



**Current Requirements for Electronic Data Transfer with the
Ministry of Education for
Transcripts and Examinations and Grade 10 to 12
Electronic Examinations
For Offshore School British Columbia Program**

APPENDIX D

TRANSCRIPTS AND EXAMS REQUIREMENTS

Transcript and Examination (TRAX) data must be submitted to the Ministry using computer software that has been certified to extract and send TRAX data. The following software vendors have been certified to submit TRAX data:

<u>Vendor Name</u>	<u>Product Name(s)</u>	<u>Phone</u>
Chancery Software	WinSchool & MacSchool	(604) 294-1233
Harts Systems Ltd.	Windsor	(604) 734-1119
Management Information Group	SIRS	(780) 458-8722
Maplewood Computing	Maplewood Sec	1-800-265-3482
SRB International Inc.	Trillium	(905) 943-7706
Take Two Inc.	CIMS	(204) 736-4555
Trevlac Computer Services	The School Administrator	(519) 424-2827

Contact the Student Certification Unit at the Ministry to obtain additional information and specific TRAX data specifications.

Assessment and Achievement Department
Student Certification Unit
Ministry of Education
PO Box 9170 Stn Prov Govt
Victoria BC V8W 9H7

Telephone: (250) 356-7270
Email Address: EDUC.DMSC@gems5.gov.bc.ca

ELECTRONIC EXAMS REQUIREMENTS

Software:

Adobe Acrobat Reader 4.0 or higher

Browser:

- Microsoft Internet Explorer 5.5 or higher
- Netscape Navigator 5.0 or higher

Computer:

Windows

- Intel® Pentium® processor or higher
- Microsoft® Windows® 95 OSR 2.0, Windows 98 SE, Windows Millennium, Windows NT® 4.0 Workstation, or Windows 2000 Workstation
- 128 MB of RAM or higher
- 24 MB of available hard-disk space for Adobe Reader software installation
- Additional 200 MB of hard-disk space for exams

Macintosh

- PowerPC® processor
- Mac OS software version 8.6 or higher
- 128 MB of RAM or higher
- 24 MB of available hard-disk space for Adobe Reader software installation
- Additional 200 MB of hard-disk space for exams

Internet Connection:

- Internet Service Provider (ISP)
- Dialup - 56K Baud or higher
- ADSL, cable or T1 (recommended)

Email:

- School Principal email account with attachment capability
- Ability to receive or send up to 5 MB file size attachments
- Non-Intel, MS Office file attachments sent to the Ministry must be PC compatible and saved as RTF (rich text format) if MS Office is not available. (The Ministry standard is MS Office 2000, 95, and 97 compatible.)

Peripherals:

- Printer (600 dpi or higher)
- Colour printer for Geography and Geology exams
- Photocopier