

BC Dogwood Planner 2013/14

The companion document to the Grad Planner 2013/14



The BC Dogwood Planner is meant to be read alongside the Grad Planner. Follow this link to obtain your copy:
www.bced.gov.bc.ca/graduation/docs/grad_planner.pdf

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:

- when you will write your exams;
- how to check your marks; and
- how to send your transcript to post-secondary institutions (PSIs); and
- how to apply to PSIs.

We've had many questions over the years from thousands of students who graduated before you. You will find the most common questions and their answers here. We've also provided a useful checklist of important steps that you can read online or print for use over the next few months.

I have written a provincial exam – Now what?

What is my School of Record?

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

When can I see my exam marks?

Provincial Exam results are released approximately 5-6 weeks after the exam is written. Please check with your School of Record for the exam release dates. After the provincial exams are marked, students can see exam results through the Ministry of Education's Student Secure Web: www.bced.gov.bc.ca/exams/tsw/tsw/student/.

How do I access the Student Secure Web?

If you are a Grade 10-12, you can create an account on the Student Secure Web: www.bced.gov.bc.ca/exams/tsw/tsw/student/. All you need is your 9-digit Personal Education Number (PEN), legal first and last name, and date of birth to create an account. Please advise your school counsellor or front office staff if you have difficulties creating your account or if you have changed the email address used when you first created the account.

When will my exam or school marks appear on my transcript?

Schools send completed course marks to the Ministry of Education at times through the school year. Once submitted, you can see your Unofficial Transcript of Grades on the Student Secure Web: www.bced.gov.bc.ca/exams/tsw/tsw/student/.

Can I see my exam after it's been marked?

Yes, you may access your exam responses, but you will not be able to view the secure exam questions. See www.bced.gov.bc.ca/exams/rereads_remarks/reviews.htm for more information.

What if I disagree with my exam marks?

If you question a mark received on a provincial examination, you may ask to have the exam re-marked. Use this form to send a written request to the ministry:
www.bced.gov.bc.ca/exams/handbook/forms/grade12_remark.pdf (PDF, 100KB). There is a \$50 fee for each exam re-mark; however, the fee will be refunded if your mark increases as a result of the re-mark.

I want to improve my exam mark. Can I rewrite my exam?

You may rewrite a provincial exam once within the 12-month period following the first try at the exam. To rewrite more than once, you need to retake the course.

I need to write a provincial exam in August. Where can I write?

Please contact your school or school district office before the end of June to plan for writing an exam in August. The Ministry does not track schools offering the August exam session and so cannot give assistance in locating an exam centre.

How about my diploma?

When will I get my Graduation Diploma?

Diplomas are issued monthly 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 Principal's signature in late July or early August. Your SOR can let you know about their process for delivering the signed Diploma to you.

Note: If you move, be sure to provide your SOR with your new address.

How about transcripts?

How do I get a transcript?

All students currently graduating from Grade 12 will be mailed a complimentary copy of their Secondary School Transcript of Grades. Your School of Record also receives a copy.

How do I order a transcript?

You can purchase additional copies of your transcript with a credit card through the Ministry of Education website: www.bced.gov.bc.ca/transcript/. Also, there are options on the website for purchasing a transcript with a cheque or money order. You may also contact your School of Record to ask for a certified, true copy of the Permanent Student Record Card (PSRC). The PSRC is kept by the last school or district attended for 55 years after the student withdraws or graduates.

How and when do I send my transcript to a PSI (post-secondary institution)?

Students who have created an account on the Student Secure Web may choose up to six individual Post Secondary Institutions and may also have their electronic transcript sent to all BC and/or Ontario PSIs.

Notes: Refer to Applybc.ca for information on applying to BC PSIs.

Transcripts are delivered to the Ontario Universities' Application Centre (OUAC) for Ontario PSIs.

Refer to the **BC Dogwood Planner Checklist** found on page 6 of this planner to check the dates for making PSI selections.

When will the PSI get my transcript?

Students who accessed the Student Secure Web and authorized release to the BC PSIs or Ontario PSIs (through the OUAC) can expect the BC PSIs and OUAC to retrieve their Interim Transcript of Grades in March and May and Final Transcript of Grades in early August.

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 June year-end graduation date. 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 Unofficial Transcript. How do I get the errors fixed?

Please contact your School of Record about missing or incorrect course marks. All final class marks and cross-enrolled course marks (marks from other schools) must be reported to your SOR that will then forward the missing course marks or changes to the Ministry of Education. To correct your name, gender or date of birth, the SOR will need proof of identification. The SOR must send a copy of this proof of identification to the ministry's Personal Education Number (PEN) office to correct the name on the ministry transcript of grades.

What about Awards or Scholarships?

When will I get my Award or Scholarship money?







The payment depends on the type of award or scholarship. A description of each award and how to redeem them is found in Chapter 6 of the Handbook of Procedures at www.bced.gov.bc.ca/exams/handbook/1314/handbook_of_procedures.pdf.

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 BC Ministry of Education from Monday to Friday, 8:30 a.m. to 4:00 p.m. (PDT) at 1-888-879-1166 or send an email to educscb@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 educscb@gov.bc.ca.

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

DATE	BC DOGWOOD PLANNER CHECKLIST If the activity applies to you, pencil in a to-do in the Checklist column on the right then check it off when done. If it doesn't, mark it as n/a (not applicable).	YOUR CHECKLIST
JANUARY 2014		
January 27-31 	January exams administered. Confirm exam schedule here: www.bced.gov.bc.ca/exams/handbook/schedules.htm Note: April 17 is the deadline to request a re-mark for January exams: www.bced.gov.bc.ca/exams/rereads_remarks/welcome.htm	
FEBRUARY 2014		
Anytime before March 1	Submit your PSI Selection Form (available on the Student Secure Web) before March 1 for preliminary transcript information to be sent to BC PSIs and/or the Ontario Universities' Application Centre.	
MARCH 2014		
March 1	Deadline to submit your PSI Selection Form for preliminary transcript information (see above).	
March 3	January exam results released.	
APRIL 2014		
Anytime before May 1	Submit your PSI Selection Form (available on the Student Secure Web) before May 1 for interim transcript information to be sent to BC PSIs and/or the Ontario Universities' Application Centre.	
April 10-11 	April exams administered. Confirm exam schedule here: www.bced.gov.bc.ca/exams/handbook/schedules.htm Note: June 13 is the deadline to request a re-mark for April exams: www.bced.gov.bc.ca/exams/rereads_remarks/welcome.htm	
April 17	Deadline to request a re-mark for January exams.	
MAY 2014		
May 1	Deadline to submit PSI Selection Form for interim transcript information (see above).	
May 5	April exam results released.	
May 15-16 	May exams administered. Confirm exam schedule here: www.bced.gov.bc.ca/exams/handbook/schedules.htm Note: July 18 is the deadline to request a re-mark for May exams: www.bced.gov.bc.ca/exams/rereads_remarks/welcome.htm	

JUNE 2014

Anytime before July 15	You must complete all your PSI selections no later than July 15 in order to ensure that your final transcript information will be sent to your selected PSIs by July 30, 2014.	
June 9	May exam results released.	
June 13	Deadline to request a re-mark for April exams.	
June 16-28	June exams administered. Confirm exam schedule here: www.bced.gov.bc.ca/exams/handbook/schedules.htm Note: Sept 26 is the deadline to request a re-mark for June exams: www.bced.gov.bc.ca/exams/rereads_remarks/welcome.htm	

**JULY 2014**

July 15	Deadline to submit PSI Selection Form for final transcript information (see above).	
July 18	Deadline to request a re-mark for May exams.	
July 30	June exam results released.	

AUGUST 2014

August 11-15	August exams administered. Confirm exam schedule here: www.bced.gov.bc.ca/exams/handbook/schedules.htm Note: Oct 18 is the deadline to request a re-mark for August exams: www.bced.gov.bc.ca/exams/rereads_remarks/welcome.htm	
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**SEPTEMBER 2014**

September 9	August exam results released.	
September 26	Deadline to request a re-mark for June exams.	

OCTOBER 2014

October 18	Deadline to request a re-mark for August exams.	
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