



MyEducationBC

Graduation Assessments

April 2019 v1.3

Version History

Version	Date	Description
1.0	21 Sep 2017	Initial document
1.1	22 Nov 2017	Update screenshot to reflect current language. Added warning notes. Added section 5.0 with further instructions on how to use the date filters. Updated language for clarification
1.2	28 Mar 2018	Updated delete information
1.3	24 Apr 2019	Added hyperlinks to Table of Contents

Confidentiality

This document contains information which is proprietary and confidential to Fujitsu Consulting (Canada) Inc. (including the information of third parties, including but not limited to, Follett of Canada Inc., submitted with their permission). In consideration of receipt of this document, the recipient agrees to treat this information as confidential and to not use or reproduce this information for any purpose other than its evaluation of this proposal or disclose this information to any other person for any purpose, without the express prior consent of Fujitsu Consulting (Canada) Inc. (and any applicable third party.) All personal information shown in the document is fictitious de-identified data.

Table of Contents

1.0 INTRODUCTION TO PROVINCIAL GRADUATION ASSESSMENTS.....	4
2.0 ASSESSMENT DEFINITIONS	4
3.0 GRADUATION ASSESSMENT ENTRY	4
3.1 Enrol a Student to Write an Assessment	4
3.2 Rewrites	6
4.0 REVIEW AND UPDATE ASSESSMENT RECORDS	7
4.1 Assessment History	7
4.2 Delete an Assessment History record	7
4.3 Individual Student Assessment Records	8
5.0 USING THE DATE RANGE FILTERS ON ASSESSMENT ENTRY	9

1.0 Introduction to Provincial Graduation Assessments

The 2018 Graduation program requires students to successfully complete a Numeracy and a Literacy assessment. The graduation assessments are not tied to a specific course or grade level nor do they earn “credits” towards graduation.

2.0 Assessment Definitions

There are five provincial Graduation assessment definitions. For the 2017-18 school year, only the Numeracy assessments will be available. The Literacy assessments are expected to be available for the 2018-19 school year.

Description	External Code
Graduation Numeracy – English	NME
Graduation Numeracy – French	NMF
Graduation Literacy – English	LTE
Graduation Literacy – French	LTF
Graduation Literacy – Programme Francophone	LTP

Important Note: Each assessment definition has a unique field set for Assessment History, Assessment Entry and Student Assessment. Manage your field sets and select the appropriate field set to match the assessment definition when viewing data on any of these screens. You must select an Assessment definition to see the field set, e.g. Default Fields (NME) is available for Numeracy English; Default Fields (NMF) is available for Numeracy French.

3.0 Graduation Assessment Entry

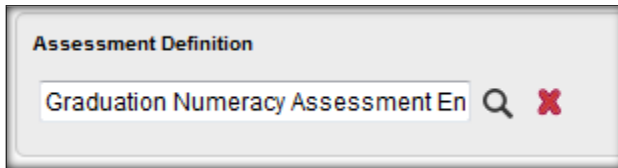
3.1 Enrol a Student to Write an Assessment

The enrollment of a student to write an assessment can be done in the district or school view, for an individual student or for a selection of students. Only the primary school can create assessment records for students.

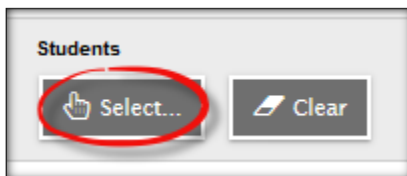
The Assessment Entry screen is used to add assessment records. The Assessment History screen is where all updates and reviews of student assessments should occur.

Assessment TT > Student Assessment ST > Assessment Entry

1. Select the Assessment Definition to be assigned to the student(s). Click on the magnifying glass to bring up the list of available assessments.



2. Select the students to enrol. Options available for selection are: Grade Level, Group, Query, Snapshot or Selection. For each student in the selection, any existing assessment records for this assessment definition appear. Otherwise, a blank assessment record is presented for data entry. Use the Clear button to clear the selection. *This does not delete the assessment records – just clears the selection.*



3. Enter the session date that the student plans to write the assessment. Use CTRL D to copy the date down for all students on the list. Copying down will overwrite an existing date for the assessment.

AssessmentDef > ID *	AssessmentDef > Name *	Date *
NME	Graduation Numeracy Assessment English	22/01/2018

4. The school name will automatically populate with the students primary school when the date is entered. The school name can be changed to reflect where the student will be writing the assessment, if it is within your district.

Note: To move quickly across rows and down columns, press TAB or use your arrow keys. You can also click directly in a cell. To enter the same value for all students, enter a value for the first student, then press CTRL + D, or click Options > Fill-Down Values. Copy down (CTRL D) is restricted by the number of records per page.

CTRL D / Fill-down will overwrite existing records!

3.2 Rewrites

To add an additional assessment record go to *Assessment TT > Student Assessment ST > Assessment Entry*

1. Select the Assessment Definition to be assigned to the student(s).
2. Select the Student(s) to be updated. You may select an individual student or a group of students using the Select button.
3. Click on the + sign beside the student PEN field.

Name	Grade	Pupil #	PEN	AssessmentDef > ID	AssessmentDef > Name	Date	Result	School > Name
Aitkenmossop, Kaidenz	10	527353	126409010	NME	Graduation Numeracy Assessment English	22/01/2018	2 Developing	Belmont Secondary
Alexanderbonneau, Mariechen	10	529742	126016427	NME	Graduation Numeracy Assessment English	22/01/2018	3 Proficient	Belmont Secondary
Allardweinberg, Yuming	10	483069	126234574	NME	Graduation Numeracy Assessment English	22/01/2018	4 Extending	Belmont Secondary
Allum, Aubrina	10	519320	126889831	NME	Graduation Numeracy Assessment English	22/01/2018	1 Emerging	Belmont Secondary
Almandiawi, Chenghsi				NME	Graduation Numeracy Assessment English	22/01/2018	NC Student did not complete	Belmont Secondary
				NME	Graduation Numeracy Assessment English	21/06/2018		Belmont Secondary

4. A new row will display. Enter the date for the new assessment.

+	<input type="checkbox"/>	NME	Graduation Numeracy Assessment English	22/01/2018	NC Student did not complete
	<input type="checkbox"/>	NME	Graduation Numeracy Assessment English	21/06/2018	

4.0 Review and Update Assessment Records

Student assessment records can be reviewed and updated in the district or school view, for an individual student or for a group of students.

Assessment TT > Student Assessment ST > Assessment History for all students

Student TT > Assessments ST > for a specific student

4.1 Assessment History

Review all records for a specified assessment definition at Assessment TT > Student Assessment ST > Assessment.

1. Select the Assessment definition. All primary students with an assessment record for the assessment definition will be displayed.
2. Manage your field sets and select “Default Fields (NME)” to see all applicable fields of data for the Numeracy definition.
3. Use your filters to select students to view

The screenshot shows the 'Assessments' interface with a table of records. The table has columns for Student Name, Grade, Pupil #, PEN, Alerts, AssessmentDef ID, AssessmentDef Name, Date, Result, Special, and School Name. The 'Current Year' is set to 'Graduation Numeracy Assessment English'.

Student > Name	Student > Grade	Student > Pupil #	Student > PEN	Student > Alerts	AssessmentDef > ID	AssessmentDef > Name	Date	Result	Special	School > Name
<input type="checkbox"/> Abdarrahman, Jalieen	12	528148	122607138		NME	Graduation Numeracy Assessment English	20/01/2018			Belmont Secondary
<input type="checkbox"/> Abrera, Kelys	11	527084	124535147		NME	Graduation Numeracy Assessment English	02/10/2017	Extending		Belmont Secondary
<input type="checkbox"/> Abrera, Kelys	11	527084	124535147		NME	Graduation Numeracy Assessment English	25/01/2018	Emerging		Belmont Secondary
<input type="checkbox"/> Alhal, Javin	11	2074913	141535260		NME	Graduation Numeracy Assessment English	25/01/2018			Belmont Secondary
<input type="checkbox"/> Altkenmossop, Kaidenz	10	527353	126409019		NME	Graduation Numeracy Assessment English	22/01/2018	Developing		Belmont Secondary

4.2 Delete an Assessment History record

Occasionally, it may be necessary to delete an historical assessment record. Records that contain a mark should not be deleted, as the record is an important piece of evidence of a student’s progress towards graduation.

1. Click in the checkbox beside the Student name.
2. Options > Delete.

Note: If an assessment record already has a mark in the Results or Special Case field
DO NOT UPDATE OR DELETE the record!

4.3 Individual Student Assessment Records

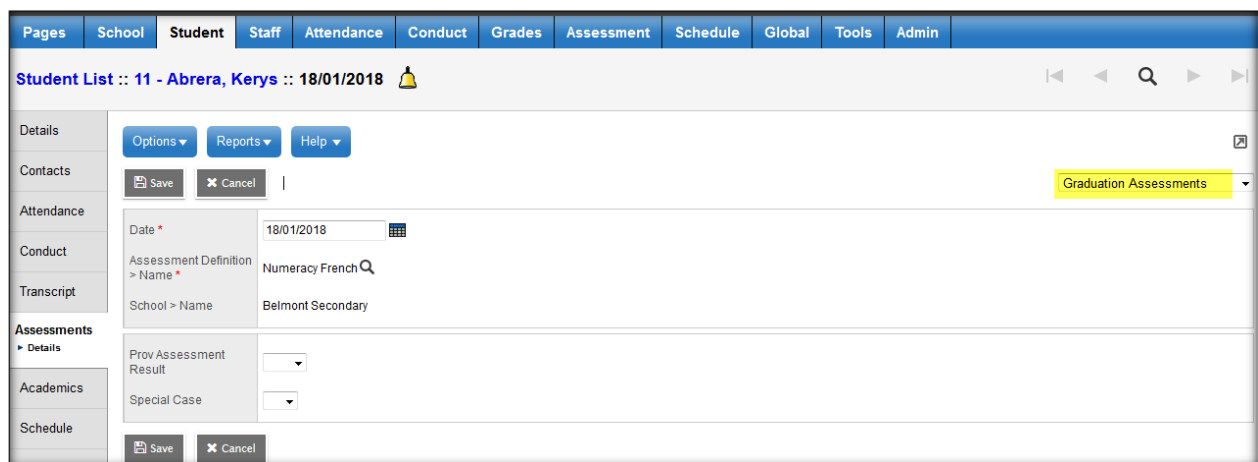
A primary or secondary student's assessment records may be viewed by going to *Student TT > Assessment ST*.

1. Select the Assessment definition. All of the student's assessment records for the assessment definition will be displayed. If you don't select an assessment definition, then ALL of the student's assessment records will display, however you won't be able to select the field set to display the Graduation Assessment fields.
2. Manage your field sets and select "Default Fields (NME)" to see all applicable fields of data for the Numeracy definition.

4.3.1 Add an Assessment record for an individual student

1. Assessment records can be added for Primary students only. You must select an assessment definition before you can choose to Add a record.
2. *Options > Add*.
3. Select the "Graduation Assessment" template for the appropriate fields.
4. Enter the date.
5. Save the record and the School name will populate.
6. Enter the Provincial Assessment result if available.

The Special Case field is used to receive information that is returned by the TRAX system. Possible values would be A – Aegrotat Standing, Q – Disqualified, or X – Incomplete.



The screenshot shows the 'Student Assessment' form for student '11 - Abrera, Keyes' on '18/01/2018'. The form is titled 'Student List :: 11 - Abrera, Keyes :: 18/01/2018'. The 'Assessments' section is expanded to show 'Details'. The form includes the following fields and options:

- Options**, **Reports**, and **Help** dropdown menus.
- Save** and **Cancel** buttons.
- Date**: 18/01/2018 (with a calendar icon).
- Assessment Definition > Name**: Numeracy French (with a search icon).
- School > Name**: Belmont Secondary.
- Prov Assessment Result**: A dropdown menu.
- Special Case**: A dropdown menu.
- Save** and **Cancel** buttons at the bottom.

The 'Graduation Assessments' dropdown menu is highlighted in yellow.

5.0 Using the Date Range filters on Assessment Entry

Assessment TT > Student Assessments > Assessment Entry

To filter the display of existing assessment records, enter dates in the Date Range fields at the top of the page. MyEducation BC will display the assessment records within the date range specified for the students selected. For all of the other students in the selection a blank record is presented. To see all of the assessment records for the assessment definition chosen, leave the date fields blank. The display is limited to the students selected.

For example: A user has selected students in Grade 10. All Grade 10 students now appear on the screen. Some of the grade 10 students have assessment records for Jan 2017 and some have assessment records for Jun 2017 and some do not have any assessment records. Entering a date range will filter the records with dates within that range, and present a blank record for all of the other students in the selection.

Assessment Entry

Assessment Definitions: Options, Reports, Help, Prefer Friendly Version

Student Assessments: Assessment Definition: Graduation Numeracy Assessment En

Students: Select, Clear

Date Range: [] to []

0 of 310 selected

Name	Grade	Pupil #	PEN	AssessmentDef ID	AssessmentDef Name	Date	Result	School Name
Bushill, Raiamtpreet	10	2169843	143717460	NME	Graduation Numeracy Assessment English	24/01/2018		Belmont Secondary
Buthor, Seal	10	2185089	144072634	NME	Graduation Numeracy Assessment English	24/01/2018		Belmont Secondary
Calica, Meiyo	10	2178791	143906659	NME	Graduation Numeracy Assessment English	21/06/2018		Belmont Secondary
Camillekinbasket, Juinyrose	10	529472	126199454	NME	Graduation Numeracy Assessment English	21/06/2018		Belmont Secondary
Campbellwilkins, Sateo	10	491334	126419936	NME	Graduation Numeracy Assessment English	24/01/2018		Belmont Secondary
Campbellwood, Nulee	10	1436423	126337971	NME	Graduation Numeracy Assessment English	21/06/2018		Belmont Secondary
Campospineda, Juliobernardo	10	1567630	126984699	NME	Graduation Numeracy Assessment English	24/01/2018		Belmont Secondary

Date range is blank - All records display, with dates

Assessment Definition: Graduation Numeracy Assessment En

Students: Select, Clear

Date Range: 18/06/2018 to 22/09/2018

0 of 310 selected

Name	Grade	Pupil #	PEN	AssessmentDef ID	AssessmentDef Name	Date	Result	School Name
Bushill, Raiamtpreet	10	2169843	143717460	NME	Graduation Numeracy Assessment English			Belmont Secondary
Buthor, Seal	10	2185089	144072634	NME	Graduation Numeracy Assessment English			Belmont Secondary
Calica, Meiyo	10	2178791	143906659	NME	Graduation Numeracy Assessment English	21/06/2018		Belmont Secondary
Camillekinbasket, Juinyrose	10	529472	126199454	NME	Graduation Numeracy Assessment English	21/06/2018		Belmont Secondary
Campbellwilkins, Sateo	10	491334	126419936	NME	Graduation Numeracy Assessment English			Belmont Secondary
Campbellwood, Nulee	10	1436423	126337971	NME	Graduation Numeracy Assessment English	21/06/2018		Belmont Secondary
Campospineda, Juliobernardo	10	1567630	126984699	NME	Graduation Numeracy Assessment English			Belmont Secondary
Castillomorales, Leven	10	527890	126879444	NME	Graduation Numeracy Assessment English			Belmont Secondary
Catalatena, Kaijung	10	471948	125937797	NME	Graduation Numeracy Assessment English			Belmont Secondary
Cavalcanti, Hisoceanne	10	528807	127009785	NME	Graduation Numeracy Assessment English			Belmont Secondary
Chantrillait, Niidodu	10	543716	126038421	NME	Graduation Numeracy Assessment English			Belmont Secondary

Date range is Jun 18, 2018 to Jun 22, 2018.

The same 310 records for the Grade 10 students are displayed. If the student does not have a record within the date range, a blank record is presented allowing for the entry of assessment dates. Any existing record outside of this date range are not affected and have been saved.

Assessment Definition: Graduation Numeracy Assessment En

Students: [Select] [Clear]

Date Range: 18/06/2018 to 22/06/2018

2 Bushill, Raiamitpreet 0 of 310 selected

Name	Grade	Pupil #	PEN	AssessmentDef > ID	AssessmentDef > Name	Date	Result	School > Name
Bushill, Raiamitpreet	10	2169843	143717460	NME	Graduation Numeracy Assessment English	20/06/2018		Belmont Secondary
Buthor, Seal	10	2185089	144072634	NME	Graduation Numeracy Assessment English	20/06/2018		Belmont Secondary
Calica, Meiyu	10	2178791	143906659	NME	Graduation Numeracy Assessment English	21/06/2018		Belmont Secondary
Camilleinbasket, Junyrose	10	529472	126199454	NME	Graduation Numeracy Assessment English	21/06/2018		Belmont Secondary
Campbellwilkins, Sallio	10	491334	126419936	NME	Graduation Numeracy Assessment English	21/06/2018		Belmont Secondary
Campbellwood, Nulee	10	1436423	126337971	NME	Graduation Numeracy Assessment English	21/06/2018		Belmont Secondary

Dates are entered for the June session for the students. Entering an assessment date will create a new assessment record if the student already has a record with a different date.

Assessment Definition: Graduation Numeracy Assessment En

Students: [Select] [Clear]

Date Range: | to |

2 Bushill, Raiamitpreet 0 of 313 selected

Name	Grade	Pupil #	PEN	AssessmentDef > ID	AssessmentDef > Name	Date	Result	School > Name
Bushill, Raiamitpreet	10	2169843	143717460	NME	Graduation Numeracy Assessment English	24/01/2018		Belmont Secondary
				NME	Graduation Numeracy Assessment English	20/06/2018		Belmont Secondary
Buthor, Seal	10	2185089	144072634	NME	Graduation Numeracy Assessment English	24/01/2018		Belmont Secondary
				NME	Graduation Numeracy Assessment English	20/06/2018		Belmont Secondary
Calica, Meiyu	10	2178791	143906659	NME	Graduation Numeracy Assessment English	21/06/2018		Belmont Secondary
Camilleinbasket, Junyrose	10	529472	126199454	NME	Graduation Numeracy Assessment English	21/06/2018		Belmont Secondary
Campbellwilkins, Sallio	10	491334	126419936	NME	Graduation Numeracy Assessment English	24/01/2018		Belmont Secondary
				NME	Graduation Numeracy Assessment English	21/06/2018		Belmont Secondary
Campbellwood, Nulee	10	1436423	126337971	NME	Graduation Numeracy Assessment English	21/06/2018		Belmont Secondary
Composineda, Juliobernardo	10	1567630	126984699	NME	Graduation Numeracy Assessment English	24/01/2018		Belmont Secondary

Students now have two assessment records with different dates. The record count at the top of the list shows the increase in the number of records.