

# Deputy Minister's Bulletin

Ministry of Education and Child Care



November 2024 Graduation Assessment Registrations

Due October 17, 2024

## Overview of Graduation Assessments

The November 2024 assessment session (October 28 to November 5) includes the following:

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

For details, please visit [Graduation Assessments: Information for Administrators](#).

## Assessment Registration Process

Pre-registration is required for *all* graduation assessments. Schools with students planning to write in this session should register them through TRAX data submissions. The Online Assessment Register is open October 1 through 17 for review and edits.

1. Schedule your students for the graduation assessments in your school's student information system (SIS).
  - For schools who need guidance enrolling students for graduation assessments using MyEducation BC, please consult with the level 1 support for the school database.
  - For all other SIS, please see the Non-MyEducation BC Registration Instructions in this communication.
2. Before October 17, 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 specific assessment sessions through TRAX data submissions. A valid assessment session date from the [Graduation Assessment Schedule](#) must be used (i.e., November 2024 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 October 17, review the Online Graduation Assessment Register for the November session on the [SSW](#) to confirm or add student registrations as needed for the graduation assessments. The Register will be closed for viewing after October 17, but schools can still view and edit registrants in the E-assessment System (EAS).
4. On October 21, school administrators will receive an email about how to access the EAS 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 [bced-support@vretta.com](mailto:bced-support@vretta.com) and copy [Assessments@gov.bc.ca](mailto:Assessments@gov.bc.ca).
5. From October 21, download the password letter required for administering the session to students, directly from EAS. Following step 4, schools will access the EAS system 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](#)" on the EAS website.

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## Non-MyEducation BC Registration Process

Schools and districts using another SIS will need to determine the appropriate method to include their students' graduation 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,
  - Grade 12 Literacy Assessment uses the code LTE12,
  - Évaluation de littératie de la 12e année – Français langue première uses the code LTP12.

\*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, i.e., November 2024. **Only register students for the session in which they will write the assessment.**
4. When you run your SIS TRAX extract procedure, ensure the records are being extracted correctly. Assessment records (e.g., NME10, NMF10, LTE10, LTE12, LTP12) should appear in the TRAX XAM file your SIS creates.

## Questions?

For questions regarding TRAX Data Submissions: [trax.support@gov.bc.ca](mailto:trax.support@gov.bc.ca)

For questions regarding Assessment administration: [assessments@gov.bc.ca](mailto:assessments@gov.bc.ca)

For EAS technical support: [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](#) for more helpful resources.