|  |  |
| --- | --- |
| **April 2025 Graduation Assessment Registrations** | **Due March 27, 2025** |

Schools should submit registrations for the Grade 10 and 12 April Graduation Assessments through a TRAX data transfer and confirm them on the [School Secure Web (SSW)](https://www.bced.gov.bc.ca/exams/tsw/principals/principals/) Online Graduation Assessment Register that is open March 3 through March 27, 2025.

The April 2025 session (April 7-11) includes:

* the Grade 12 Literacy Assessment (LTE12),
* Évaluation de littératie de la 12e année – Français langue première (LTP12),
* and Grade 10 numeracy and literacy assessments (NME10, NMF10, LTE10, and LTP10).

For details, please visit [Graduation Assessments: Information for Administrators](https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/graduation).

**Assessment Registration Process**Pre-registration is recommended for *all* graduation assessments. Schools with students planning to write in April should register them through TRAX data submissions.

1. Schedule your students for the graduation assessments in your 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 further below.
2. Before March 27, complete a TRAX data upload on the [School Secure Web (SSW)](https://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp), reporting your students’ assessment registrations in the XAM file of the three required files (DEM, CRS and XAM).
   * Students can be registered for specific assessment sessions through TRAX data submissions. A valid assessment session date from the [Graduation Assessment Schedule](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/exams/2024-2025-graduation-assessment-schedule.pdf) must be used (i.e., April 2025 for this session).
   * Registrations from the school’s TRAX data upload will appear the following day on the [SSW](https://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp)’s Online Graduation Assessment Register.
3. Before the end of March 27, review the Online Graduation Assessment Register for the April 2025 session on the [SSW](https://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp) to confirm, add or delete student registrations as needed. The Register will be closed after March 27, but schools can still view and edit registrants in the E-assessment System.
4. On March 31, school administrators will receive an email invite to access the [E-assessment System](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbced.vretta.com%2F%23%2Fen%2Fbced-landing%2Fadmin&data=05%7C02%7Cnancy.needham%40gov.bc.ca%7C9e60c7b9dc8b471e737f08dd07f97750%7C6fdb52003d0d4a8ab036d3685e359adc%7C0%7C0%7C638675490234734445%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=9mNHuHQhL8HoH2qZwfqK%2FUh3HwW13eUdGziTW0Z59fE%3D&reserved=0) (EAS) for this session with the technical requirements needed to ensure successful administration. If you have not received this by end of day, contact VRETTA at [bced-support@vretta.com](mailto:bced-support@vretta.com) and copy [assessments@gov.bc.ca](mailto:assessments@gov.bc.ca).
5. From March 31, download the password letter required for administering the session to students, directly from EAS. Following step 4, schools will access EAS to review the list of registered students and add any late registrants as needed. For instructions, refer to the administration guides available under “[Technical Guides](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbced.vretta.com%2F%23%2Fen%2Fbced-landing%2Fgrad%2Ftech-guides&data=05%7C02%7Cnancy.needham%40gov.bc.ca%7C9e60c7b9dc8b471e737f08dd07f97750%7C6fdb52003d0d4a8ab036d3685e359adc%7C0%7C0%7C638675490234750395%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=AoDIOchUWRc36xiW%2F4%2FB5qVogfaKB%2BNgzdPbJB8g1c0%3D&reserved=0)” on the EAS website.

**Non-MyEducation BC Registration Process**  
Schools and districts using another SISwill need to determine the appropriate method to include their students’ graduation assessment registrations in their .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:

|  |  |  |
| --- | --- | --- |
| **Graduation Assessment** | **Language** | **Code\*** |
| Grade 10 Numeracy | English | NME10 |
| Évaluation de numératie de la 10e année | French | NMF10 |
| Grade 10 Literacy | English | LTE10 |
| Évaluation de littératie de la 10e année – Français langue première | French | LTP10 |
| Grade 12 Literacy | English | LTE12 |
| Évaluation de littératie de la 12e année – Français langue première | French | LTP12 |
| Évaluation de littératie de la 12e année – Français langue seconde-immersion | French | LTF12 |

\*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.

1. Check the students’ assessments are scheduled for a valid session date (completion month and year) in your SIS, i.e., April 2025. **Only register students for the session in which they will write.**
2. When you run your SIS TRAX extract, ensure records are extracted correctly. Assessment codes (e.g., NME10, NMF10, LTE10, LTP10, LTE12, LTP12) should appear in the .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 EAS 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).

Visit [TRAX Information](https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/graduation/trax-updates) for more helpful resources.