

Grade 10 Numeracy Assessment ADMINISTRATION GUIDE

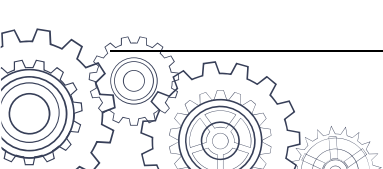


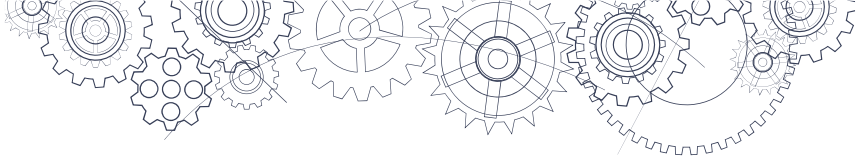
Ministry of
Education and
Child Care



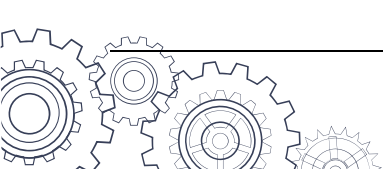
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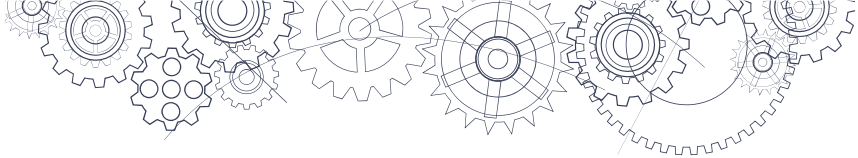
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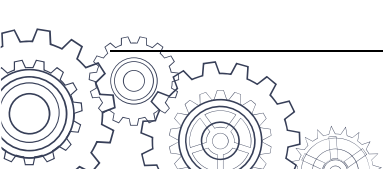
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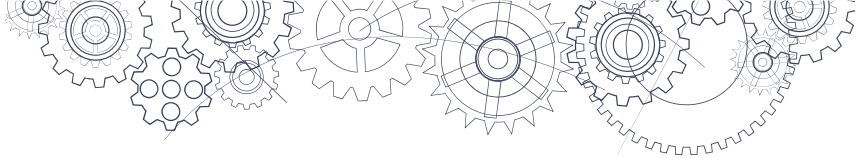




Key Contacts and Resources

For questions related to:	Contact:
Systems or assessment technical issues	e-Assessment Technical Support 1-888-887-3882 (toll-free) bced-support@vretta.com
Adjudication	Adjudications Coordinator educ.adjudication@gov.bc.ca
Assessment administration	Assessment Administration Coordinator assessments@gov.bc.ca
Online graduation assessment register	trax.support@gov.bc.ca
E-Assessment System registration issues	bced-support@vretta.com
For information on:	Consult:
Assessment dates and times	Assessment Schedule
Assessment registration window and results release dates	Chart of Important Dates





Early Preparation

Register students

Submit your Grade 10 Numeracy Assessment registrations via your TRAX data submissions. Register students using the English or French numeracy assessment codes—NME10 and NMF10 respectively—and submit them to the Ministry in the TRAX XAM file along with the DEM and CRS files.

Registration should be done in advance of the opening of the Online Graduation Assessment Register on the [School Secure Web](#). The register should only be used as a confirmation of the students registered via the XAM file and to make changes and deletions for registrations if required. Check the [Chart of Important Dates](#) for registration timelines.

The Ministry sends regular updates regarding assessment registration and other TRAX related topics. Use your valid school email address to subscribe to the [TRAX Updates](#) distribution list to stay informed.

Schools and districts using MyEducation BC for their student information system, please follow instructions on how to “Enroll a Student to Write an Assessment” in Section 3.1 of the MyEducation BC User Guide on [Graduation Assessments](#).

Schools and districts NOT using MyEducation BC must ensure that the system they are using is set to allow assessments to be entered so that students are registered via the TRAX data submission process. See **Appendix A** for detailed instructions.

Set up your School Administrator account

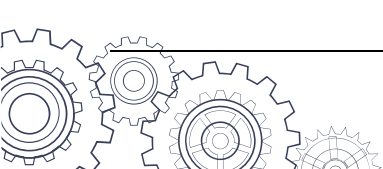
You will receive an email invitation to create a School Administrator account on the e-Assessment System (EAS). This email will include a link to an account creation page. You will need to create your account using the link within 7 days of receiving the email. If you have not created your account in that time, you will need to reach out to e-Assessment Technical Support (1-888-887-3882 or bced-support@vretta.com) to reset your account link.

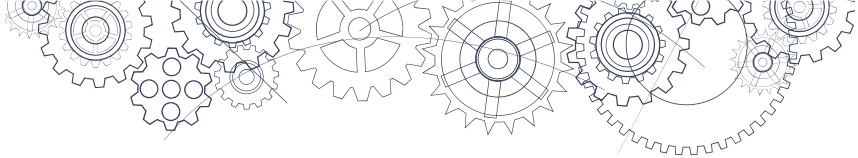
Once your account is created, you will be able to use it for the following purposes:

- Review the technical readiness documentation to ensure access to the assessment for students.
- Review students’ registration and submission information for accuracy and completeness.

Set up your students for success

- ✓ Refer them to the [pre-assessment activities](#).
 - It is strongly recommended that students try the [sample assessment](#) to become familiar with the assessment format, instructions, and navigation.
 - Students can collaborate with peers using the [workbooks and collaborative learning videos](#).
- ✓ Point students to the [scoring guide and student exemplars](#) so they can learn how the in-depth student-choice questions will be evaluated and review real examples of student responses.
- ✓ Ensure they are aware of the [calculator policy](#).
- ✓ Ensure they know the following:
 - They will access the Grade 10 numeracy assessment online and most of the questions will be answered online.





- There is a handwritten component; two questions will require them to show their work on paper response sheets.
 - They should use black or dark pencils (not pens) for the handwritten component. The student response sheets will be scanned for marking and their answers must be legible and dark enough to easily read when scanned.
- ✓ Please note that only work written on the front- and back-page workspace (response sheets) for each question will be marked. **Work written on additional paper will not be marked.**

Technical specifications and security

Schools should review and test student computers well in advance of each administration to ensure a smooth delivery and the security of the numeracy assessments. Schools have two options when setting up the computers for the assessment. The first option is direct access to the assessment from a regular browser and the second option is using a secure lockdown browser. Each option has dedicated preparation procedures:

Option 1: Preparing for Direct Link Access

1. Check each student's computer to ensure it aligns with the Ministry-required [technical specifications](#).
2. Test each computer that will be used by logging into the [Pre-Administration System Testing site](#).

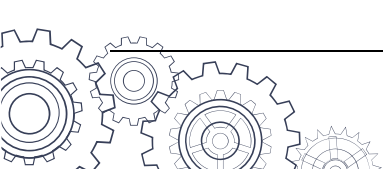
Option 2: Preparing for Lockdown Browser Access

Schools have the option of using the SafeExamBrowser (SEB) software or Kiosk as a secure lockdown environment to administer the assessment. Please note that SEB software is recommended for schools that have used SEB for prior assessment administration sessions without experiencing any issues. Kiosk is recommended for schools that are using a secure lockdown environment for the first time or schools that experienced difficulties with the SEB software in previous administrations.

Note: SEB or Kiosk should not be used if accessibility tools are being used.

To prepare for lockdown browser access:

1. Ensure each workstation has the required security control installed. Follow the steps identified in the [Security Control Information](#) section of the Technical Guides webpage to download and configure the SEB Lockdown Browser or Kiosk, which can be used as a secure environment to administer the Numeracy assessment.
2. Test each computer that will be used by logging into the [Pre-Administration System Testing site](#).





iPads and other hand-held devices

The Grade 10 Numeracy Assessment will work on hand-held tablets (e.g., iPads and Chromebook); however, special preparations are required to ensure compatibility, connectivity, and usability. For more information, please see **Appendix C**.

Calculators



Take note!

Invigilators must check calculators for policy compliance before a student writes the numeracy assessment.

The online numeracy assessment includes an online calculator; however, students may also bring their own. Please review the [calculator policy](#) and share it with your students.

Note: Devices such as smartphones, tablets, or other handheld electronic devices are not permitted for use as calculators during the assessment.

Adjudication criteria

Schools are responsible for ensuring that text-to-speech and/or speech-to-text software for students with identified needs is configured to work with the Numeracy Assessment.

It is essential that schools complete a practice session for students with identified needs prior to the assessment day. Click [here](#) to access the Numeracy Assessment samples.

Appendix D provides an overview of the revised adjudication criteria and contact information.

Further details about adjudication criteria are available on the Ministry's website under [adjudication](#) and in Chapter 2 of the B.C. Graduation Program [Handbook of Procedures](#).

Approximately Two Weeks Before the Assessment

Approve and designate invigilators

Determine the number of invigilators needed for each assessment. This will vary by number of students, room layout, etc.

Assessments must be administered by a qualified invigilator, such as a school administrator (principal or vice-principal) or a BC-certified teacher:

- ✓ Best practice is that teachers do not invigilate their own students. However, if this is unavoidable, teachers should be reminded that they must not read or comment on students' answers or clarify questions.
- ✓ Ensure that an invigilator is not left alone for an entire session. There must be a system of relief or some way for an invigilator to communicate if a problem arises.
- ✓ Ensure each invigilator has read and is familiar with the **Day of Assessment** section of this Guide.

- ✓ Ensure invigilators are aware of the proper procedures if student behaviour is observed that may lead to disqualification.
- ✓ Review the procedures for late registrants (walk-ins). See [instructions for adding late or new registrants](#).

Five Business Days Before the Assessment

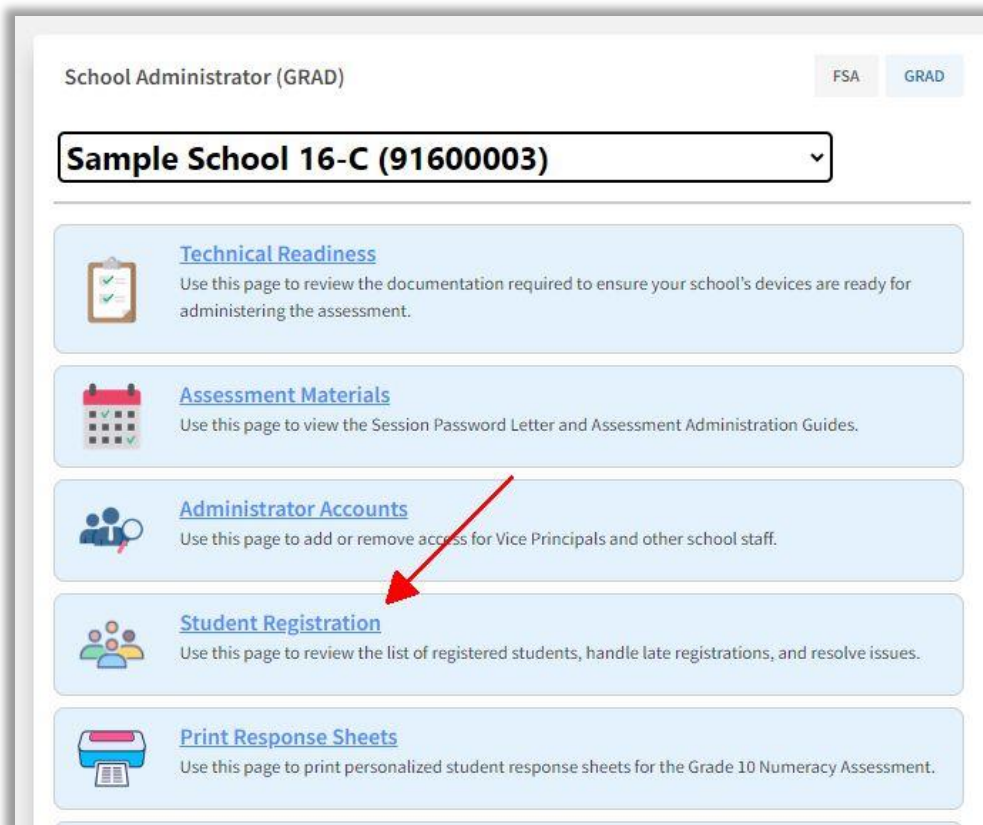
Log into administrative functions and verify the list of students registered

It is helpful to check the *List of Students* to ensure that all students known to be writing the assessment are on the list and, if any are missing, they can be added at that time. Follow these steps to access your list of students:

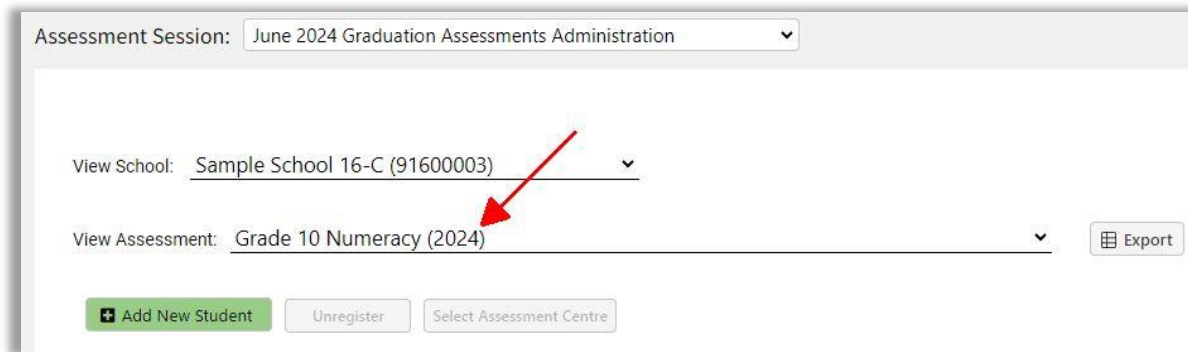
1. Go to [this page](#) and log into your account.

Note: All important information and any other links for online graduation assessments are accessible from this link.

2. Once logged into your account, select the “Student Registration” tab from your dashboard.



3. Once on the “Student Registration” page, use the drop-down menus to select the assessment session, school, and assessment for which you would like to view the list of registered students.



Assessment Session: June 2024 Graduation Assessments Administration

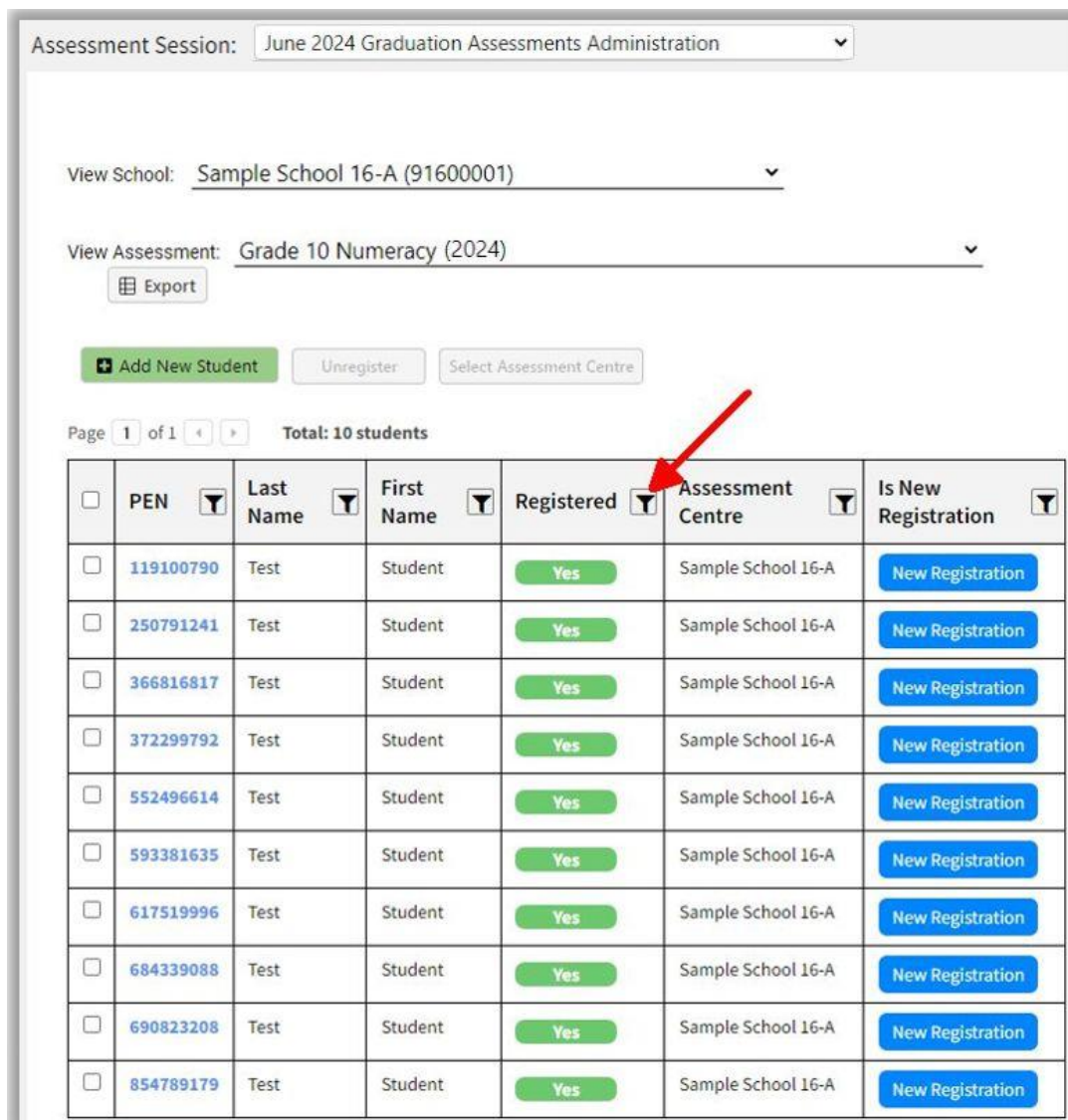
View School: Sample School 16-C (91600003)

View Assessment: Grade 10 Numeracy (2024)

Export

Add New Student Unregister Select Assessment Centre

4. Once you have selected the assessment, a list of **all students** currently registered at your school will appear. The “Registered” column will indicate whether a particular student is registered for the selected assessment. You can use the column filter to view only those students who are registered for the selected assessment.



Assessment Session: June 2024 Graduation Assessments Administration

View School: Sample School 16-A (91600001)

View Assessment: Grade 10 Numeracy (2024)

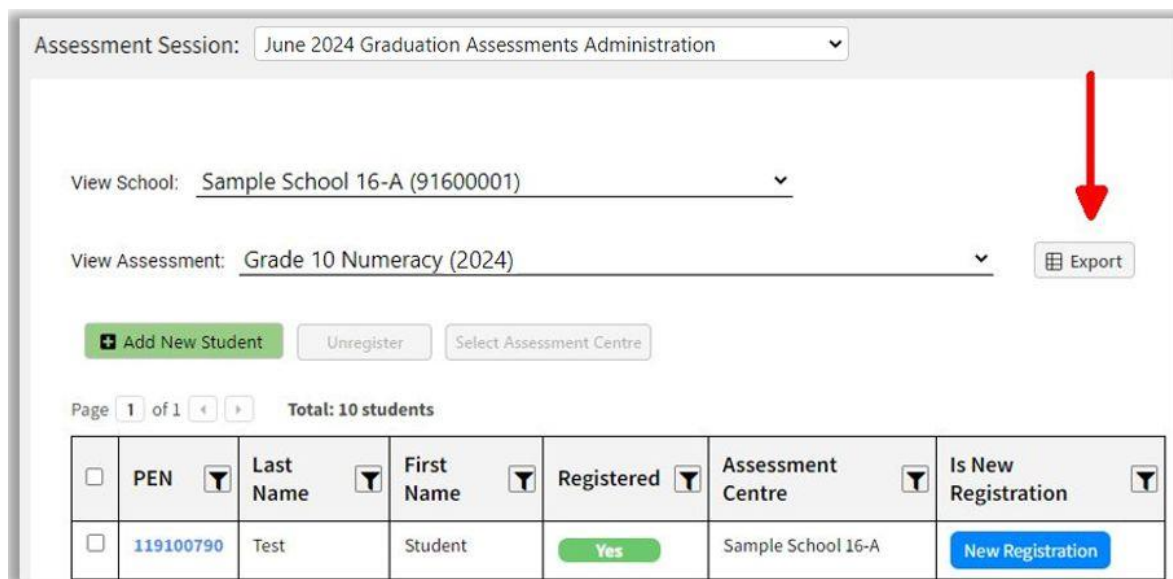
Export

Add New Student Unregister Select Assessment Centre

Page 1 of 1 Total: 10 students

<input type="checkbox"/>	PEN	Last Name	First Name	Registered	Assessment Centre	Is New Registration
<input type="checkbox"/>	119100790	Test	Student	Yes	Sample School 16-A	New Registration
<input type="checkbox"/>	250791241	Test	Student	Yes	Sample School 16-A	New Registration
<input type="checkbox"/>	366816817	Test	Student	Yes	Sample School 16-A	New Registration
<input type="checkbox"/>	372299792	Test	Student	Yes	Sample School 16-A	New Registration
<input type="checkbox"/>	552496614	Test	Student	Yes	Sample School 16-A	New Registration
<input type="checkbox"/>	593381635	Test	Student	Yes	Sample School 16-A	New Registration
<input type="checkbox"/>	617519996	Test	Student	Yes	Sample School 16-A	New Registration
<input type="checkbox"/>	684339088	Test	Student	Yes	Sample School 16-A	New Registration
<input type="checkbox"/>	690823208	Test	Student	Yes	Sample School 16-A	New Registration
<input type="checkbox"/>	854789179	Test	Student	Yes	Sample School 16-A	New Registration

5. You can download and print a version of this list by selecting the “Export” button at the top of the page. If there are any students not found in the list of pre-registered students, proceed to the [Instructions for adding late or new registrants](#).



The screenshot shows the 'Assessment Session' interface. At the top, there is a dropdown menu for 'Assessment Session' set to 'June 2024 Graduation Assessments Administration'. Below this, there are two more dropdown menus: 'View School' set to 'Sample School 16-A (91600001)' and 'View Assessment' set to 'Grade 10 Numeracy (2024)'. To the right of these dropdowns is an 'Export' button with a grid icon. A red arrow points to this button. Below the dropdowns are three buttons: 'Add New Student' (green), 'Unregister', and 'Select Assessment Centre'. At the bottom left, it says 'Page 1 of 1' and 'Total: 10 students'. Below this is a table with columns: 'PEN', 'Last Name', 'First Name', 'Registered', 'Assessment Centre', and 'Is New Registration'.

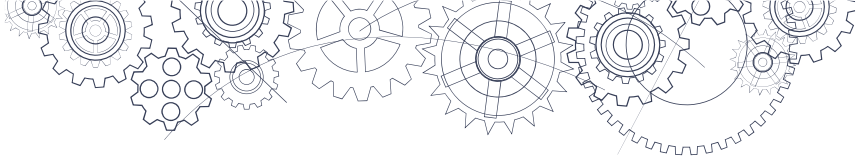
<input type="checkbox"/>	PEN	Last Name	First Name	Registered	Assessment Centre	Is New Registration
<input type="checkbox"/>	119100790	Test	Student	Yes	Sample School 16-A	New Registration

Instructions for printing student response sheets for registered students

Each student will require personalized paper response sheets for the two constructed response components of the Numeracy Assessment. The constructed-response questions are #13 and #26 in the assessment.


To print response sheets:

1. Go to the [e-Assessment landing page](#) and log into your account.
2. Once logged into your account, select the “Print Response Sheets” tab from your dashboard.




School Administrator (GRAD) FSA GRAD


Sample School 16-C (91600003) ▼




[Technical Readiness](#)
Use this page to review the documentation required to ensure your school's devices are ready for administering the assessment.




[Assessment Materials](#)
Use this page to view the Session Password Letter and Assessment Administration Guides.




[Administrator Accounts](#)
Use this page to add or remove access for Vice Principals and other school staff.




[Student Registration](#)
Use this page to review the list of registered students, handle late registrations, and resolve issues.



[Print Response Sheets](#)
Use this page to print personalized student response sheets for the Grade 10 Numeracy Assessment.

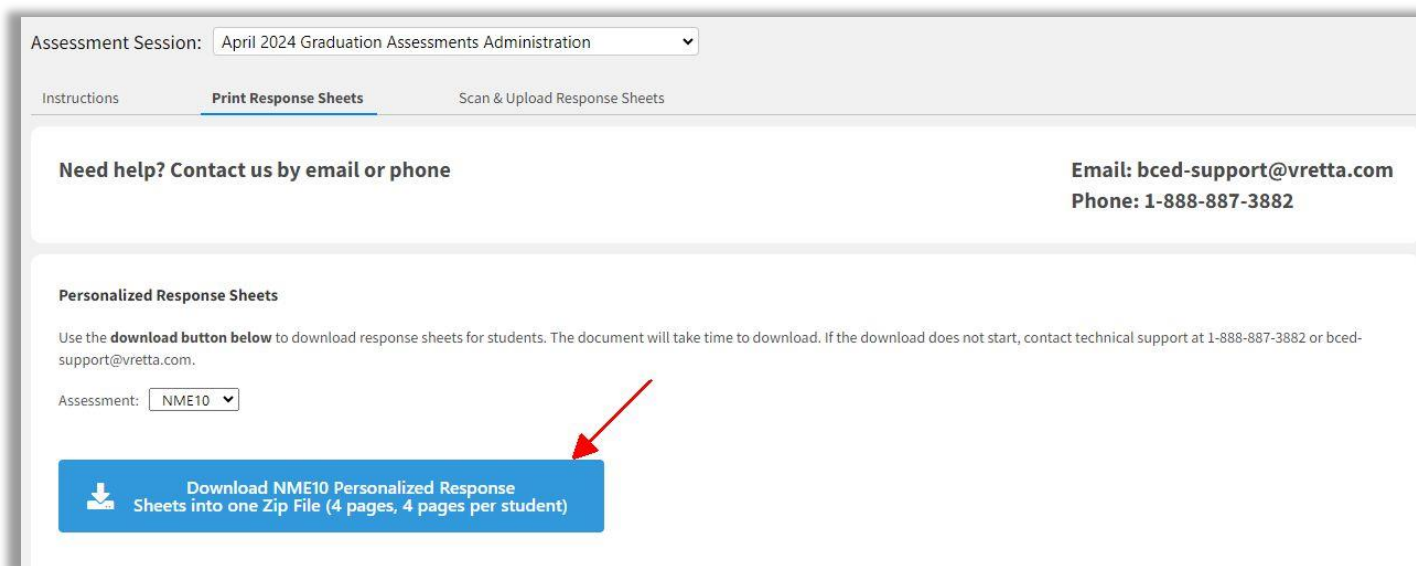
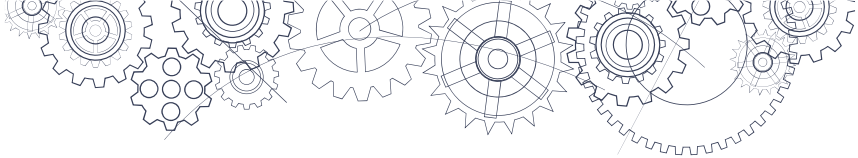


[Submission Reports](#)
Use this page to monitor the assessment submissions at your school.



[Scan Response Sheets](#)
Use this page to scan personalized student response sheets for the Grade 10 Numeracy Assessment.

3. Once on this tab, click on the “Download all Personalized Response Sheets” button to download response sheets for all students. The downloaded file will be a single .zip folder containing multiple pdfs with blank student response sheets. As each student will have 4 pages, the total number of pages within the file is noted on the download button below. Below the table of students, a total student count is provided.



Assessment Session: April 2024 Graduation Assessments Administration

Instructions **Print Response Sheets** Scan & Upload Response Sheets


Need help? Contact us by email or phone

Email: bced-support@vretta.com
Phone: 1-888-887-3882

Personalized Response Sheets

Use the **download button below** to download response sheets for students. The document will take time to download. If the download does not start, contact technical support at 1-888-887-3882 or bced-support@vretta.com.

Assessment: NME10

 **Download NME10 Personalized Response Sheets into one Zip File (4 pages, 4 pages per student)**

- For scanning purposes, the personalized student response sheets should be printed on white paper with a thickness of as close to 90 gsm or 24-pound bond as possible. Thinner paper may jam your scanner. Additionally, dark pencil marks may bleed through thin paper, making student responses illegible and difficult or impossible to mark. Test your paper for scanning and legibility by writing on both sides with a black or dark blue pencil and then scanning your test sheet. If your test is successful, proceed with the following steps.
- Set all the printing margins to .25 inches (or .64 cm).
- Turn off the header/footer option in your browser. Click “File” > “Page Setup”. A dialog box will appear. Delete the text (code) in the Header and Footer fields and click “OK”. This only needs to be done once per computer.

Note: the process for removing the headers/footers may differ between browsers and operating systems (PC/Mac).

- Print double-sided (duplex) if possible.
- Student response sheets can be printed in batches of 20.
- **Do not** alter the printed response sheets in any way. This includes crossing out and changing PENs or student names on the printed sheets. If you need to make a correction, use the [instructions for adding late or new registrants](#) to edit the student information and then print new sheets as needed.
- There will be no mailing of sheets. However, there will be a deadline for scanning and uploading papers to the e-Assessment system. **Submitting scans after the deadline or not in the correct format will cause significant delays in marking.**
- Please ensure that the Numeracy response sheets are printed and ready at the school where the student will write the assessment.



IMPORTANT: Numeracy Assessment student response sheets must not be altered by anyone.

Schools must print response sheets for all students and scan all sheets, including blank ones, back to the e-Assessment system by the end of the session. The QR code in the top-right corner of every personalized student response sheet contains the same demographic information that is printed at the top of the sheet. The QR code is scanned by the marking system and links the student's response sheet answers with those entered by the student on the computer.

Changing the printed information to allow the student response sheets to be used by another student will create a mismatch. The responses entered on the computer by the student writing the assessment will not be connected to the paper response sheets they used. The marking system uses the QR code to connect the sheets to the student whose information is embedded in the code.

Instructions for adding late or new registrants

All students need to be registered in advance of taking the Grade 10 Numeracy Assessment. Each student must be provided with two personalized paper response sheets to complete the hand-written component. The personalized paper response sheets must be printed at your school prior to the administration date. Late or new registrants are those students who register after the TRAX registration deadline.

School Administrators can add late registrants or walk-in students for the assessment. However, please note that the preference is to have all students register initially through the method outlined in [Appendix A](#).

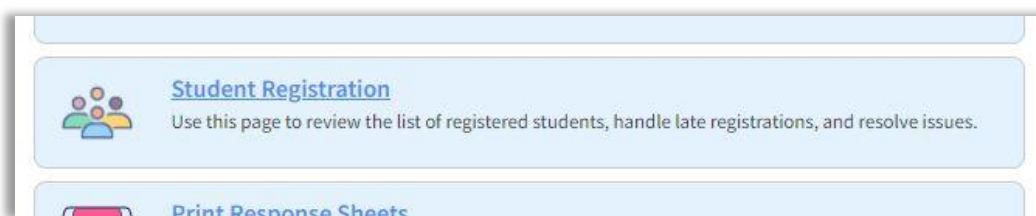
All late or new registrants must provide acceptable government-issued photo ID (see [Appendix B](#)).

Note for MyEducation BC schools

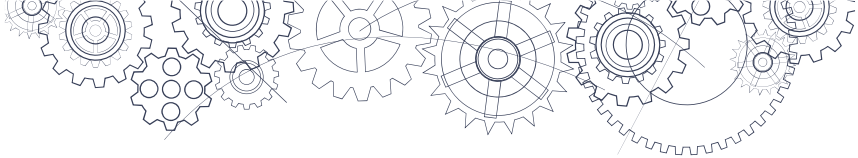
For late registrations, remember to add the student's registration to the XAM file in the student information system before the release of the results. Completing this step will lessen the number of scores that need to be manually entered.

The following steps should only be followed in cases of a last-minute student registration. Please follow these steps to add a late registrant:

1. Go to the [e-Assessment landing page](#) and log into your account.
2. Once logged into your account, select the "Student Registration" tab from your dashboard.



3. From this page, use the drop-down menus to select the assessment session, school, and assessment for which you would like to view the list of registered students. Select the "Add New Student" button.



Assessment Session: June 2024 Graduation Assessments Administration

View School: Sample School 16-C (91600003)

View Assessment: Grade 10 Numeracy (2024)

[Add New Student](#) [Unregister](#) [Select Assessment Centre](#) [Export](#)

4. This will open a page where you can add students by entering their PEN, Legal Last Name, Legal First Name, and selecting the assessment(s) that the student will be writing.

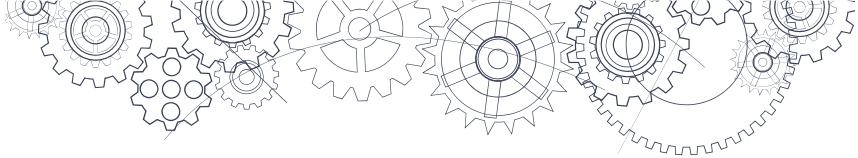
Add Student(s) [Back to Registered Students](#)

As a School Administrator you can add students who may be late to register for any of the assessments listed below.

	PEN	Legal Last Name	Legal First Name	Grade 10 Literacy <input type="checkbox"/> Select All	Évaluation de littératie de la 10 ^e année – Français langue première <input type="checkbox"/> Select All	Grade 10 Numeracy <input type="checkbox"/> Select All	Évaluation de numératie de la 10 ^e année <input type="checkbox"/> Select All	Grade 12 Literacy <input type="checkbox"/> Select All	Évaluation de littératie de la 12 ^e année – Français langue première <input type="checkbox"/> Select All	Évaluation de littératie de la 12 ^e année – Français langue seconde – immersion <input type="checkbox"/> Select All	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> LTE10	<input type="checkbox"/> LTP10	<input type="checkbox"/> NME10	<input type="checkbox"/> NMF10	<input type="checkbox"/> LTE12	<input type="checkbox"/> LTP12	<input type="checkbox"/> LTF12	Clear Row
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> LTE10	<input type="checkbox"/> LTP10	<input type="checkbox"/> NME10	<input type="checkbox"/> NMF10	<input type="checkbox"/> LTE12	<input type="checkbox"/> LTP12	<input type="checkbox"/> LTF12	Clear Row
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> LTE10	<input type="checkbox"/> LTP10	<input type="checkbox"/> NME10	<input type="checkbox"/> NMF10	<input type="checkbox"/> LTE12	<input type="checkbox"/> LTP12	<input type="checkbox"/> LTF12	Clear Row
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> LTE10	<input type="checkbox"/> LTP10	<input type="checkbox"/> NME10	<input type="checkbox"/> NMF10	<input type="checkbox"/> LTE12	<input type="checkbox"/> LTP12	<input type="checkbox"/> LTF12	Clear Row
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> LTE10	<input type="checkbox"/> LTP10	<input type="checkbox"/> NME10	<input type="checkbox"/> NMF10	<input type="checkbox"/> LTE12	<input type="checkbox"/> LTP12	<input type="checkbox"/> LTF12	Clear Row

[Submit](#) [Cancel](#) [Create 10 more rows](#)

5. Please note that students will be able to register to take an assessment at any school as long as they have a valid PEN. If they are using an invalid PEN, the system will prompt you to refer to the [Ministry's PEN Services](#) to obtain the student's valid PEN in order to complete the process.



Add Student(s)

[Back to Registered Students](#)

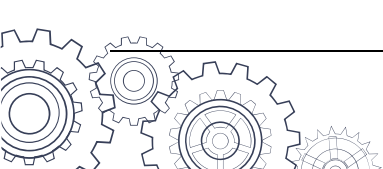
As a School Administrator you can add students who may be late to register for any of the assessments listed below.



One or more rows contain invalid PENs. Please visit the [Ministry's PEN Services website](#) to obtain the student's personal education number. A valid PEN is required if you wish to register this student.

	PEN	Legal Last Name	Legal First Name	Grade 10 Literacy <input type="checkbox"/> Select All	Évaluation de littératie de la 10 ^e année – Français langue première <input type="checkbox"/> Select All	Grade 10 Numeracy <input type="checkbox"/> Select All	Évaluation de numératie de la 10 ^e année <input type="checkbox"/> Select All	Grade 12 Literacy <input type="checkbox"/> Select All	Évaluation de littératie de la 12 ^e année – Français langue première <input type="checkbox"/> Select All	Évaluation de littératie de la 12 ^e année – Français langue seconde – immersion <input type="checkbox"/> Select All	
1	<input type="text" value="123456789"/> <small>This PEN is invalid.</small>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> LTE10	<input type="checkbox"/> LTP10	<input type="checkbox"/> NME10	<input type="checkbox"/> NMF10	<input type="checkbox"/> LTE12	<input type="checkbox"/> LTP12	<input type="checkbox"/> LTF12	Clear Row

After clicking the “Submit” button, the student information will be added to the table. You must also click on the “Save” button and follow the prompts on screen to complete this process. Once you have completed the process, students will appear in the *List of Registered Students*.





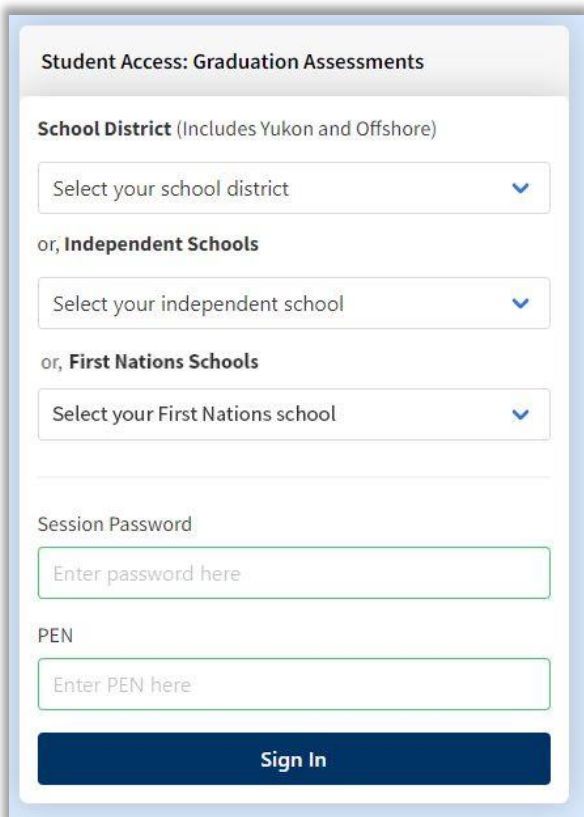
Day of Assessment

Set up the computers

The invigilator (or designate) must do the following:

1. Go to the [e-Assessment website](#). This will take you directly to the student login page.
2. Select or enter, where applicable, the following information:

- ➔ **District** – select the district associated with the student's home school or select the district where they were added as a late registrant.
- ➔ **Independent school** – select from the list if the student is registered in an independent school.
- ➔ **Session password** – this password is specific to the assessment that the student will be writing (each assessment has a different session password). **Note:** The passwords for each assessment can be accessed from your School Administrator account. A different password is provided for each day of the assessment. Passwords become available on the e-Assessment website 5 business days prior to the start of administration.
- ➔ **Personal Education Number (PEN)** – double-check against your SIS records that the PEN has been entered correctly.



The screenshot shows a web form titled "Student Access: Graduation Assessments". It contains three dropdown menus for selecting the school district, independent school, or First Nations school. Below these are input fields for the Session Password and the Personal Education Number (PEN), each with a placeholder text "Enter [password/PEN] here". A dark blue "Sign In" button is at the bottom.

Student Access: Graduation Assessments

School District (Includes Yukon and Offshore)

Select your school district

or, Independent Schools

Select your independent school

or, First Nations Schools

Select your First Nations school

Session Password

Enter password here

PEN

Enter PEN here

Sign In



Start the assessment session

- ✓ Assessment administration staff **must check the acceptable ID of all students not known to them.** See **Appendix B.** Student response sheets need to be printed for these students.
- ✓ Give each student their two double-sided personalized student response sheets.
- ✓ Ensure all students have a black or dark blue **pencil** with an eraser for their work; their work should be dark enough to be readable when scanned.
- ✓ **Pens must not be used as they cannot be erased should the student wish to do so.**
- ✓ Coloured pencils must **not** be used.
- ✓ When all students are seated and ready to begin, an invigilator should read the Invigilator Script (see Appendix G) out loud.
- ✓ Advise students to confirm they are logged in under the correct PEN and name—this is vital. If students are unsure, they must check with the invigilator.
- ✓ Invigilators may hand out scrap paper, but all pages must be collected and shredded at the end of the session.
- ✓ Direct students to leave any items not specifically authorized in a designated area. Unauthorized items include notes, smartwatches, cell phones, and any other electronic devices.
- ✓ Inform students that they are not allowed to have any unauthorized equipment, paper, or items on their person. **If any such item is detected the school must submit a disqualification report.**
- ✓ Read aloud the rules and online instructions immediately before the assessment begins. It is important that students do not use assessment time to read this information.
- ✓ Remind students that they must not start the assessment until the assessment has formally begun.
- ✓ Remind students that the allotted time for the assessment is 2 hours; however, students may take up to 3 hours total.
- ✓ For questions 1–12 and 14–25, students should use scrap paper for any necessary calculations, **NOT** the response sheets for questions 13 and 26.
- ✓ Ensure students are familiar with the reference pages tab on the assessment.
- ✓ Students who start the assessment late can be accommodated at the school's discretion according to situational circumstances and operational feasibility.

Reporting disqualification incidents

If an invigilator suspects or is certain that a student is breaching assessment rules, the student should be allowed to continue writing but be closely monitored for the remainder of the session.



At the end of the assessment, invigilators are required to collect all paper material, including any suspected disqualifying material. They are also required to write an account of any disqualification incident and report it to the principal, who must then submit a Disqualification Incident Report to the Ministry.

Either the invigilator or principal must inform the student suspected of breaching the rules of their intention to submit the report and must offer the student an opportunity to respond to the allegations. The student may submit a response report and include it with the school report or send it independently to the Ministry. A Disqualification Incident Report is available as a webform [here](#).

During the assessment session

- ✓ **Do not attempt to fix ANY technical issues yourself or call in your school technicians.** If there are any technical challenges during the assessment, stop using the computer immediately and call the e-Assessment Technical Support at 1-888-887-3882.
- ✓ Student responses are saved to the system every 60 seconds. Staff at the e-Assessment support helpdesk can look at an individual assessment and see what is happening.
- ✓ Invigilators and supervisors must not read or comment on students' answers or clarify assessment questions for them.
- ✓ Students must be supervised at all times. Invigilators should walk around and view students' screens continuously.
- ✓ If the assessment is interrupted by an unexpected event (e.g., a fire alarm), ensure the exact amount of time of the interruption (including "settling down" time) is added to the regulation time.
 - If the room must be vacated due to such an event, ensure that the doors are locked.
 - If there is an indefinite interruption, contact e-Assessment Technical Support immediately and inform them of the situation at 1-888-887-3882.

Conclusion of the assessment session

- ✓ Instruct students to stop working, proceed to the review page, then click "**Submit**" and follow the instructions on the screen.
- ✓ Invigilators must collect all response sheets from each student and any scrap paper used during the assessment. **Reminder:** school staff should not alter the response sheets in any way.
- ✓ All student response sheets—**whether completed or not**—must be returned for marking. Schools should be scanning and uploading response sheets daily as they are administered. Please note that both sides of the response sheets must be scanned in, even if there is no work on them.



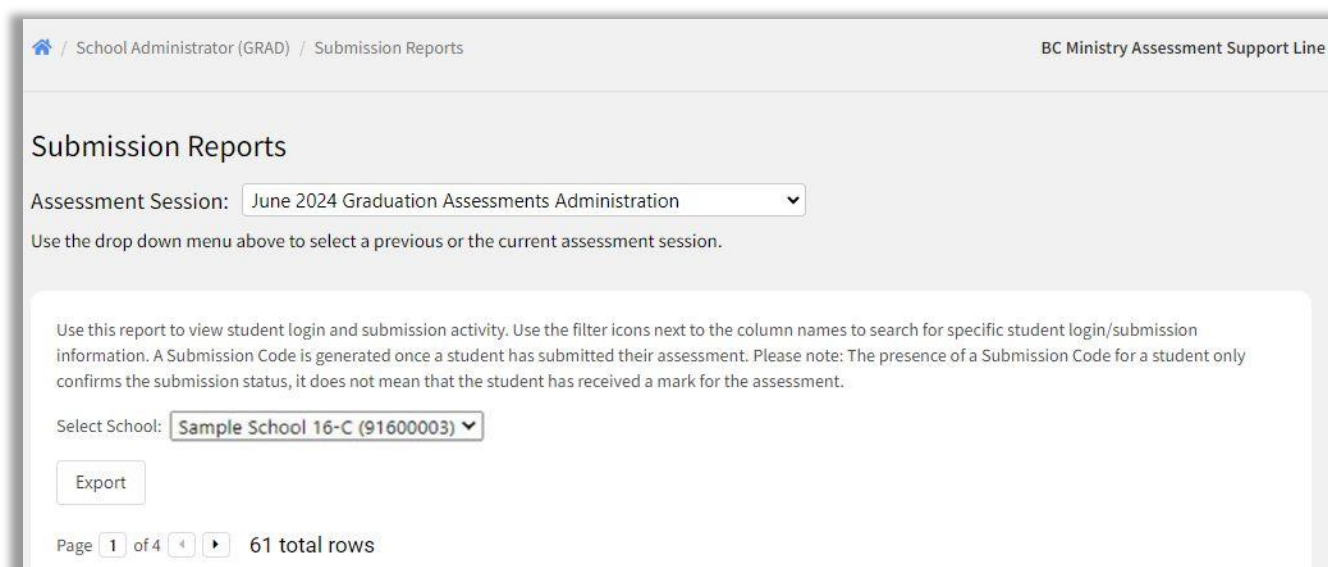
Submission codes report

It is essential that the invigilator review and attest to the accuracy of the entire list because there are no student signature sheets to confirm a specific student's attendance.

After the session is complete, the invigilator must review the online submission codes report to confirm all students have submitted their work and are on the list with correct PEN and surname information. This is essential to ensure assessment marks are credited to the student who wrote the assessment. Schools will be able to view and print submission codes reports for all sessions administered through the e-Assessment system.

To access this list, log in to your School Administrator account through the [e-Assessment landing page](#) and select the “Submission Reports” tab.

1. Once on the “Submission Reports” page, select the assessment session, school, and assessment for which you would like to access the submission codes.



The screenshot shows the 'Submission Reports' page in the 'School Administrator (GRAD)' system. The breadcrumb trail at the top is 'School Administrator (GRAD) / Submission Reports'. The page title is 'Submission Reports'. Below the title, there is a dropdown menu for 'Assessment Session' set to 'June 2024 Graduation Assessments Administration'. A note below the dropdown says: 'Use the drop down menu above to select a previous or the current assessment session.' Below this, there is a text box with instructions: 'Use this report to view student login and submission activity. Use the filter icons next to the column names to search for specific student login/submission information. A Submission Code is generated once a student has submitted their assessment. Please note: The presence of a Submission Code for a student only confirms the submission status, it does not mean that the student has received a mark for the assessment.' Below the instructions, there is a 'Select School:' dropdown menu set to 'Sample School 16-C (91600003)'. Below the dropdown menu is an 'Export' button. At the bottom, there is a pagination bar showing 'Page 1 of 4' and '61 total rows'.

2. This will populate a list of all registered students as well as their submission codes if they have submitted their assessment. If you wish to export and save the list of student submission codes, click on the “Export” button. You can then print the exported file if you need a paper copy of the submission codes list.

Home / School Administrator (GRAD) / Submission Reports BC Ministry Assessment Support Lin


Submission Reports

Assessment Session: June 2024 Graduation Assessments Administration ▼

Use the drop down menu above to select a previous or the current assessment session.

Use this report to view student login and submission activity. Use the filter icons next to the column names to search for specific student login/submission information. A Submission Code is generated once a student has submitted their assessment. Please note: The presence of a Submission Code for a student only confirms the submission status, it does not mean that the student has received a mark for the assessment.

Select School: Sample School 16-C (91600003) ▼

Export 

Page 1 of 21 ◀ ▶ 401 total rows

Date	Login Time	PEN	Last Name	First
2022-04-26	08:31:03 am	133344895	869185a7	82ea1
2022-04-26	08:31:33 am	133222273	86918205	82ea0
2022-04-26	08:31:53 am	133542936	86919125	82ea1
2022-04-26	08:32:13 am	134297241	86919b5c	82ea2
2022-04-26	08:32:24 am	131101263	86916401	82e9f
2022-04-26	08:32:42 am	133078451	86916e52	82e9f

Instructions for scanning and returning response sheets

The paper response sheets must be scanned by the school and uploaded to the e-Assessment System (EAS) daily during administration.

Upon completion of the Grade 10 Numeracy Assessment, please collect **all** personalized student response sheets, **even if some (or all) pages are blank**. Both sides of all personalized paper response sheets must be scanned.

Scan both sides of all sheets, **including blank pages**, ensuring that the tray guides on the scanner/photocopier are snug to the edges of the paper. For best results and readability, scan using grayscale and 400 dpi. Only scan and send original printed response sheets that have been printed from your printer. Do not scan and send photocopies or photos of responses. There should be four scanned sheets in total for each student (a printed front and back page for each question). Save the file as a PDF to your computer with your eight-digit School Code and the date within the file name (e.g., 02222022_YYYYMMDD.pdf). If you have more than one batch to load, indicate the batch number (e.g., 02222022_YYYYMMDD_batch1.pdf).

Note: Schools should retain physical copies of response sheets in a secure location for **18 months** and then securely destroy them. Do not shred response sheets until the end of the retention period. Do not send response sheets to the Ministry.

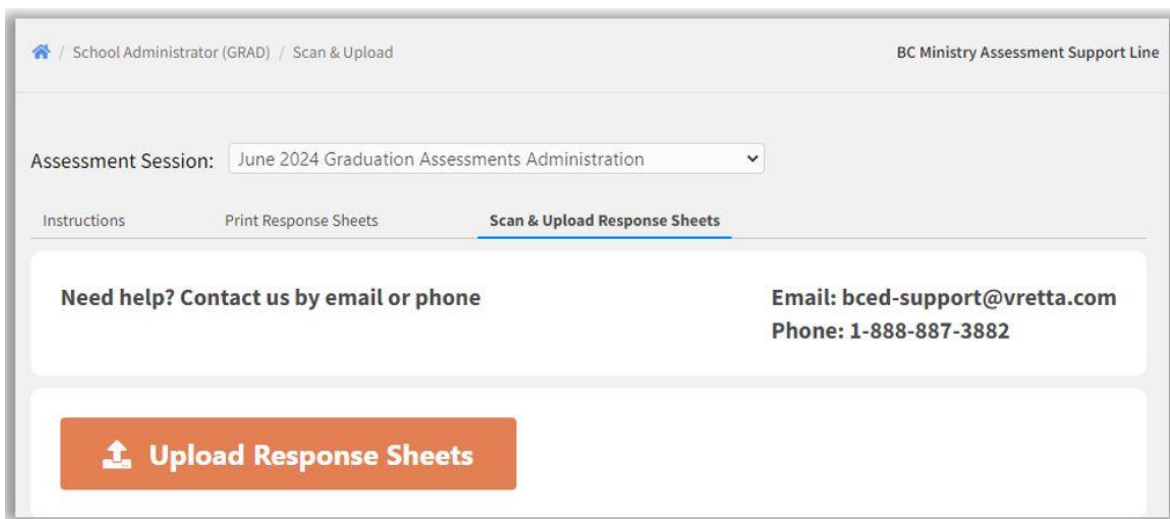
1. Go to the [e-Assessment landing page](#) and log into your account.
2. Once logged into your account, select the “Scan Response Sheets” tab from your dashboard.

School Administrator (GRAD) FSA GRAD

Sample School 16-C (91600003)

- Technical Readiness**
Use this page to review the documentation required to ensure your school's devices are ready for administering the assessment.
- Assessment Materials**
Use this page to view the Session Password Letter and Assessment Administration Guides.
- Administrator Accounts**
Use this page to add or remove access for Vice Principals and other school staff.
- Student Registration**
Use this page to review the list of registered students, handle late registrations, and resolve issues.
- Print Response Sheets**
Use this page to print personalized student response sheets for the Grade 10 Numeracy Assessment.
- Submission Reports**
Use this page to monitor the assessment submissions at your school.
- Scan Response Sheets**
Use this page to scan personalized student response sheets for the Grade 10 Numeracy Assessment.

3. From this page, you can upload several response sheets at once using the “Upload Response Sheets” button. This may be done in batches of up to 50 students (200 sheets).



For the scan uploads, acceptable scan file types include:

- .pdf
- .png
- .jpeg
- .jpg
- .tiff

Note: .zip files will not be accepted.

All sheets containing QR codes are automatically assigned to the appropriate task and student. The upload will take some time.

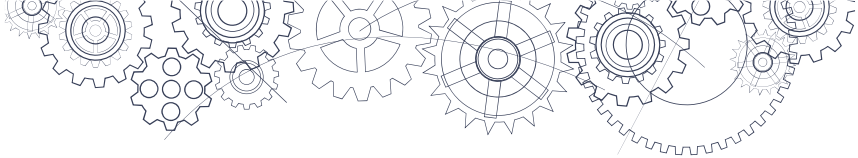
4. When the upload is complete, you will receive an email notification. **After you receive this notification**, to ensure all scans have been successfully and correctly uploaded, you should return to the [Scan & Upload Response Sheet](#) tab to review and confirm this information.


After the upload, each scan will hold one of the following statuses:

- Flagged OK (blue checkmark):** The scan has been accepted. No further action is required.
Note: Not all scans may initially appear as “Flagged OK.”
- Missing Scan (grey triangle):** The scan has yet to be uploaded or has failed to upload. Please upload the scan or, in the case of a failed upload attempt, re-scan the response sheet and attempt to reupload.
- Problematic Scan (red x):** There is a problem with this scan. Please contact support.

You can use the filters at the top of the “Scan Response Sheets” page to view only those scans which correspond to a certain status. This list can be considered as your **Confirmation Report for Uploaded Scans**, in which the scans **Flagged as OK** are confirmed as being complete.

Note: Once a scan appears as “Flagged OK,” you will not be able to upload a replacement scan. If you would like to replace a scan that has been “Flagged OK,” please contact e-Assessment support.



 **Upload Response Sheets**

Processed Uploads 23% of scans have been uploaded.
You can view uploaded files in this frame. You can also upload response sheets directly to the student record.




Missing Scans (0)

















Problematic Scans (4)

Flagged OK (16)

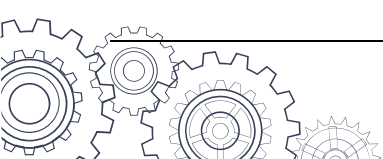
View All (68)

Only show students who wrote the Numeracy assessment ▾

Legend:  Missing Scans  Problematic Scans  Flagged OK

PEN	Last Name	First Name	Q. 13 Pg. 1	Q. 13 Pg. 2	Q. 26 Pg. 1	Q. 26 Pg. 2	Last Upload
<input type="checkbox"/> 123456789	Lopez	Madeline					March 24th 2022, 4:51:05 pm
<input type="checkbox"/> 123456788	Lee	Geddy					March 24th 2022, 4:51:05 pm
<input type="checkbox"/> 987654321	Alink	Lamia					March 22nd 2022, 4:47:25 pm
<input type="checkbox"/> 123789456	Drew	Nancy					March 27th 2022, 5:28:29 pm

If you experience any difficulty during the scanning and uploading process, please contact e-assessment support at **1-888-887-3882** or by email at **bc-ed-support@vretta.com**.



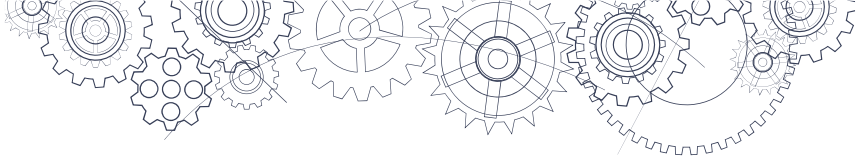


Appendix A: Pre-Registering Students with the Ministry

1. Set up numeracy assessments in your student information system (SIS) like a scheduled, provincially examinable course. (This is one method that schools have used to enable assessment registrations to be extracted into their TRAX XAM file.)
2. Determine which students will be participating in the administration sessions of the numeracy assessment.
3. Within your SIS, assign students to the NME10 (English) or NMF10 (French) numeracy assessment codes for the appropriate session.
4. Ensure the numeracy assessment records are being extracted correctly when you run your SIS TRAX extract procedure.
 - ✓ Grade 10 numeracy assessment codes (NME10 and NMF10) should appear in the TRAX XAM file that your SIS creates.
 - ✓ Assessment records do not have associated grade levels or credits, so these fields should be left blank in the XAM file.
 - ✓ The mark fields should also be left blank.
5. Upload TRAX Data Files (DEM, XAM, and CRS) on the [School Secure Web](#).

Online graduation assessment register

Ensure your students are registered for the numeracy assessment by checking the Online Graduation Assessment Register on the [School Secure Web](#). A TRAX Update will inform schools when the register is open for editing.



Appendix B: Acceptable Student ID

Late registrant student ID

- It is the responsibility of the student to provide acceptable photo ID. They must arrange this **prior to writing the assessment** at the host school.
- It is the responsibility of administration staff at the host school to ensure that the person presenting the ID is the student who should be writing the assessment.
- Students who cannot identify themselves satisfactorily should be refused permission to write the assessment.

Acceptable student ID

Students who are not known to school staff must provide one piece of government-issued photo ID from the list below:

BC Driver's License or Learners' License	Secure Certificate of Indian Status
Passport	Status Card
Combo Driver's License and BC Services Card	Canadian Citizenship Card – with photo
BC Identification (BCID) card with expiry date	Canadian Forces ID
BC Services Card with photo	Naturalization Certificate
US Passport Card	NEXUS Card
Canadian or US Driver's License	Parole Certificate ID
Permanent Resident Card	Police Identification
DND Photo Identification Card	

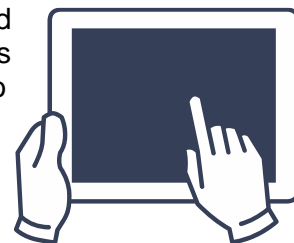
Alternatively, before attending the host school, if a student does not have any of the preferable ID listed but:

- **comes from a school that uses MyEducation BC or YESNet in the Yukon**, they must obtain from their home school the top part only of the *MyEd Student Information with Photo* report, add their PEN, and take it to the assessment site.
- **comes from a school that uses CIMS**, they should log in to their Student Connect account, produce a page with photo ID on it, and take it to the assessment site.
- **comes from a school that uses DRUMS**, they must obtain a sheet from their home school with the student's name, PEN, and photograph, and take it to the assessment site.



Appendix C: Hand-Held Device Technical Requirements

The numeracy assessment functions on hand-held tablets such as iPads and Chromebooks. Just as with the set-up on test computers, schools have two options when setting up the handheld devices for the test. The first option is direct access to the test from a regular browser and the second option is using a secure lockdown browser. Each option has dedicated preparation procedures listed below.



General technical information for iPad

Minimum iOS version: 9.0+

Option 1: e-Assessment direct link for hand-held devices

On a hand-held device, the assessment can be accessed by visiting the [e-Assessment website](#). Please ensure that you are opening this link on one of the recommended browsers depending on the device being used. You can consult the [Technical Information Sheet](#) to see which browser is recommended for which device.

Option 2: e-Assessment secure lockdown environment for hand-held devices

SafeExamBrowser on an iPad

The live assessment can be accessed through the Safe Exam Browser (SEB) using a valid configuration file. The SEB is a specialized web browser that restricts students' access to external tools and resources while they are taking the assessment. The SEB configuration file regulates access to system functions, other applications, and other settings, while also pointing the SEB to the assessment and performing a special "handshake" to validate security. If you would like to pursue this option, the "EAS Device Configuration Lockdown Environment" instructions, [located here](#), describe the process for downloading and accessing the Safe Exam Browser on iPads.

Kiosk App on a Chromebook

The Kiosk application can be used on Chromebook devices to restrict a student's ability to access external resources or tools outside the assessment. Within the Kiosk application, students cannot access the internet or take pictures or screenshots. Kiosk mode does not affect the student's ability to interact with the questions or use the assessment tools. The "Configuring Chromebooks from a Central Device" instructions, [located here](#), describe the process for downloading and accessing the Kiosk App on Chromebooks.

For technical setup questions about handheld devices, contact e-Assessment Technical Support directly at **1-888-887-3882** (toll-free) or at bced-support@vretta.com.



Appendix D: Adjudication Criteria

The Ministry of Education and Child Care allows for supports currently provided to students in the classroom (extra time and speech-to-text or text-to-speech software) to also be provided during the Provincial Graduation Assessments.

Universal supports may be used on graduation assessments if the required supports:

- ☒ are routinely used in the classroom; and
- ☒ have been recommended by the School Based Team (rather than an individual teacher, administrator, or other school staff member); and
- ☒ have been recommended in consultation with a BCASP-certified school psychologist or BC-registered psychologist (who may be part of the School Based Team); and
- ☒ are documented in either an Individual Education Plan (IEP) or Student Learning Plan (SLP); and
- ☒ show use over time.

If use of the supports began during the secondary years, in addition to demonstrated need for the specific supports, documentation is required in the form of:

- report cards, School Based Team minutes, and/or other school records indicating the student's need for assistance in reaching academic goals
- standardized academic achievement results or a psycho-educational assessment report and/or relevant reports from outside agencies

Supports for the graduation assessments are allowed when there is clear evidence that the supports are consistent with the classroom assessment practices regularly used to assess the student's learning:

- ➔ The specific supports must be appropriate for the student's documented needs in the Individual Education Plan or the Student Learning Plan.
- ➔ The specific supports are regularly provided for school-based learning and classroom assessment practices (tests and assessments).

Further demonstration of use could be reflected in report card data referencing how the supports assisted the student in achieving goals.

For more information about adjudication, please see Chapter 2 of the B.C. Graduation Program *Handbook of Procedures*, located [here](#).

For questions regarding adjudication, please email EDUC.Adjudication@gov.bc.ca.

Further details about adjudication criteria are available on the [adjudication website](#).

Appendix E: Administration for Online Learning Schools and Students Writing Out of Province

Online Learning (OL) schools must assign a physical writing location—an “assessment centre”—to all students who require it.

Since OL schools may be unable to offer their own assessment centre, or since it may not be feasible for all registered students to access the same assessment centre, OL administrators can assign each registered student to an assessment centre.

Assigning Students to an Assessment Centre

The assessment centre is where the student will write their assessment. To assign students to an assessment centre, the OL administrator should:

1. Log into their administrator account from the [e-Assessment landing page](#) and select “Student Registration”.

The screenshot shows the 'School Administrator (GRAD)' interface. At the top, there are tabs for 'FSA' and 'GRAD'. Below the tabs is a dropdown menu showing 'Sample School 16-C (91600003)'. The main content area contains a list of administrative tasks, each with an icon and a description:

- Technical Readiness**: Use this page to review the documentation required to ensure your school's devices are ready for administering the assessment.
- Assessment Materials**: Use this page to view the Session Password Letter and Assessment Administration Guides.
- Administrator Accounts**: Use this page to add or remove access for Vice Principals and other school staff.
- Student Registration**: Use this page to review the list of registered students, handle late registrations, and resolve issues. (This option is highlighted with a red arrow.)
- Print Response Sheets**: Use this page to print personalized student response sheets for the Grade 10 Numeracy Assessment.
- Submission Reports**: Use this page to monitor the assessment submissions at your school.
- Scan Response Sheets**: Use this page to scan personalized student response sheets for the Grade 10 Numeracy Assessment.
- Student Assessment Centre Report**: Use this page to view students who wrote in different Assessment Centres and the upload status of their Numeracy constructed response pages.

2. Use the dropdowns to select the correct assessment session, school of record, and assessment type.

Assessment Session: June 2024 Graduation Assessments Administration

View School: Sample School 16-C (91600003)

View Assessment: Grade 10 Literacy (2024)

Export

3. Click the checkbox next to the student's name to whom they wish to assign an assessment centre and click "Select Assessment Centre". Administrators may select up to 20 students at a time to assign to an assessment centre.

Assessment Session: June 2024 Graduation Assessments Administration

View School: Sample School 16-C (91600003)

View Assessment: Grade 10 Literacy (2024)

Export

+ Add New Student Unregister Select Assessment Centre

Page 1 of 678 Total: 13546 students

<input type="checkbox"/>	PEN	Last Name	First Name	Registered	Assessment Centre
<input type="checkbox"/>	900002433	00d78d3815	7aa81a02b9	No	N/A
<input checked="" type="checkbox"/>	900002076	00f453c811	c879cd83c0	No	N/A

4. Use the dropdowns to select the district and school for the assessment centre and click "Submit".

Register to Assessment Centre

District: _____

School: _____

Submit Cancel

5. The student will now appear in the list of registered students for the chosen assessment centre.

Note: The assigned assessment centre is not limited to a school in the same district as the OL school.

Monitoring Reports and Scans of OL Students

Regardless of where students write their assessments, OL administrators can monitor the submission reports and the response-sheet upload status for each of their students through their administrator account.

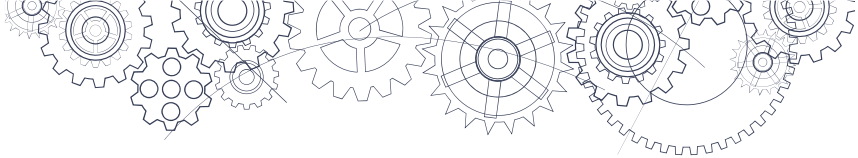
To view the submission reports and response-sheet upload status of students, the OL administrator should:

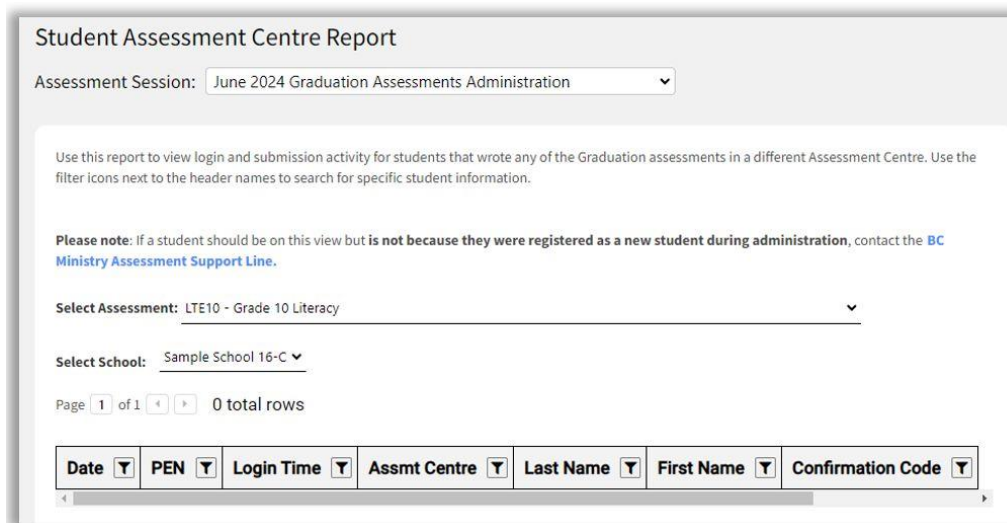
1. Log into their administrator account from the [e-Assessment landing page](#) and select “Student Assessment Centre Report”.

The screenshot shows the 'School Administrator (GRAD)' interface. At the top, there are tabs for 'FSA' and 'GRAD'. Below them is a dropdown menu showing 'Sample School 16-C (91600003)'. The main area contains a list of administrative tasks, each with an icon, a title, and a description:

- Technical Readiness**: Use this page to review the documentation required to ensure your school's devices are ready for administering the assessment.
- Assessment Materials**: Use this page to view the Session Password Letter and Assessment Administration Guides.
- Administrator Accounts**: Use this page to add or remove access for Vice Principals and other school staff.
- Student Registration**: Use this page to review the list of registered students, handle late registrations, and resolve issues.
- Print Response Sheets**: Use this page to print personalized student response sheets for the Grade 10 Numeracy Assessment.
- Submission Reports**: Use this page to monitor the assessment submissions at your school.
- Scan Response Sheets**: Use this page to scan personalized student response sheets for the Grade 10 Numeracy Assessment.
- Student Assessment Centre Report**: Use this page to view students who wrote in different Assessment Centres and the upload status of their Numeracy constructed response pages.

A red arrow points to the 'Student Assessment Centre Report' option.

- 
2. Use the dropdowns to select the correct assessment session, school of record, and assessment type.



Student Assessment Centre Report

Assessment Session: June 2024 Graduation Assessments Administration

Use this report to view login and submission activity for students that wrote any of the Graduation assessments in a different Assessment Centre. Use the filter icons next to the header names to search for specific student information.

Please note: If a student should be on this view but is not because they were registered as a new student during administration, contact the [BC Ministry Assessment Support Line](#).

Select Assessment: LTE10 - Grade 10 Literacy

Select School: Sample School 16-C

Page 1 of 1 0 total rows

Date	PEN	Login Time	Assmt Centre	Last Name	First Name	Confirmation Code
------	-----	------------	--------------	-----------	------------	-------------------

On this page, the OL administrator can see the following student assessment information:

- The date and login time of a student's assessment attempt.
- The student's name and PEN.
- The assessment centre at which the student is writing.
- The submission code (**Note:** this only appears when the student has submitted their assessment).
- The upload status of the student's response sheets.

Note: If the OL school offers their own assessment centre, the completion reports and scan upload status of any students who wrote at that assessment centre will appear in the "Completion Reports" tab, not in the "Student Assessment Centre Report" tab.

Administration for OOP Schools

OOP school administrators will receive invitations to create their e-Assessment accounts.

Please note that administrators at OOP schools will be able to view the list of registered students but will not be able to register or unregister students themselves.

In addition to invigilating the assessment, OOP administrators are responsible for printing, distributing, scanning, and uploading the numeracy response sheets for each student writing at their school, as outlined in the main body of this guide.

On completion of the assessment, OOP schools can either a) securely store the response sheets for 18 months, or b) mail the response sheets to the student's home school.

Note: OOP administrators do not need to calculate time zone differences for students writing outside of B.C. Assessment start times are based on local time.

If you have any questions about access for OOP administrators, please contact e-Assessment Support directly at **1-888-887-3882** (toll-free) or at bc-ed-support@vretta.com.

Appendix F: Accessing Third-Party Accommodation Tools

Using the Secure Accommodations Link to Access the Assessment

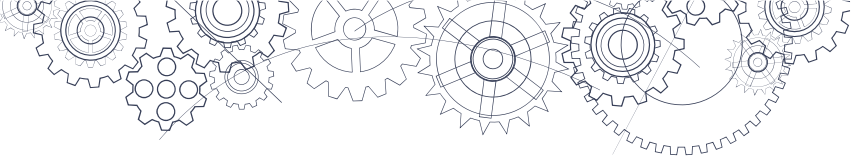
Students who require accommodations must access assessments using the [“Secure Accommodations” link](#). This link will ensure that the assessment platform works optimally with any third-party software that the student is allowed to use.

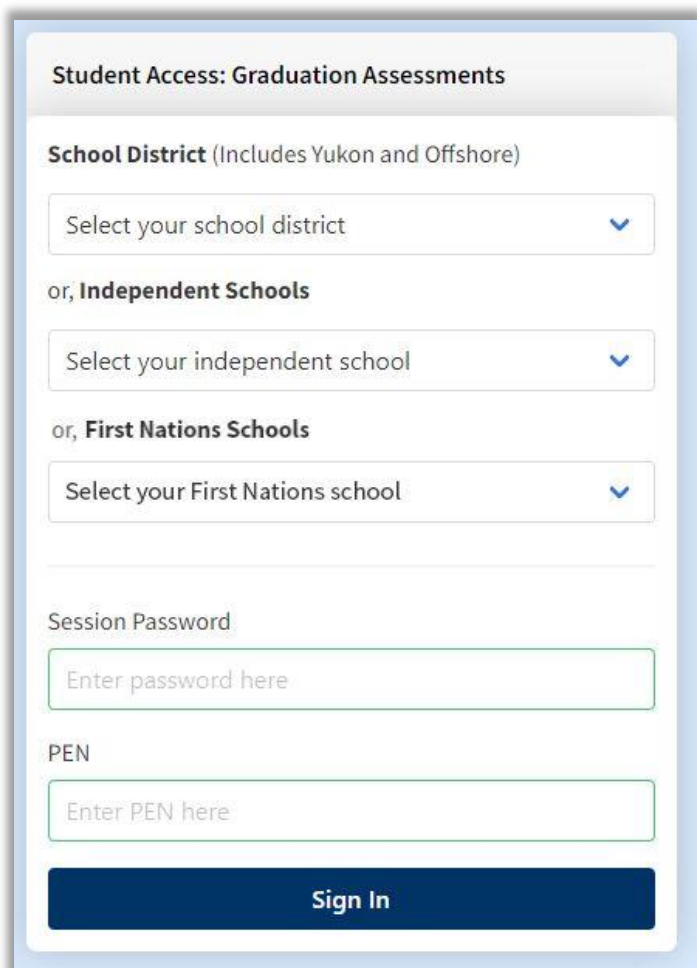
Note: SEB or Kiosk should not be utilized if accessibility tools are being used.

Schools should follow these steps to access assessments through the “Secure Accommodations” link:

1. Go to bced.vretta.com.
2. Select “Secure Accommodations” from the taskbar along the top of the screen, then click on “Graduation Assessments.”



- 
3. You will then see the “Student Access: Graduation Assessment” Login Screen. Enter the District (or School, if independent), the session password, and PEN.



Student Access: Graduation Assessments

School District (Includes Yukon and Offshore)

Select your school district ▼

or, **Independent Schools**

Select your independent school ▼

or, **First Nations Schools**

Select your First Nations school ▼

Session Password

Enter password here

PEN

Enter PEN here

Sign In



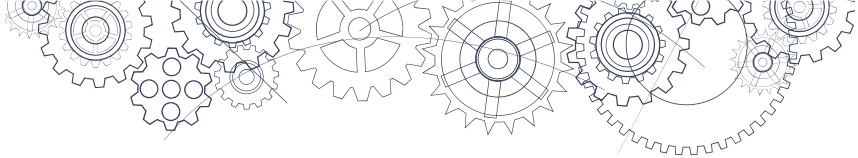
Appendix G: Invigilator Script

Before the assessment is launched, invigilators should read the following script out loud to students. If it is not possible to read the script out loud (e.g., to avoid disturbing students who are already writing), invigilators may have students review this script individually as appropriate. Portions of the script that are in [square brackets] are instructions to the invigilator and should not be read out loud. Portions that are in italics should be read out loud. You may paraphrase as appropriate, as long as the key elements are covered.

[Greet students]

We have a few items to go over before you begin your assessment.

- 1) *First, please double check that you are logged in with the correct PEN and name. If you are not sure, please check with me.*
- 2) *You are not permitted to have any unauthorized equipment, electronics, notes, reference materials or other items. These should be placed in [designated area] before you begin. Be aware that possessing an item that might assist you in writing an assessment, including books, notes, a dictionary, or electronic equipment such as a smartwatch or phone will lead to a disqualification.*
- 3) *Do not navigate outside the assessment screen to access any material on the internet for any reason. This includes accessing online articles, dictionaries, translators (e.g., Google Translate) or generative AI (e.g., ChatGPT). Doing so will lead to a disqualification.*
- 4) *The assessment has a built-in calculator, but you may use your own if you wish. If you choose to use your own calculator, it will need to be inspected by me to ensure it meets the standards for the assessment. If I have not already inspected your calculator, please let me know.*
- 5) *For questions 13 and 26, you will need to write out your answer using the personalized student response sheets provided.*
 - a. *Please double check that your response sheets have your name and PEN.*
 - b. *You will see that each response sheet is specific to either question 13 or 26. Please be sure you are using the right response sheets for the right question.*
 - c. *Please refrain from writing in the QR code on the response sheets and please keep your work within the box outlined on the sheet.*
 - d. *Please be sure that you have a black or dark blue pencil with an eraser for your work so that it can be scanned. If you do not, please let me know. You should not use a pen or coloured pencils for your written responses.*
- 6) *For questions 13 and 26, you will be able to choose between two topics. Once you select a topic, you **must** respond to the question on that topic.*
- 7) *Please use regular scrap paper for any rough work that does not pertain to questions 13 or 26. Any scrap paper you use must be provided by me and I must collect it at the end of the session.*
- 8) *You are strongly encouraged to respond to all questions in the assessment, **even if you don't know the answer.***
- 9) *The time allotted for the assessment is 2 hours; however, you may take up to 1 additional hour if needed.*



- 10) *At the end of your assessment, there will be an optional Self Reflection component. After the Self Reflection component, please ensure to submit your assessment before logging out.*
- 11) *If you have any issues or concerns during your assessment, please stop writing and let me know right away. I can reach out to our e-Assessment provider if needed.*
- 12) *Additional information is provided in the Instructions section of the assessment. Let's read through this now. Please do not start the assessment until I tell you to.*

