

BC Dogwood Planner 2016/17

The companion document to the Grad Planner 2016/17



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:

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

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.

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.

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 **Student Secure Website**.

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 Social Studies 11 online from Central Distributed Learning. When she checks her UTG on the SSW and 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

When is my provincial exam?

The 2016-17 Provincial Examination Schedule can be found on the [Exams Calendar](#).

When can I see my provincial exam marks?

Provincial exam results are released approximately 5 weeks after the exam is written. Specific exam release dates can be found on the Exams Calendar. Once released, you can see your exam results on [the SSW](#).

Can I see my exam after it has been marked?

Yes, you may access your exam responses, but you will not be able to view the secure exam questions. See Chapter 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 Chapter 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.

What about the Grade 10/11 provincial exams?

If you completed a previously examinable Grade 10/11 course before July 1, 2016, you will have until June 30, 2017 to write and rewrite the associated provincial exam.

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 work.

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](#).

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 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. When you have graduated, you will be able to order additional copies of your diploma for a fee on [the SSW](#).

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.

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 and programs taken, grades earned, honours received, and graduation status.

How do I order a transcript?

Go to [the SSW](#) to order a free transcript. Current students can send up to six transcripts to post-secondary institutions for free. Additional copies of your transcript can be ordered for a fee.

Your School of Record also receives a copy. You can 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 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 to National Collegiate Athletic Association (NCAA) institutions.

Student Scenario: Nicole is graduating in June 2017. Where can she get her transcript?

Once Nicole has received her graduation results, she can order a free transcript on [the SSW](#).

Applying To Post-Secondary

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

Do some research first. Read through the [BC 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, go to [the SSW](#) to send your transcript to your chosen PSIs.

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 at the end of this planner to check the dates for making PSI selections.

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 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?

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.

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

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

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 (SOR) about missing or incorrect course marks. If you took a course in a school other than your SOR, your SOR must forward the course marks to the Ministry of Education.

Please contact your SOR 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: Jimmy is not his legal name.

Jimmy Smith's legal name is James Smith 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 [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.		
AUGUST 2016		
August 8-12 	August exams administered (e-Exams only). Confirm exam schedule . Note: October 13 is the deadline to request a re-mark for August exams.	
SEPTEMBER 2016		
September 6	August exam results released.	
September 28	Deadline to request a re-mark for June exams.	
OCTOBER 2016		
October 13	Deadline to request a re-mark for August exams.	
NOVEMBER 2016		
October 31 - November 1 	November exams administered (e-Exams only). Confirm exam schedule . Note: January 3 is the deadline to request a re-mark for November exams.	
November 28	November exam results released.	
DECEMBER 2016		
December 5 - 16	FRAL 12 & FRALP 12 Oral Examination Component. Check with your school to confirm when you will be tested.	
JANUARY 2017		

January 3	Deadline to request a re-mark for November exams.	
January 9 - 20	FRAL 12 & FRALP 12 Oral Examination Component. Check with your school to confirm when you will be tested.	
January 23 - 26 	January exams administered. Confirm exam schedule and exam formats (paper or e-exam) on the schedule. Note: April 20 is the deadline to request a re-mark for January exams.	
MARCH 2017		
March 6	January exam results released.	
APRIL 2017		
April 6 - 7 	April exams administered (e-Exams only). Confirm exam schedule . Note: June 8 is the deadline to request a re-mark for April exams.	
April 20	Deadline to request a re-mark for January exams.	
MAY 2017		
May 1	April exam results released.	
May 1 - May 26	FRAL 12 & FRALP 12 Oral Examination Component. Check with your school to confirm when you will be tested.	
May 5	Interim transcript data released to BC Electronic PSIs, the OUAC, the University of Calgary, and the University of Alberta.	
May 11 - May 12 	May exams administered (e-Exams only). Confirm exam schedule . Note: July 13 is the deadline to request a re-mark for May exams.	

JUNE 2017

June 5	May exam results released.	
June 8	Deadline to request a re-mark for April exams.	
June 22, 23, 26-29 	<p>June exams administered. Confirm exam schedule and exam formats (paper or e-exam) on the schedule.</p> <p>Note: September 28 is the deadline to request a re-mark for June exams</p>	

JULY 2017

July 13	Deadline to request a re-mark for May exams.	
July 15	Final transcripts released to all PSI selections (electronic and paper).	
July 28	June exam results released.	

AUGUST 2017

August 14-15 	<p>August exams administered (e-Exams only). Confirm exam schedule.</p> <p>Note: October 19 is the deadline to request a re-mark for August exams.</p>	
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SEPTEMBER 2017

September 5	August exam results released.	
September 28	Deadline to request a re-mark for June exams.	

OCTOBER 2017

October 19	Deadline to request a re-mark for August exams.	
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