial exam as an *elective*, do they have to write the exam?

A Yes. The requirement to write the exam is tied to the course, not to whether it is being used as required credits or elective credits.

Chapter 2

Earning Credits in the Graduation Program

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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.bced.gov.bc.ca/policy/policies/earning_credit_through.htm for details.*

Equivalency	External Credentials
<ul style="list-style-type: none"> 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 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. <p>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.</p>	<ul style="list-style-type: none"> The Ministry reviews and approves 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. <p>Example: A student is entitled to receive two credits for completing an ICBC-Approved Driver Education course.</p>
Independent Directed Studies (IDS)	Challenge
<ul style="list-style-type: none"> 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 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. <p>Example: Credit may be granted for IDS History 12 for an in-depth study of World War I.</p>	<ul style="list-style-type: none"> Students are entitled to receive credit for undocumented prior learning for Ministry-Developed 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. <p>Example: Credit may be granted for Japanese 10, 11 and 12 through a challenge process, if prior learning has not been documented.</p>
Post-secondary Courses	Board/Authority Authorized (BAA) Courses
<ul style="list-style-type: none"> 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. <p>Example: Credit may be granted for a Gas Metal and Arc Welding course taught at a college.</p>	<ul style="list-style-type: none"> 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. <p>Example: Credit may be granted for BAA Psychology 12.</p>

For information on how these policies apply to students in the Adult Graduation Program, see Chapter 3, page 69.

*Special rules concerning some of these options apply to certain international students.

See www.bced.gov.bc.ca/policy/policies/international_grad_credit.htm 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.bced.gov.bc.ca/policy/policies/earning_credit_through.htm.

Board/Authority Authorized Courses

www.bced.gov.bc.ca/graduation/board_authority_courses.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 Board/Authority Authorized Courses: Requirements and Procedures at www.bced.gov.bc.ca/graduation/board_authority_courses.htm.

www.bced.gov.bc.ca/policy/policies/board_authority.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 Grade 12 credits required for graduation.

www.bcsta.org/baa/

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 ESL students. Schools developing BAA ESL courses must follow the ESL 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, but rather focus on a combination of cultural studies and academic literacy. ESL Course Guidelines enable students to take up to 12 credits in the ESL BAA course category. Generally, ESL students take one 4-credit BAA ESL 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.bced.gov.bc.ca/policy/policies/earning_credit_through.htm

Courses taught outside the British Columbia school system that substantially match the learning outcomes of Ministry-Developed or Board/Authority Authorized 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 British Columbia 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 course or a Board/Authority Authorized course;
- the student provides documentation that the learning outcomes of the course were successfully completed; and
- the course was taken at another institution or in an education jurisdiction outside the regular British Columbia school system.

In general, students should be granted credit, through equivalency, for courses taken in other Canadian provinces and territories.

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.
- 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 some international students (see below), students who transfer to BC from another jurisdiction, or who successfully complete a course outside the regular British Columbia school system and are granted equivalency for a course with an exam, can choose not to write the exam.

Unique equivalency rules apply to certain international students. For details, refer to the *International Student Graduation Credit Policy* at www.bced.gov.bc.ca/policy/policies/international_grad_credit.htm.

If a student has completed a course outside the regular BC school system deemed equivalent to a BC course with a provincial exam, he or she 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, and
- 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.

Equivalency Examples: Trades and Trade-Related Qualification Tables

The Ministry of Education, with validation from school district teaching staff, a college Dean of Trades, and representation from the Industry Training Authority, has reviewed 10 complete Red Seal Trade Certification/Tickets that adult students may possess. Courses and programs that prepare students for these certifications/tickets are offered by Industry Trainers in British Columbia. The following tables list commonly held Trade Certification/Tickets and equivalent Ministry of Education curriculum.

Each trade has its own table. For students who present any of the official Red Seal Tickets listed in the tables below, please report the appropriate courses within each table with an “E” for equivalency.

Automotive Service Technician

Applications of Physics 11	Automotive Technology 11, 12
Applications of Physics 12	Electronics 11, 12
Automotive Electricity and Electronics 12	Electronics 12: Analog Systems
Automotive Engine and Drive Train 12	Electronics 12: Digital Systems
Automotive Service Technician Level One 12A, 12B, 12C, 12D	Technology Education 10: Electronics
	Technology Education 10: Mechanics

Plumbing

Applied Skills 11, 11A, 11B
Drafting and Design 11, 12
Technology Education 10: Drafting and Design

Carpentry

Applied Skills 11, 11A, 11B	Carpentry and Joinery 12: Woodcraft products
Carpentry Level One 12A, 12B, 12C	
Carpentry and Joinery 12: Cabinet Construction	Drafting and Design 12: Architecture and Habitat Design
Carpentry and Joinery 12: Residential Construction	Technology Education 10: Woodwork

Heavy Duty Mechanic

Applied Skills 11, 11A, 11B	Electronics 11, 12
Automotive Electricity and Electronics 12	Metal Fabrication and Machining 11, 12
Automotive Engine and Drive Train 12	Technology Education 10: Mechanics
Automotive Technology 11, 12	Technology Education 10: Metalwork

Machinist

Automotive Technology 11	Metal Fabrication and Machining 12: CNC Processes
Metal Fabrication and Machining 11, 12	Technology Education 10: Mechanics
Metal Fabrication and Machining 12: Advanced Machining	Technology Education 10: Metalwork

Cook

Cook Training Level One 11A, 11B, 11C, 12A, 12B, 12C
Foods and Nutrition 10, 11, 12

Millwright

Applications of Physics 11	Metal Fabrication and Machining 11, 12
Applications of Physics 12	
Applied Skills 11, 11A, 11B	Technology Education 10: Electronics
Electronics 11	Technology Education 10: Mechanics
	Technology Education 10: Metalwork

Welder

Applied Skills 11, 11A, 11B	Technology Education 10: Metalwork
Metal Fabrication and Machining 11, 12	Welding 11A, 11B, 11C, 12A, 12B, 12C
Metal Fabrication and Machining 12: Advanced Welding	

Electrician

Applied Skills 11, 11A, 11B	ICT: Applied Digital Communications 11
Automotive Electricity and Electronics 12	ICT: Applied Digital Communications 12
Electronics 11, 12	Physics 11
Electronics 12: Analog Systems	Physics 12
Electronics 12: Digital Systems	Technology Education 10: Electronics

Power Engineering – 4th Class (Trade related) Review updated 2005

Applications of Physics 11	Electronics 12
Applied Skills 11, 11A, 11B	Technology Education 10: Drafting and Design
Automotive Technology 11	
Electronics 11	Technology Education 10: Metalwork

Adult Basic Education (ABE) Courses

Some British Columbia post-secondary institutions offer ABE courses. Course codes are listed in the online *Course Registry*, at www.bced.gov.bc.ca/datacollections/course_registry_web_search/. See page 83.

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-Developed 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, Liqwala/Kwakwala, Nle?kepmxcin, nsíylxən, Nuu-chah-nulth, Russian, Secwepemctsin, 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 course, 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 language course, 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” and “SP 11” with an “E” in the “Course Type” field. Use “QSP12” (if the student does not write the provincial exam) with an “E” in the “Course Type” field. The school would use “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 courses (American Sign Language, Arabic, Croatian, French, German, Halq’eméylem, Heiltsuk, Hul’q’umi’num’, Italian, Japanese, Korean, Liqwala/Kwakwala, Mandarin Chinese, Nle?kepmxcin, nsíylxcən, Nuu-chah-nulth, Punjabi, Russian, Secwepemtsin, Shashishalem, Sim’algaxhl Nisga’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 Language Assessments 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 British Columbia's second language courses.

External Credentials

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

Challenge

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

- Schools must set a detailed test to examine students on course learning outcomes
- Provincial or sample exams must not be used for Challenge purposes

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 and courses approved by the Ministry.

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 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.

Challenge Process

A student can challenge a course if he or she:

- is 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

- has 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
- can give compelling evidence that he or she 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 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 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 he or she 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; and
- write the provincial exam at one of the scheduled exam times set by the Ministry; and
- 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.bced.gov.bc.ca/policy/policies/earning_credit_through.htm

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 ABE 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

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.bced.gov.bc.ca/
policy/policies/
earning_credit_through.htm](http://www.bced.gov.bc.ca/policy/policies/earning_credit_through.htm)

What Is IDS?

Independent Directed Studies 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 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 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 attitudes 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 Independent Directed Studies 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
- a credit value (one, two, three or four credits) and Grade level (10, 11 or 12) 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 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.

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 or courses that also 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 challenges French 11 and passes the course, does he or she 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 exception of Yukon College, which is a member of the BC Transfer system, and courses offered under the auspices of Educacentre, post-secondary courses from jurisdictions 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 the IDS process 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 a course.

Chapter 3

Graduation Requirements

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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 <i>Course Registry</i>.	
Subject Area	Minimum Credits
a Language Arts 10	4
a Language Arts 11	4
a Language Arts 12	4
Social Studies 10	4
a Social Studies 11 or 12	4
a 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.	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 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
<ul style="list-style-type: none"> 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, 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.

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 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 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. 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. 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 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/.

Adult Graduation Program Requirements

Eligibility

To complete the Adult Graduation Program, students (19 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 ABE 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) and Two 4-credit Grade 12-level Ministry Authorized courses, including External Credential Courses	12 credits	or	advanced Social Sciences and two provincial or post-secondary level 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 19 years or older to gain entry to the Adult Graduation Program; 18-year-olds may qualify if they have been out of school for at least one continuous year prior to enrolling and they have permission from the administrator. To report this to the Ministry, please send an e-mail to trax.data@gov.bc.ca detailing the full legal name, date of birth and PEN of the student. Age requirements indicate 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.

Course Eligibility and Information

- An Adult Graduation Program student may receive credit toward an Adult Dogwood 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 coursework 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. Assessment 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 (PLA)” section in Chapter 2 of this handbook.
- Board/Authority Authorized (BAA) and Independent Directed Studies (IDS) courses do not count toward the minimum five courses required in the Adult Graduation Program.
- Only one of WEX 12A (Ministry-Authorized Work Experience) or SSA 12A (Secondary School Apprenticeship) can be applied to the Adult Graduation Diploma. **Students cannot receive Adult Graduation Program credit for both of these courses or for other WEX 12 or SSA 12 courses.**
- 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.

Adult Graduation Program — Frequently Asked Questions

Q Can students transfer from the Adult Graduation Program to the 2004 Graduation Program and vice versa?

A Yes. Until graduation credentials have been issued, a student can transfer from one program to the other. Program participation should be indicated in a data transfer or on a *Student Registration and First Submission of Grades Form*. However, a student must be 19 or older or have the principal's approval 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 (PLA) 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 CAPP12 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 that if schools decide to re-report a PLAN 10 course with the PLAN 12 Adult Grad 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, a School Completion or Evergreen Certificate?

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 PLA) 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 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.

See also

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

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). Certain “Industry Training” courses are intended for youth (defined as under the age of 20) who are registered with the Industry Training Authority (ITA) in an Accelerated Credit Enrolment in Industry Training (ACE IT) program. An Adult Graduation Program student can take these courses without registering with the ITA, and can receive Adult Graduation Program credit for them, but there is no ITA ACE IT funding for the student (as there may be for youth taking these courses).
2. PSI 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.

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 ABE, level courses needed to meet Adult Graduation Program requirements?

A The Literacy Foundations (LF) 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. LF courses are non-credit, bridging courses.

Chapter 4

Reporting Courses and Programs

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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 39 core categories available to them through BCeSIS and listed on 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 as of August 31, 2009.

While the 39 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 Jewellery and Art Design for a third group. These titles would be entered by the school offering each course, and would appear on a student’s transcript, but the TRAX code would remain as YVPA 11A. However, as a student can only get credit for YVPA 11A once, if a student enrolls in more than one of the above YVPA 11 courses, 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-Authorized language courses:

American Sign Language – Arabic – Croatian – French – German – Halq'eméylem – Heiltsuk – Hilzaqvla – Hul'q'umi'num' – Italian – Japanese – Korean – Kwak'wala – Liqwala/Kwakwala – Mandarin – Nle?kepmxcin – nsíylxc n – Nuu-chah-nulth – Punjabi – Russian – Secwepemctsin – Shashishalem – Sim'algaxhl Nisga'a – Sm'algyax – 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, Nle?kepmxcin, nsíylxc?n, Nuu-chah-nulth, Punjabi, Russian, Secwepemctsin, Shashishalem, Sim'algaxhl Nisga'a, Sm'algyax, Spanish, Tsek'ene, Upper St'át'imcets or to grant credit in these 27 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.

- a. Certificates from Other Canadian Provinces and Territories (Please see the “External Language Certificates Codes” in the online *Course Registry*.)
- b. 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 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 guide on ABE 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. 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 course will appear on the 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
PSIB 12A	CAMOSUN COLLEGE COURSE 12A	2003-09-01	4
PSIC 12A	CAPILANO COLLEGE 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 INST. ART & DESIGN COURSE 12A	2003-09-01	4
PSIH 12A	INSTITUTE OF INDIGENOUS GOVT. COURSE 12A	2003-09-01	4
PSII 12A	JUSTICE INST. OF BC COURSE 12A	2003-09-01	4
PSIJ 12A	KWANTLEN UNIVERSITY COLLEGE 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 INST 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 UNIVERSITY 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
PSIU 12A	UNIVERSITY BRITISH COLUMBIA COURSE 12A	2003-09-01	4
PSIV 12A	THOMPSON RIVERS UNIVERSITY COURSE 12A	2003-09-01	4
PSIW 12A	UNIV. COLLEGE 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 and International Baccalaureate 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 advanced placement based on results provided by the AP (College Board) or IB organizations.

Provincial Examinations and AP or IB Courses

Advanced Placement (AP) and International Baccalaureate (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 the following IB courses can use their course results to meet the social studies graduation requirement:

- IBGGH 11: IB Geography 11 (HL) and IBGGS 11: IB Geography 11 (SL)
- IBHIIH 11: IB History 11 (HL) and IBHIS 11: IB History 11 (SL)

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	phone:	250.472.8561
Director, AP Program	<i>or</i>	800.667.4548
Suite 550	fax:	250.472.8655
2950 Douglas Street	email:	gewonus@ap.ca
Victoria, BC V8T 4N4	<i>or</i>	gewonus@collegeboard.org
	website:	www.ap.ca
	<i>or</i>	www.apcentral.collegeboard.com

International Baccalaureate Courses – Contact Information

International Baccalaureate Program

Bob Poole	phone:	604.733.8980
Director	fax:	604.733.8970
Vancouver Office	email:	bob.poole@ibo.org
IBNA	website:	www.ibo.org

External Credentials

Each external credential is designated 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 may require 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.

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 Transfer Standing (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 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 Transfer Standing “TS”.

For information concerning External Adult Education Courses, please contact:

Ministry of Advanced Education
PO Box 9894 Stn Prov Govt
Victoria, BC V8W 9T6
Phone: 250.356.9733 or 250.356.0103
Fax: 250.952.6110
E-mail: AVED.Colleges&SkillsDevelopmentBr@gov.bc.ca
Website: www.aved.gov.bc.ca/abe/

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, High 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 PE 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 and 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 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. As well, you cannot receive additional 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 9W3
 Fax: 250.387.8720
 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.

What is required for Career Program participation to show on the transcript?

Career Program participation will show on a 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 BAA 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
XB	Fine Arts, Design and Media
XC	Fitness and Recreation
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
Student Certification Branch
Attention: Glenn Rowan
PO Box 9143 Stn Prov Govt
Victoria, BC V8W 9T6
Phone: 250.952.6419
Email: Glenn.Rowan@gov.bc.ca

Locally Developed Courses

Locally Developed (LD) courses are not eligible for credit for students in the 2004 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 (SCCP), 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 IEP, 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) the following courses are available.

- Core course codes that cover a wide range of areas commonly used by districts for SCCP students. These courses are available now and in the future.
- Generic course codes can be customised to meaningfully reflect the actual course content for individual students. These customised titles will be printed on the student's transcript. For example the generic course code LDIEP Modified 12A could be replaced by LDIEP 12A Book Bindery.
- As of the 2008-2009 school year, only the locally developed course codes in the online *Course Registry*. Please note that Boards and Authorities must still have an approval process in place for using these course codes. See www.bced.gov.bc.ca/datacollections/course_registry_web_search/advanced-search.php and search for Course Type: Locally Developed, Course Status: Open and Graduation Program: Course-based Graduation Program.

For information concerning locally developed courses, please contact:

Ministry of Education
 Diversity and Equity Branch
 Attention: Bill Standeven
 PO Box 9158 Stn Prov Govt
 Victoria, BC V8W 9H3
 Phone: 250.356.2342 or 250.356.7767
 Fax: 250.356.6161
 Email: Bill.Standeven@gov.bc.ca

Chapter 5

Student Credentials

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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 and grade.
B	73-85	The student demonstrates very good performance in relation to expected learning outcomes for the course or subject and grade.
C+	67-72	The student demonstrates good performance in relation to expected learning outcomes for the course or subject and grade.
C	60-66	The student demonstrates satisfactory performance in relation to expected learning outcomes for the course or subject and grade.
C-	50-59	The student demonstrates minimally acceptable performance in relation to expected learning outcomes for the course or subject and 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 he or she 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	<p>For non-provincially examinable courses, “F” may only be used as a final letter Grade if an “I” letter Grade has been previously assigned.</p> <p>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.</p>
I	<p>“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.</p> <p>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.</p> <p>A student may write a provincial exam prior to the conversion of an “I” to another letter Grade and percentage.</p> <p>A student may be permitted to write a provincial exam even if he or she has not yet successfully met all the learning outcomes for the course.</p>
RM	<p>(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.</p>
SG	<p>(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.</p>
TS	<p>“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.</p>
W	<p>“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.</p>
AEG	<p>“AEG” is only used for courses with required Graduation Program exams.</p>

Which Indicators Are Used Where?

Letter Grade	Term Report	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:

- successfully completed Grade 10, Grade 11 and Grade 12 courses
- 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
- how many credits a student has earned toward graduation

Sample Transcript of Grades - Graduation Program 2004



Ministry of Education

Transcript of Grades
Graduation Program 2004Name
Address
City BC Postal Code

School Code

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 Film 11	YFLM 11			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
LD Photography 11	XPHOT 11			2006/01			79	B	n/a
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	BA 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?

The Ministry sends transcripts to **all** active Grade 12 and Adult Graduation Program students in public schools, and Group 1, 2 and 4 independent schools:

- at the end of July, regardless of graduation status. Each school and post-secondary institution designated by students on their *Online Post-Secondary Institutions Selections (PSI) Form* also receives 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, and 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 may order 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 following the release of provincial exam results. Students will be able to access exam results via the Student Secure Web:

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

Schools may access exam results via the School Secure Web:

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

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 an official document that is accepted by most post-secondary institutions and scholarship committees.

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

A supply of official blank transcripts can be ordered from the Ministry by emailing 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.

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

- a program of studies prior to 1973 that led to university entrance
- 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/.

Indicators and Transcripts

Transcripts only record successfully completed courses. As a result, courses with the indicators **I** (In Progress or Incomplete), **F** (Failure) and **W** (Withdrawal) are not included.

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

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 has 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.

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 has 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.bced.gov.bc.ca/policy/policies/grad_reqs_french_sec_2.htm.

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
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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 for the superintendent's signature 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 and district superintendent 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 only be sent to schools for replacement purposes in case of errors on, loss of, or damage to a diploma.

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

Ordering Copies of a Certificate of Graduation

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/.

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.

See the Student Credentials Policy on the Ministry policy website at www.bced.gov.bc.ca/policy/policies/student_credentials.htm for additional information concerning School Completion Certificates.

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 BAA, 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 Verification 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 preprinted certificates are sent to schools for appropriate signatures before distribution to students. Schools are responsible for obtaining the signature of the principal and district superintendent 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. There is no charge for this service.

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 SCCP course list, see:

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

School Completion Certificate Program (SCCP) Contact

Ministry of Education

Diversity and Equity Branch

Attention: Bill Standeven

PO Box 9158 Stn Prov Govt

Victoria, BC V8W 9H3

Phone: 250.356.2342 or 250.356.7767

Fax: 250.356.6161

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 July 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, and
- 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/. This site is updated after every provincial exam session.

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* in the spring and selected BC Electronic PSIs, the student's revised marks will be available to British Columbia 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 British Columbia).

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

Q Is every student over the age of 19 automatically in the Adult Graduation Program?

A No. A student aged 19 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 after each exam session, they are not recorded on official transcripts.

Chapter 6

Scholarships and Awards

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Note: For frequently asked questions and answers on the Passport to Education Program, please see the “Best Practices” document on the website www.bced.gov.bc.ca/awards/.

Graduation Program Examinations Scholarships (Provincial Scholarship Program)

As a result of the cancellation of optional provincial examinations, the Provincial Scholarship Program has been revised. Graduation Program Examinations Scholarships will be awarded based on students' performance on the Graduation Program Exams. These revisions are intended to recognize students' academic excellence across the suite of graduation provincial exams.

For students graduating on or before August 31, 2011, Grade 12 optional exams are counted towards scholarship eligibility.

For students graduating on or after September 1, 2011, the following rules apply:

- Students must achieve 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 première 12, or English 12 First Peoples).
- Students must achieve at least one “A” (86% or higher) and three “B”s (73% or higher) on four of their best provincial exams (can include the Language Arts 12 provincial exam).
- The examination rewrite rule will be relaxed for one year (September 1, 2011 to August 31, 2012) to allow students to rewrite a required exam to improve their scores.
- AP and most IB scores will no longer count towards scholarship.

See page 107 for the full details on eligibility.

Students who have met all scholarship requirements under the old rules but have not graduated prior to August 31, 2011 and do not qualify for scholarship under the new rules will be awarded a scholarship based on the work done prior to August 31, 2011.

Purpose of the Graduation Program Examinations Scholarship

The Graduation Program Examinations Scholarships reward graduating students in BC for academic excellence in their provincial examinations from grades 10 to 12. Scholarships are intended to assist in tuition for furthering a student's post-secondary education.

The Ministry will grant \$1000 and \$2500 scholarships based on BC provincial exam results to those students who meet established criteria.

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 British Columbia public school (including Distributed Learning schools), or
 - a Group 1, 2, or 4 British Columbia Independent School
 - 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 he or she:

- meets the basic eligibility requirements
- fulfills the BC graduation requirements of either the 2004 Grad Program or the Adult Grad Program
- meets the following requirements:
 - a. 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, Francais langue premiere 12, or English 12 First Peoples).
 - b. Achieves at least one “A” (86% or higher) and three “B”s (73% or higher) on four of his or her best provincial exams (can include the English 12 provincial exam).
 - c. The exams within each category below are restricted against each other for scholarship purposes; only the highest percent within each group is used to calculate a student's total.
 - d. Students must have a final course mark (course and exam combined) for the exam to be counted towards scholarship.

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	

Scenario 1: A student who gets a “B” final mark in English 12, an “A” in English 12 exam, and a “B” in English 10, Science 10 and Math 10 exams will get a scholarship.

Scenario 2: A student who gets a B final mark in English 12, a “B” in the English 12 exam, an “A” in the Social Studies 11 exam and a “B” in English 10 and Math 10 exams will get a scholarship.

Scenario 3: A student who gets a “B” final mark in English 12, a “B” in the English 12 exam, an “A” in Social Studies 11 exam and a “B” in English 10 and BC First Nations Studies 12 exams will not qualify for a scholarship because Social Studies 11 and BC First Nations Studies 12 are from the same category (i.e., they both fulfill the Social Studies 11 credit requirement).

Additional Information

A student will receive a \$2500 Examinations Scholarship if he or she:

- qualifies for the graduation program examinations scholarship
- ranks among the top twenty scholarship students (based on their percentage score)

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

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

Rewriting Required Provincial Examinations for Scholarship

Students may rewrite a provincial exam once within the 12-month period (June through to June next year) following the first attempt at the examination. When a student has two different percent scores for the same provincial exam, the higher percent score will be used.

Note: The examination rewrite rule will be relaxed for one year (September 1, 2011 to August 31, 2012) to allow students to rewrite a required exam to improve their scores. For example, a student who wrote a Grade 10 provincial exam over a year ago will have an opportunity to rewrite the exam to improve their score. This opportunity is available until August 31, 2012. See page 36 for more information.

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.

From a students' best five provincial examination scores from each category the Ministry will recognize a minimum threshold of 86% or higher on at least one exam and a minimum threshold of 73% or higher on at least three other exams. A student must also achieve at least a "B" (73% or higher) final mark in English 12, Français langue première 12, Communications 12 or English 12 First Peoples.

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**. 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.

For students graduating on or before **August 31, 2011**, AP and IB exam scores will meet the qualifications towards eligibility for the **Grade 12 Provincial Exam Scholarship**. Please see page 96 of the 2010/11 Handbook of Procedures for the Graduation Program for details on the submission process.

International Baccalaureate (IB) Scores for Scholarship

The following International Baccalaureate (IB) courses meet the social studies graduation requirement; therefore, students enrolled in these IB courses can use their IB exam scores to count towards earning a Graduation Program Examinations Scholarship:

- IBGGH 11: IB Geography 11 (HL) and IBGGS 11: IB Geography 11 (SL)
- IBHIH11: IB History 11 (HL) and IBHIS 11: IB History 11 (SL)

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:

- Prior to the end of the school year, principals/coordinators should obtain written permission from students taking IB examinations to report their IB scores for scholarship purposes. These should be kept on file at the school.
- In late August, principals/coordinators should review the “Summary of Scholarship Winners” report provided by the Ministry on the school secure website https://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp .
- Principals/coordinators should have their summary of individual student results provided by the International Baccalaureate organization.
- If students have received the appropriate IB scores (above) and ARE NOT on the “Summary of Scholarship Winners” report, the principals/coordinators should review their Detailed Scholarship report.
- If students have appropriate IB scores (above) for subjects that do not appear on their Detailed Scholarship report, principals/coordinators should complete the form “Graduation Program Examinations Scholarships IB Scores” in Appendix A. Schools must use the appropriate course codes.
- Schools must fax the form to the Ministry Awards Program at 250.356.0271 by October 31st for students to be included in the eligibility for scholarships.

- The Ministry Awards Program will then equate the student's scores to percents and will count them towards the exam score required to earn a scholarship. If a student meets all the other qualifications they will be deemed a winner and receive a \$1000 scholarship in November.

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 congratulations letter, a certificate and a voucher in August/September. 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.aved.gov.bc.ca/studentaidbc/, under the "Search for Designated Schools" link.

Graduation Program Examinations Scholarship 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. 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 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.

Dogwood District/Authority Awards (District Scholarship Program)

Purpose of the Dogwood District/Authority Awards Program

The Dogwood District/Authority Awards Program rewards 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 3000 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 Dogwood District/Authority Award scholarship.

Qualifying for a Dogwood District/Authority Award Scholarship

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 (Visual Arts, Dance, Drama, Music)
 - Applied Skills (Business Ed, Technology Ed, Home Economics)
 - Physical Activity (not limited to Physical Education)
 - Second Languages (including Aboriginal Languages) with IRPs or External Assessments, including AP and IB courses

The local District Scholarship Committee must ensure that an equitable distribution of scholarship awards be made across the four areas.

- 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 Dogwood District/Authority Award and a Graduation Program Examinations Scholarship.

Applying for a Dogwood District/Authority Award Scholarship

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 Dogwood District/Authority Award scholarship in their lifetime.

The Independent Schools Selection Committee collectively acts as the District Scholarship 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 Dogwood District/Authority Award winners by mid-September.

Redeeming a Dogwood District/Authority Award Scholarship

A student who wins a Dogwood District/Authority Award scholarship is mailed a cheque for \$500 in October, followed by a congratulations 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 Dogwood District/Authority 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.aved.gov.bc.ca/studentaidbc/, under the "Search for Designated Schools" link.

Dogwood 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 Dogwood District/ Authority Award Scholarship voucher or Graduation Program Examinations Scholarship voucher, he or she 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)

Website: www.bced.gov.bc.ca/careers/ssa_application/

To qualify for the \$1000 Secondary School Apprenticeship Scholarship, a student must:

- be a registered youth apprentice with the Industry Training Authority*
- be enrolled in a British Columbia 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**
- submit an application form within one year of graduation from secondary school
- continue working or training full-time in the trade at least five months after secondary school graduation, or complete at least 1,100 apprenticeable hours (including the 480 SSA hours) that are reported to the ITA.

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

Passport to Education Program

Purpose of the Passport to Education Program

The Passport to Education Program recognizes and rewards student achievement in Grades 10 to 12 in a broad range of academic and non-academic areas according to criteria and guidelines set out by the Ministry of Education. The intent of the program 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 each of Grades 10, 11 and 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 1701 enrolment count for each of Grades 10, 11 and 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 Centers 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 (DL) 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 stamps for the 2011/12 school year are:

Grade 10: \$250 Grade 11: \$250 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
- 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
 - a Group 1, 2, or 4 British Columbia Independent School
 - 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 Grade 10 and 11 stamps (each worth \$250):

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 Board/Authority Authorized (BAA) courses that result in a percent or lettergrade. These grades must be final or projected final grades. External credentials, including AP (Advanced Placement) or IB (International Baccalaureate) course may be used. (Locally developed courses should not be included.)
2. One-third of the weighting should recognize the non-academic components such as effort, work habits, citizenship and school/community involvement. Schools should set more specific criteria for this component, following these general guidelines.
3. A student does not have to be a graduate to have earned a Grade 10 and/or Grade 11 stamp.

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 Board/Authority Authorized (BAA) courses that result in a percent or lettergrade. These grades must be final or projected final grades. External credentials, including AP (Advanced Placement) or IB (International Baccalaureate) course may be used. (Locally developed courses should not be included.)
2. One-third of the weighting should be based on a student's **Graduation Transition Standards**, also recognizing 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 regular school and a Distance Learning (DL) 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 booklet and the booklet marked with the secondary school’s stamp or seal. The Passport 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 booklets (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 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.aved.gov.bc.ca/studentaidbc/, under the “Search for Designated Schools” link.

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 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 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 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 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 Award has not yet expired**, he or she 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 Award within six to eight weeks.

Lost Passport to Education Awards

If a 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 Program, visit the Awards website at www.bced.gov.bc.ca/awards/.

Frequently Asked Questions

Grade 12 Graduation Program Examinations Scholarships (Provincial Scholarship Program)

Q A student has achieved 86% (or higher) in three provincial exams but does not show as receiving a scholarship. Why?

A Check the reported citizenship of the student. The receipt of a scholarship is not reported for any student whose citizenship has not been reported, or if it has been reported as non-Canadian. Students must be Canadian citizens or permanent residents to participate in the scholarship program. 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.

Check whether the student has achieved at least a "B" (final mark) in English 12, Français langue première 12, or English 12 First Peoples.

Check that there are no scholarship restrictions.

Q Can a student write an exam without completing the course for the sole purpose of trying to obtain a scholarship?

A No. Every student must first earn credit for the course by enrolling in, or successfully challenging it before writing the provincial exam.

Q Some of my students wrote their grade 10 provincial exams over a year ago and would like an opportunity to try to improve their scores now that they count for scholarship. Can they do this?

A Yes. The examination rewrite rule will be relaxed for one year (September 1, 2011 to August 31, 2012) to allow students to rewrite a required exam to improve their scores.

Q Can a student who has received an equivalency for one or more of the courses that have required Graduation Program Exams qualify for a Graduation Exam Scholarship?

A Students who have received an equivalency for a course that has a graduation program exam must write the exam to qualify for equivalency.

Dogwood District/Authority Awards (District Scholarship Program)

Q How does a student apply for the Dogwood/District Authority Award Scholarship?

A A student must apply to his or her local School District office or through their high school. The Independent Schools Selection Committee collectively acts as the District Scholarship Committee for Groups 1, 2, and 4 Independent Schools.

Passport to Education Program

Access the Awards website at www.bced.gov.bc.ca/awards/, “Best Practices” document.

Chapter 7

Data Exchange

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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.

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 Program

At specified times throughout the school year, schools and/or districts export electronic data files to the Ministry via the School Secure Web.

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 24 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:
https://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp.
2. Click on the “Upload TRAX Data Files” link. The screen may go blank white and may take a few seconds to load.
3. Click on the “Add Files” 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 “Add Files” button at the bottom of the window
6. Click on the “Upload Files” button on the right side of the screen
7. Record the confirmation number that will be generated approximately 30 seconds after you upload your files.

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 Transfer

Data File	Specific Field Instructions
<p>DEM (Demographic) Complete <i>all</i> applicable information fields.</p> <p>Be sure to enter each student's citizenship code before making the transfer.</p> <p>Be sure to complete the "Graduation Requirements Year" field correctly.</p>	<ul style="list-style-type: none"> Present Grade Category Field <p>"12" applies to Grade 12 students who are eligible to graduate in the current school year, and to returning Grade 12 graduates.</p> <p>"8," "9," "10" or "11" applies to any student in these grades in the 2004 Graduation Program that is required to be reported.</p> <p>"AD" applies to Adult Graduation Program students who are eligible to graduate in the current school year.</p> <p>"AN" applies to Adult Graduation Program students who are not eligible to graduate in the current school year.</p>
	<ul style="list-style-type: none"> Graduation Requirements Year Field <p>Code "2004" means the student is in the 80-credit 2004 Graduation Program</p> <p>Code "1950" means the student is in the Adult Graduation Program</p> <p>Code "SCCP" means the student is in the School Completion Certificate Program</p>
	<ul style="list-style-type: none"> Programme francophone Field <p>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.</p>
	<ul style="list-style-type: none"> SCCP Completion Date (formerly SLP field) <p>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!</p>
	<ul style="list-style-type: none"> Program Participation Field <p>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 the <i>Course Registry</i> 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.</p> <p>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 Drafting."</p>

Continued on next page

Data File	Specific Field Instructions
<p>XAM (Provincially Examinable Courses)</p> <p>Register students for all exam sessions.</p> <p>Include all provincially examinable courses that a student is taking, including those courses taken through cross-enrollment or through a successful challenge.</p>	<ul style="list-style-type: none"> Course Code Field <p>Consult the <i>Course Registry</i> 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.</p> <p>e.g., <u>C</u> <u>O</u> <u>M</u> _ _ <u>1</u> <u>2</u> _ e.g., <u>S</u> <u>C</u> _ _ _ <u>1</u> <u>0</u> _</p>
	<ul style="list-style-type: none"> Provincial Special Case Field <p>“R” indicates a rewrite – the student wishes to retake the exam without retaking the course. Do not provide the school percentage again. “D” indicates a deferral. A deferral might be granted if the student is not able to attend the examination session because of illness, accident or personal difficulty. Deferrals are granted on the principal’s authority. Provide a school percentage.</p>
	<ul style="list-style-type: none"> Course Type Field <p>This field should either be blank or contain a “C” or an “E.”</p> <p>“C” indicates that the course has been completed via the challenge process. A final school percentage must be reported with the course.</p> <p>“E” indicates that the course has been completed via the equivalency process.</p> <p><i>If an electronic school is unable to report a course electronically, a list containing student names, PENs and school percentages may be emailed to the Ministry after an examination session with a note to process after the school’s electronic transfer has been processed.</i></p>
	<ul style="list-style-type: none"> Credit Value Field <p>For students in the Credit-Based Graduation Program, each course must have a credit value of four.</p> <p>Students must complete all four credits of a provincially examinable course to write the provincial exam.</p>
	<ul style="list-style-type: none"> e-Exam Field <p>Enter a “Y” in this field to indicate that the student will write this exam electronically instead of on paper.</p>

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Data File	Specific Field Instructions
<p>CRS (Non provincially examinable courses)</p> <p>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.</p>	<ul style="list-style-type: none"> Course Code Field <p>Consult the <i>Course Registry</i> 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).</p> <p>e.g., <u>L A W _ _ _ 1 2 _</u> e.g., <u>B E C _ 1 0 _ _</u> e.g., <u>C A R P _ 1 1 A</u></p>
	<ul style="list-style-type: none"> Credit Value Field <p>Each course must have a credit value. For most courses the value will be “4.”</p>
	<ul style="list-style-type: none"> Course Description Field <p>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.</p>
	<ul style="list-style-type: none"> Course Type Field <p>This field should either be blank or contain a “C” or an “E.”</p> <p>“C” indicates that the course has been completed via the challenge process.</p> <p>“E” indicates that the course has been completed via the equivalency process.</p>
	<ul style="list-style-type: none"> Course Graduation Requirement Field <p>2004 Graduation Program: For Grade 11 BAA courses only, enter an “A” if the course meets the Applied Skills graduation requirement, an “F” if it meets the Fine Arts requirement or a “B” if it meets both requirements.</p>
	<ul style="list-style-type: none"> Related Course Field <p>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., <u>G E O _ _ 1 2 _</u>). For information on how to code IDS courses, please consult the IDS section in Chapter 2.</p>

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 & 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 “Examinations Resource Set Materials Download” link and then look for the “Transcripts & Exams Change Form”. This PDF form is interactive and can be completed and then emailed to the Ministry at trax.data@gov.bc.ca.

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 a student's exam, they 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. Please consult the **Chart of Important Dates** in the Introduction of this handbook for exam registration deadlines.

After the **Registration deadline**, schools should be prepared to do exams electronically for all Graduation Program Exams. The Ministry will not print exams for requests submitted after the registration deadline.

Dates and Deadlines for January and June 2011-2012 Exam Registrations

Exam Register	Posted to the Web	Due at Ministry
January, 2012	November 17, 2011	December 14, 2011
June, 2012	April 30, 2012	May 11, 2012

* 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.

The school percentage should not be resubmitted when registering a student for a rewrite.

Submission of Grades

Purpose of the Submission of Grades

After each examination session, schools send data to the Ministry for students who are in Grades 10, 11 and 12 and the Adult Graduation Program, as well as students in other grades who are 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	schools with students finishing courses in November
February	schools with students finishing courses in January
*April	all schools
June	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.

General Instructions for Submission of Grades

Use the following chart as a general guide for each submission, and refer to the First Data Transfer section at the beginning of this chapter for instructions on filling in specific fields.

Data File	General Instructions
DEM	<ul style="list-style-type: none"> • Complete all information fields. • Make corrections to information that has already been entered.
XAM	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Enter final percentages for completed non-examinable courses. • Delete unwanted non-examinable courses. • Add missing non-examinable courses.

Remember to use Turbo-TRAX to check your data and make corrections before sending the transfer.

Instructions for Specific Submissions

Data Submission	General Instructions
November	<ul style="list-style-type: none"> • Transfer of final marks for non-examinable courses is optional if the data are not yet available.
February	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Include interim percentages for students applying for early admission. Enter these marks in the XAM and CRS data files. • Provide up-to-date exam registrations for the June exam session.
June/Final	<ul style="list-style-type: none"> • 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.

Instructions for Schools That Registered Students Manually

If your school had only one or two classes writing exams in January or April and you registered these students manually, your system may not be able to extract school percentages and you may need to submit this information to the Ministry manually as well. Send the Ministry an electronic spreadsheet that includes students' names, PENs, exam subjects and final school percentages to trax.data@gov.bc.ca.

Deadlines for Submission of Grades

Submission	Due at the Ministry
November	November 16, 2011
February	February 6-16, 2012
April	April 16-25, 2012
June	June 25-29, 2012

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 Web (www.bced.gov.bc.ca/exams/) on at least a monthly basis from mid-November through mid-June.

Ensuring Courses Are Coded Correctly to Meet Foundation Studies

The “Graduation Requirement” field indicates which Foundation Studies requirement each course fulfills. The field uses the following numeric code system:

2004 Graduation Program

Code	Foundation Studies 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, Civic Studies 11 or BC First Nations Studies 12 (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	Fine Arts and/or Applied Skills 10, 11 or 12 (4 credits)*
13	Graduation Transitions Assessment (4 credits)
14	Fine Arts or Applied Skills 12 (2 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.

TVR Non-Graduation Reports

Purpose of TVR Non-Graduation Reports

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 mid-November each year via the School Secure Website at www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp, and updates them at least monthly 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. Do not make a data transfer to the Ministry. The Ministry's files will be updated during the next *Submission of Grades*.

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 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 copies of their interim marks in May and/or their transcripts at the end of July.
- Authorize the Ministry to transfer interim marks to British Columbia post-secondary institutions (BC PSIs) and the Ontario Universities Application Centre (OUAC) and send 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 June 30 for their transcript data to be sent in the July 31 release.

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 longer a 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 request 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."

Students wishing their final transcript information to be sent to PSIs must complete the Online PSI Selections Form before June 30, 2012.

Early Admission Program

The Early Admission Program allows students to gain conditional admission to participating BC PSIs and those listed with the OUAC. Students must, however, apply by a certain date and meet each post-secondary institution's academic standards.

Instructions for Schools

During the Spring/Interim electronic transfer of TRAX data, please include interim marks 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 April 30, 2012.

Post-Secondary Application Service of BC (PASBC)

The Internet application-for-admission service developed and maintained by PASBC is operated by BC Campus. The online application form can be found on the PASBC website at www.pas.bc.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 PASBC must still complete the *Online PSI Selections Form* if he or she 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

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For information on Adjudications, please visit:

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

For more information on the adjudication process, please e-mail Educ.Adjudications@gov.bc.ca.

The Adjudication Process: Adapted Conditions for Provincial Exams

NEW

Commencing September 2011, decisions to provide non-technological supports (readers and scribes) should be made based on the learning needs, learning styles and special needs of the student. Educators, in consultation with parents and other support team members, are best positioned to make a decision when it has been tried, measured and documented that reader/scribe technologies are not effective tools for the student.

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 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/students/.

Technology Options Allowed	
External Software	Ministry Provided Features
External software provided and supported by the school/district	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.	

2011/12 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	October, November, January, April, May, June	October, 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

Note:

Under no circumstance are changes to the content of exams allowed. This includes: paraphrasing, rewording, clarifying or explaining exam questions.

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; and
- the adaptations must be consistent with classroom assessment practices.

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.

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)*. 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 1: 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 (P.R.C.V.I.) 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)	<p>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.*</p> <p style="text-align: center;">OR</p> <p>Two or more congruent psycho-educational assessment reports confirming the intellectual disability, at least one of which was completed after age 10.*</p>
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.	<p>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.</p> <p style="text-align: center;">OR</p> <p>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.</p>
*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.	

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**	<i>Students Receiving Adaptations</i> (Appendix 3)
	Voice recognition software**	<i>Students Receiving Adaptations</i> (Appendix 3)
	Large print (Paper copy)	<i>Request for Special Format</i> (Appendix 2) AND <i>Students Receiving Adaptations</i> (Appendix 3)
	Reader	<i>Students Receiving Adaptations</i> (Appendix 3)
	Scribe	<i>Students Receiving Adaptations</i> (Appendix 3)
Visual Impairment	Braille	<i>Request for Special Format</i> (Appendix 2) AND <i>Students Receiving Adaptations</i> (Appendix 3)
	Large print (Paper copy)	<i>Request for Special Format</i> (Appendix 2) AND <i>Students Receiving Adaptations</i> (Appendix 3)
Deaf or Hard of Hearing	Oral language interpreter	<i>Students Receiving Adaptations</i> (Appendix 3)
Learning Disability	Text reader**	<i>Students Receiving Adaptations</i> (Appendix 3)
	Word recognition software**	<i>Students Receiving Adaptations</i> (Appendix 3)
	Voice recognition software**	<i>Students Receiving Adaptations</i> (Appendix 3)
	Spellchecker**	<i>Students Receiving Adaptations</i> (Appendix 3)
	Calculator**	<i>Students Receiving Adaptations</i> (Appendix 3)
	Reader	<i>Students Receiving Adaptations</i> (Appendix 3)
	Scribe	<i>Students Receiving Adaptations</i> (Appendix 3)
Any	Extra time (beyond 60 minutes)*	Not Required
<p>Notes: 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.</p> <p>* 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.</p> <p>** Once the District/School has determined a student qualifies for the use of a calculator, spellchecker, word recognition software, 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.</p>		

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 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 Individual Educational Plan (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:
 - i. The student is working toward prescribed learning outcomes (there are no modifications to curriculum outcomes).
 - ii. 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)	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 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) 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). OR Another measure of cognitive ability such as full scale score or a composite score (e.g. perceptual organization, performance scale score or perceptual reasoning score) and a measure of numerical operations, calculation, math reasoning or problem solving, NOT composite scores, of more than 2.0 standard deviations (30 standard score points on measures with a mean of 100 and a standard deviation of 15).

Adaptation	Special Need	Eligibility Criteria
<p>Word Recognition Software</p> <p>Reader</p>	<p>Decoding or Reading Rate Disability</p> <p>Note: Reading comprehension is NOT a measure used to qualify for a reader, text reader or word recognition software.</p>	<p>A psycho-educational report identifying a significant discrepancy between</p> <p style="text-align: center;">EITHER</p> <ol style="list-style-type: none"> 1. Verbal ability (verbal scale score or verbal comprehension) 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); <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. Another measure of cognitive ability such as full scale score or a composite score (e.g. perceptual organization, performance scale score or perceptual reasoning score) and a measure of decoding and/or reading rate, NOT composite scores, of more than 2.0 standard deviations (30 standard score points on measures with a mean of 100 and a standard deviation of 15.)
<p>Voice Recognition Software</p> <p>Scribe</p>	<p>Written Expression, or Co-ordination Disability</p>	<ol style="list-style-type: none"> 1. A psycho-educational assessment and a measure of written expression, writing speed or visual motor integration, indicating a significant discrepancy between either Verbal ability (e.g. verbal scale score or verbal comprehension 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); <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. Another measure of cognitive ability such as full scale score or a composite score (e.g. perceptual organization, performance scale score or perceptual reasoning score) and a measure of written expression, writing speed or visual-motor integration, NOT composite scores, of more than 2.0 standard deviations (30 standard score points on measures with a mean of 100 and a standard deviation of 15); <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 3. 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; <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 4. A student's timed writing sample, from an original composition, must demonstrate illegibility.

Adaptation	Special Need	Eligibility Criteria
Spellchecker	Spelling Disability	<p>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) 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);</p> <p style="text-align: center;">OR</p> <p>Another measure of cognitive ability such as full scale score, or a composite score (e.g. perceptual organization, performance scale score or perceptual reasoning score) and a measure of spelling, NOT composite scores, of more than 2.0 standard deviations (30 standard score points on measures with a mean of 100 and a standard deviation of 15).</p>

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).

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, and
- The learning disability assessment report must clearly state a diagnosis of a learning disability meeting DSM-IV diagnostic criteria which describes the level of severity and the manner in which the disability significantly interferes with academic functioning, and
- 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, and
- 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 deviation 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 IEP 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 or see www.aved.gov.bc.ca/studentaidbc/specialprograms/bcaccessgrant.htm.

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 2012	Monday, October 3, 2011
June 2012	Friday, March 2, 2012

Students Receiving Adaptations

Exam Session	Students Receiving Adaptations Due Date
October 2011	Friday, September 9, 2011
November 2011	Friday, October 7, 2011
January 2012	Friday, October 28, 2011
April 2012	Friday, January 13, 2012
May 2012	Friday, April 13, 2012
June 2012	Friday, March 16, 2012
August 2012	Friday, June 22, 2012

APPENDIX 2

REQUEST FOR SPECIAL FORMAT EXAMS

January 2012 Exam Session Due Date: OCTOBER 3, 2011
June 2012 Exam Session Due Date: MARCH 2, 2012

Please fax to PRCVI at 604.269.0495

Student Last Name	Student First Name	Student PEN _____
School Name and SD No.	School Phone Number	School Fax Number
School Contact Name	Exam Administrator's Name	Email Address

<p>Please provide all necessary information.</p> <p><input type="checkbox"/> January Exam Session</p> <p>Indicate the exam(s) required (✓):</p> <p><input type="checkbox"/> EN 10 <input type="checkbox"/> SC 10 <input type="checkbox"/> AWM 10 <input type="checkbox"/> FMP 10 <input type="checkbox"/> SS 11 <input type="checkbox"/> CIV 11 <input type="checkbox"/> BCFNS 12 <input type="checkbox"/> EN 12 <input type="checkbox"/> COM 12 <input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Braille</p> <p style="padding-left: 20px;"><input type="checkbox"/> French version(s) Specify: <input type="checkbox"/> Contracted <input type="checkbox"/> Uncontracted</p> <p><input type="checkbox"/> Large Print (Paper Copy)</p> <p style="padding-left: 20px;">✓ exam size, font style and, bold, if required:</p> <p>Size: <input type="checkbox"/> 18 pt <input type="checkbox"/> 20 pt <input type="checkbox"/> 22 pt <input type="checkbox"/> 24 pt <input type="checkbox"/> 26 pt <input type="checkbox"/> _____</p> <p>Font: <input type="checkbox"/> Arial <input type="checkbox"/> Times New Roman <input type="checkbox"/> Bold</p> <p>Special Instructions: _____</p>	<p>Please provide all necessary information.</p> <p><input type="checkbox"/> June Exam Session</p> <p>Indicate the exam(s) required (✓):</p> <p><input type="checkbox"/> EN 10 <input type="checkbox"/> SC 10 <input type="checkbox"/> AWM 10 <input type="checkbox"/> FMP 10 <input type="checkbox"/> SS 11 <input type="checkbox"/> CIV 11 <input type="checkbox"/> BCFNS 12 <input type="checkbox"/> EN 12 <input type="checkbox"/> COM 12 <input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Braille</p> <p style="padding-left: 20px;"><input type="checkbox"/> French version(s) Specify: <input type="checkbox"/> Contracted <input type="checkbox"/> Uncontracted</p> <p><input type="checkbox"/> Large Print (Paper Copy)</p> <p style="padding-left: 20px;">✓ exam size, font style and, bold, if required:</p> <p>Size: <input type="checkbox"/> 18 pt <input type="checkbox"/> 20 pt <input type="checkbox"/> 22 pt <input type="checkbox"/> 24 pt <input type="checkbox"/> 26 pt <input type="checkbox"/> _____</p> <p>Font: <input type="checkbox"/> Arial <input type="checkbox"/> Times New Roman <input type="checkbox"/> Bold</p> <p>Special Instructions: _____</p>
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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

Students Receiving Adaptations (Appendix 3)

The *Students Receiving Adaptations on Grade 10/11 and 12 Exams* form (Appendix 3) is now located on the Adjudications website at: www.bced.gov.bc.ca/exams/adjudication/ .

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:		
<input type="checkbox"/> extra time (over 60 minutes)	<input type="checkbox"/> spellchecker	<input type="checkbox"/> calculator
<input type="checkbox"/> reader	<input type="checkbox"/> text recognition software	
<input type="checkbox"/> scribe	<input type="checkbox"/> voice recognition software	

Special Needs Category	Required Documentation	
Learning Disability (LD)	<input type="checkbox"/> 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 <input type="checkbox"/> 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	<input type="checkbox"/> A psycho-educational report or a report by a physician or related health professional (eg. 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.	<input type="checkbox"/> Specify: _____
Calculator* Note: Math fluency is NOT a measure used to qualify for a reader, text reader or text recognition software.	Math disability	A psycho-educational report identifying a significant discrepancy between EITHER <input type="checkbox"/> Verbal ability (Verbal Ability score or Verbal Comprehension 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) OR <input type="checkbox"/> Another measure of cognitive ability such as full scale score, or a composite score (e.g. Performance Ability, Perceptual Organization or Perceptual Reasoning score) and numerical operations, calculation, math reasoning or problem solving, NOT composite scores, of more than 2.0 standard deviations (30 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: <input type="checkbox"/> Yes <input type="checkbox"/> No

Chapter 8

Adaptation	Special Need	Eligibility Criteria	Determination
Spellchecker*	Spelling disability	<p>A psycho-educational report identifying a significant discrepancy between EITHER</p> <p><input type="checkbox"/> Verbal ability (Verbal Ability score or Verbal Comprehension 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); OR</p> <p><input type="checkbox"/> Another measure of cognitive ability such as full scale score or a composite score (Perceptual Organization, Performance Ability score or Perceptual Reasoning score) and a measure of spelling of more than 2.0 standard deviations (30 standard scores) on measures with a standard deviation of 100 and a mean of 15).</p>	<p>Verbal ability = _____</p> <p>or</p> <p>Perceptual Reasoning = _____</p> <p>Date(s) of Achievement Testing: _____</p> <p>Spelling = _____</p> <p>Point discrepancy = _____</p> <p>Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Text Recognition Software (Text Reader)* Reader**	Decoding or Reading Rate Disability	<p>A psycho-educational report identifying a significant discrepancy between EITHER</p> <p><input type="checkbox"/> Verbal ability (Verbal Ability score or Verbal Comprehension score) and a measure of decoding or reading rate, NOT composite score, 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</p> <p><input type="checkbox"/> Another measure of cognitive ability such as full scale score or composite score (Perceptual Organization, Performance Ability score or Perceptual Reasoning score) and a measure of decoding and/or reading rate, NOT composite scores, of more than 2.0 standard deviations (30 standard score points) on measures with a mean of 100 and a standard deviation of 15).</p>	<p>Verbal ability = _____</p> <p>or</p> <p>Perceptual Reasoning = _____</p> <p>Date(s) of Achievement Testing: _____</p> <p>Decoding/ Reading Rate = _____</p> <p>Point discrepancy = _____</p> <p>Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Voice Recognition Software* Scribe**	Written Expression, or Coordination Disability	<p>A psycho-educational report identifying a significant discrepancy between EITHER</p> <p><input type="checkbox"/> Verbal ability (Verbal Ability score or Verbal Comprehension 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</p> <p><input type="checkbox"/> Another measure of cognitive ability such as full scale score or a composite score (Perceptual Organization, Performance Ability score or Perceptual Reasoning score) and a measure of written expression, writing speed or visual-motor integration, NOT composite scored, of more than 2.0 standard deviations (30 standard scores) on measures with a standard deviation of 100 and a mean of 15).</p>	<p>Verbal ability = _____</p> <p>or</p> <p>Perceptual Reasoning = _____</p> <p>Date(s) of Achievement Testing: _____</p> <p>Written Expression/ Fluency/Visual-Motor Integration = _____</p> <p>Point discrepancy = _____</p> <p>Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

* 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.

** To be eligible for a reader or scribe, updated academic testing, completed within two years of writing provincials, is required.

Appendix A

Forms

TRAX forms that were previously published within the *Handbook of Procedures* are now accessed online. Rather than completing each form by hand and faxing, these online forms can be filled in electronically and submitted to TRAX by email attachment.

Access these forms by logging onto the Secure School Website (SSW): www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

Once logged on, click on the “Examinations Resource Set Materials Download” link.

The following forms are currently available online:

- Grade 12 Graduation Program Examinations Scholarships AP (Advanced Placement) and IB (International Baccalaureate) Scores Form
- Graduation Program Examinations Scholarships IB (International Baccalaureate) Scores Form
- Cheating Incident Form
- Out-of-Province Request Form
- Request For Aegrotat Standing Form
- Reread Mark Submission Form
- Reread Request Form
- Review Request Form
- Transcripts & Exams Change Form

Note: The School Percent Change form has been replaced with the Transcripts & Examinations Change form.

The most often utilized form is the Transcripts & Examinations Change form. Schools may find it to be 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).

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

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 will be sent out with exam materials.

Appendix B will be posted to the web at www.bced.gov.bc.ca/exams/ under the “Information for Schools” link.

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