

BC Dogwood Planner 2015/16

The companion document to the Grad Planner 2015/16



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

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:

- The provincial examination (exam) schedule
- How to check your provincial exam marks
- Your School of Record
- How to receive your Graduation Diploma
- How to receive and 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.

How do I view my provincial exam marks?

Provincial Exam results are released approximately 5-6 weeks after the exam is written. Specific exam release dates and exam results are posted to the [Student Secure Web \(SSW\)](#).

How do I access the Student Secure Web?

If you are in Grades 10-12, you should create an account on the [Student Secure Web](#). It is easy to do and important to have. To create the account, you will need your 9-digit Personal Education Number (PEN), legal first and last name, and date of birth.

Please advise your school counsellor or front office staff if you have problems creating your account. If you haven't accessed your account in over a year and you don't remember your password, just create a new account.

When will my exam or 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) on the [Student Secure Web](#).

You are encouraged to review your Unofficial Transcript of Grades (UTG) after each exam 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 SS 11 online from Central Distributed Learning. When she checks her UTG on the SSW, no mark shows for the SS 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.

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 Card** is maintained.

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 Ch. 1 in the **Handbook of Procedures** for more information.

What if I disagree with my exam marks?

If you question a mark received on a provincial Grade 12 examination, you may ask to have the exam re-marked, as long as it's within the permitted time period. Check the timelines in Ch.1 in the **Handbook of Procedures**.

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. Use this **Grade 12 Provincial Examinations Re-Mark Request Form** to send a written request to the ministry.

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 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.

Can I write a provincial exam earlier than June?

There are six exam sessions each year. 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 a provincial exam before the completion of the class.

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

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

Please Note: As results from the August exam session are not released until the first week of September, they will not be available for September post-secondary institutions' admissions decisions. See more information about **August exams**.

What do I need to know about receiving my diploma?

What is a certificate?

A certificate (or diploma, or "Dogwood") is a document showing that a student has completed a BC Graduation Program.

When will I get my Graduation 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.

Note: If you move, please provide your SOR with your new address.

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.

What do I need to know about transcripts?

What is a transcript?

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

How do I get a transcript?

All students currently enrolled in Grade 12 will be mailed a complimentary copy of their Secondary School Transcript of Grades in late July. Your School of Record also receives a copy.

Student Scenario: Which address will Nicole's Transcript be sent to?

Nicole and her family are moving from Vancouver to Kelowna on July 15th. What should she do?

Nicole should speak with school office staff to update her home address before the end of the school year as transcripts are mailed out late July; if she doesn't inform her school before the end of June, then her transcript will be mailed to her old address. Canada Post offers a mail forwarding service. Nicole's family may consider having Canada Post forward mail to the new address for a small fee.

How do I order a transcript?

You can purchase additional copies of your **transcript** for a fee.

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. The PSRC includes course completion information for all grades; this is important for students applying for NCAA institutions (see scenario below).

Student Scenario: What if I'm asked for information that's not included on a 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.

How do I apply to a post-secondary institution (PSI)?

Apart from filling in the application forms for specific institutions, it is good to do some research first, for example: Go to Applybc.ca for information on applying to PSIs in BC; learn more about **industry training programs**; talk to your school counsellor; check PSI websites; and refer to the **BC Grad Planner**.

Always include your Personal Education Number (PEN) on post-secondary application forms.

How do I send my transcript to a PSI ?

Current Grade 12 students who have created an account on the **Student Secure Web** can choose to have their transcripts sent electronically to many PSIs in BC and the Ontario Universities Application Centre (OUAC), and may also select up to six more individual post-secondary institutions.

To complete the Online PSI Selections Form on the **Student Secure Web**, use the **Online PSI Selections Instructions** document for a step by step guide.

Refer to the **BC Dogwood Planner Checklist** in the back 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 of their record to BC PSIs, Ontario universities (through the OUAC), the University of Calgary, or the University of Alberta can expect these institutions to retrieve their Interim Transcript of Grades in May and Final Transcript of Grades in late July. Any additional PSI selections will be mailed to those PSIs 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. Please 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 or 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.

Student Scenario: What's in your wallet?

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.

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

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

What about Awards and/or Scholarships?

A description of provincial scholarships available for students is found in Chapter 6 of the [Handbook of Procedures](#) as well as on the [awards 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 BC Ministry of Education's Student Certification Branch at 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

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

DATE	BC DOGWOOD PLANNER CHECKLIST This document is a fillable form that you can save to your computer or print off.	YOUR CHECKLIST Check off relevant items as you complete them; keep track of notes or questions.
Subscribe to the Provincial Examinations Calendar and never miss an important date.		
JANUARY 2016		
January 4	Deadline to request a re-mark for November exams.	
January 25-29 	January exams administered. Confirm exam schedule. If you are writing exams in the January session, check with your school to confirm which week you will be writing. Note: April 21 is the deadline to request a re-mark for January exams.	
FEBRUARY 2016		
February 29	January exam results released.	
APRIL 2016		
Any time before May 2	Submit your PSI Selection Form (available on the Student Secure Web) before May 2 for interim transcript information to be available to BC PSIs and/or the Ontario Universities' Application Centre (OUAC) , the University of Calgary, and/or the University of Alberta.	
April 7-8 	April exams administered. Confirm exam schedule. Note: June 9 is the deadline to request a re-mark for April exams.	
April 21	Deadline to request a re-mark for January exams.	
MAY 2016		
May 1	Deadline to submit PSI Selection Form for interim transcript information (see above).	
May 2	April exam results released.	
May 6	Interim transcript information available to BC PSIs, OUAC, the University of Calgary, and the University of Alberta.	

<p>May 12-13</p> 	<p>May exams administered. Confirm exam schedule.</p> <p>Note: July 14 is the deadline to request a re-mark for May exams.</p>	
JUNE 2016		
<p>Any time before July 15</p>	<p>You must complete your PSI Selection Form no later than July 15 in order to ensure that your final transcript information will be available to your selected PSIs by July 30, 2015.</p>	
<p>June 6</p>	<p>May exam results released.</p>	
<p>June 9</p>	<p>Deadline to request a re-mark for April exams.</p>	
<p>June 22-29</p> 	<p>June exams administered. Confirm exam schedule.</p> <p>Note: Sept 28 is the deadline to request a re-mark for June exams.</p>	
JULY 2016		
<p>July 14</p>	<p>Deadline to request a re-mark for May exams.</p>	
<p>July 15</p>	<p>Deadline to submit PSI Selection Form for final transcript information (see above).</p>	
<p>July 29</p>	<p>June exam results released. Final transcripts made available to all PSI selections.</p>	
AUGUST 2016		
<p>August 8-12</p> 	<p>August exams administered. Confirm exam schedule.</p> <p>Note: Oct 13 is the deadline to request a re-mark for August exams.</p>	
SEPTEMBER 2016		
<p>September 6</p>	<p>August exam results released.</p>	
<p>September 28</p>	<p>Deadline to request a re-mark for June exams.</p>	
OCTOBER 2016		
<p>October 13</p>	<p>Deadline to request a re-mark for August exams.</p>	

