



Updating Transcript Records of Government Examinable Courses

Before starting this procedure make sure to:

- refer to the Ministry of Education [Handbook of Graduation Procedures](#)
- follow school standards and processes

1. Click **Student** top tab and find the student
2. Click the **Assessments** side tab
3. Click the **year** of the exam you need to adjust/modify

<input type="checkbox"/> 17/06/2013	Provincial Exam	Foundations of Math and Pre-Calculus 10
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4. Adjust / modify the exam record:

Date *	17/06/2013
Grade level	10
Assessment Definition > Name *	Provincial Exam
Subtest	Foundations of Math and Pre-Calculus 10
Course Code	MFMP-10
Print on Transcript	<input checked="" type="checkbox"/>
Print on Report Card	<input checked="" type="checkbox"/>

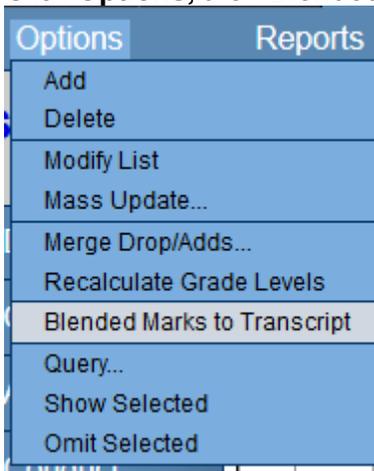
Accepted Blended Mark	<input type="text"/>	
Accepted Exam Mark	<input type="text"/>	
Blended Mark 1	061	
Blended Mark 2	<input type="text"/>	← Adjust or enter as required
Exam Code	Foundations of Math and F	
Course End Date	<input type="text"/>	
Exam Session Date 1	201306	
Exam Session Date 2	<input type="text"/>	
Exam Mark 1	063	
Exam Mark 2	<input type="text"/>	← Adjust or enter as required

Save

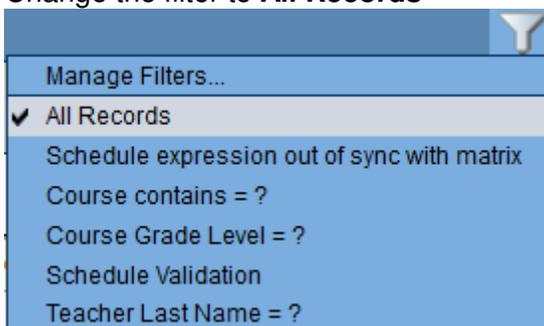
When finished, click

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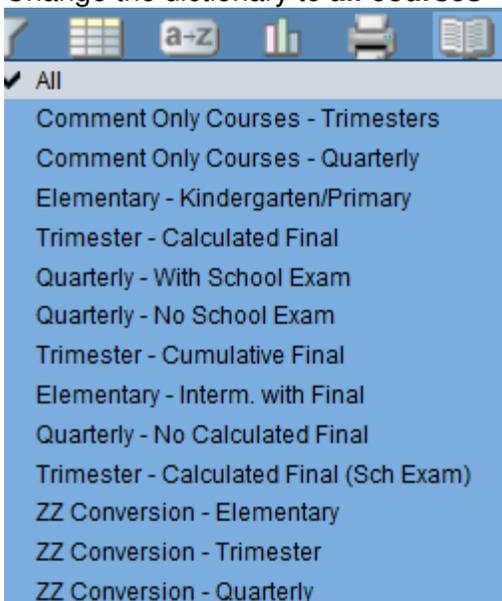
5. Click **Transcript** side tab
6. Click **Options**, then **Blended Marks to Transcript**



7. Change the filter to **All Records**



8. Change the dictionary to **all courses**





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9. Find the course that needs **adjusting/modifying**

<input type="checkbox"/> 2013	10	South Kamloops Secondary	MFMP-10	MATH 10	60	063	061
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10. Click on the **year** to enter the record.

11. You can now modify:

Final Mark	<input type="text" value="60"/>		
Blended Mark	<input type="text" value="061"/>		
Provincial Exam Mark	<input type="text" value="063"/>		

12. When finished click