

ONLINE EXAM REGISTER Info & Instructions

An *Online Exam Register* has been created to allow schools to make changes and additions to their Provincial Exam registrations directly to the Ministry of Education, and produce reports to help schools plan for exam administration. When you make changes to student's exams they are immediately updated on the web site and new reports can be produced that reflect these changes.

To access the *Online Exam Register*, first logon to the School Secure Web (SSW), https://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp, then click the *Online Exam Register* link at the top of the page. Next click the *Available* link beside the current exam session.

Here is a list of features and functions available within the *Online Exam Register* site:

- **Exam Session Summary** – Produces a report listing examinable subjects for the upcoming exam session with counts of students enrolled, # opted out, # of e-Exams and # of paper exams.
 - **Student Search** – Allows you to locate a student on your exam list without scrolling through the full list. Just enter one or more of the search fields.
 - **Exam Search** – Allows you to narrow the set of exams you would like to review or edit. Select an exam grade level or one specific subject.
 - **Print by Subject or by Student** – These reports are similar to the Exam Registers that were posted in previous years. They can assist with collecting changes that need to be submitted and for posting exam lists.
 - **Edit Student Exam Registrations** – Click on a student name to change the status of a current exam, add a new exam, or change the Exam Centre if the exam will be written at a BC school other than their Home School.
 - **Add Student** – Allows you to add a student not on your exam register for this session. If you are not the Home School for a student but you want them to register for an exam at your school, you must change the Exam Centre to your school.
 - **Home School** – This column is blank unless a student from another school is scheduled to write an exam at your school (your school is the Exam Center). In this case the student's Home School Ministry Code will appear in this column and the line for this student will be highlighted in blue. The school name will display if you place your cursor over the Ministry Code in the "Home School" column.
 - **Exam Centre** – This column is blank unless one of your students is scheduled to write an exam at another BC school. In this case the Ministry School Code for the Exam Centre will appear in this column. The school's name will display if you place your cursor over the Ministry Code in the "Exam Centre" column.
-

... see the next page for detailed instructions

How to Use the *Online Exam Register* to Make Changes

- 1. Customizing the List of Exams** - When you first enter the Online Exam Register main page, a complete list of examinable course records for all grades and subjects is displayed. You may wish to limit the list to an exam grade level or a specific subject in order to produce a report or make changes for a set of students.
Click on "**Exam Search**" then select a specific Grade from the "Exam Level" list or a specific Subject from the "Exam" list, then click the "Search" button.
 - 2. Changing and Adding Exams** - To make a change to a student's exam(s), click on their name. This takes you to a student detail screen where you can make one or more of the following changes.
 - **Exam Status** – Change an exam from the current status to one of the available options using the "Exam Status" drop down list. The options are specific to each exam since some exams are not offered electronically, some are not offered on paper, and students can only Opt Out of specific Grade 12 exams.
 - **Exam Centre** – Only change if a student will be writing an exam at a BC school other than their home school. To change, first choose from the "District" drop down list (if different from the current home school), then choose from the "School" drop down list.
IMPORTANT - You must click the "**Save Changes**" button on this screen after making changes to **Exam Status** or **Exam Centre** – Save before using the **Add Exam** function. Always use the "**Return to Student List**" button – not your browser's back button after completing changes to a student.
 - **Add Exam** – To register a student for an additional exam select using the "Exam Level" and/or "Exam" drop down lists then click the "Add Exam" button to the right.
 - 3. Adding a Student** – To add a student who is not currently registered to write an exam at your school, click on the "Add Student" button on the main page, enter the student's PEN click the "Search" button. This takes you to the same student detail screen described in **2** above.

Carefully check the student's Home School on this screen. If it is not your school and you want this student to write an exam at your school you must change the "Exam Centre" as mentioned in **2** above.
 - 4. View or Print PDF Exam Register Reports** – Click the "Print by Subject" and/or "Print by Student" buttons to create Exam Register reports similar to those we posted in prior years. You can customize these reports using the "Exam Search" function mentioned in **1** above – create a report for Grade 10, 11 or 12, or for one specific subject. Schools may wish to use these reports to gather changes and additions prior to entering them online as described in **2** above.
-