

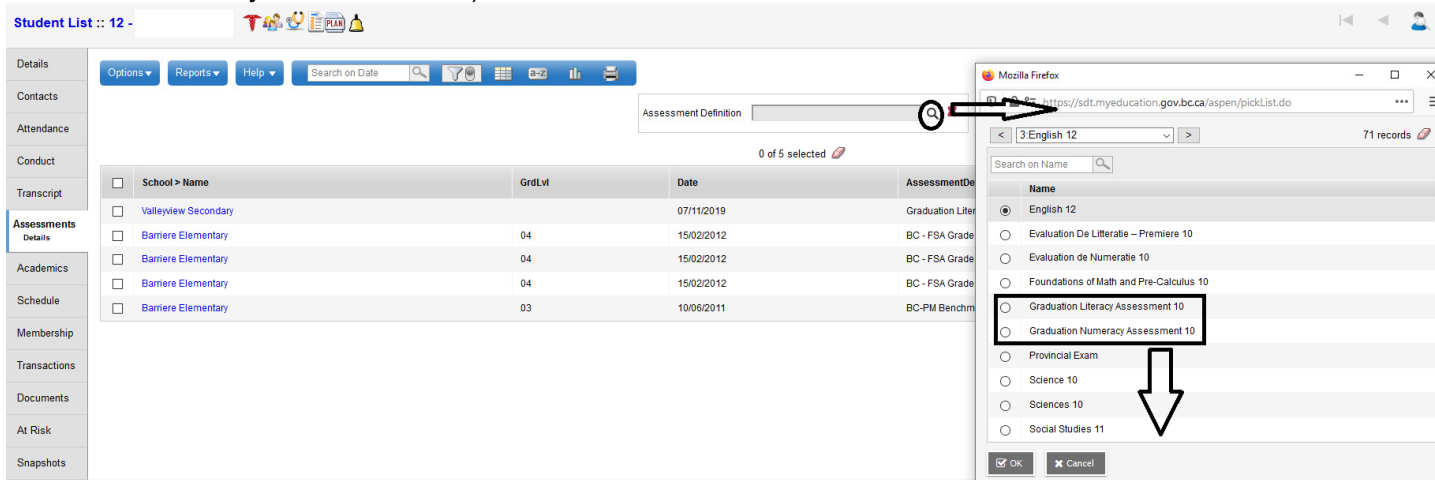
**Registering a Student for Graduation Assessments**

Use this document for:

1. Registering a student who wishes to re-write the assessment
2. Registering a small number of students to write an assessment.
3. Entering assessment data for student who wrote the assessment but was NOT registered to write through MyEducation BC

Note: Using this method/processes, you can only register one student for one assessment at a time.

1. In the *school view*,
2. Navigate to the **Student** Top Tab > Find the Student > **Assessments** side Tab.
3. Find the Assessment Definition box, select the assessment (Graduation Numeracy Assessment 10 OR Graduation Literacy Assessment 10)



4. Click, **Options**, then **Add**
  - a. For students who are writing the assessment (or re-writing the assessment), enter the date and save
  - b. For students who wrote the assessment but the data does not exist in MyEducation BC, enter the date, the score and save

