

# B.C. Dogwood Planner 2017/18

The companion document to the Grad Planner 2017/18



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The B.C. Dogwood Planner is meant to be read alongside the **Grad Planner**.

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**Congratulations!** You are making your way through Grade 12! We know that there are many things to manage this year. Here's an important one: **Are you on track to graduate?** You will also need to know:

- Your School of Record
- When to take your provincial exam/assessment
- How to check your provincial exam/assessment results
- How to receive your Certificate of Graduation
- How to order transcripts
- What you need to do to when applying to post-secondary institutions

In this booklet, you'll find information on these topics and more. We've also provided a useful checklist of important steps that you can read online or print for use over the next few months.

## What is my School of Record?

Your School of Record (SOR) is the school where you completed the majority of your secondary school courses and where your **Permanent Student Record (PSR) card** is maintained.

## How do I check my provincial exam/assessment marks?

Provincial exam results are released approximately 5-6 weeks after the exam is written. Numeracy assessment results will be released later. You can use the StudentTranscripts service to check your results online.

## How do I access the StudentTranscripts service?

If you are in Grades 10-12, you should register on the **Student Transcript service** (STS) website. You will need to create a Basic **BCeID** login to register for STS. BCeID is a common login used for B.C. government services. It is easy to do and important to have. To register for STS, you will need your 9-digit Personal Education Number (PEN), an email address, legal first and last name, and date of birth.

## When will my school marks appear on my transcript?

Schools send completed course marks to the Ministry of Education throughout the school year. Once submitted, you can view your marks on your Unofficial Transcript of Grades (UTG) using the **Student Transcript service**.

**You are encouraged to review your Unofficial Transcript of Grades (UTG) after each exam/assessment session to ensure all the information is up to date and correct.**

### Student Scenario: Sarah's missing marks

Sarah takes most of her classes at Johnston Secondary School. She also takes Social Studies 11 online from Central Distributed Learning. When she checks her UTG on the StudentTranscripts service there is no mark for the Social Studies 11 course. What should she do?

Sarah needs to speak with the school office at Johnston Secondary and ask them to contact Central Distributed Learning. She should also let Central Distributed Learning know that Johnston Secondary School is her School of Record.

## Provincial Examinations & Graduation Assessments

### When is my provincial exam/assessment?

The 2017-18 Provincial Examination Schedule can be found on the [Graduation Assessment Calendar](#).

### Can I see my exam/assessment after it has been marked?

Yes, you may access your responses, but you will not be able to view the secure questions. See Chapter 1 in the [Handbook of Procedures](#) for more information.

### What if I disagree with my exam/assessment marks?

If you question the mark received on your exam/assessment, you may ask to have it re-marked within the permitted time period. Check the timelines in Chapter 1 in the [Handbook of Procedures](#).

There is a \$50 fee for each re-mark; however, the fee will be refunded if your mark increases. Use this [Re-Mark Request Form](#) to send a written request to the ministry.

### I want to improve my exam/assessment mark. Can I rewrite?

You may rewrite a provincial exam once within the 12-month period following your first try at the exam. To write more than twice, you need to retake the course. Check with your school counsellor if you plan on writing an exam a second time. The final deadline to rewrite your Language Arts 12 exam is June 30, 2019.

Students can also write their numeracy assessment up to three times before they graduate.

### Can I write a provincial exam/assessment earlier than June?

There are five provincial exam and three assessment sessions in the 2017-18 school year. For the Language Arts 12 provincial exam, it is up to the school where you are taking the course to decide if you have met enough of the learning outcomes to write the exam before the completion of the class work. Your school can also help you decide when you are ready to write the numeracy assessment, if you are required to write it.

### Do I have to write the numeracy assessment in order to graduate?

Students graduating in the 2017/18 school year should not write the numeracy assessment as it is not a graduation requirement for their graduation program and the results will not appear on their transcript. Only students graduating after June 30, 2018 who did not write a Math 10 provincial exam must write the numeracy assessment.

### I need to write a provincial exam or numeracy assessment in August. Where can I write it?

Please contact your school or school district office before the end of June if you are planning to write in August. The Ministry does not track schools offering the August session and so cannot provide assistance in finding locations.

Please note: As results from the August session are not released until the end of August, they will not be available for September post-secondary institutions' admission deadlines.

## Certificate of Graduation

### What is a Certificate of Graduation?

A Certificate of Graduation (or Dogwood Diploma) is a document showing that a student has completed a B.C. Graduation Program. Students graduating in the 2017/18 school year must meet requirements of the 2004 Graduation Program. The 2004 Graduation Program is named for the year the requirements took effect.

### When will I get my Dogwood Diploma?

Diplomas are sent monthly to each School of Record for the Principal's signature for students who are eligible for graduation between September and May. For students who will graduate in June, diplomas will be sent to their School of Record for the Principal's signature in late July or early August. Your School of Record can let you know their process for delivering the signed diploma to you. When you have graduated, you will be able to order additional copies of your diploma for a fee using the Student Transcript service.

**Note:** If you move, please provide your SOR with your new address and ensure that you update it on the Student Transcript service once you have registered.

### Student Scenario: When will Danny get his Dogwood Diploma?

Danny wants to show his diploma to his grandmother as soon as possible. When will he get it?

Danny should ask someone in the school office to find out when and how they will release his Dogwood.

## Transcripts

### What is an official transcript?

An official transcript is a listing of a student's academic record relating to a B.C. Graduation Program, which includes Grade 10-12 courses and programs taken, grades earned, honours received, graduation assessment results, and graduation status.

### What is an unofficial transcript of grades (UTG)?

Your unofficial transcript of grades shows your interim course marks, but does not have final course marks and is not certified by the Ministry.

### How do I order a transcript?

Current students can use the Student Transcripts service to send up to six transcripts to post-secondary institutions for free. Additional copies can be ordered for a fee.

Your School of Record also receives a copy.

### What is a Permanent Student Record (PSR)?

The PSR card includes course completion information for all grades; this is important for students applying to National Collegiate Athletic Association (NCAA) institutions. The PSR card is kept by the last school district attended for 55 years after the student withdraws or graduates. You can contact your School of Record to ask for a certified, true copy of the Permanent Student Record (PSR) card.

## Student Scenario: Nicole is graduating in June 2018. Where can she get her transcript?

Nicole can order her transcript using the [Student Transcript service](#).

## Applying To Post-Secondary

### What should I do before applying to a post-secondary institution (PSI)?

Do some research first. Read through the [B.C. Grad Planner](#) and visit [EducationPlannerBC](#) to learn about your options. Talk to your school counsellor.

Once you've decided where you want to study, you'll need to complete application forms and send transcripts. To apply, visit [EducationPlannerBC](#) or PSI websites directly. Next, use the [Student Transcript service](#) to send your transcript to your chosen PSIs.

### How do I send my transcript to a PSI?

You can have your transcript sent to PSIs using the [Student Transcript service](#).

## Student Scenario: Priya is asked for information that is not included on her transcript.

Priya has applied to Florida State University, a post-secondary institution associated with the National Collegiate Athletic Association (NCAA). Priya has been asked to provide her Grade 9 marks as part of her application. Her Official Transcript of Grades will show marks from Grades 10-12. Priya should ask her school to provide documentation for the Grade 9 marks.

## When will the PSI get my transcript?

Using the StudentTranscripts service, current Grade 12 students can send transcripts when they place the order, or request that interim marks (a UTG) be sent immediately and final course marks be sent when they are available in late July.

## Can I get my transcript/graduation results before the end of July?

Some students may reach graduation status early in the school year. Please contact your School of Record to see if you can graduate before the July year-end graduation date.

**Note:** if you write any provincial exam in June then you will not be able to graduate early because marking of exams will not be completed until the end of July.

## I noticed errors (such as missing or incorrect marks or a misspelled name) on my transcript. How do I get the errors fixed?

Please contact your School of Record about missing or incorrect course marks. If you took a course in a school other than your School of Record, your School of Record must forward the course marks to the Ministry of Education.

Please contact your School of Record to correct personal information such as name, gender or date of birth. The School of Record will then report the changes to the Ministry of Education.

## If changes are made to my transcript, will the PSIs receive a revised version?

That depends: please check our [website](#) for more information.

## Student Scenario: Jimmy is not his legal name.

Jimmy Wong's legal name is Chun-Sing Wong but everyone calls him Jimmy. He plans to go to university in the fall. What should he do?

Jimmy needs to speak with the office to confirm the school has his legal name.

Schools often allow students to use preferred names, but 'Legal Names' (legal implies that you hold current identification supporting the name format) are required for enrolment into post-secondary institutions as well as for employment. Jimmy's name on his legal ID must match character for character and space for space with what the school office has on file for him. If there is a difference, they will scan his ID and update the information on the school files as well as with the Ministry.

## Where can I find more information about scholarships?

A description of provincial scholarships available for students is found in Chapter 6 of the **Handbook of Procedures** as well as on the **ministry website**.



## Who do I contact if I still have questions?

Your School of Record is always the best place to start if you have more questions. You can also contact the B.C. Ministry of Education's Student Certification Branch at [student.certification@gov.bc.ca](mailto:student.certification@gov.bc.ca).



We hope that this planner has been helpful. If so, please tell your friends. If not, we encourage you to please let us know how we can make it better.

Feedback is always welcome at [student.certification@gov.bc.ca](mailto:student.certification@gov.bc.ca)

The Ministry of Education would like to wish you the best as you continue on your lifelong learning journey.

| DATE   | <b>B.C. DOGWOOD PLANNER CHECKLIST</b><br>This document is a fillable form that you can save to your computer or print off.  | <b>YOUR CHECKLIST</b><br>Check off relevant items as you complete them; keep track of notes or questions. |
|--|---|---|
| Check the <a href="#">Graduation Assessment Calendar</a> and never miss an important date.               |   |   |
| <b>AUGUST 2017</b>   |   |   |
| August 14-15<br><br>    | August exams administered (e-Exams only). Confirm <a href="#">exam schedule</a> .<br><br><b>Note:</b> October 19 is the deadline to <a href="#">request a re-mark</a> for August exams.     |   |
| <b>SEPTEMBER 2017</b>  |   |   |
| September 5  | August exam results released.   |   |
| September 28   | Deadline to <a href="#">request a re-mark</a> for June exams.   |   |
| <b>OCTOBER 2017</b>  |   |   |
| October 19   | Deadline to <a href="#">request a re-mark</a> for August exams.   |   |
| <b>NOVEMBER 2017</b>   |   |   |
| November 6 - 7<br><br> | November exams administered (e-Exams only). Confirm <a href="#">exam schedule</a> .<br><br><b>Note:</b> January 11 is the deadline to <a href="#">request a re-mark</a> for November exams. |   |
| November 27  | November exam results released.   |   |
| <b>DECEMBER 2017</b>   |   |   |
| December 4 - 11  | FRAL 12 & FRALP 12 Oral Examination Component.<br><br>Check with your school to confirm when you will be tested.  |   |


### JANUARY 2018

|  |   |  |
|--|---|--|
| January 11   | Deadline to <b>request a re-mark</b> for November exams.  |  |
| January 8 - 19   | FRAL 12 & FRALP 12 Oral Examination Component.<br><br>Check with your school to confirm when you will be tested.  |  |
| January 22 - 26<br> | January numeracy assessment administered.<br><br>Check with your school if you did not write the Math 10 provincial exam, as you may need to write this assessment instead.   |  |
| January 25 - 26<br> | January exams administered. Confirm <b>Graduation Assessment Schedule</b> and exam formats (paper or e-exam) on the schedule.<br><br><b>Note:</b> April 19 is the deadline to <b>request a re-mark</b> for January exams/assessments. |  |

### MARCH 2018

|         |                           |  |
|---------|---------------------------|--|
| March 5 | January results released. |  |
|---------|---------------------------|--|

### APRIL 2018


|   |   |  |
|---|---|--|
| April 26 - 27<br> | April exams administered (e-Exams only). Confirm <b>exam schedule</b> .<br><br><b>Note:</b> July 5 is the deadline to <b>request a re-mark</b> for April exams. |  |
| April 19  | Deadline to <b>request a re-mark</b> for January exams/assessment.  |  |

### MAY 2018

|                |  |  |
|----------------|--|--|
| May 7 - June 1 | FRAL 12 & FRALP 12 Oral Examination Component.<br><br>Check with your school to confirm when you will be tested. |  |
| May 28         | April results released.  |  |





### JUNE 2018

|   |   |  |
|---|---|--|
| June 25 - 27<br> | June exams administered. Confirm <b>Graduation Assessment Schedule</b> .<br><br><b>Note:</b> September 27 is the deadline to <b>request a re-mark</b> for June exams/assessments. |  |
|---|---|--|

### JULY 2018

|         |  |  |
|---------|--|--|
| July 5  | Deadline to <b>request a re-mark</b> for April exams.  |  |
| July 30 | Final transcripts released to all PSIs selected using the <b>StudentTranscripts</b> service. |  |
| July 30 | June exam/assessment results released.   |  |

### AUGUST 2018

|   |   |  |
|---|---|--|
| August 1 - 3<br> | August numeracy assessment administered.<br><br>Check with your school if you did not write the Math 10 provincial exam, as you may need to write this assessment instead.                      |  |
| August 2 - 3<br> | August exams/assessments administered. Confirm <b>Graduation Assessment Schedule</b> .<br><br><b>Note:</b> October 26 is the deadline to <b>request a re-mark</b> for August exams/assessments. |  |
| August 30   | August results released.  |  |

### SEPTEMBER 2018

|              |  |  |
|--------------|--|--|
| September 27 | Deadline to <b>request a re-mark</b> for June exams/assessments. |  |
|--------------|--|--|

### OCTOBER 2018

|            |  |  |
|------------|--|--|
| October 26 | Deadline to <b>request a re-mark</b> for August exams/assessments. |  |
|------------|--|--|



