



MyEducationBC

Graduation Assessments

October 2023 v1.6

Version History

Version	Date	Description
1.0	Sep 2017	Initial document
1.1	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	Mar 2018	Updated delete information
1.3	Apr 2019	Added hyperlinks to Table of Contents
1.4	Oct 2019	New Numeracy 10, Literacy 10 Assessments for 2018 Grad Program
1.5	Dec 2021	Added GLA12 Assessments for 2018 Grad Program
1.6	Oct 2023	Update section 3.0 with TRAX Session Date and Administration Date, adding TRAX Session to Field Set

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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 Seven provincial Graduation assessment definitions.

Description	External Code
Numeracy Assessment 10	NME10
Evaluation de Numeratie 10	NMF10
Literacy Assessment 10	LTE10
Evaluation De Litteratie – Premiere 10	LTP10
Literacy Assessment 12	LTE12
Évaluation de littératie – Premiere 12	LTP12
Évaluation de littératie – Immersion 12	LTF12

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 (NME10) is available for Numeracy English; Default Fields (NMF10) is available for Numeracy French.

3.0 Graduation Assessment Entry

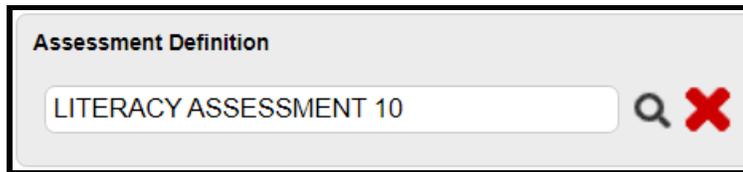
3.1 Enrol a Student to Write an Assessment

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.

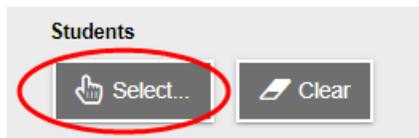
The Assessment Entry screen is used to add assessment records. The Assessment History screen is where all updates and reviews of student assessments should occur.

Assessment top tab > Student Assessments side tab > 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: Course, Section, Homeroom, 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. Select the Field Set = Default Fields (assessment name). Selecting the corresponding template provides the fields used by the assessment definition. If the TRAX Session column is missing from the Field Set then Manage Field Sets and add the TRAX Session to your Field Set. For instructions on Managing Field Sets, refer to the Fundamentals guide.
4. Enter the TRAX Session date that the student plans to write the assessment.

The TRAX Session dates are established by the Ministry each year. Select the appropriate session date from the TRAX Session dropdown.

The Date field is required. Enter the date the exam is scheduled.

Note: The BC TRAX Extract – Exam File export will submit the TRAX Session date to the Ministry. If the TRAX Session field is empty, the export will pull the date in the Date* Field.

Use CTRL D to copy the date down for all students on the list. Copying down will overwrite an existing date for the assessment

Assessment Definition

Students

Date Range
 to

1:Abamo, Aidyngabriel
0 of 604 selected
Grade Level 10 - LITERACY ASSESSMENT 10

Name	Grade	Pupil #	PEN	<input type="checkbox"/>	TRAX Session	AssessmentDef > ID *	AssessmentDef > Name *	Date *
Aghamohseni, Yuanfang	10	1329560	135378099	<input type="checkbox"/>	2023/11	LTE10	LITERACY ASSESSMENT 10	30/10/2023

- 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 top tab > Student Assessment side tab > 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	+		TRAX Session	Date *	AssessmentDef > ID *	Result
Abamo, Aidngabriel	10	1351456	135904076	+	<input type="checkbox"/>	2023/11	13/10/2023	NME10	2
Abdelkawy, Aubreelarissa	10	910524	131097990	+	<input type="checkbox"/>		01/11/2022	NME10	2 Developing
				+	<input type="checkbox"/>			NME10	2
Aboytesierro, Zephia	10	1324807	135303543	+	<input type="checkbox"/>			NME10	2
Abshir, Khaliullah	10	920247	131122186	+	<input type="checkbox"/>		01/11/2022	NME10	2 Developing

4. A new row will display. Enter the TRAX Session date and the Date for the new assessment.

Abdelkawy, Aubreelarissa	10	910524	131097990	+	<input type="checkbox"/>		01/11/2022	NME10	2 Developing
					<input type="checkbox"/>	2023/11	30/10/2023	NME10	2

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.

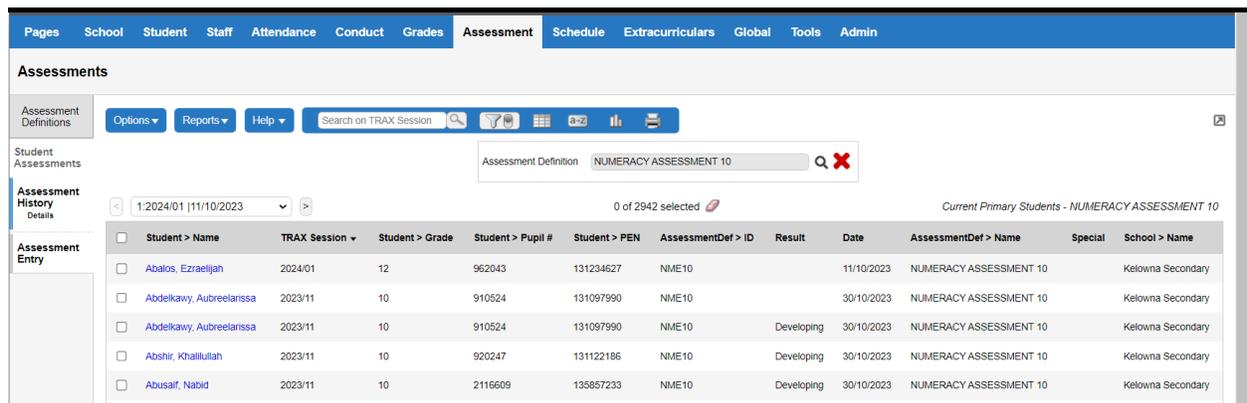
Assessment top tab > Student Assessment side tab > Assessment History for all students

Student top tab > Assessments side tab > for a specific student

4.1 Assessment History

Review all records for a specified assessment definition at *Assessment top tab > Student Assessment side tab > Assessment History*.

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 (NME10)” to see all applicable fields of data for the Numeracy definition. If the TRAX Session column is missing from the Field Set, then Manage Field Sets and add the TRAX Session to your Field Set. For instructions on Managing Field Sets, refer to the Fundamentals guide.
3. Use your filters to select students to view.



Student > Name	TRAX Session	Student > Grade	Student > Pupil #	Student > PEN	AssessmentDef > ID	Result	Date	AssessmentDef > Name	Special	School > Name
<input type="checkbox"/> Abalos, Ezraeljah	2024/01	12	962043	131234627	NME10		11/10/2023	NUMERACY ASSESSMENT 10		Kelowna Secondary
<input type="checkbox"/> Abdelkawy, Aubreelarissa	2023/11	10	910524	131097990	NME10		30/10/2023	NUMERACY ASSESSMENT 10		Kelowna Secondary
<input type="checkbox"/> Abdelkawy, Aubreelarissa	2023/11	10	910524	131097990	NME10	Developing	30/10/2023	NUMERACY ASSESSMENT 10		Kelowna Secondary
<input type="checkbox"/> Abshir, Khalilullah	2023/11	10	920247	131122186	NME10	Developing	30/10/2023	NUMERACY ASSESSMENT 10		Kelowna Secondary
<input type="checkbox"/> Abusalf, Nabil	2023/11	10	2116609	135857233	NME10	Developing	30/10/2023	NUMERACY ASSESSMENT 10		Kelowna 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’s 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

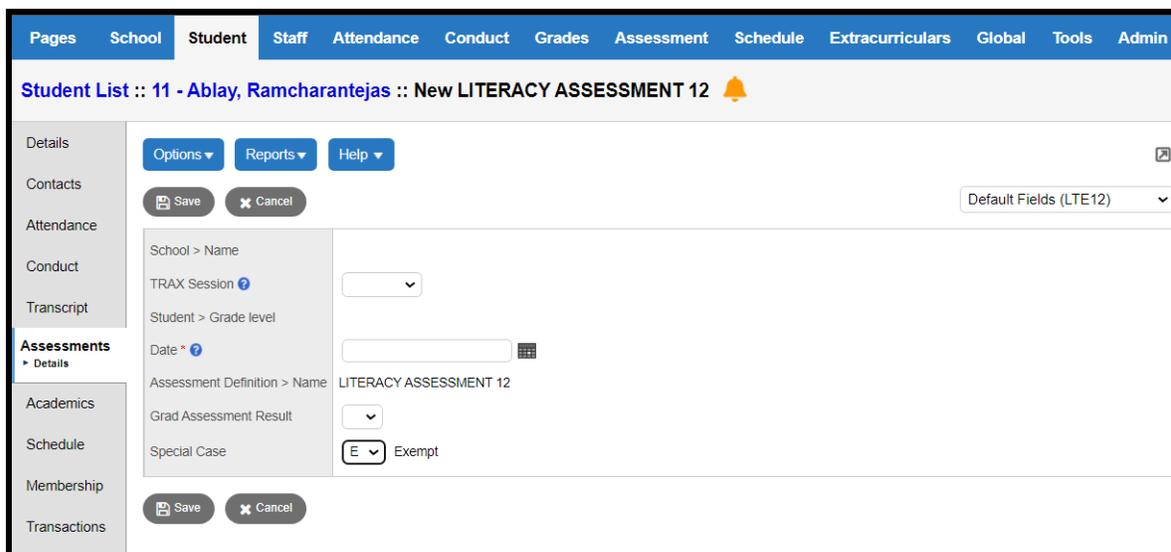
A primary or secondary student's assessment records may be viewed by going to *Student top tab > Assessment side tab*.

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 (NME10)" to see all applicable fields of data for the Numeracy definition. If the TRAX Session column is missing from the Field Set, then Manage Field Sets and add the TRAX Session to your Field Set. For instructions on Managing Field Sets, refer to the Fundamentals guide.

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. Choose the TRAX session from the drop down menu.
5. Enter the date.
6. Save the record and the School name will populate.
7. Enter the Provincial Assessment result if available.

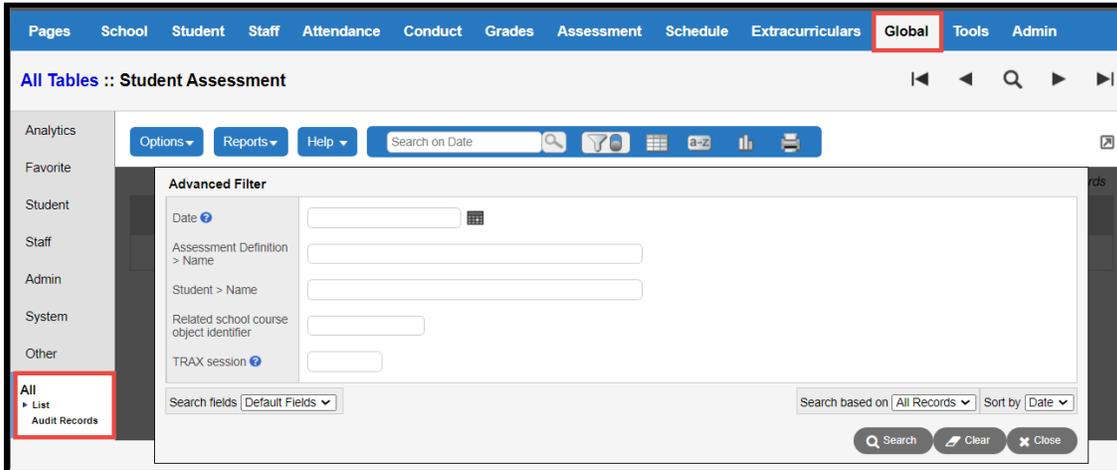
The Special Case field is used to receive information that is returned by the TRAX system. Possible values would be A – Aegrotat Standing, Q – Disqualified, X – Incomplete or E – Exempt.



4.4 Global top tab

Student assessment records can also be reviewed in the district or school view, for a group of students using the Global top tab.

Global top tab > All side tab > choose Student Assessment, Date or TRAX Session > List



5.0 Using the Date Range filters on Assessment Entry

Assessment top tab > Student Assessments side tab > Assessment Entry sub side tab

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 Oct 2023 and some have assessment records for Jan 2024 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, Printer Friendly Version

Student Assessments: Assessment Definition: NUMERACY ASSESSMENT 10, Students: 0 of 601 selected, Date Range: (blank)

Assessment History: 1.Abamo, Aidyngabriel

Name	Grade	Pupil #	PEN	TRAX Session	AssessmentDef > ID	Result	Date	Asses
Abamo, Aidyngabriel	10	1351456	135904076	2023/11	NME10		13/10/2023	NUME
Abdelkawy, Aubreelariissa	10	910524	131097990	2023/11	NME10		30/10/2023	NUME
Abdylkawy, Aubreelariissa	10	910524	131097990	2023/11	NME10	2	Developing	30/10/2023
Aboytesferro, Zephia	10	1324807	135303543	2024/01	NME10		24/01/2024	NUME
Abshir, Khalilullah	10	920247	131122186	2023/11	NME10	2	Developing	30/10/2023
Abusalf, Nabid	10	2116609	135857233	2023/11	NME10	2	Developing	30/10/2023
Acebo, Japun	10	1339169	135529915	2023/11	NME10	2	Developing	30/10/2023
Achi, Neela	10	1330278	135400802	2023/11	NME10	1	Emerging	30/10/2023
Adachimacladyen, Ahmadshayan	10	1336020	135487999	2024/01	NME10		24/01/2024	NUME
Adeffe, Keyu	10	2676456	192001030	2024/01	NME10		24/01/2024	NUME

Date range is blank - All records display, with dates

Assessment Entry

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

Student Assessments: Assessment Definition: NUMERACY ASSESSMENT 10, Students: 0 of 600 selected, Date Range: 01/09/2023 to 03/11/2023

Assessment History: 1.Abamo, Aidyngabriel

Name	Grade	Pupil #	PEN	TRAX Session	AssessmentDef > ID	Result	Date	AssessmentDef > Name	Special	Sch
Abamo, Aidyngabriel	10	1351456	135904076	2023/11	NME10		13/10/2023	NUMERACY ASSESSMENT 10		Kei
Abdelkawy, Aubreelariissa	10	910524	131097990	2023/11	NME10		30/10/2023	NUMERACY ASSESSMENT 10		Kei
Abdylkawy, Aubreelariissa	10	910524	131097990	2023/11	NME10	2	Developing	NUMERACY ASSESSMENT 10		Kei
Aboytesferro, Zephia	10	1324807	135303543		NME10			NUMERACY ASSESSMENT 10		C
Abshir, Khalilullah	10	920247	131122186	2023/11	NME10	2	Developing	NUMERACY ASSESSMENT 10		Kei
Abusalf, Nabid	10	2116609	135857233	2023/11	NME10	2	Developing	NUMERACY ASSESSMENT 10		Kei
Acebo, Japun	10	1339169	135529915	2023/11	NME10	2	Developing	NUMERACY ASSESSMENT 10		Kei
Achi, Neela	10	1330278	135400802	2023/11	NME10	1	Emerging	NUMERACY ASSESSMENT 10		Kei
Adachimacladyen, Ahmadshayan	10	1336020	135487999		NME10			NUMERACY ASSESSMENT 10		C
Adeffe, Keyu	10	2676456	192001030		NME10			NUMERACY ASSESSMENT 10		C

Date range is Sep 1, 2023 to Nov 23, 2023.

The same 600 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 Entry

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

Student Assessments: Assessment Definition: NUMERACY ASSESSMENT 10, Students: 0 of 601 selected, Date Range: 01/09/2023 to 03/11/2023

Name	Grade	Pupil #	PEN	+	TRAX Session	AssessmentDef > ID	Result	Date	AssessmentDef > Name	Special	Sch
Aghamohseni, Yuanfang	10	1329560	135378099	+	2024/06	NME10		20/06/2024	NUMERACY ASSESSMENT 10		Kel
Akhmetshina, Hsiaofang	10	2651822	137621777	+	2024/06	NME10		20/06/2024	NUMERACY ASSESSMENT 10		Kel
Akoymohassel, Damhui	10	1335602	135484855	+		NME10			NUMERACY ASSESSMENT 10		C
Akpomudje, Althusain	10	1329505	135378065	+		NME10			NUMERACY ASSESSMENT 10		C
Alaainovin, Schaeffer	10	1307182	134937481	+		NME10			NUMERACY ASSESSMENT 10		C

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 Entry

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

Student Assessments: Assessment Definition: NUMERACY ASSESSMENT 10, Students: 0 of 601 selected, Date Range: 01/09/2023 to 03/11/2023

Name	Grade	Pupil #	PEN	+	TRAX Session	AssessmentDef > ID	Result	Date	AssessmentDef > Name	Special	Sch
Abamo, Aidyngabriel	10	1351456	135904076	+	2023/11	NME10		13/10/2023	NUMERACY ASSESSMENT 10		Kel
Abdelkawy, Aubretarissa	10	910524	131097990	+	2024/06	NME10		20/06/2024	NUMERACY ASSESSMENT 10		Kel
Aboytesferro, Zephia	10	1324807	135303543	+		NME10	2	Developing	NUMERACY ASSESSMENT 10		Kel
Abshir, Khalilullah	10	920247	131422186	+	2023/11	NME10	2	Developing	NUMERACY ASSESSMENT 10		Kel
Abusalf, Nabid	10	2116609	135857233	+	2024/06	NME10		20/06/2024	NUMERACY ASSESSMENT 10		Kel
Acebo, Japun	10	1339169	135529915	+	2023/11	NME10	2	Developing	NUMERACY ASSESSMENT 10		Kel
Achl, Neela	10	1330278	135400802	+	2023/11	NME10	1	Emerging	NUMERACY ASSESSMENT 10		Kel

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.

6.0 Graduation Reports

Use the BC custom graduation reports (Permanent Student Record, Diploma Verification, School Transcript, and Not Meeting Graduation Requirements) for identifying students not meeting the Graduation Literacy Assessment and Numeracy achievements.

- Student top tab > Reports > Permanent Student Record (PSR)
- Student top tab > Reports > Grad Reports > Diploma Verification
- Student top tab > Reports > Grad Reports > School Transcript
- Student top tab > Reports > Grad Reports > Not Meeting Graduation Requirements
- Student top tab > Reports > Grad Reports > Graduation Status Update Report