

EXAMINATION REGISTRATION

Taken from 2016-2017 Handbook of Procedures for the Graduation Program at:
http://www.bced.gov.bc.ca/exams/handbook/handbook_of_procedures.pdf

ELECTRONIC EXAM REGISTRATION

Electronic exam registration is only required for the August exam session. This allows for registration of students into specific provincial exams as part of the summer school process - **registration is not necessary for any other all-electronic session.**

If your school does not offer exams in a particular session, please direct students to contact their local board/ authority to inquire about schools offering e-exams. The Ministry does not collect or report this information.

ELECTRONIC TRANSFER SCHOOLS REGISTRATION

For the January and June exam sessions, registration takes place by submitting the First Data Transfer in October and subsequent data transfers. Following the first transfer, schools may make registration changes on subsequent data transfers and by using the Online Exam Register posted on the School Secure Web.



Writing at Another School Within the Province

It is recommended that arrangements for administration of provincial exams at a school other than a student's school of record be made several weeks in advance of the actual exam administration. A student's school of record may register a student to write at another school within British Columbia by following this procedure:

- ✓ Obtain approval from the principal of the school where the student wishes to write the exam.
- ✓ Inform student that they **MUST** have **government photo ID** to present to the school hosting their exam. (For a list of acceptable ID see *Procedures for Conducting Graduation Program Examinations and Invigilator and Principal Worksheets* on the SSW).
- ✓ For the January and June exam sessions, use the Online Exam Register available on the School Secure Web to report the school at which the student will write the exam as the "Exam Centre." To do this, select the appropriate district and school from the drop down menu.
- ✓ For November, April and May exam sessions, registration with the Ministry is not required.

Exam results for students who write a provincial exam at a school that is not the student's school of record will be reported and attributed to the student's school of record, and not the exam centre.

