B.C. Graduation Program
Handbook of Procedures

Grades 10 to 12
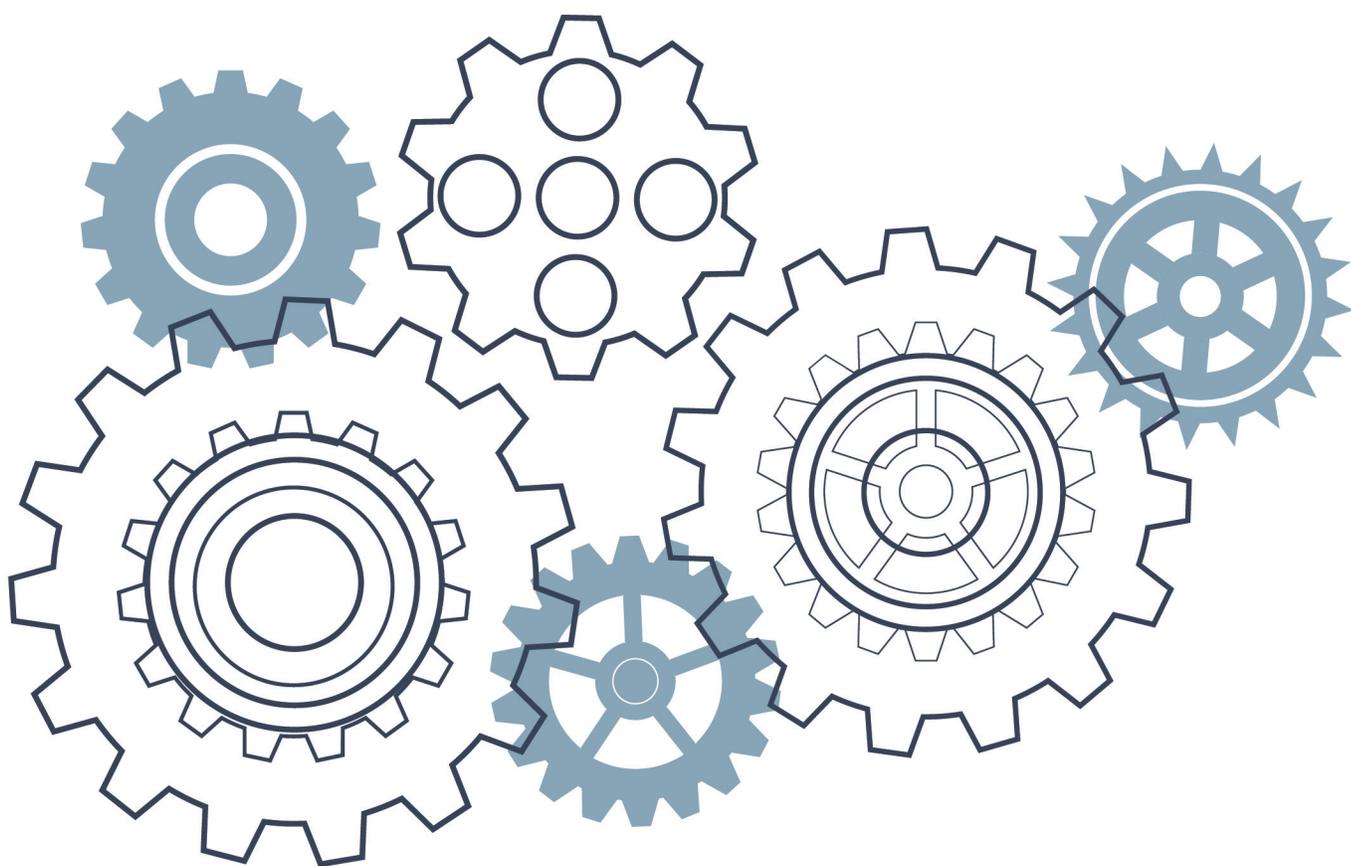
BRITISH COLUMBIA | Ministry of Education and Child Care

July 2025

Contents

About the Handbook of Procedures

The Handbook of Procedures provides information about provincial assessments, transcripts, and the sharing of data between schools and the Ministry of Education and Child Care. While primarily used by educators, the Handbook also serves to provide a common understanding among educators, students, parents/caregivers, post-secondary institutions, business, and government of the procedures related to the B.C. Graduation Program.

The Handbook focuses solely on the procedural information associated with Provincial Graduation Assessments, reporting and data transfer for provincial curriculum and other courses, and transcripts and scholarships. Please ensure all new staff with responsibility for reporting student data to the ministry are aware of this resource and the policy guide. The associated policy information is consolidated in a separate companion guide.

The B.C. Graduation Program Policy Guide serves as the policy companion to the Handbook and outlines the policies associated with the procedures. The B.C. Graduation Program Policy Guide is available online at the link below:

🖥 B.C. Graduation Program Policy Guide

What's New for 2025/26

➤ A new Board/Authority Authorized (BAA) Course Form has been developed to assist school boards and authorities with accurately completing the Ministry BAA Course Form submission process. For more information, please visit the link below:

🖥 Board/Authority Authorized (BAA) Course Form

➤ As of July 2025, legacy dual credit course codes (e.g., PSIA 12A) will be deactivated. Only the new course codes will be accepted moving forward. Please note that trades and project-specific dual credit codes are not affected by this change. For more information, please see "Dual Credit Post-Secondary Courses" section of Chapter 5 or visit the link below:

🖥 Dual Credit Course Codes Cheat Sheet

Chapter 1
Provincial Graduation Assessments

Provincial Graduation Assessments

This Handbook uses the term *Provincial Graduation Assessment* for the Graduation Numeracy and Graduation Literacy assessments.

Development and Design of Provincial Assessments

Provincial Graduation Assessments are developed by B.C. and Yukon teachers and are cross-curricular measures of the provincial curricula. They are marked by B.C. and Yukon teachers using standards-based marking guides and procedures.

Marked items include both selected (e.g., drop-down, hotspot, multiple-choice) and constructed (written) response questions that vary in cognitive level.

The Provincial Graduation Assessments are designed to be completed in two hours. However, if necessary, students may use up to an additional 60 minutes.

Eligibility Requirements

To be eligible to write assessments, a student must be:

- Enrolled in a B.C. public school (including an online learning school or a Continuing Education Centre), or
- Enrolled in a Group 1, 2 or 4 B.C. independent school, or
- Registered as a homeschooler with any of the above schools, or
- Enrolled in a certified B.C.-certified offshore school, or
- Enrolled in a First Nations school certified by the First Nations Schools Association

Policy Requirements

The policy requirements for Provincial Graduation Assessments, including requirements for French immersion students, Francophone students, and students transferring from other jurisdictions, are available online in the B.C. Graduation Program Policy Guide at the link below:

🌐 B.C. Graduation Program Policy Guide

Preparing for Assessments

Schools must ensure students are prepared to write an assessment. A student may only write a particular assessment once per session. Duplicates will not be marked. Students may not use a session to practice writing assessments.

To become familiar with types of questions and format, sample assessments and information for students, parents/caregivers, and teachers are available online at the link below:

🌐 Graduation assessment information for parents and students

> **Important Reminder**
>
> Students may not write NME10 and NMF10 in the same session. The literacy assessments (LTE10, LTP10, LTE12, LTF12, LTP12) are different assessments and may be attempted in the same session.

Registration

All schools are required to register students writing the Graduation Assessments through MyEducationBC (or their student information system for non-MyEducationBC Schools) and the ministry's Transcript and Examinations (TRAX) system.

Registration for the Graduation Assessments is required to ensure that:

- Personalized materials for the Grade 10 Numeracy Assessment are available for schools to download and print in advance.
- Students are assigned to the correct school when signing into the web-based Provincial Graduation Assessments.
- Schools receive transcript verification information.

If a student is registered to write an assessment but does not participate it is not considered an attempt. There is no action required by the school.

Principals' Responsibilities

Principals are responsible for ensuring that the registration activities outlined above are completed. Additionally, principals are responsible for registering the following categories of students in the TRAX system:

- Students enrolled at their schools, including those cross-enrolled with an online learning school or Continuing Education Centre.
- Homeschoolers registered at their schools who wish to write the Provincial Graduation Assessments.

School Secure Web (SSW)

The School Secure Web (SSW) provides school administrators with information and access to: Provincial Graduation Assessment registration, results and reports, TRAX data transfers, Student Transcript Verification Reports (TVRs), Post-Secondary Institution (PSI) Selection Reports, and transcript previews. Access the SSW online at the link below:

🖥️ School Secure Web

Accounts for the SSW are created when a school is established in the TRAX system. Requests for new school principal login credentials are available upon request (requests processed/obtained online via the SSW link above). Schools forgetting their login credentials may use the password help request link in the SSW. Schools still encountering difficulty with the site may contact the Student Certification Branch at the email address below for assistance:

✉️ student.certification@gov.bc.ca

Electronic Registration and Data Transfer

For each Provincial Graduation Assessment session, there is a registration deadline to ensure the delivery of registrant data to the e-Assessment provider. After the deadline, schools must view and edit registrants in the e-Assessment System. Information for administrators, including important dates and deadlines, is available online at the link below:

🌐 Graduation Assessments: Information for Administrators

> **Important Reminder**
>
> Students are not permitted to complete assessments outside of the published assessment session under any circumstances.

If your school does not offer the Provincial Graduation Assessments in a particular session, please direct students to contact their local board/authority to inquire about schools that do. The ministry does not collect or report this information.

Writing at Another School Within the Province

It is recommended that arrangements for administration of Provincial Graduation Assessments at a school other than a student's school of record (SOR) be made several weeks in advance of the actual session. A student's SOR may register a student to write at another school within British Columbia by:

- Obtaining approval from the principal of the school where the student wishes to write.
- Informing the student that they MUST have government issue photo ID to present to the host school. The list of Acceptable Student ID can be found below.
- Using the Online Assessment Register available on the SSW to report the school at which the student will write as the "Assessment Centre." To do this select the appropriate district and school from the drop-down menu.

> **Important Reminder**
>
> Results for students who write at a school that is not the student's SOR will be reported and attributed to the student's SOR, and not the hosting site.

Late Registrant ('Walk in') Student ID

Students may arrive without notice at a school's assessment session and request to participate. Students may be granted access to a Provincial Graduation Assessment if:

- The student provides acceptable government issue photo ID. This is the responsibility of the student. They must obtain and provide this prior to writing the Provincial Graduation Assessments at the host school.
- The administration staff at the host school can ensure that the person presenting the ID is the student who should be writing the Provincial Graduation Assessment. This is the responsibility of the administration staff.

Students who cannot identify themselves satisfactorily must be refused access to the Provincial Graduation Assessment.

Acceptable Student ID

Students must provide at least one piece of government-issued photo ID from the list below.

- B.C. driver's licence or learner's licence
- Passport
- B.C. Services Card with photo
- Combination driver's licence and B.C. Services Card
- B.C. Identification (BCID) card with expiry date
- U.S. passport card
- Canadian or U.S. driver's licence
- Permanent resident card
- Secure Certificate of Indian Status

- Status Card
- Canadian Citizenship Card – with photo
- Canadian Forces ID
- Naturalization Certificate
- NEXUS Card
- Parole Certificate ID
- Police Identification
- DND photo Identification Card

Please note that "Go-cards" are not an acceptable piece of identification.

If a student does not have any of the preferable student ID's listed above but:

- Comes from a school that uses MyEducationBC – they must obtain from their home school, the top part only of the MyEducationBC Student Information with Photo report, add their PEN, and take it to the host site.
- Comes from a school that uses CIMS – they should login to their Student Connect account, produce a page with photo ID on it, and take it to the host site.
- Comes from a school that uses DRUMS – they must obtain a sheet from their home school with their name, PEN, and photograph, and take it to the host site.

Security Control

Schools should install an e-Assessment secure browser and ensure each workstation and device, including student's personal devices, that will be used for provincial graduation assessments meets the computer and browser requirements posted at the link below:

Technical Guides

Provincial Graduation Assessments for Francophone and Immersion Students

Policy Reminder

Programme francophone students write:

Évaluation de numératie de la 10e année

Évaluation de littératie de la 10e année – Français langue première

Grade 10 Literacy Assessment*

Évaluation de littératie de la 12e année – Français langue première

Grade 12 Literacy Assessment*

* Students in the Francophone programme are not required to write these assessments, unless they wish to graduate with both the Cornouiller and the English Dogwood.

Policy Reminder

French Immersion students write:

Grade 10 Numeracy Assessment (English or French)

Grade 10 Literacy Assessment

Grade 12 Literacy Assessment

Évaluation de littératie de la 12e année – Français langue seconde-immersion*

* Students in the French Immersion Programme who want to receive a Dual Dogwood must complete this assessment.

Written and Oral Components

Students taking the Francophone Literacy Assessments, or the French Immersion Literacy Assessment, will be required to complete both a written and an oral component. **Both components must be completed during the same session**. The oral components require the use of a headset and microphone. Administration dates can be found online at the link below:

Graduation Assessments: Information for Administrators

French Versions of Numeracy Assessment

French versions of the Grade 10 Numeracy Assessment are only available on one day of each session. Schools and students should ensure a French version is available on the desired day. Dates can be found at the link below:

Graduation Assessments: Information for Administrators

What is a PEN?

A Personal Education Number (PEN) is a nine-digit identification number assigned by the ministry to each student entering B.C.'s education system through B.C. Early Learning (StrongStart program), B.C. public or independent school, B.C.-certified offshore school, Yukon school, FNSA-certified First Nations school, federally funded B.C. band school, or public post-secondary institution.

PENs and Provincial Graduation Assessments

Each student must have a PEN to write a Provincial Graduation Assessment.

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 must be sent to the new school. If the PEN is missing from the card, the new school should contact the student's previous school.

Schools may obtain the PENs for students through the PEN Web application system (for schools on MyEducationBC this is done automatically). Additional information can be found at the link below:

Personal Education Number (PEN) information for administrators

Students may obtain their PEN from their current home school or through completion and submission of a Student PEN Request form. Additional information can be found at the link below:

Personal Education Number (PEN) Services

Any other questions regarding PEN should be directed to the contact information below:

pens.coordinator@gov.bc.ca

250-356-8020

If a student writing a Provincial Graduation Assessment 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.

Disqualification

Disqualification procedural information is included in the Graduation Numeracy and Literacy Assessments Administration Guides available online through the e-Assessment link below:

🖥️ Technical Guides

Disqualification for any Provincial Graduation Assessment will occur if:

1. Students navigate outside the screen for any reason including accessing any materials on the local computer or internet.
2. Students are in possession of, or have used, any secure assessment materials prior to the session.
3. Students communicate with other students during the session.
4. Students give or receive assistance of any kind in answering a question during an assessment, including allowing their work to be viewed by others or copying answers from another student's work.
5. Students are in possession of any book, paper or item that might assist in writing an assessment, including a dictionary or piece of electronic equipment such as a smartwatch or phone, that is not specifically authorized by ministry policy.
6. Students copy, plagiarize, or present work done by another person or software as their own. This includes the use of generative AI platforms or software.
7. Students remove any materials from the room, including work pages.
8. Students continue to write or alter a response after the invigilator has stopped the session.

> **Policy Reminder**
>
> ## Calculators
>
> For information on the use of calculators, please refer to the Calculator Policy located at the link below:
>
> **Calculator Policy**
>
> This information may be updated throughout the year. Schools are advised to check for updates prior to each assessment session.
>
> ## Dictionaries
>
> Under no circumstances may any student use a printed or electronic dictionary. No student, including offshore, international, study permit, or English Language Learners, may use a translation dictionary.

Any student deemed to have breached one or more of the rules will not receive a proficiency level.

The disqualification will not show on the student's Transcript of Grades; however, it will count as an attempt. Any student disqualified from a Provincial Graduation Assessment will be required to rewrite and complete it at a future session. A proficiency level will appear on the Transcript following completion of a Provincial Graduation Assessment with the exception of the Grade 10 Literacy Assessment, where "RM" (Requirement Met) will be documented.

Procedures for Reporting Disqualification

When it is believed that a student has breached one or more rules during a Provincial Graduation Assessment the following procedures should be followed to ensure a fair and consistent review of the incident:

A. School Responsibilities

- The school must inform students before they commence writing the assessments that breach of the rules (see items 1–8 above) may result in disqualification, and of their rights and avenue of appeal.

- If a student is thought to be in breach of the rules, the invigilator should watch the student closely and make notes regarding the incident but allow the student to complete the assessment.

- At the end of the session, the invigilator should collect the materials from the student as well as any disallowed materials or devices that may have been used by the student. The invigilator should also advise the student that the principal will be informed of the incident.

- The invigilator should complete a Disqualification Incident Report, as soon as possible. If more than one invigilator was a witness to the incident, each invigilator should complete a separate report. A copy of the report can be found at the link below:

  Disqualification Incident Report

- 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 their account of the incident to the ministry.

- Upon completion of the Disqualification Incident Report and a meeting with the student, the principal should submit the report and any supporting documentation to the ministry for review by ministry staff.

B. Ministry Responsibilities

- Upon receipt of the Disqualification Incident Report from the school, the ministry will review the contents of the report, any supporting documentation, and any written report received from the student.

- A ministry staff member will contact the principal if any clarification of the incident is required. Conversations with the school may be documented, including details such as date, time, to whom the caller was speaking, etc.

- Upon receipt of all information related to the recommendation from the school, ministry staff will review and finalize the decision regarding the alleged breach of rules.

> **Please Note**
>
> In some cases, the Ministry Marking Teams may observe evidence suggesting breach of assessment rules. These cases will be flagged for the ministry to follow up with the school administration and in some instances may lead to disqualification.

- 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 a breach of one or more rules is determined, the letter to the student will further outline the consequences of disqualification, the student's right of appeal, the date by which the appeal must be submitted and to whom the appeal should be submitted.

C. Student Responsibilities

- A student has the right to provide their own account of any incident. The student may wish to provide their 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, a student chooses to exercise their 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 and who chooses to rewrite the assessment in a subsequent session must inform the school of their desire to do so as students are not automatically registered for assessments.

D. Appeals

- When an appeal is received from a student within the allotted time frame, the ministry will collect all information regarding the case. The information will be reviewed, and the principal/invigilator of the school may be contacted to go over the events again in detail. The school will be informed that the student is exercising their right to appeal the incident.

- All information gathered will then be reviewed externally by a qualified, neutral third party.

- Upon determination of the appeal, the ministry will send a letter to both the student and the school to inform them of the decision of the external third party.

Responses with Disturbing Content

Assessments are treated in confidence; however, in cases where the response suggests that the student is experiencing emotional difficulties, poses a potential threat to themselves or others, or is involved in criminal activity, the ministry may refer the student's response to the appropriate authority for further action, as considered necessary or required by law.

Provincial Graduation Assessment Results for Students

The ministry's Student Transcripts Service (STS) website provides students with secure access to their Provincial Graduation Assessment proficiency score and detailed results for each assessment.

Students require their Personal Education Number (PEN), legal first and last name, date of birth and email address to create an account on the ministry's STS website. Please note that preferred names are not allowed, only legal names. Students should be encouraged to create an account prior to the release of results. The ministry's STS website can be found at the link below:

 Order transcripts and certificates

Provincial Graduation Assessment Results Release

Results are posted within the timeline of published release dates. On the SSW, results from the Provincial Graduation Assessments are available in School Reports by assessment session date and in student-level reports.

The ministry cannot give results over the phone to students or parents/caregivers. Under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*, and in accordance with the provisions of the *School Act*, the ministry maintains strict confidentiality of student records.

Students should be referred to the STS at the link below:

🖥️ Order transcripts and certificates

Parents/caregivers should be referred to their child's school to learn results.

School and District Reports

The following reports are made available to schools and districts by the ministry after each session:

- Provincial Graduation Assessment Student Report, for each student at the school
- Proficiency scores from the Provincial Graduation Assessments, obtained by students at the school
- Distribution of scores and further detailed results at the school, district, and provincial levels

These reports are posted on the School and District Secure Websites, available through the link below:

🖥️ School Secure Web

Reports from Markers

Following provincial assessment sessions, the marking chairs compile feedback provided by markers during that session outlining the strengths and areas to work on pertinent to each written section or component of the assessment.

The comments can be helpful for teachers instructing in the classroom, or for students preparing to write an assessment. Reports are available online at the link below:

🖥️ Comments from Markers on Graduation Assessments

Provincial Graduation Assessment Review Process

Provincial Graduation Assessment Reviews are the process by which school principals may request a student's marked assessment. To request a review, the student and principal must fill out a Provincial Assessment Review Request form available at the link below:

🌐 Provincial Assessment Review Request Form

For Provincial Graduation Assessments, the deadline to submit the review form is the last day of the month of the following year in which the assessment session took place. For example, a review request for an assessment written in the November session would need to be submitted and received by November 30th of the following year.

As the intent of the review request is for individual students to seek information about their own work, the ministry will not process large numbers of requests from a single school.

Provincial Graduation Assessment Rewrite Process

Rewriting a Graduation Assessment

Until graduation, students may write a Provincial Graduation Assessment up to three times; the original attempt and two rewrites. The process to register for a rewrite is the same as the process for the original attempt. These attempts may occur at any assessment session during the Grade 10-12 years and the proficiency level will appear on the student's transcript. A student's best score for each assessment will appear on the student's final transcript. For the Grade 10 Literacy Assessment and the Évaluation de littératie de la 10e année – Français langue première, the student's transcript will only indicate "RM" (requirement met), and not a proficiency level. For more information, please see the Graduation Assessments: Information for Administrators webpage.

🌐 Graduation Assessments: Information for Administrators

Failure to Rewrite after Registering

If a student is registered to rewrite but fails to participate, it is not considered a rewrite attempt.

> **Important Reminder**
>
> Students are not permitted to rewrite any assessment in the same administration session.

Provincial Graduation Assessments at Online Learning Schools

It is the obligation of online learning schools (POLS) schools to ensure that students for whom the POLS is the student's SOR are found/provided a site where the student can write the graduation assessments.

It is recommended that arrangements for the administration of assessments by POLS are made several weeks in advance of the actual session to ensure that their students are provided with a writing opportunity and location.

Writing Sites

Wherever possible, assessments should be written in the school setting (elementary, secondary, or post-secondary institution), and must be administered by a qualified invigilator, such as a school administrator (principal or vice-principal) or certified teacher.

If the school deems it not possible for a student to write in the school setting and therefore must determine an alternate setting, the school must ensure the following conditions are met:

- The assessment must be written in a quiet setting where the student will not be interrupted or disturbed.
- The invigilator must be a certified teacher or school administrator.
- The invigilator must be impartial and may not be the student's parent/caregivers, guardian, or relative.
- The assessment must be written electronically, and the computer must be configured appropriately and securely as outlined in the electronic computer and browser requirements.
- If possible, an e-Assessment secure browser is downloaded and installed.
- The assessment must be written during the scheduled assessment window, adhering to the set start and end times.
- The assessment must stay secure during and after it is written.
- The student must submit their work upon completion.
- The invigilator must scan Numeracy Response Sheets to the e-Assessment provider.

Requirements for electronic assessments are available online at the link below:

🖥️ Graduation Assessments: Information for Administrators

Adult Learners

Adult Graduation Program Students

Learners in the Adult Graduation Program are not required to write graduation assessments but may do so if they choose.

Adult Graduation Program learners should be aware that some post-secondary institutions may require that learners write assessments for admission purposes.

Registration

The School of Record (SOR) is responsible for registering learners for assessments.

Where Do Adult Education Learners Write?

Adult learners write assessments at the secondary school or Continuing Education Centre where they are registered.

Registered Homeschoolers

Registered homeschoolers have the option to write assessments and should contact the school where they are registered as a homeschooler. Schools should register homeschoolers using the existing electronic data transfer processes. Ensure the "HS" is indicated in the Grade category for each home school student.

If a homeschooler chooses to write a provincial graduation assessment, that proficiency level will appear on the student's Provincial Assessment Report. The registering school is responsible for providing a site that meets the assessment and invigilation criteria as described under "Writing Sites" on page 14 in this handbook.

Unpredictable Circumstances

Unpredictable circumstances such as sudden serious illness, injury, or emergency situations can adversely affect a student's ability to write an assessment and may warrant special consideration.

Please use the following guidelines to determine the best options for the student:

Step 1. Determine Adaptation Possibilities

Adaptations allowed by the ministry may include extra time, reader, scribe, built-in text reader, and word and voice recognition software. If adaptations are not possible, consider Step 2.

Step 2. Decide if Deferral Is Appropriate

Determine if the student is capable of writing at a future assessment session. If deferral is not possible, consider Step 3.

Step 3. Consider Aegrotat Standing

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

Aegrotat Standing means the student has been granted exemption from writing a Provincial Graduation Assessment. An Aegrotat notation (AEG) will appear on the student's transcript.

Guidelines for Aegrotat Standing

Aegrotat Standing may be granted by the ministry in unpredictable circumstances that render a student unable to write an assessment, even at a future session.

As Provincial Graduation Assessments are not connected to any course and students have three opportunities to write such assessments, any Request for Aegrotat Standing for a Provincial Graduation Assessment will be granted only in exceptional circumstances. Schools should note that if such a request is made and granted, no proficiency level would appear on the student's transcript. There would simply be an AEG notation.

A request for Aegrotat Standing should be the final recourse used by a school.

Principals are responsible for deciding whether a request should go forward for consideration by the Ministry of Education and Child Care's Aegrotat Committee. Pre-existing or chronic conditions do not qualify for Aegrotat Standing; this is the major reason for denial of such requests. In such circumstances, schools are expected to employ the same strategies used for school assessments.

The ministry will grant Aegrotat Standing where the conditions have been met. Appropriate documentation must be made available to the ministry on request.

Eligibility criteria include but are not limited to:

    a. Major surgery, illness or treatment requiring extensive hospitalization or recovery.

    b. Motor vehicle accidents resulting in extensive hospitalization or rehabilitation.

    c. Death of an immediate family member.

Notwithstanding the unpredictability of the circumstances, requests for Aegrotat Standing should be made no later than three weeks in advance of the session for which it is being sought.

The Request for Aegrotat Standing form is available as a web form at the link below:

    Aegrotat Standing Request

Principals may contact the ministry at the email below to discuss options:

    assessments@gov.bc.ca

Please Note

Once approved, the ministry will apply the Aegrotat notation to the student's record in TRAX.

Request to Write Out-of-Province (OOP)

At times, it may be necessary for a student who is a permanent resident of B.C. to write an assessment while they are outside the province. Before considering requests to write out-of-province, the B.C. school should first determine if the student could write in another session.

A student is eligible to write OOP only if the student is:

- On an exchange program, (e.g., YES Canada, Rotary, CEEF).
- Competing in provincial, national or international competitions.
- Temporarily residing outside of B.C. (a full explanation must be provided).

A student is not eligible to write OOP if the student is:

- On vacation.
- An international student returning home.

Requests must be submitted to and received by the ministry no later than 3 weeks prior to the assessment session. The Out-of-Province Request Form is available as a web form at the link below:

🖥️ Request to Write Out of Province

The full Provincial Graduation Assessment schedule is available online at the link below:

🖥️ Graduation Assessments: Information for Administrators

Administration Procedures

It is the responsibility of the B.C. school to ensure that the host school understands its responsibilities and has the capacity to be an alternate site.

There must be:

- A stable electricity supply.
- A reliable internet connection.
- Invigilators who fully understand their responsibilities.

For students writing the Grade 10 Numeracy Assessment from an OOP location, the OOP site MUST HAVE a scanner capable of scanning at 300 DPI to upload the student's written work to the ministry's e-Assessment System (EAS).

The B.C. school must:

- Confirm that the alternate site administrator/invigilator is a school administrator (principal or vice-principal) or certified teacher.
- Confirm that the alternate site is a school setting (elementary, secondary, or post-secondary institution).
- Complete the Out-of-Province request form and send it electronically to the out-of-province invigilator for signature and return.
- Upon its return, sign the completed form and send it electronically to the ministry.
- Communicate with the ministry in the case of an unpredictable circumstance.

Assessment Contacts

For questions related to:	Contact
Systems or assessment technical issues	**e-Assessment Technical Support** ☎ 1-888-887-3882 (toll-free) ✉ bced-support@vretta.com
Assessment administration	**Assessment Administration Coordinator** ✉ assessments@gov.bc.ca

Chapter 2
Adjudication
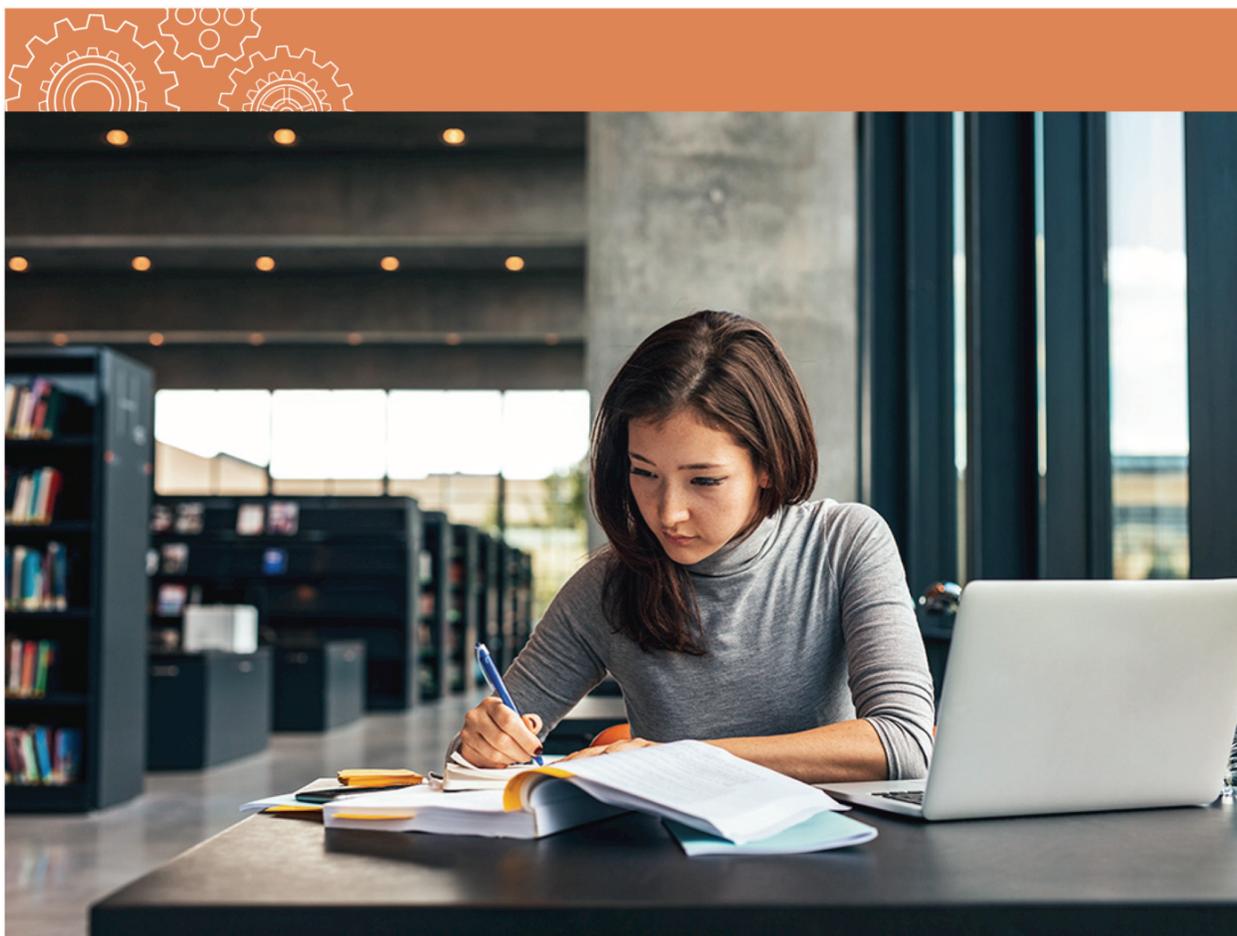
Adjudication

Information concerning Provincial Assessment Adjudication is available in the B.C. Graduation Program Policy Guide at the link below:

🖥️   B.C. Graduation Program Policy Guide

Further information can be found online at the link below:

🖥️   Graduation Assessments: Information for Administrators

The Adjudication Process: Supports for Graduation Assessments

Determining the need for supports during assessments is a school and school district responsibility. The purpose of this chapter is to guide public and independent schools and districts through the adjudication process.

As a part of the adjudications process, school districts must:

- Determine if a student has a demonstrated need for supports.
- Ensure all decisions regarding supports are based on evidence documented in the student's file (Individual Education Plan [IEP] or Student Learning Plan [SLP]).
- Ensure a yearly master list of all students receiving specific supports is kept on record at the School District Office or on file with the independent school. Districts/independent schools are required to maintain a list of students and the supports received for a period of five years.

The ministry will continue to provide guidance on the adjudication process to school districts/independent schools. School-based staff should contact their District Principal of Inclusive Education with questions related to the Adjudication process. For more information on ministry policy regarding the adjudication process, visit the website at the link below:

🖥️   Adjudication: supports for graduation assessments

Important Reminder	Policy Reminder
The provision of supports could also include students with recently acquired injuries/health changes (e.g., concussions or cancer treatments).	Under no circumstances are changes to the content of assessments allowed. This includes paraphrasing, rewording, clarifying or explaining assessment questions.

Software Features and Options on Graduation Assessments

Software programs currently in use by a student are permitted during assessment sessions. External software programs provided and supported by the school or school district include:

- Word Recognition (Text-to-Speech)
- Voice Recognition (Speech-to-Text)

Word recognition and voice recognition software are third-party computer programs such as Kurzweil, Dragon Naturally Speaking or Google Chrome for Read Write. These third-party software programs are purchased and maintained by schools to support student learning.

When using any type of third-party software, schools must ensure the software has been tested with the ministry sample assessments prior to the assessment session.

The following list indicates the **software features that must be disabled** prior to students writing their assessments:

- Dictionary/Thesaurus
- Grammar Check
- Word Prediction
- Orally Recorded Response
- Translation/Languages

While the use of technology is encouraged, the ministry recognizes that there may be some students who, even when provided with a variety of supports, are still unable to demonstrate their knowledge on assessments without a human reader or scribe. It is expected that schools will continue to work with students to become independent with the use of technology.

Guidelines for readers and scribes are available at the link below:

🌐 Adjudication: supports for graduation assessments

> **Important Reminder**
>
> Schools must ensure that students using technology have received adequate training and support before using the technology on assessments.

Specific Supports Allowed by the Ministry

The ministry has identified specific supports for assessments that may be provided. Allowable supports include:

- Word recognition (Text-to-Speech)
- Voice recognition (Speech-to-Text)
- Scribe
- Reader
- Extra time*

  * *Students with identified needs may take up to one school day to complete an assessment. The amount of extra time granted should be based on the time accommodation regularly provided to the student during in-class assessments as documented in the student's current IEP/SLP.*

> **Important Reminder**
>
> Universal Supports including calculators, separate settings, and supervised breaks may be provided to all students. Spellcheck may be provided to students who regularly access this support in the classroom. Built-in spell-check functionality is available through the Secure Accommodations assessments.

For extra time on an oral component (LTP10, LTP12 and LTF12), schools must use the Request for French Language Literacy Assessment Accommodations found at the link below:

🌐 Adjudication supports for graduation assessments

Supports Allowed by the Ministry for students with Visual Impairments or who are Deaf or Hard of Hearing

The ministry has identified specific supports for assessments that may be provided to students who meet criteria for designation as a student with Visual Impairment or who are Deaf or Hard of Hearing:

- Large print (paper copy)
- Braille
- Oral language interpreter
- Closed captioning for videos (applicable only for LTP10, LTP12 and LTF12)
- Transcriptions for audio documents (applicable only for LTP10, LTP12 and LTF12)

A student who is Deaf or Hard of Hearing may use an Oral Language Interpreter to act as a reader or scribe.

A student with a visual impairment may use a reader or word recognition software if special format assessments cannot meet their visual needs.

Documentation Demonstrating an Identified Learning Need

Supports for assessments are allowed when there is clear evidence that the supports are consistent with the practices regularly used to assess the student's learning.

Eligibility for each type of support must be independently determined for each student relative to the documentation in that student's records.

The student's current IEP/SLP must clearly indicate:

- The student is working toward mandated Provincial curriculum learning standards (there are no modifications to curriculum learning standards).
- The specific supports are regularly provided for school-based learning assessment (tests and assessments).

There is clear evidence that the student has regularly taken advantage of the opportunity to employ the supports when completing school tests and assessments. This evidence may be found in IEP or SLP reviews, on report cards or in file notations.

Please Note:

- Statements in an IEP or SLP indicating that a support "may be offered" or "is available" are not sufficient evidence that the support has been used in the regular assessment of student learning.
- A generic IEP or SLP indicating that a wide range of supports are available to the student is not considered evidence that the support has been regularly employed.

Recording Supports in Student Files

All decisions regarding supports to be provided for assessments must be based on evidence outlined in a student's IEP or SLP. The specific supports that will be used for the assessment must also be retained in a master file kept at the School District office or independent school.

Special Format Assessments

For information related to due dates, refer to the Special Format Assessments form available on the Adjudication website at the link below:

Adjudication: supports for graduation assessments

Paper-Based Assessments

Paper-based assessments may be available for students with documented needs for the January, April, and June assessment sessions. A request form should be the final recourse used by a school.

Principals should submit a request with rationale and appropriate documentation to the Ministry of Education and Child Care's Adjudication Review team.

Requests should be submitted to the email address below on the same schedule as Special Format Assessment requests. Any further questions or required information related to Adjudication can be directed at the email below as well.

EDUC.Adjudication@gov.bc.ca

Chapter 3

Earning Credits in the B.C. Graduation Program

Options for Earning Credits

The B.C. Graduation Program allows students to earn credits toward graduation in a variety of ways. In addition to obtaining graduation credit by successfully completing a provincial course taught by a B.C.-certified teacher, credit may be earned through equivalency, challenge, independent directed studies (IDS), BAA/FNA courses, dual credit, and/or external credentials.

Details related to each of these policies, including how each of these policies applies to the Adult Graduation Program and the graduation requirements for international students, are available in the B.C. Graduation Program Policy Guide online at the link below:

🖥️ B.C. Graduation Program Policy Guide

Board/Authority Authorized (BAA) Course Sharing Platform

In cooperation with Focused Education Resource Services, a searchable BAA sharing platform has been created. Boards of Education and Independent School Authorities can volunteer to share their BAA frameworks with other Boards or Authorities. BAA courses on this platform must still be approved by the board/authority to ensure they are appropriate for their local needs and meets Ministry of Education and Child Care standards for BAA courses. The BAA platform is available online at the link below:

🖥️ Board/Authority Authorized (BAA) Course Database

Equivalency

Boards of Education/Independent School Authorities' Responsibilities

Boards are responsible for developing procedures and evaluation standards to determine course equivalency. If the ministry has not already assessed the equivalency of credentials from other institutions and jurisdictions, Boards of Education/Independent School Authorities have the authority to determine equivalency. Independent School Authorities are reminded to align with the Earning Credit through Equivalency, Challenge, External Credentials, Post Secondary Credit and Independent Directed Studies.

For information on courses completed in other Canadian provinces or territories, see *Secondary Education in Canada: A Student Transfer Guide* produced by the Council of Ministers of Education, Canada (CMEC), and available on the CMEC website at the link below:

🖥️ Council of Ministers of Education, Canada

Equivalency Through Prior Learning Assessment (PLA)

Students may get credit for current or past work skills or post-secondary training courses by undertaking a Prior Learning Assessment. Equivalency and Challenge are the policies that enable this process. Adult learners 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 sufficient content to be successful in further learning in the content area.

When reporting an equivalency to the ministry, the school must use the designated course code and ensure it is marked as an equivalency ('E') in Course Type when reporting to TRAX. Schools should also indicate a school mark and session date and have documentation to validate the learning. The session date applicable to an equivalency granted by a PLA is the date of the assessment (i.e., the date the school administrator or teacher evaluates and determines an equivalency may be granted).

🖥️ Data Submission Guide: Course Equivalency and Challenge

Equivalency for Language Courses

For students who have either documentation or demonstration of learning in second languages, equivalency can be reported for Grade 10, 11 and 12:

- Ministry-developed language courses, available online at the link below:

🖥️ Languages

- Ministry-approved Grade 10, 11 and 12 Indigenous language courses developed through the languages template process, available online at the link below:

🖥️ Indigenous Languages of British Columbia

Equivalency for Ministry Developed Language Courses

Canadian Jurisdiction

If a student has earned credit in another Canadian jurisdiction for a language course for which B.C. has a ministry developed or a ministry approved course developed using the languages template, use the following Grade level examples as a guide when determining language equivalency from another province:

B.C. 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.

International Jurisdiction

If a student has completed education in an international jurisdiction during the last year of elementary or at the junior secondary level, and the language of instruction is one in which B.C. has a ministry developed or a ministry approved language course developed using the languages template, 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 course codes SP 10, SP 11 and 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. If it was Cantonese, award the student credit for External Language Certificate (Cantonese) 10A, 11A and/or 12A (course code UXLC 10A/11A/12A). If the language of instruction was Mandarin, award the student credit for course code MAN 10, 11 and/or 12.

Students are entitled to receive equivalency for Grade 10, 11 and 12 level ministry-developed language courses and ministry-approved courses developed using the languages template according to the following guidelines:

B.C. Language Courses	International 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

External Credentials

Ministry approved External Credentials can be used to satisfy various course requirements on the B.C. Graduation Program. Details on the policy for external credentials are available online at the link below:

Earning Credit through Equivalency, Challenge, External Credentials, Post Secondary Credit and Independent Directed Studies

Challenge

Challenge is a means of awarding graduation credit for undocumented demonstrated prior learning. Details on the policy for challenge are available online at the link below:

Earning Credit through Equivalency, Challenge, External Credentials, Post Secondary Credit and Independent Directed Studies

> **Policy Reminder**
>
> 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 standards of B.C.'s second language courses.

Responsibilities of the School District/Independent School Authority

The challenge process begins when it is determined that credit cannot be awarded through equivalency and a student has given compelling evidence that they will succeed in a challenge assessment.

Boards must make a challenge available for Board/Authority Authorized courses taught within their districts. Ministry developed or ministry approved Language Template Grade 10, 11 or 12 courses must be available for a 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. Independent School Authorities are reminded to align with the Earning Credit through Equivalency, Challenge, External Credentials, Post Secondary Credit and Independent Directed Studies.

> **Policy Reminder**
>
> A school district cannot charge a fee for a challenge process. The ministry funds enrolling Boards of Education for successful course challenges.

If the enrolling Board of Education arranges with another Board to conduct a challenge assessment for a ministry developed or ministry approved Language Template 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.

Reporting a Successful Course Challenge

To receive credit for a course, a student must obtain at least a C− (50% minimum) grade/score in the challenge assessment.

When a student receives course credit through a 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 course challenges are funded by the ministry.

Adult Education Courses at B.C. Post-Secondary Institutions

Adult education courses available through some B.C. post-secondary institutions are identified as Adult Basic Education (ABE) courses. Codes for courses taken at a B.C. post-secondary institution are available in the online Course Registry at the link below (enter "abe*" in the course title search field):

🖥️ **Course Registry**

The Ministry of Post-Secondary Education and Future Skills' Articulation Handbook provides information about ABE post-secondary courses that have been deemed equivalent (have completed sufficient content) to Ministry of Education and Child Care courses. The Articulation Handbook is available online at the link below:

🖥️ **A Guide to Upgrading in British Columbia's Public Post-Secondary Institutions**

Dual Credit: Earning Credits for Post-Secondary Course Completion

Dual credit enables high school students to take post-secondary courses and receive credit toward both their high school and post-secondary graduation credentials. In the K–12 system, completed dual credit offerings count as elective Grade 12 level courses.

Dual credit opportunities span an array of student career aspirations and related post-secondary credentials. Offerings vary depending on local school district/independent school authority agreements with eligible post-secondary institutions.

There are two policies that govern dual credit. The first one enables schools to recognize post-secondary learning with credit at the high school level. The second policy sets out the conditions under which a school or district may report dual credit courses for funding from the ministry (e.g., students must be school-aged and in grades 11 or 12 to participate).

In addition to providing regular per-course funding for dual credit, the ministry recently made grants available to bolster the expansion of dual credit programs in critical sectors such as early childhood education and health services, and by region. For more information about these grants, please visit the dual credit website.

Information about B.C.'s dual credit policies can be found at the links below:

🖥️ **Earning Credit through Equivalency, Challenge, External Credentials, Post Secondary Credit and Independent Directed Studies**

🖥️ **Recognition of Post-Secondary Transition Programs for Funding Purposes**

The ministry is exploring policy options to increase dual credit access, equity, and quality. Updates on the policy revision process can be found on the dual credit website.

🖥️ **Dual Credit**

Courses That Qualify

Dual credit courses must lead to a post-secondary credential and meet one of the following criteria:

- be listed in the most recent British Columbia Council on Admissions and Transfer Guide
- be offered by a SkilledTradesBC certified Youth Program training provider
- be offered in French through Educacentre

Continuing Education courses and Adult Basic Education courses usually don't qualify.

🖥️ **BC Institutions – BC Transfer Guide**

🖥️ **List of All Approved Training Providers | SkilledTradesBC**

🖥️ **Collège Éducacentre • Le collège francophone en Colombie-Britannique**

Assigning Credits

Almost all dual credit courses should be awarded 4 credits to appear on the student's high school transcript, regardless of how many post-secondary credits are assigned to the course.

- If a student takes a dual credit program that consists of more than one post-secondary course, each course should be reported as above.
  - Should a program not include identifiable courses, report a 4-credit course for approximately every 120 hours of learning; consideration can be given to study expected to occur outside of class.
  - Inversely, post-secondary institutions may offer short courses, making it appropriate to bundle and report several as one 4-credit 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 the K–12 system, refer to the transcript notations or the respective post-secondary institution's calendar to determine the appropriate letter grade and percentage for reporting the course to the ministry.

Independent Directed Studies (IDS)

IDS 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 some of the content of a course that has not been taken (students receive only IDS credit), the IDS 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. Details on the policy for IDS are available online at the link below:

Earning Credit through Equivalency, Challenge, External Credentials, Post Secondary Credit and Independent Directed Studies

An IDS course can be up to 4 credits, where 1 credit represents the value attached to the understanding, knowledge, skills and competencies that most students can acquire in approximately 30 hours of instruction. IDS cannot be used to meet the B.C. Adult Graduation Diploma Program requirements.

Responsibilities of the School District/Independent School Authority

The ministry encourages school districts/independent school authorities to use the IDS policy and to develop appropriate implementation procedures. Principals must approve IDS courses arranged between teachers and students.

IDS Process

To participate in IDS, students should demonstrate the ability to work independently. They do not need to complete the approved classroom course curriculum before they pursue 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
- Credit value (1, 2, 3 or 4 credits) 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, ministry approved Language Template, Board/Authority Authorized, or First Nation Authorized course. The examples below are guidelines for reporting IDS courses:

IDS Course Title	Report Course Code as:	Report Related Course Code as:	Specify Number of Credits:
IDS Life Sciences 11	IDS 11A	LFSC 11	1, 2, 3 or 4
IDS BA Psychology 12A	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

Courses are restricted for credit if they share a substantial overlap of learning standards 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 standards.

English and French language versions of the same course are credit restricted, as are courses for which a student has received equivalent credit. In other words, a student cannot receive equivalent credit for a course, then receive credit for the course itself. For a list of other credit restrictions, see the online Course Registry website at the link below:

Course Registry

Chapter 4
Graduation Requirements

B.C. Graduation Program – Graduation Requirements

B.C. Graduation Program requirements, including graduation requirements for international students and Dual Dogwood requirements for French Immersion students and for Francophone students, are available online at the link below:

🖥️ B.C. Graduation Program Policy Guide

B.C. Graduation Program

The list of courses that can fulfill Required Courses requirements can be found in the online Course Registry at the link below:

🖥️ Course Registry

Elective credits can be Grade 10, 11 or 12 ministry developed or ministry approved Language Template courses, External Credentials, Board/Authority Authorized (BAA) courses, First Nation Authorized (FNA) courses, Post-Secondary credits, and/or Independent Directed Studies (IDS).

> **Please Note**
>
> Some External Credentials can be used to meet specific graduation requirements.

The required minimum of 16 credits at the Grade 12 level (including a Language Arts 12) may be required courses or elective credits, and can come from ministry developed, ministry approved Language Template, BAA/FNA, External Credential, Post-Secondary Dual Credit or IDS courses. Career-Life Connections can be used toward the requirement of at least 16 credits at the Grade 12 level.

Adult Graduation Program

Adult Graduation Program requirements are outlined in the B.C. Graduation Program Policy Guide available online at the link below:

🖥️ B.C. Graduation Program Policy Guide

Further information can be found on the British Columbia Adult Graduation Diploma Program website at the link below:

🖥️ British Columbia Adult Graduation Diploma Program

The list of courses that can fulfill the Language Arts 12 and Mathematics 11 or 12 Adult Graduation Program requirements are available online through the Course Registry – Advanced Search at the link below:

🖥️ Course Registry

A learner must be 18 years or older to gain entry to the Adult Graduation Program. This age requirement is the minimum age a learner may begin, not end, the Adult Graduation Program. Under no circumstances will a student under the age of 18 be allowed to enter the Adult Graduation Program.

Learners who transfer to the Adult Graduation Program at age 18 still need to complete at least 80% of course work after their 18th birthday for the courses to be eligible as courses "completed as an adult". Additionally, only 4-credit courses at the Grade 12 level qualify as coursework for the Adult Graduation Program.

> **Policy Reminder**
>
> Board/Authority Authorized, First Nation Authorized, Independent Directed Studies, Locally Developed, and historic Career Program courses do not count toward the minimum five courses required in the Adult Graduation Program.

An Adult Graduation Program learner may receive credit toward an Adult Graduation Diploma for no more than two qualifying courses completed prior to enrolling in the Adult Graduation Program. This means that the learner 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 course work 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 learners to gain recognition and credit for what they already know and can do. PLA requires documentation and 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 Chapter 3 of this Handbook.

Chapter 5
Reporting Courses and Programs

> **Important Reminder**
>
> The ministry updates student graduation status nightly (when data is reported by schools). Schools' reporting of final course marks can result in early graduation if the marks satisfy the students' last graduation requirement, even if additional coursework is still underway (see **Student Data Exchange** chapter).

Reporting Arts Education and Applied Design, Skills, and Technologies Courses

Arts Education and Applied Design, Skills, and Technologies are unique in that either area of learning or a combination of both areas may be used to satisfy graduation requirements. To graduate, students have several options for satisfying the 4-credit Arts Education and/or Applied Design, Skills, and Technologies 10, 11, or 12 graduation requirement that schools must report to the ministry.

1. The student completes two 2-credit or one 4-credit ministry-developed course that meets the Arts Education and/or the Applied Design, Skills, and Technologies graduation requirement as listed in the online Course Registry at the link below:

    🌐 Course Registry

2. The student completes two 2-credit or one 4-credit Grade 11 Board/Authority Authorized (BAA) or First Nation Authorized (FNA) course that aligns with the Arts Education 11 and/or Applied Design, Skills, and Technologies 11 provincial curriculum.

    -   Schools transferring data electronically report the BAA/FNA course "B" (for both) in the Graduation Requirements field.
    -   Grade 10 BAA/FNA courses and Grade 12 BAA/FNA courses in the Arts Education or Applied Design, Skills, and Technologies areas of learning do not meet the Arts Education and/or Applied Design, Skills, and Technologies graduation requirements.

3. The student completes an External Credential that meets the Arts Education and/or Applied Design, Skills, and Technologies 10, 11, or 12 graduation requirement.

Reporting Indigenous-focused Courses

Students can meet the minimum 4-credit Indigenous-focused graduation requirement through one or a combination of the following:

1. The student completes one or more provincially developed Indigenous-focused courses and/or provincially authorized First Nations language courses, as listed in the online Course Registry:

    🌐 Course Registry

2. The student completes one or more First Nation Authorized (FNA) courses or Board/Authority Authorized (BAA) courses that have been designated as an Indigenous-focused course.

- To meet the Indigenous -focused graduation requirement, Board/Authority Authorized courses must follow the steps outlined in the Board/Authority Authorized (BAA) and First Nation Authorized (FNA) Course Requirements and Procedures Guidebook:

🌐 Board/Authority Authorized (BAA) and First Nations Authorized (FNA) Course Requirements and Procedures Guidebook

3. The student completes a First Nations Language and Culture External Credential. See the list of External Credentials offered by First Nations:

🌐 First Nations and organizations offering approved external credentials

Board/Authority Authorized (BAA) and First Nation Authorized (FNA) Courses

A standardized set of general descriptive codes are used for coding BAA courses. These course codes cannot be altered by boards and authorities. Districts and schools select their own BAA course codes from the list of BAA core course categories available through MyEducationBC and the BAA website at the link below:

🌐 Board/Authority Authorized (BAA) Core Course Categories

FNA course codes are chosen from the BAA core course categories list as well. However, FNA courses are restricted in use to non-independent First Nation School Authorities only. FNA courses are differentiated when the "Doing Business As" organization information in the Course Registry states, "First Nation Authority." Students transferring to a B.C. public or independent school from some First Nations schools may have completed these FNA courses. Just like BAA courses, FNA courses can be used as all or part of the 28 elective credits to meet B.C. Graduation Program (2018) requirements for a B.C. Dogwood Diploma. This includes Grade 12 level FNA courses, which may be used toward required Grade 12 level credits. FNA courses may also meet the Indigenous-focused graduation requirement.

While BAA codes are generic and unalterable, the course title can be customized/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 Jewelry and Art Design for a third group. These titles could be entered by the school offering each course, and could appear on a student's transcript, but the TRAX code would remain YVPA 11A.

However, a student can only get credit for YVPA 11A once. If a student enrolls in more than one YVPA 11 course, 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.

MyEducationBC codes for district use can be identified by boards and authorities by using the Course Code Lookup feature in the Course Registry and then entering the chosen BAA TRAX code. The maximum code length for a TRAX code is 8 characters: 5 characters for course code and 2 or 3 characters for grade. Spaces are used as placeholders between the course code and grade if the course code is less than 5 characters long (e.g. YIA 11A course code is entered as YIA <space space>11A).

🌐 Course Registry: Course Code Lookup

External Languages – Credit for Documented Prior Learning

There are three ways in which a student may receive credit for language learning acquired outside the regular classroom:

- Through Equivalency, as described in Chapter 3, for ministry-developed language courses and for Indigenous language courses developed using the ministry-approved Language Template.

- Through External Credentials language assessments and programs. A list of organizations offering approved external language credentials can be found at the link below:

🖥️ First Nations and organizations offering approved external credentials

- External Language Certificates are used to recognize learning in all languages other than ministry-developed language courses and courses developed using the ministry-approved Language Template, or to grant credit in these languages for documented learning that may not meet the criteria for Equivalency. In all cases, the learning must be documented by an education authority. A student who presents appropriate documentation is eligible to receive credit for all non-ministry-developed language courses and courses developed using the ministry-approved Language Template.

Acceptable External Language Certificates are:

- Documentation from other Canadian provinces and territories. See the External Language Certificates Codes in the online Course Registry at the link below:

🖥️ Course Registry

- Documentation from international jurisdictions.

For students who completed language training in another province or territory of Canada, other than ministry-developed language courses and courses developed using the ministry-approved Language Template, and that does not meet the criteria for Equivalency, the ministry offers the following example as a guideline:

- If a student studied South Slavey language in Grade 10 in the Northwest Territories (i.e., received credit for a 'Northwest Territories – language 10' course), then the student would receive credit for External Language Certificate 10A and the course code to enter would be UXLC 10A. Similarly, if the language course for which the student received credit was a Grade 11 course, the course code to enter would be UXLC 11A. If the language course was a Grade 12 course, the course code to use would be UXLC 12A. The A, B, and C in the course title/code allow the student to get credit for more than one language if they have documentation.

For students who completed part of their education program in an international jurisdiction, the ministry offers 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 course code UXLC 10A. For example, if a student completed Grade 7 in Thailand, report External Thai 10A for that course code.

UXLC 10A	External Language Certificate 10A	4 credits

- 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 course code UXLC 11A. For example, if a student completed one year of junior secondary school (Grade 8) in Thailand, report External Thai 11A for that course code.

UXLC 11A	External Language Certificate 11A	4 Credits

- 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 course code UXLC 12A. For example, if a student completed two years of junior secondary school (Grade 9) in Thailand, report External Thai 12A for that course code.

UXLC 12A	External Language Certificate 12A	4 Credits

Dual Credit Post-Secondary Courses

A dual credit course will appear on a student's transcript generically as a post-secondary course, as indicated in the table below. See the "Dual Credit: Earning Credits for Post-Secondary Course Completion" section in Chapter 3 for additional information.

The following sets of dual credit codes will be active for the 2025/26 school year.

Type of code	MyEd	TRAX	Notes
General	P@**-2A	P#** 12A	
Trades (Public Institutions)	TRN*-2A	TRN*12A	See SkilledTradesBC list of approved training providers
Trades (Non-Public Institutions)	TRITA2A	TRITA12A	
Early Childhood Education Dual Credit Project	ECE**12A	ECE**12A	Only for schools and districts actively participating in the projects
Health Careers Dual Credit Project	PHC**2A	PHC**12A	

* *is the institution identifier which could be composed of two letters or one letter followed by a dash (-) in MyEd and a space in TRAX.*

@ *is a letter to identify the subject area of the general code.*
  – *B – Business*
  – *H – Humanities and Arts*
  – *S – Science and Health*
  – *T – Technology and Engineering*

Post-Secondary Institution Identifiers

Institution	Identifying code
British Columbia Institute of Technology	A-
Trinity Western University	AA
Yukon College	AB
Le Collège Éducacentre	AC
Columbia College	AD
Coquitlam College	AF
Corpus Christi College	AG
Alexander College	AH
Athabasca University	AU
Camosun College	B-
Capilano University	C-
College of New Caledonia	D-
College of the Rockies	E-
Douglas College	F-
Emily Carr University of Art and Design	G-
Justice Institute of British Columbia	I-
Kwantlen Polytechnic University	J-
Langara College	K-
Vancouver Island University	L-
Nicola Valley Institute Technology	M-
North Island College	N-
Northern Lights College	O-
Coast Mountain College	P-
Okanagan College	Q-
Royal Roads University	R-
Selkirk College	S-
Simon Fraser University	T-
University of British Columbia	U-
Thompson Rivers University	V-
University of the Fraser Valley	W-
University of Northern British Columbia	X-
University of Victoria	Y-
Vancouver Community College	Z-

* New course codes can be created if a school or district partners with a post-secondary institution not listed above that meets policy requirements for ministry funded dual credit.

Additional details on all current codes can be found at this link:

🌐 **Dual Credit Course Codes Cheat Sheet**

Advanced Placement (AP) and International Baccalaureate (IB) Courses

Reporting AP and IB Courses

Report a student's school mark (percent and letter grade) for an AP or IB course. AP and IB courses appear on student transcripts. Post-secondary institutions generally make admission decisions based on results provided by the AP (College Board) or IB organizations.

When reporting an AP or IB course to the ministry, use the AP or IB course code listed in the online Course Registry. Enter "ap*" in the course title search field when searching the Advanced Placement Course List, located at the link below:

> **Important Reminder**
>
> Do not report the numerical results provided by the advanced placement program or international baccalaureate program.

🖥️ Course Registry

Enter "ib*" in the course title search field when searching the International Baccalaureate Course List located at the link below:

🖥️ Course Registry – Advanced Search

AP and IB program participation are 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" (Course). These codes can be entered in the Program Participation field of the student's DEM file (electronic transfer).

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.

Further information concerning AP and IB courses can be found on the 'Getting Credit to Graduate' webpage at the link below:

🖥️ Getting credit to graduate

External Credentials

Each External Credential is given a course code that schools must use for reporting to the ministry. All External Credentials have been assigned a credit value.

To report a successful completion, the school must first examine credentials from the external institution. It is the student's responsibility to present this credential as proof of successful course or program completion. If a student's credential requires verification, schools should contact the external organization. External organization contact information is available on the External Credentials website at the link below:

🖥️ External 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 or as Transfer Standing (TS).

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, use a TS letter grade. However, it is important to note that TS marks on a student transcript may have long-term impacts on a student's post-secondary options. SG should only be assigned when they are in the best interest of the student, and whenever possible a proficiency scale indicator or letter grade and percentage should be assigned to the student over an SG or TS.

Important Reminder

Only those External Credentials that have been reviewed and approved by the ministry can be applied toward graduation.

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 in which it is reported.

Reporting External Sport Credentials

Information concerning the reporting of external sport credentials can be found on the 'External Sport Credentials Program' webpage at the link below:

External Sport Credentials Program

For information concerning external sport credentials, please contact:

> **Ministry of Tourism, Arts, Culture and Sport**
> Attention: Liam McDonough
> PO Box 9812 Stn Prov Govt
> Victoria, BC V8T 5C3
> Phone: 778.445.5140
> Email: external.credentials@gov.bc.ca
> Website: Sports

External Adult Basic Education Courses

Enter "abe*" in the course title search field when using the External Adult Education Course List, located at the link below:

Course Registry – Advanced Search

Any adult learner who is enrolled in a B.C. high school and presents a transcript from a public post-secondary institution, showing successful completion of the course(s) indicated, is entitled to credit towards secondary school 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 may 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 Education Courses through the post-secondary system, please contact:

Ministry of Post-Secondary Education and Future Skills
PO Box 9877 Stn Prov Govt
Victoria, BC V8W 9T6
Phone: 250.952.6114
Fax: 250.952.6110

Reporting Career-Life Courses

Students on the B.C. Graduation Program

Students on the B.C. Graduation Program must complete 4 credits in Career-Life Education and 4 credits in Career-Life Connections for a total of 8 credits. Options for reporting are as follows:

- Career-Life Education (using code CLE) for the 4-credit option, or two 2-credit options (using codes CLEA and CLEB).
- Career-Life Connections (using code CLC) for the 4-credit option, or two 2-credit options (using codes CLCA and CLCB).

These courses do not have designated Grade levels; students can begin their Career-Life courses in Grade 10, 11, or 12. Students on the B.C. Graduation Program can only receive credit at the Grade 12 level for CLC, not CLE. More details on options for Grade 10-12 students are available at the link below:

Career Education 10-12 Guide

Learners on the Adult Graduation Program

Learners on the Adult Graduation Program are eligible to receive graduation credit at the Grade 12 level for both Career Life Education (must be reported with code CLE 12) and Career Life Connections (must be reported with code CLCG12). Both course codes are restricted for use only on the Adult Graduation Program.

Learners moving from the B.C. Graduation Program to the Adult Graduation Program before graduation can receive credit for CLCG 12 if they have previously completed CLC or both CLCA and CLCB courses. To receive this credit, the courses must be reported as CLCG 12. If converting CLCA and CLCB to CLCG 12, the session date must align with the session date previously reported for CLCB. CLCB cannot be started as a standalone after the student enrolled. The same process also applies when converting to CLE 12.

Career Programs

Information concerning career programs can be found on the 'Career Programs' webpage at the link below:

🖥️ Career Programs

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 or trades training course. Eligible work experience and trades training courses are:

WEX 12A Ministry Authorized Work Experience

WEX 12B Ministry Authorized Work Experience

WRK 11A Youth Work in Trades

WRK 11B Youth Work in Trades

WRK 12A Youth Work in Trades

WRK 12B Youth Work in Trades

TST 12A Youth Explore Trades Sampler

TST 12B Youth Explore Trades Sampler

TST 12C Youth Explore Trades Sampler

TRN* 12A - P Youth Train in Trades

> * *This is the psi code as per the "External Post-Secondary Course Codes Table" in this chapter. For TRN courses delivered by SkilledTradesBC designated training providers (including school districts), the course code is TRITA 12A-P.*

WEX courses are not meant to be awarded for general/past work experience, as WEX is a school-monitored and school-arranged course. Transfer Standing (TS) as part of granting Equivalency (E) should only be used where a student can demonstrate a balance between school instruction and field practicums, such as in the case of Red Seal trades qualifications. Otherwise, students who can demonstrate extensive experience in a specific field should receive relevant course credit by equivalency from the curriculum, such as Construction 12, Entrepreneurship 12, or Computer Programming 12.

In addition to one or more Ministry-Authorized Work Experience courses, students who are registered in a Career Program can take a combination of career-related ministry-developed or Board Authority/Authorized 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 DEM 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 apply to students in Career Preparation, Cooperative Education, Youth Work in Trades, and Youth Train in Trades programs. The same codes may be used for TRAX data collections. The eight Career Program codes are:

XA	Business and Applied Business
XB	Arts Education, 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 and Child Care
Attention: Work Experience and Career Coordinator
PO Box 9183 Stn Prov Govt
Victoria, BC V8W 9H9
Phone: 250.213.7540
Email: EDUC.Skills@gov.bc.ca

Locally Developed Courses

Boards/Authorities should approve and report to the ministry all non-credit Locally Developed (LD) courses. Where grades or percentages have been assigned, students will be issued transcripts showing all credit and non-credit courses.

Important Reminder

Locally Developed (LD) courses are non-credit courses that have been created or modified by a Board/Authority as part of a local program. LD courses may include preparatory, replacement curriculum, or replacement learning standards.

Reporting Locally Developed Courses to the Ministry

Core course codes that cover a wide range of subjects commonly reported by districts/authorities for students completing a School Completion Certificate Program are available in the online Course Registry at the link below:

🌐 **Course Registry – Advanced Search**

Policy Reminder

Boards of Education and Independent School Authorities must have an approval process in place for using locally developed course codes.

Search under 'Course Type: Locally Developed' → 'Course Status: Open'.

Generic course titles/descriptions should be customized to meaningfully reflect the actual course content. For example, the generic course title/description 'LD IEP Modified Course 12A' could be renamed 'LD IEP 12A Banking.' These customized titles will be printed on the student's transcript, providing a meaningful record of student work.

For information on locally developed courses, please contact:

Ministry of Education and Child Care
Attn: Graduation Program and Policy
PO Box 9886 Stn Prov Govt
Victoria, BC V8W 9T6
Email: EDUC.GradStandards@gov.bc.ca

Chapter 6
Student Credentials

Transcript of Grades

A transcript is the official document that indicates:

- Grade 10, Grade 11 and Grade 12 courses that are successfully completed.

- Graduation requirement(s) met by a course.

- Courses completed by challenge or equivalency.

- Course achievement levels, except for IE (Insufficient Evidence), 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 by course a student has earned toward graduation.

- Completed Provincial Graduation Assessments.

The Transcript Legend webpage includes graduation program requirements for current and historic programs, associated achievement indicators, course type abbreviations and more at the link below:

🖥️ Transcript Legend Information

B.C. Ministry of Education and Child Care official transcripts are available to students through the StudentTranscripts Service at the link below:

🖥️ Order transcripts and certificates

A school may also issue school-based transcripts for students, upon request. See Chapter 6: Student Record and Transcript Responsibilities of the School.

Sample Transcript of Grades

BRITISH COLUMBIA

Ministry of Education and Child Care

Student Information

LAST NAME, FIRST NAMES

PEN: 123456789   DOB: Mmm DD, YYYY

School of Record

01234567   Name of School

STREET ADDRESS
CITY, PROVINCE
POSTAL CODE

OFFICIAL TRANSCRIPT HAS A COLOURED BACKGROUND AND A WATER MARK OF THE B.C. FLAG. (HOLD TO LIGHT TO VIEW). PDF TRANSCRIPT IS NOT OFFICIAL UNLESS SENT BY STUDENTTRANSCRIPTS.GOV.BC.CA

COURSES / ASSESSMENTS	COURSE / ASMNT CODE	REQ	EQU	SESSION DATE	GR 12 SCHOOL %	GR 12 EXAM %	FINAL % / ASMNT	FINAL LETTER GRADE	CREDITS
ART STUDIO 10	VAST 10	11		2022/01			97	A	4
COMPOSITION 10	CMPS 10	1		2022/07			90	A	2
FOUNDATIONS OF MATH AND PRE-CALCULUS 10	FMP 10	6		2022/01			100	A	4
LITERARY STUDIES 10	LTST 10	1		2022/07			95	A	2
PHYSICAL AND HEALTH EDUCATION 10	PHED 10	10		2022/01			97	A	4
SCIENCE 10	SC 10	8		2022/07			99	A	4
SOCIAL STUDIES 10	SS 10	4		2022/07			98	A	4
SPANISH 10	SP 10	17		2022/01			95	A	4
ACTIVE LIVING 11	ACLV 11	17		2023/01			97	A	4
CHEMISTRY 11	CH 11	17		2023/06			98	A	4
CREATIVE WRITING 11	CTWR 11	2		2023/01			99	A	4
PHYSICS 11	PH 11	9		2023/06			99	A	4
PRE-CALCULUS 11	PREC 11	7		2023/01			100	A	4
SPANISH 11	SP 11	17		2023/06			92	A	4
BC FIRST PEOPLES 12	BCFP 12	19, 5		2023/01			97	A	4
ENGLISH FIRST PEOPLES 12	ENFP 12	19, 3, 14		2024/06			98	A	4
PHYSICS 12	PH 12	17		2024/07			97	A	4
PRE-CALCULUS 12	PREC 12	19, 17		2024/01			98	A	4
SPANISH 12	SP 12	17		2024/01			97	A	4
CAREER-LIFE CONNECTIONS	CLC	19, 13		2024/06			99	A	4
CAREER-LIFE EDUCATION	CLE	12		2022/07			100	A	4
LITERACY 10 ASSESSMENT	LTE10	15		2022/06			RM		NA
LITERACY 12 ASSESSMENT	LTE12	18		2023/11			4		NA
NUMERACY 10 ASSESSMENT	NME10	16		2023/01			4		NA

COURSES MAY HAVE BEEN COMPLETED AT SCHOOLS OR INSTITUTIONS OTHER THAN THE STUDENT'S CURRENT SCHOOL OF RECORD AS NOTED ON THIS TRANSCRIPT.

Based on the information provided by the school, this student has graduated in the Graduation Program 2023 with Honours.

Graduation Date: June 2024. Graduation School: Name of School.

QUESTIONS? STUDENTS SHOULD CONTACT THEIR SCHOOL OF RECORD IMMEDIATELY

Indicators (Letter Grades) and Their Meanings

The following indicators (letter grades) are from the Provincial Letter Grades Order, with additional notes as indicated from the B.C. Graduation Program Policy Guide at the link below:

🌐 B.C. Graduation Program Policy Guide

Student Reporting Policy can be found at the link below:

🌐 K-12 Student Reporting Policy

Letter Grade	Percentage Range	Definition
A	86–100	The student demonstrates **excellent** or **outstanding** learning in relation to expected learning standards.
B	73–85	The student demonstrates **very good** learning in relation to the learning standards.
C+	67–72	The student demonstrates **good** learning in relation to the learning standards.
C	60–66	The student demonstrates **satisfactory** learning in relation to the learning standards.
C–	50–59	The student demonstrates **minimally acceptable** learning in relation to the learning standards.
F	0–49	The student has not demonstrated, or is not demonstrating, minimally acceptable learning in relation to the learning outcomes for the course. The letter grade F may only be assigned if an "IE" (Insufficient Evidence of Learning) letter grade has previously been assigned for that course.
SG	N/A	**Standing Granted:** Although completion of normal requirements is not possible, sufficient evidence of learning has been demonstrated to warrant, consistent with the best interests of the student, the granting of standing for the area of learning and 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.
TS	N/A	**Transfer Standing:** May be granted by the principal, vice principal, or director of instruction in charge of a school based on an examination of records from an institution other than a school as defined in the School Act. Alternatively, the principal, vice principal, or director of instruction in charge of a school may assign a proficiency scale indicator or letter grade and percentage on the basis of an examination of those records.
IE	N/A	**Insufficient Evidence of Learning: The student has not provided sufficient evidence of learning in relation to the learning outcomes for the course.**
W	N/A	**Withdrawal:** According to the policy of the board, and upon request of the parent of the student or, when appropriate, the student, the principal, vice principal, or director of instruction in charge of a school may grant permission to a student to withdraw from a course or subject.

Additional information concerning letter grades and their meanings is available online at the link below:

🖥️   B.C. Graduation Program Policy Guide

When sending an "IE" to the ministry, the school should not report a percentage as the course has not been completed. The school should only send in a final percentage when converting the "IE" to a final mark.

"RM" is currently only used for the Grade 10 Literacy Assessment (LTE10 Proficiency Scores do not appear on ministry transcripts).

Indicators not included on Transcripts

Transcripts only record successfully completed courses. As a result, courses with the following indicators are not included:

IE (Insufficient Evidence)   F (Failure)   W (Withdrawal)

If a student repeats a course, only the higher mark appears on the transcript in most cases. However, if the original course was used to meet graduation requirements on a program that is now closed (e.g., 2018, 2004, 1995 etc.), that course will not be overwritten with a higher mark.

Graduation Assessment Indicators on Transcripts

The following indicators of achievement for graduation assessments will appear on the Transcript of Grades.

Indicator	Description
MET	Assessment requirement met by a provincial exam and course.
RM	Requirement met by completion of the Literacy 10 Assessment. *
XMT	Assessment requirement exempt.
AEG	Aegrotat Standing means the student has been granted exemption from writing a Provincial Graduation Assessment due to unpredictable circumstances that render a student unable to write an assessment, even at a future session. Additional information concerning Aegrotat Standing (AEG) is available in Chapter 1 of this Handbook.
1–4	Proficiency score from 1 to 4 (Emerging to Extending) will appear in the Final Assessment Score column on transcripts upon the ministry's release of results for the Grade 10 Numeracy Assessments and the Grade 12 Literacy Assessments. A student's best score for each assessment will appear on the student's final transcript.

 * Result may appear as the proficiency score of 1 to 4 on school-based transcripts.

Proficiency Score Criteria are presented below:

Provincial Graduation Assessments			
1 (Emerging)	**2 (Developing)**	**3 (Proficient)**	**4 (Extending)**
The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.

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 the student participated in one or more of these programs will be printed on the bottom of their transcript if the school provides the appropriate two-letter code in the program participation field of the student's DEM file (electronic transfer). Information concerning the reporting of these programs can be found in Chapter 5.

French Programs on Transcripts

Programme Francophone

The statement "This student has successfully completed Programme Francophone" will appear on the bottom of a transcript if the student has graduated and completed all the following:

- A Français langue première 10
- A Français langue première 11
- Français langue première — Français langue et culture 12
- 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
- Évaluation de numératie de la 10e année
- Évaluation de littératie de la 10e année – Français langue première
- Évaluation de littératie de la 12e année – Français langue première

French Immersion Program

The statement "This student has successfully completed the French Immersion Program" will appear on the bottom of a transcript if the student has completed the B.C. Graduation Program and also completed all of the following requirements:

- Français langue seconde-immersion 10 (FRAL 10)
- A Français langue seconde-immersion course at the Grade 11 level
    - Communication Orale 11 (SPLGF11)
    - Langue et culture de la francophonie (LCFF 11)
    - Média et Communication Numérique 11 (NMDF 11)
    - Études du cinéma et de la littérature francophone (LTSTF11)
    - IB Français A1 (NS) 11 (IBFNS 11)
- Français langue seconde-immersion 12 (FRAL 12)
- 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
- Évaluation de littératie de la 12e année – Français langue seconde-immersion

A French Immersion Program reporting guide is also available to help schools ensure students are on track with their course enrolments.

🖥 Data Submission Guide: French Immersion Program Reporting

Honours Standing on Transcripts

The statement that a student has graduated 'with Honours' appears on a transcript if the ministry calculated Grade Point Average (GPA) is greater than 3.0. Only course credits that are used to satisfy the requirements for graduation (including electives) are used to calculate the GPA. Courses completed for fewer than 4 credits are weighted.

The grade point scale used is unique to B.C. and may not reflect the grade point scale used by other jurisdictions. The B.C. grade point scale used is set out here:

A [4 points]	B [3 points]	C+ [2.5 points]	C [2 points]	C– [1 point]

When Are Transcripts Sent to the Student's School of Record (SOR)?

Schools' submission of final grades to the ministry can trigger graduation nightly for students who meet minimum graduation requirements. Credentials are then distributed on a monthly basis, or as part of the year-end distribution. A copy of the Transcript of Grades is included for all students who were issued a new credential in each distribution. These are **school copies** for those schools that opt to include this document in the Permanent Student Record.

🖥 B.C Certificates and Transcripts: School Distribution Guide

How do students obtain their transcripts?

Students must order their own transcript copies through the StudentTranscripts Service at the link below:

⊞ Order transcripts and certificates

The $10 transcript fee is waived for the first printed transcript order placed within six months after the student has completed their last course.

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 minimum of the two most recent years of Student Progress Reports (including documentation to support orally communicated letter grades) **or**: a copy of the Transcript of Grades (digital or printed) 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 official school-based transcripts upon request. The ministry considers a transcript issued by a school, bearing the school seal and principal's signature, an official document.

Information about the Permanent Student Record can be found at the link below:

⊞ Permanent Student Record Instructions

Schools of record are responsible for issuing and replacing all graduation credentials for the years 1974–1985.

Transcript Corrections

Schools have the authority and responsibility to correct errors and omissions on a student's transcript. Requests to update misspelled or incorrect names or birthdates must be completed through PEN services:

⊞ Personal Education Number (PEN) information for administrators

To correct or update course information for students no longer enrolled in the B.C. K-12 system (graduates and other former students), schools must complete a TRAX Change Form:

⊞ TRAX Change Form

Please see for more information.

Obtaining Records of Kindergarten to Grade 9 Courses

Students requiring proof of courses completed in B.C. prior to Grade 10 must obtain a certified true copy of the Permanent Student Record (PSR) that is maintained by the school or school district. The complete student PSR must be retained by the last school district or school attended before the student withdrew or graduated. Schools can produce a school transcript showing Grade 9 courses.

Ordering Blank Permanent Student Record (PSR) Cards

Schools and district offices can order a supply of blank permanent student record cards by contacting:

> **Government Publications Services**
> 563 Superior Street
> PO Box 9452 Stn Prov Govt
> Victoria, BC V8W 9V7
> Phone: 250.387.6409
> Fax: 250.387.1120
> Toll Free within B.C.: 1.800.663.6105
> **Crown Publications**

Student Access to Transcripts

Students must order their official Ministry of Education and Child Care transcripts through the StudentTranscripts Service (STS) at the link below:

🌐 **Order transcripts and certificates**

The ministry transcript service is available for students with completed grade 10-12 courses that have been reported to the B.C. Ministry of Education and Child Care. Students that last attended school between 1974 and 1986 should contact their school district /independent school authority.

Certificate of Graduation (Dogwood Diploma)

Information concerning Certificates of Graduation, including French Certificates, is available online in the Student Credentials Policy at the link below:

🌐 **Student Credentials**

To be eligible to receive a Dogwood Diploma for the B.C. Graduation Program, at least one of all graduation requirements must have been completed in the B.C. school system.

> **Important Reminder**
>
> Dogwood Diplomas do not indicate Honours Standing.

Graduation Certification

Schools must report credits earned by students to the ministry for calculation of graduation eligibility and certification of graduation status. When a school is reporting final marks that result in the student meeting the minimum graduation requirements, the student will graduate – even if they are still completing additional coursework.

Student graduation status is updated nightly to the StudentTranscripts Service and the School Secure Web.

Certificate Distribution

Transcript and certificate packages are distributed directly to schools on a monthly basis from September to May. Schools are responsible for signing and distributing these graduation certificates to students.

However, most students complete their graduation requirements in June and the majority of graduation certificates are produced in the last week of July – after the deadline for schools to submit final marks to the ministry has passed and the results from June's Provincial Graduation Assessment are released. Year-end certificate and transcript distribution to schools begins at the end of July / beginning of August.

For public schools, year-end packages are sent to each board office, which is responsible for their further distribution to schools for principals to sign before issuing them to students.

🖥 B.C Certificates and Transcripts: School Distribution Guide

Certificate of Graduation Responsibilities of the School

Principals are responsible for signing Certificates of Graduation. Schools are responsible for distributing Graduation Certificates to students.

Replacing Certificates of Graduation

If an original certificate is damaged or lost in the mail, schools may arrange a replacement by contacting student.certification@gov.bc.ca.

However, if the request is for additional copies or the replacement request is a year or more after graduation, students should be directed to the StudentTranscripts Service.

Ordering Copies of a Certificate of Graduation

Students may request additional copies of a Certificate of Graduation using the StudentTranscripts Service at the link below:

🖥 Order transcripts and certificates

School Completion Certificate Program ("Evergreen Certificate")

The School Completion Certificate ("Evergreen") is not a graduation credential.

Descriptive information and the purpose of the Evergreen Certificate can be found on the School Completion Certificate Program (SCCP) webpage at the link below:

🖥 School Completion Certificate Program

Additional policy information concerning the School Completion Certificate Program as it relates to other B.C. credentials is available online in the Student Credentials Policy at the link below:

🖥 Student Credentials

Certificate Completion Dates: Responsibilities of the School

Unlike graduation, schools are responsible for determining when students have met the goals of their individual education plan (IEP) and are eligible for the School Completion Certificate. Schools must provide their students' education program completion dates to TRAX via data submission to receive the Evergreen Certificates. See the "Reporting School Completion ("Evergreen") Certificate Program (SCCP) Participation" section in Chapter 8 for additional information.

Transcripts

Information concerning transcripts for School Completion ("Evergreen") Certificate Program students can be found on the School Completion Certificate Program webpage at the link below:

🖥️ School Completion Certificate Program

Certificate Responsibilities of the School

Schools are responsible for sending their students' education program completion dates to the ministry. Schools should use the YYYYMMDD format in the DEM file, which can be sent to the ministry during any data transfer.

In addition to receiving a School Completion ("Evergreen") Certificate, students may also receive a transcript of successfully completed Grades 10-12 courses as submitted by the school. Students can order transcripts through the StudentTranscripts Service or schools may request a transcript on behalf of a student on the SCCP program by emailing the request to the address below:

✉️ student.certification@gov.bc.ca

When Are School Completion Certificates Sent to Students?

The ministry produces School Completion ("Evergreen") Certificates for students whose education program completion dates have been sent to the ministry. It is generally expected that a student will not meet School Completion ("Evergreen") Certificate Program requirements until the end of the Grade 12 year, although in some cases it may be earlier. The certificates are sent to schools for appropriate signatures before distribution to students. Schools are responsible for obtaining the signature of the principal before distributing School Completion ("Evergreen") Certificates to their students.

Most certificates are produced and sent to schools in July but can also be included in the monthly distribution packages throughout the year. Schools distribute certificates to students.

🖥️ B.C Certificates and Transcripts: School Distribution Guide

French School Completion Certificates

A French version of the School Completion ("Evergreen") Certificate is available. Written requests for French School Completion Certificates must be made to the Student Certification Branch at the email address below:

✉️ student.certification@gov.bc.ca

Ordering Copies of a School Completion Certificate

Students may request additional copies of School Completion ("Evergreen") Certificates and transcripts using the StudentTranscripts Service at the link below:

🖥️ Order transcripts and certificates

School Completion Certificate Program contact:

✉️ Inclusive.Education@gov.bc.ca

Sample School Completion Certificate

SCHOOL COMPLETION CERTIFICATE

This is to certify that

STUDENT NAME

upon recommendation of the School Board, is hereby issued this British Columbia School Completion Certificate under the authority of the Minister of Education and Child Care

_____
Minister of Education and Child Care

_____
Superintendent of Schools

_____
Principal

SCHOOL NAME
School

JUNE 2024
Date
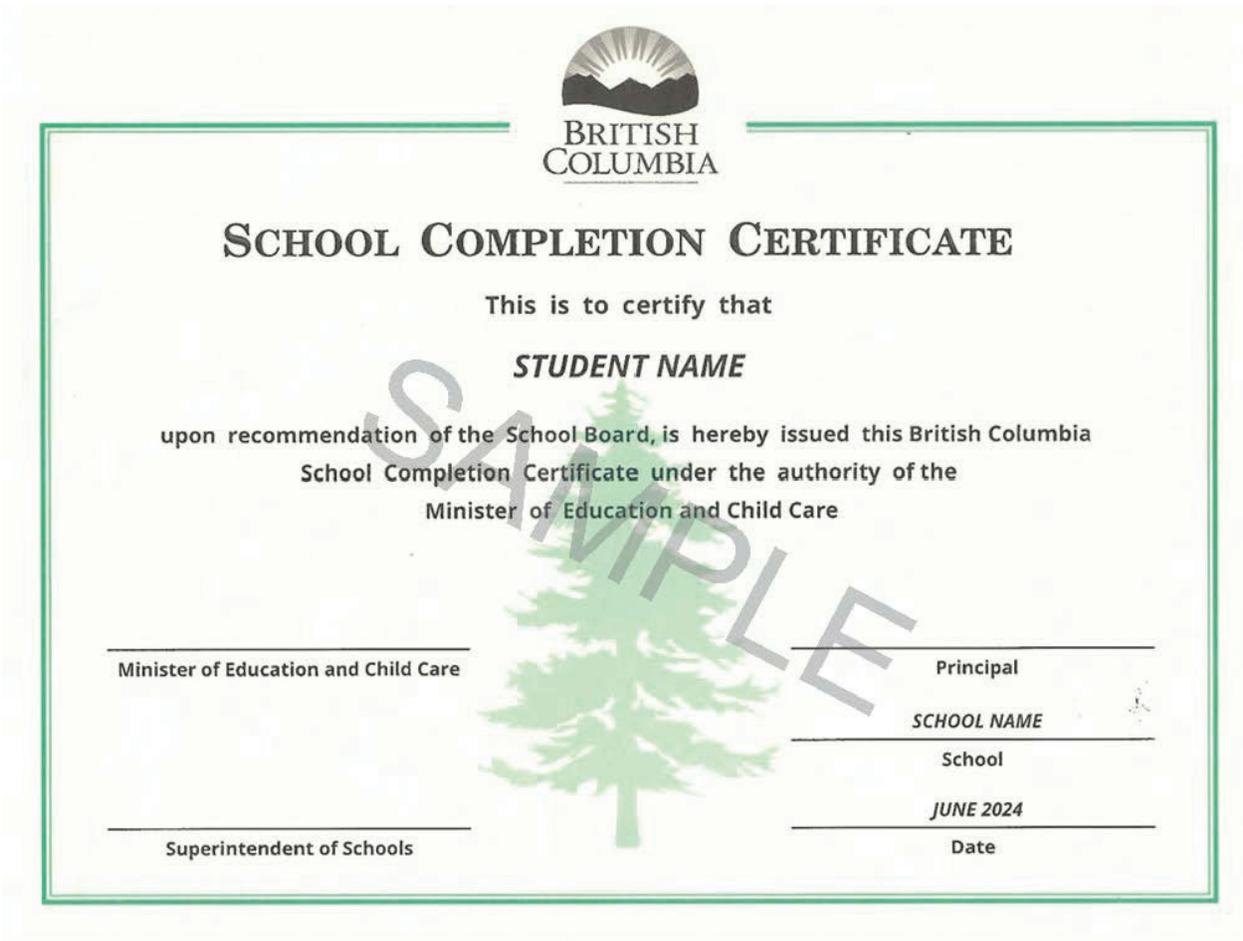
StudentTranscripts Service (STS)

All students must use STS to send their official transcripts to post-secondary institutions and employers. However, students that attended school between 1974 and 1986 should contact their school district/ independent school authority for a copy of their transcript and/or permanent student record. How and when transcript information is sent will depend on the post-secondary institutions and the options selected in STS (click here for more details). School administrators and counsellors continue to access student results through the School Secure Web (SSW).

Students are not automatically mailed a copy of their final transcript. However, they are entitled to order one free printed transcript (by mail) after graduation that can be sent to any address. After logging in to STS, this option is found under: "Send/Order Your Transcript" then "Send Paper Transcript (by Canada Post Mail) to a designated Third-Party Address."

STS also allows students to send an official PDF transcript to a specified email address, for a fee of $10 per transcript (fee applies to all students). For specific information about sending PDF transcripts see the link below:

🖥️ Sending PDF Transcripts

STS can be accessed at the link below:

🖥️ Order transcripts and certificates

Students must register for a Basic BCeID to use the StudentTranscripts Service. Detailed STS help documentation and videos are available via the link below:

🖥️ StudentTranscripts Service Tutorial Videos & Resources – Province of British Columbia

Student Dashboard on the STS

The Student Dashboard allows students to:

- View assessment (including student level reports) and provincial exam marks.
- View and print a copy of their own transcripts (unofficial).
- View any awarded scholarships from the Provincial Scholarship Program.
- Order digital (PDF) or printed copies of official transcripts to be sent to any third party for a $10 per copy fee.
- Place up to 25 Post-Secondary Institution (PSI) selections from the PSI listing on the STS, for official transcript delivery at no charge if they are a current student (students must be enrolled in or completed a course within the last 6 months).
- View their transcript and certificate order status.
- Benefit from possible early admission and program acceptance decisions to PSIs.

> **Important Reminder**
>
> Support your students' PSI admissions and scholarship eligibility by reporting to TRAX frequently, resolving errors from TRAX Data Error Reports and using TVRs on SSW to verify student transcript records are correct and up to date.

Information to go to Post-Secondary Institutions

Students are responsible for reviewing transcript accuracy prior to placing transcript orders to post-secondary institutions (PSIs). If students find mistakes or incomplete information on their transcript, they should not order and send transcripts to any PSIs until they have contacted their school to make any corrections.

When students select "Send/Order your Transcript," they will be prompted to select how they want their transcript sent. To utilize the free 25 PSI selection option, they must select the option under "Send Electronic (XML) or Paper Transcript to Post-Secondary Institution(s)". Any student can always choose to send a current copy of their transcript immediately. Between October and July, current students have additional options for sending interim or final marks. More details are available at the link below:

🖥️ **Transcripts and post-secondary selection**

Information on the Graduation Assessment Student Reports

Following the completion of an assessment and provincial marking, assessment results are available to students on the STS. Students can find their detailed reports on their STS account dashboard, under "Graduation Assessment/Provincial Examinations" results.

Schools access all assessment related reports through the School Secure Web. **Schools** can also access students' proficiency scores by clicking on "School Reports" then "Assessment Results by Subject" on the School Secure Web (SSW) at the link below:

🖥️ **School Secure Web**

Sample Graduation Assessment Student Report

Ministry of Education and Child Care
Grade 10 Literacy Assessment
Student Report

BRITISH COLUMBIA | Ministry of Education

Student Name: **Personal Education Number:**
School Name: **Session Date:**

The Grade 10 Literacy Assessment is a province-wide assessment required for graduation. You and your school may use the assessment results to understand your areas of strength and how to support your further learning. The Grade 10 Literacy Assessment also provides information to schools, districts and the Province about the literacy levels of BC students.

This report describes your overall result on the Grade 10 Literacy Assessment. Your result has been categorized into one of four proficiency levels: Emerging, Developing, Proficient or Extending. Your proficiency level has been highlighted.

Your proficiency level on the Grade 10 Literacy Assessment is: 3 — Proficient.

1 — Emerging	2 — Developing	3 — Proficient	4 — Extending
*Students demonstrate an **initial** **understanding** of the concepts and competencies relevant to the expected learning, specifically, they can:*	*Students demonstrate a **partial** **understanding** of the concepts and competencies relevant to the expected learning, specifically, they can:*	*Students demonstrate a **complete** **understanding** of the concepts and competencies relevant to the expected learning, specifically, they can:*	*Students demonstrate a **sophisticated** **understanding** of the concepts and competencies relevant to the expected learning, specifically, they can:*
• retrieve and attempt to apply information from texts • respond to texts in an attempt to make meaning • critically or creatively express ideas in a brief manner with little evidence • use some conventions of language; errors impede meaning	• comprehend and apply information from texts • analyze texts in a literal or superficial way • critically or creatively express ideas in a limited manner with partial evidence • generally use conventions of language appropriate to audience and purpose; errors are distracting	• critically analyze and synthesize information from texts • interpret texts to develop logical conclusions • critically or creatively express ideas in an organized and developed manner with relevant evidence • consistently use conventions of language appropriate to audience and purpose; some errors may be present	• critically evaluate and synthesize information from texts • fully interpret texts to develop insightful conclusions • critically or creatively express ideas in a thoroughly developed manner with convincing evidence • skillfully use conventions of language appropriate to audience and purpose; need not be error free

Your Raw Scores

Below are your raw scores on the Grade 10 Literacy Assessment. These scores indicate how you performed on the different areas of the assessment. These raw scores can not be directly converted to your proficiency level.

Raw Scores by Task	Your Score	Out Of
Comprehend: Analyzing and making meaning from texts *Selected-response questions (machine-scored)*	21	30
Communicate: Understanding of Texts/Making Personal Connections *Written Response Questions (teacher-scored)*	17	30
Raw Scores by Part	**Your Score**	**Out Of**
Part A		
Selected-response questions (machine-scored)	10	15
Written Response: Graphic Organizer	4	6
Written Response: "What do the texts have to say?"	5	12
Part B *You chose: **Literacy for Information***		
Selected-response questions (machine-scored)	11	15
Written Response: "What do you have to say?"	8	12

Chapter 7
Scholarships
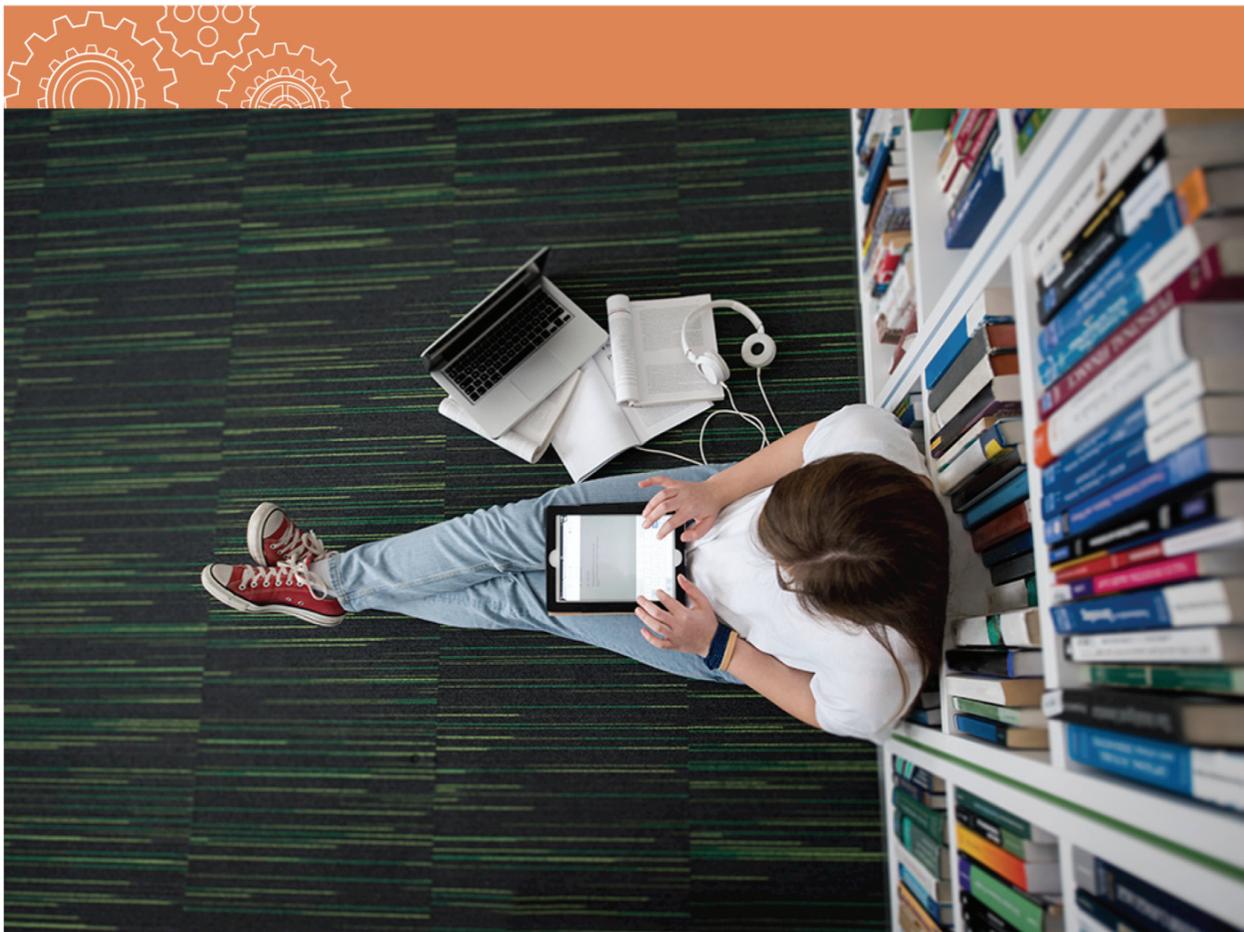
Scholarships

Provincial Scholarships Program

There are four scholarships in the Provincial Scholarships Program.

Scholarship	Amount	Application process	Conditional recipients* informed (notices delivered to students)	Vouchers mailed to confirmed recipients
BC Achievement	$1,250	N/A. Automatically awarded based on achievement in the grades 10, 11, and 12 courses satisfying a student's graduation requirements	N/A	November
District/Authority	$1,250	Students apply through their school or district based on local processes	Timing determined by school/district	November
BC Excellence	$5,000	Students seek their school's nomination (*one student per school*) and submit an online application to the ministry by the posted deadline in February	Early June	October
Pathway to Teacher Education	$5,000	Students submit an online application to the ministry by the posted deadline in February	Early June	October

* What does "conditional recipient" mean?
To receive a scholarship, students must satisfy core and scholarship-specific eligibility requirements. This includes being a Canadian citizen or permanent resident (landed immigrant) and having that status on record with the school at which they registered. It also includes graduating between September 1, 2025, and August 31, 2026.

Paper scholarship vouchers are mailed in October and November to confirmed recipients. These vouchers are sent to the last home address reported to the ministry by the student's school. Students who change addresses should ask their schools to update their records. Students should also register for the StudentTranscripts Service where they can view scholarships awarded to them.

Students can use their vouchers to be reimbursed by the Ministry of Education and Child Care once tuition equal to or greater than the value of the scholarship has been paid at a post-secondary institution that is designated by the Province of B.C. (i.e., approved for Canada Student Loans) or a program provider that is approved by SkilledTradesBC.

Scholarship recipients should confirm that their chosen school is on one of these lists. If not, they may consider asking their post-secondary institution to seek designation. Note that Pathway to Teacher Education scholarship vouchers can only be redeemed for tuition paid at an approved K–12 teacher education program at a B.C. post-secondary institution. To qualify, the program must be a teacher education program which leads to certification to teach in the B.C. K–12 school system. Accordingly, some programs do not qualify for this purpose, such as a Minor in Education.

> **Important Reminder**
>
> Canadian citizens and permanent residents must be reported with a "C" indicator in student information system (SIS).
>
> Please ensure the citizenship or residency status for all Grade 12 students is correctly recorded in your SIS and reported in your school's data submission.
>
> **Students who do not have a "C" reported (including blank entries) will be ineligible for scholarships.**

Students can submit their scholarship voucher up to the expiry date printed on the front. In addition to the voucher, students submit evidence of post-secondary enrolment and tuition paid. A cheque will be mailed directly to the student.

Further information regarding the Ministry of Education and Child Care's Provincial Scholarships Program is available at the link below:

Provincial Scholarships Program information for students

Detailed information regarding school and district administration of the District/Authority scholarship program is available online at the link below:

District/Authority Scholarships

Information regarding other scholarships, grants, bursaries, and awards can be found online at the link below:

Scholarships, Grants, Bursaries and Awards

Further questions?
Online request for provincial scholarships information
Telephone: 250.356.2443

Important Reminder

Results from the numeracy and literacy graduation assessments do not factor into determining B.C. Achievement scholarship recipients. However, to be eligible, students must meet all B.C. graduation requirements, including assessments.

Note: B.C. Achievement recipients are determined automatically based on final percentages in the Grades 10–12 courses used to meet graduation requirements (including electives).

Most students graduate with more credits than required; only the courses used to meet graduation requirements are considered.

Furthermore, the flexibility in the B.C. curriculum means that these courses vary from student to student and those marks combined differ from a grade point average.

Important Reminder

The Provincial Scholarships Program team cannot provide updates to parents or guardians without the student's written consent. A request for a status update must come from the student's email address.

Youth Work in Trades

The Ministry of Education and Child Care and SkilledTradesBC have redesigned the Youth Work in Trades Award to support students continuing in post-secondary trades training programs. The transition from the previous Youth Work in Trades Award to the Youth Work in Trades Scholarship occurred on July 1, 2024.

Students who registered with SkilledTradesBC as a Youth Apprentice on or before June 30, 2024, will have their eligibility assessed on the award program's original conditions. They do not need to apply; they will receive the Award automatically.

Applications for the Youth Work in Trades (WRK) Scholarship open every year from early September to mid-November. Students need to apply online and provide information about their expected financial need.

- The scholarship offers $1000.00 CAD to successful applicants
- Helps pay for school and required fees in a trades training program after high school
- Up to 600 students can get this scholarship every year
- Has a 3-year redemption period

Further information regarding the Youth Work in Trades Scholarship is available at the link below:

Scholarships, Grants, Bursaries and Awards – Province of British Columbia

Chapter 8
Student Data Exchange

Student Data Exchange

Information and helpful resources concerning TRAX reporting is available online at the link below:

🌐 TRAX Information

Overview

The transfer of demographic and course data between schools and the ministry is necessary for the administration of assessments, and for the ministry to produce transcripts and certificates. This information is exchanged electronically. A variety of reports are routinely posted to the School Secure Web (SSW) at the link below, the principal's user ID and password are required to access this site:

🌐 School Secure Web

Submission of Grades

Purpose of the Submission of Grades

Schools send data to the ministry for students who are in Grades 10, 11 or 12, or in the Adult Graduation Program, or in the School Completion Certificate Program (SCCP), as well as students in other grades who are registered to write Provincial Graduation Assessments. The submission of grades is intended to:

> **Important Reminder**
>
> Manual submission of data to TRAX is not supported.

- Provide the ministry with interim percentages for post-secondary institutions with XML data transfer capabilities.
- Register students for Provincial Graduation Assessment sessions.
- Update the ministry's student files by providing final percentages, letter grades and credit values for courses, and making course changes.
- Update student address, which is important for notifying B.C. Achievement Scholarship recipients.
- Update student files with correct citizenship information for scholarship allocation purposes.

> **Important Reminder**
>
> Schools' submission of final grades can trigger graduation nightly for any student who has met **minimum** graduation requirements within the month.

Chart of Important Dates

Provincial Graduation Assessment calendar downloads and the Chart of Important Dates can be found at the link below:

🖥️ Chart of Important Dates

Data Submission	General Instructions
First Data Submission October–November	Main purpose of this TRAX submission is to collect: initial course registrations for the current school year; Grades 10, 11 & 12 courses completed previously; and, Provincial Graduation Assessment registrations.
	Uploading the TRAX First Data Submission is especially important for schools administering November and January Assessments. It creates the initial set of Transcript Verification Reports (TVRs) for students. Schools use TVRs to confirm if students will be able to graduate based on the data submitted to the ministry.
	If there is no TVR for the student at the start of the year, it's because their school of record has not yet reported the information to the ministry.
	Final school marks should also be included for new courses completed since the beginning of the school year.
Ongoing	The ministry encourages schools to transmit data at least monthly.
Final Submission of Grades June-July	Transfer of marks is required by all schools.
	Final marks must be included for all courses completed on or before the end of June.
	Remember to include all courses completed via Distance Learning and Continuing Ed.
	Ensure that addresses are current for Grade 12, Adult Graduation (AD), and School Completion Certificate Program students (to support scholarship distribution, where applicable).
	June/Final Submission is important to ensure the final transcripts produced in July are complete and correct.
	Check your TVRs (Transcript Verification Reports). They will be updated overnight whenever new data is submitted for a student until at least July 12th. This allows schools to confirm that final marks for individual Grade 12 students have been submitted as expected.

📝 **Important Reminder**

Schools can upload TRAX files throughout mid-October and mid-July. This helps keep transcript records up-to-date for students who complete courses outside a standard semester or full year timetable. Schools are encouraged to upload TRAX files frequently as many students may have selected a post-secondary institution that is set to receive marks at any time.

Submitting Historical Mark Updates

The TRAX Change Form is used by schools to correct ministry records for students who have left the B.C secondary school system (Grades 10-12) and/or submit summer school marks for eligible students in July and August.

Important: Before a student is withdrawn from your school, please ensure that recently completed courses have been uploaded to TRAX via electronic file transfer (see below). Once the data is successfully uploaded, the school can follow their regular withdrawal process. The TRAX Change Form should not be used as a substitute for regular data submissions to TRAX.

🌐 TRAX Change Form

Electronic File Transfer

At specified times throughout the school year, schools and/or districts are required to export TRAX data files from their student information systems to the ministry via the SSW. The school data file must only include students for which the school is the school of record. Schools can upload TRAX data files (DEM, CRS, XAM) electronically on the School Secure Web from early October to early July.

Each electronic data transfer contains current demographic data (DEM file), course data (CRS file) and assessment registration data (XAM file). **All three TRAX files must be submitted each time, even if there are changes on only one file**. Data transfer error reports are posted within two business hours. All other reports, including student transcript previews and Transcript Verification Reports, are updated nightly when new data is submitted.

Replace or Append Course Status

TRAX defaults schools to REPLACE all school-reported, Grades 10-12 course data for a not-yet graduated student that is stored in the ministry database with each data transfer. This means the current school of record is responsible for working with students (and any schools in which they may be cross-enrolled or were previously enrolled) to obtain a complete record of their Grade 10, 11 and 12 non-provincially examinable course data.

Grades 10-12 course data submissions for graduated students are set to APPEND mode. And, in rare exceptions, a school can be set to APPEND course data. However, exceptions will only be made in select cases where regularly securing complete student records may present an unreasonable challenge to the school (e.g., schools that regularly serve adult students who have been absent from the system for a long period). Requests must be made by email to TRAX.Support@gov.bc.ca, and a TRAX Support team member will review the benefits and challenges of APPEND status with the school.

🌐 Reporting Guide for Append Schools

Data Files

With each electronic data transfer, schools must include data for their students based on their graduation or completion program:

- 2023 program code – Any student still working towards a B.C. Certificate of Graduation.
- 1950 program code – Any student that is at least 18 years old and is working towards a B.C. Adult Graduation Diploma (grade must also be "AD" for graduating students **or** "AN" for non-graduating).
- SCCP program code – A student that is working toward the goals of their School Completion Certificate Program. See "Reporting School Completion ("Evergreen") Certificate Program (SCCP) Participation" in this chapter for more information.

DEM File

This file contains demographic information. It includes the school code, Personal Education Number (PEN), local student ID, full legal name, gender, date of birth, grade level, citizenship, address, program participation code and graduation requirements program.

XAM File

This file contains information on assessments. It includes assessment registrations. It is very important to record assessment course codes exactly as they appear in the Provincial Graduation Assessment Schedule.

CRS File

This file contains information on past (non-examinable) and current student course activity at the grades 10-12 levels. This includes initial registrations, interim and final percentages, and interim and final letter grades. This file 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 Ministry (TRAX) course codes exactly as they appear in the online Course Registry, available at the link below:

🌐 Course Registry

From the Course Registry link above, identify the correct course code using any of the following options:

- **Course Code Lookup –** search by MyEd BC or TRAX course code.
  Tip: do not include Grade level and follow code with wildcard (*), e.g., **EN***
- **Simple Search** – search by "exact phrase."
- **Advanced Search** – refine search by course type, Grade level, course status (e.g., open), Graduation Program, Graduation Program Requirement, course title, etc.
  Tip: use a wildcard in Course Title, e.g., ***Food*** for course titles including that keyword or Food* for course titles *beginning* with that keyword.

General Instructions for Submission of Grades

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

Data File	General Instructions
DEM	Complete all information fields. Make corrections to information that has already been entered.
XAM	Add missing assessment registrations for future sessions.
CRS	Delete unwanted courses. Add missing courses.

Electronic Transfer Procedures

Information concerning Electronic Transfer Procedures is available online at the link below:

🖥️ Electronic Transfer Procedures

Resubmit your TRAX files until the errors in the "TRAX Data Error Reports" on the SSW are reconciled. A TRAX Data Error Legend is available for reference at the link below:

🖥️ TRAX Data Error Legend

Contact Info

If you have any questions, please contact the TRAX Unit at the email address below:

✉️ trax.support@gov.bc.ca

Data File	Specific Field Instructions
DEM (Demographic) Complete *ALL* applicable information fields. Be sure to enter each student's citizenship code before creating the TRAX files.	**Present Grade Category Field** "12" applies to Grade 12 students who are eligible to graduate in the current school year, in the B.C. Graduation Program and to returning Grade 12 graduates. "8," "9," "10" or "11" applies to any student in these Grades in the B.C. Graduation Program that is required to be reported. "AD" applies to Adult Graduation Program (1950) learners who are eligible to graduate in the current school year. "AN" applies to Adult Graduation Program (1950) learners who are not eligible to graduate in the current school year.
Be sure to complete the "Graduation Requirements Year" field correctly. It must not be blank.	**Graduation Requirements Year Field** Code **"2023"** means the student is in the 80-credit B.C. Graduation Program. Code "**1950**" means the learner is in the Adult Graduation Program. Code "**SCCP**" means the student is in the School Completion Certificate Program.

Data File	Specific Field Instructions
	SCCP Completion Date (only applicable for students whose Graduation Requirement Year is SCCP) 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 transcript and/or a School Completion Certificate for the student. If this field is left **blank**, no documents will be generated.
	Program Participation Field Report a Career Program only if the student is expected to complete it as part of their graduation program. In the space available, enter the two-character Career Program code. See Chapter 5 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" (Course). The code for AP is "AD." If this field is filled in, the student's transcript will indicate the designated program participation. For Career Programs, this code and the reporting of completion of an eligible work experience or trades training 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 Trades and Technology."
XAM (Assessments) Register students for all assessment sessions for the current school year. Add missing assessment registrations for future assessment sessions.	**Course Code Field** For the Provincial Graduation Assessments, the codes are as follows: • NME10 (English) or NMF10 (French) for the Grade 10 Numeracy Assessment. • LTE10 (English) or LTP10 (Francophone) for the Grade 10 Literacy Assessment. • LTE12 (English), LTF12 (French) or LTP12 (Francophone) for the Grade 12 Literacy Assessment. Assessment codes include the Grade level (e.g., **LTE10** not LTE 10, and **NME10** not NME 10). e.g., NME10 _ _ _ e.g., LTE10 _ _ _ e.g., LTP10 _ _ _
	Course Grade Level Field (This field should be blank as not applicable for graduation assessments.)
	Course Type Field (not applicable for assessments) (This field should be blank as not applicable for graduation assessments.)
	Credit Value Field (This field should be blank as not applicable for graduation assessments.)
	Marks Fields (Percentage and Letter Grade –Interim or Final) These fields should all be blank in data from schools as not applicable for graduation assessments.
	Course Year and Month Fields The ministry-set assessment session year and month (currently, the only months allowed are 11, 01, 04, 06).
	e-exam Field Y = Student will complete the assessment electronically (Y is the only accepted value).

Data File	Specific Field Instructions
CRS (Courses) Enter course information (course code, session date and final mark, if available) Delete courses if entered incorrectly. Add missing courses.	**Course Code Field** Consult the Course Registry at Course Registry for a list of TRAX 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). e.g., ENST_ 12 _ e.g., WEX_ _12A_ e.g., CLE_ _ _ _ _
	Credit Value Field Each course must have a credit value. For most courses the value will be "4."
	Course Description Field The ministry will automatically link a course code with the course name. However, for BAA/FNA courses (including Grade 11 BAA/FNA courses that align with the BAA/FNA Arts Education 11 and/or Applied Design, Skills, and Technologies 11 curriculum), schools have the option of adding a course description (maximum 40 characters). Since the course description will appear as the course title on transcripts, it must be meaningful to readers of a transcript and should not be a course code or abbreviation.
	Course Type Field This field should either be blank or contain a "C" or an "E". "C" indicates that the student received course credit via the challenge process. "E" indicates that the student received course credit via an equivalency review.
	Course Graduation Requirement Field For Grade 11 BAA/FNA courses that align with the BAA/FNA Arts Education 11 and/or Applied Design, Skills, and Technologies 11 curriculum, schools must report: • "F" for Arts Education (legacy value, applicable to the 1996 program); • "A" for Applied Design, Skills and Technologies (legacy value, applicable to the 1996 program); or • "B" for Both.
	Related Course Field 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 code 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., A T P H _ 1 2 _). For information on how to code IDS courses, please consult the IDS section in Chapter 3.

Reporting School Completion ("Evergreen") Certificate Program (SCCP) Participation

All students receiving a School Completion ("Evergreen") Certificate will be issued transcripts showing all successfully completed credit and non-credit Grades 10-12 courses.

Schools must record 'SCCP' as the Primary Program of Study and include a SCCP completion date (YYYYMMDD format) for the student in the DEM file data submission to the ministry.

For a student to receive a certificate and an associated transcript, the following reporting procedures must be followed:

1. **Grad Requirement Year [GRY]**

    As these students are not following a specific graduation program, the GRY code to use is SCCP. This code must be reported as the Primary Program of Study in the DEM file when submitting TRAX data to the ministry.

2. **SCCP Completion Date**

    Including a SCCP completion date in the DEM file, where the GRY code is SCCP, will trigger the printing of a School Completion Certificate and transcript. The date format must be **YYYYMMDD**.

    Student transcript previews and TVRs are available through the PEN search feature on the School Secure Web. Students may also preview and order their transcripts using the StudentTranscripts Service at the link below:

    🌐 Order transcripts and certificates

3. **Course Codes**

    All completed Grades 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, schools must report a final percentage and letter grade for each course.

Online Graduation Assessment Register

Online Graduation Assessment Register Information and Instructions are available online at the link below:

🌐 Online Graduation Assessment Register Information and Instructions

Registrations

For each Provincial Graduation Assessment session, there is a registration deadline to ensure the delivery of registrant data to the e-Assessment provider. After the deadline, schools must view and edit registrants in the e-Assessment System. Information for administrators, including important dates and deadlines, is available online at the link below:

🌐 Graduation Assessments: Information for Administrators

Schools should be prepared to download and print personalized materials required for the Grade 10 Numeracy Assessment in advance.

Transcript Verification Reports (TVRs)

Purpose of TVRs

While the student's transcript only shows their successfully completed courses (final marks), a TVR will also show all course enrollments and interim marks as submitted to TRAX by the school. Schools can use the TVRs to verify records reported to the ministry's TRAX system and to verify students' graduation status. TVRs are not designed to be a report card for the student or a transcript alternative for sending interim marks (see Student Credentials chapter for student orders to post-secondary institutions).

> **Important Reminder**
>
> Verify course records in individual TVRs or TVR reports for Graduating/ Non-Graduating Students on the SSW. The school's student information system is not the same as the ministry system that produces transcript data for students' selected post-secondary institutions.

TVR information is exchanged between schools and the ministry to:

- Correct errors in the ministry's and/or school's files.
- Inform students and schools of a student's projected graduation status.

From mid-October through mid-July, the ministry regularly updates TVRs and related reports to the SSW at the link below:

🌐 School Secure Web

Although not expected to graduate in the current school year, current students enrolled in Grade levels 10, 11, and AN will also have TVRs updated and available if searching by individual PEN.

Report updates take place overnight and are available the day following data transfer. Please note that updates to TVRs and other reports are turned off for short periods during the processing of Graduation Assessment results. The updates will resume when the results are ready for release.

🌐 Quick Reference Guide: Transcript Verification Reports

Ensuring Courses Are Coded Correctly to Meet Course Requirements

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

B.C. Graduation Program

Code	Course 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 or 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	Physical and Health Education 10 (4 credits)
11	Arts Education and/or Applied Design, Skills, and Technologies 10, 11 or 12 (4 credits)
12	Career Life Education (4 credits)
13	Career Life Connections (4 credits)
14	Indigenous-focused 10, 11 or 12
15	Literacy 10 Graduation Assessment
16	Numeracy 10 Graduation Assessment
17	Elective requirement (28 credits)
18	Literacy 12 Graduation Assessment
19	Minimum Grade 12 Credits (16 credits)

TVR Instructions

Schools should have the TVRs reviewed and verified 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.

Projected Non-Graduates Summary Report

Purpose of the Projected Non-Graduates Summary Report

The Projected Non-Graduates Summary reports include a list of all current students reported on a graduation program, in Grade 12 or AD, who are not projected to graduate based on missing course or assessment registrations. The reports assist schools in determining students' graduation status by:

- Providing the names of students who will not be eligible to graduate in the current cycle (e.g., by June).
- Indicating why these students will not be eligible to graduate.
- Allowing schools to correct data or ensure students are registered in all courses or assessments needed to graduate.

Instructions for Schools

The ministry initially posts summary reports for the current cycle in mid-October each year and updates them nightly when new data is submitted by the schools. Reports are found on the SSW at the link below:

School Secure Web

Check the report against your records. If a student who should graduate by June appears on the report, the ministry may be missing course or assessment registration data for the student. Add any missing courses to your database. The ministry's records will be updated with your next TRAX submission or through a TRAX Change Form, where applicable.

Responsibilities as the School of Record (SOR)

The SOR is responsible for submitting school percentages for all courses to the ministry, including percentages for those courses taken at another school. If you are not the SOR, report the course marks to the SOR for inclusion in the next data transfer to the ministry.

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*.

TRAX Updates for Important Notices

The ministry's primary method of communicating data collection and administrative issues to schools regarding Grades 10–12 assessments and transcripts is via the Deputy Minister's weekly update and the TRAX Updates email distribution list. School personnel with a valid school email address can subscribe to TRAX Updates at the link below:

Subscribe to TRAX distribution list