

## January 2022 Graduation Assessment Registrations

Due January 7, 2022

### Overview of Graduation Assessments

The January 2022 session (January 24–28) includes scheduled dates for *all* provincial graduation assessments required for Grade 10 and Grade 12 students on the B.C. Graduation Program (2018). For details of which assessments are offered when, please refer to the [2021/22 Graduation Assessment Schedule](#). Learn more about the graduation assessments at [Graduation Assessments: Information for Administrators](#).

For students in Francophone and French Immersion Programs, the January session also includes the first administration of Évaluation de littératie de la 12e année – Français langue première ([LTP12](#)) and Évaluation de littératie de la 12e année – Français langue seconde-immersion ([LTF12](#)). Note: The LTP12 oral component is also available from January 17.

### January 2022 Assessment Registration Process

The Online Graduation Assessment Register is open until January 7 for reviewing and editing January 2022 registrations. Schools with students planning to write the assessments in January should first register their students through TRAX data submissions. Pre-registration is required for *all* graduation assessments.

1. Schedule your students for the graduation assessments in your school's student information system (SIS).
  - For schools using MyEducation BC, please follow instructions to "Enroll a Student to Write an Assessment" in Section 3.1 of the MyEducation BC User Guide on [Graduation Assessments](#).
  - For all other SIS, please see the Non-MyEducation BC Registration Instructions in this communication.
2. Before January 7, complete a TRAX data upload on the [School Secure Web \(SSW\)](#), reporting your students' assessment registrations in the XAM file of the three required files (DEM, CRS and XAM).
  - Students can be registered for a particular assessment session through your school's TRAX data submissions from early October each year. A valid assessment session date must be used from the [Graduation Assessment Schedule](#), i.e. January 2022 for this session.
  - Registrations from the school's TRAX data upload will appear the *following day* on the [SSW](#)'s Online Graduation Assessment Register.
3. Before the end of January 7, review the Online Graduation Assessment Register for the January session on the [SSW](#) to confirm or add student registrations as needed for the graduation assessments.
4. On January 17, school administrators will receive an email about how to access the [Vretta E-assessment System](#) (VEA) for this session and the technical requirements needed to ensure successful administration. If you have not received this by end of day, contact VRETTA at [bcedsupport@vretta.com](mailto:bcedsupport@vretta.com) and copy [exams@gov.bc.ca](mailto:exams@gov.bc.ca).
5. From January 17, download the password letter required for administering the session to students, either directly from VEA or from the [SSW](#) at "Graduation Assessment Materials and Forms." Following step 4, schools will access the VEA system to review the list of registered students and add any late registrants as needed. For instructions, refer to the Grade 10 and Grade 12 assessment administration guides available on the [SSW](#) at "Graduation Assessment Materials and Forms."

## Non-MyEducation BC Registration Instructions

Schools and districts using another SIS will need to determine the appropriate method to include their students' provincial assessment registrations in their TRAX XAM file.

Schools must ensure their SIS is set up to allow the Grade 10 and Grade 12 graduation assessments to be entered so that students are registered via the TRAX data submission process. Consult with your SIS provider if needed.

The main steps are as follows:

1. Determine which students will be participating in the graduation assessments for the session.
2. Within your SIS, assign/enter Grade 10 and Grade 12 students for the appropriate assessment:
  - Grade 10 Numeracy Assessment uses the code NME10 (English) or NMF10 (French)
  - Grade 10 Literacy Assessment uses the code LTE10
  - Évaluation de littératie de la 10e année – Français langue première uses the code LTP10
  - Grade 12 Literacy Assessment uses the code LTE12
  - Évaluation de littératie de la 12e année – Français langue première uses the code LTP12
  - Évaluation de littératie de la 12e année – Français langue seconde-immersion uses the code LTF12
  - Note: Assessment record codes include the grade level 10 (e.g., LTE10, not LTE 10) so the grade level field should be blank in the XAM file. The mark and credits fields should also be blank.
3. Check the students' assessments are scheduled for a valid session date (or completion month and year) in your SIS, e.g. January 2022 for the upcoming session. **Please only register students for the session in which they will be taking the assessment**
4. When you run your SIS TRAX extract procedure, ensure the assessment records are being extracted correctly. Assessment records (e.g., NME10, NMF10, LTE10, LTP10, LTE12, LTP12, LTF12) should appear in the TRAX XAM file your SIS creates.

## Questions?

If you have questions regarding TRAX Data Submissions, please email [trax.support@gov.bc.ca](mailto:trax.support@gov.bc.ca).

If you have technical questions about the new VEA system, please email [bced-support@vretta.com](mailto:bced-support@vretta.com)

If you have other questions, please email [student.certification@gov.bc.ca](mailto:student.certification@gov.bc.ca).

(Offshore schools with questions, please contact [offshore.administrator@gov.bc.ca](mailto:offshore.administrator@gov.bc.ca).)