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# Handbook of Procedures for the Graduation Program: Supplement for Offshore Schools

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**2011-2012**

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[www.bced.gov.bc.ca/graduation/](http://www.bced.gov.bc.ca/graduation/)

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# Introduction

This supplement to the 2011-2012 *Handbook of Procedures for the Graduation Program* has been developed for Offshore Schools to provide information that pertains specifically to these schools. Personnel in offshore schools should refer to the *Handbook of Procedures for the Graduation Program* for complete information on graduation requirements. This Handbook can be downloaded from: [www.bced.gov.bc.ca/exams/handbook/](http://www.bced.gov.bc.ca/exams/handbook/)

IMPORTANT NOTE: The information in the general *Handbook of Procedures for the Graduation Program* applies to offshore schools, with the exception of a small number of sections, such as the Adult Graduation Program, the School Completion (Evergreen) Certificate, and the Adjudication Process. Questions regarding the content in the general Handbook should be directed to Sandra Smith: [Sandra.C.Smith@gov.bc.ca](mailto:Sandra.C.Smith@gov.bc.ca)

## 2011-2012 Chart of Important Dates

MONTH	DATE	ACTIVITY
<b>October 2011</b>	4 & 5	<b>October Exams Administered</b>
	20-29	<b>Due:</b> First Data Transfer to TRAX
	29	October exam results released
<b>November 2011</b>	<b>8 &amp; 9</b>	<b>November Exams Administered</b>
	17	<b>Due:</b> November submission of grades ONLY for schools completing provincially examinable courses in November
	18	January online exam register open for review and editing
	18	TVRs and non-graduation reports posted to SSW
	30	<b>Reread deadline:</b> October exams
<b>December 2011</b>	3	November exam results released
	15	<b>Registration deadline:</b> January exams. Online exam register is now closed for changes. Do not send any data transfers to TRAX at this time.
	31	<b>Reread deadline:</b> November exams
<b>January 2012</b>	9-13	<b>January Offshore Exams Administered</b>
<b>February 2012</b>	8-16	<b>Due:</b> January Submission of Grades. Only for schools completing provincially examinable courses in January
<b>March 2012</b>	3	January exam results released
<b>April 2012</b>	13 & 14	April Exams Administered
	14	<b>Reread deadline:</b> January exams
	14-27	<b>Due:</b> Spring/Interim Submission of Grades (ISG)
<b>May 2012</b>	2	June online exam register open for review and editing
	8	Interim transcript data (ISG) made available to BC PSIs and the OUAC
	12	April exam results released
	12	<b>Registration deadline:</b> June exams. Online exam register is now closed for changes. Do not send any data transfers to TRAX at this time.
	18-19	<b>May exams administered</b>
	19	Provincial Exam Bulletin posted
<b>June 2012</b>	9	May exam results released
	16	<b>Reread deadline:</b> April exams
	<b>19-29</b>	<b>June exams administered</b>
	26-30	<b>Due:</b> June / Final Submission of Grades
<b>July 2012</b>	16	<b>Reread deadline:</b> May exams
	31	June exam results released
	31	Transcripts sent to Grade 12 students, districts, and post-secondary institutions
<b>August</b>	<b>14-18</b>	<b>August exams administered</b>
<b>September</b>	8	August exam results released
	29	<b>Reread deadline:</b> June exams
<b>October</b>	16	<b>Reread deadline:</b> August exams

# Provincial Examinations

## OCTOBER 2011

DATE	SUBJECT	ADMINISTRATION MODE	TIME *
October 4 – 5, 2011 Tuesday – Wednesday	Apprenticeship and Workplace Mathematics 10 Foundations of Mathematics and Pre-Calculus 10 Science 10	E E E	Schools may schedule these sessions at any time each day from 9 am through to final start time of 3 pm
October 4, 2011 Tuesday	English 12	E	9:00 am - 11:00 am
	Social Studies 11	E	1:00 pm - 3:00 pm
October 5, 2011 Wednesday	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:

Wednesday, October 12, 2011: Deadline for electronic submission of locally-marked written-responses for EN 10 and SS 11.

**NOVEMBER 2011**

DATE	SUBJECT	ADMINISTRATION MODE	TIME *
November 8 - 9, 2011 Tuesday – Wednesday	Apprenticeship and Workplace Mathematics 10 Foundations of Mathematics and Pre-Calculus 10 Science 10	E E E	Schools may schedule these sessions at any time each day from 9 am through to final start time of 3 pm
November 8, 2011 Tuesday	English 12	E	9:00 am - 11:00 am
	Social Studies 11	E	1:00 pm - 3:00 pm
November 9, 2011 Wednesday	English 10	E	9:00 am - 11:00 am

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Students are permitted up to an additional 60 minutes, if required*

**November Exam Return Dates:**

Tuesday, November 15, 2011:                      Deadline for electronic submission of locally-marked written-responses for EN 10 and SS 11.

**JANUARY 2012**

DATE	SUBJECT	ADMINISTRATION MODE	TIME *
January 9 – 13 , 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 11, 2012 Wednesday	English 10 BC First Nations Studies 12 Études des Premières Nations de la C.-B. 12	E E E	9:00 am - 11:00 am
	Social Studies 11 Sciences Humaines 11	E E	1:00 pm - 3:00 pm
January 12, 2012 Thursday	English 12 Français langue première 10	E E	9:00 am - 11:00 am
	Science 10 Sciences 10 Communications 12	E E E	1:00 pm - 3:00 pm
January 13, 2012 Friday	Français langue seconde-immersion 12** Français langue première 12 ** English 12 First Peoples	E E E	9:00 am - 11:00 am
	Civic Studies 11 Education 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 of these exams*

**January Exam Return Dates**

Tuesday, January 17, 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**

DATE	SUBJECT	ADMINISTRATION MODE	TIME *
April 13 – 14, 2012 Friday – Saturday	Apprenticeship and Workplace Mathematics 10 Foundations of Mathematics and Pre-Calculus 10 Science 10	E E E	Schools may schedule these sessions at any time each day from 9 am through to final start time of 3 pm
April 13, 2012 Friday	English 12	E	9:00 am - 11:00 am
	Social Studies 11	E	1:00 pm - 3:00 pm
April 14, 2012 Saturday	English 10	E	9:00 am - 11:00 am

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Students are permitted up to an additional 60 minutes, if required*

**April Exam Return Dates:**

Thursday, April 19, 2012: Deadline for electronic submission of locally-marked written-responses for EN 10 and SS 11.

**MAY 2012**

DATE	SUBJECT	ADMINISTRATION MODE	TIME *
May 18 – 19 , 2012 Friday – Saturday	Apprenticeship and Workplace Mathematics 10 Foundations of Mathematics and Pre-Calculus 10 Science 10	E E E	Schools may schedule these sessions at any time each day from 9 am through to final start time of 3 pm
May 18, 2012 Friday	English 12	E	9:00 am - 11:00 am
	Social Studies 11	E	1:00 pm - 3:00 pm
May 19, 2012 Saturday	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:**

Thursday, May 24, 2012: Deadline for electronic submission of locally-marked written-responses for EN 10 and SS 11.

**JUNE 2012**

DATE	SUBJECT	ADMINISTRATION MODE	TIME *
June 19 – 23, 2012 Tuesday – Saturday AND June 26 – 29, 2012 Tuesday – 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 weeks from 9 am through to final start time of 3 pm
June 22, 2012 Friday	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 E	1:00 pm - 3:00 pm
June 23, 2012 Saturday	English 10 Français langue première 10	E E	9:00 am - 11:00 am
	English 10 First Peoples Communications 12	E E	1:00 pm - 3:00 pm
June 26, 2012 Tuesday	English 12	E	9:00 am - 11:00 am
	Science 10 Sciences 10	E E	1:00 pm - 3:00 pm
June 27, 2012 Wednesday	English 12 First Peoples	E	9:00 am - 11:00 am
	Français langue seconde-immersion 12**	E	
	Français langue première 12**	E	
	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:**

Friday, June 29, 2012

Deadline for return of locally marked written-responses for EN 10, EFP 10, FRALP 10, SS 11, SCH 11, CIV 11, CIVF 11, FNS 12 AND FNSF 12.

**AUGUST 2012**

DATE	SUBJECT	ADMINISTRATION MODE	TIME *
August 14-18, 2012 Tuesday – Saturday	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 during the week from 9 am through to final start time of 3 pm
August 14, 2012 Tuesday	English 10 English 12 First Peoples Français langue première 10 Français 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 for more information	E	1:00 pm - 3:00 pm
August 15, 2012 Wednesday	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 for more information	E E	1:00 pm - 3:00 pm
August 16, 2012 Thursday	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 for more information	E	1:00 pm - 3:00 pm

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Students are permitted up to an additional 60 minutes, if required*

**August Exam Return Dates**

Tuesday, August 21, 2012: Deadline for return of locally marked written-responses for EN10, EFP 10, FRALP 10, SS 11, SCH 11, CIV 11 and FNS 12.

## Release of Examination Results

Exam Session	Exam Release Dates
October	October 29, 2011
November	December 3, 2011
January	March 3, 2012
April	May 12, 2012
May	June 9, 2012
June	July 31, 2012
August	September 8, 2012

## Reread Request Deadlines

Exam Session	Reread Request Deadline
October	December 1, 2011
November	December 31, 2011
January	April 14, 2012
April	June 16, 2012
May	July 16, 2012
June	September 29, 2012
August	October 16, 2012

## Out of Province Request Deadlines

Exam Session	Out-of-Province Request Deadline
October	September 17, 2011
November	October 22, 2011
January	January 7, 2012
April	March 27, 2012
May	May 3, 2012
June	June 2, 2012
August	July 27, 2012

# Data Exchange Dates

(Please refer to Chapter 7 the Handbook of Procedures)

<b>October 20 – 29, 2011</b>	First Submission of Grades / Data Transfer to TRAX
<b>November 17, 2011</b>	November Submission of Grades ONLY for schools completing provincially examinable courses in November
<b>February 8 – 16, 2012</b>	January Submission of Grades ONLY for schools completing provincially examinable courses in January 2012
<b>April 14 – 27, 2012</b>	Spring / Interim Submission of Grades (ISG) / Data Transfer to TRAX
<b>June 26 – 30, 2012</b>	June / Final Submission of Grades / Data Transfer to TRAX

## Deadline Dates for Online Exam Registrations

### January and June Sessions: 2011-2012

- January 2012 Exam Session Registration is posted to the Secure School Web (SSW) and Open for edits/additions/deletions on November 18, 2011.
- January 2012 Exam Session Registration on the SSW is **closed on December 16, 2011.**
- June 2012 Exam Session Registration is posted to the Secure School Web (SSW) and Open for edits/additions/deletions on May 2, 2011.
- June 2012 Exam Session Registration is **closed on the SSW on May 12, 2011.**