
Procedures for Conducting Graduation Program Examinations

2006-2007

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Important Notes and Changes for 2006/07

1. Provincial examinations must be kept secure. Principals are required to ensure exams are not copied, except where needed to meet examination requirements. For additional information, see Security in Chapter 1.
2. Students on the 2004 Graduation Program, not their school, make the choice of whether or not to write Optional Grade 12 Provincial Exams.
3. In most examination sessions, there are several different Examination Booklets for a given subject. For example: English 12 may have Examination Booklets A-D. There is usually only one version of the exam per school. The questions in each booklet are different. Because the Answer Sheets and Response Booklets are generic, students must identify the examination form on BOTH the Response Booklet and Answer Sheet. Invigilators must identify the student's examination form on the Signature Sheet.
4. All exams have a Response Booklet, an Answer Sheet and an Examination Booklet with the exceptions of Science 10 and the three Math 10 examinations. English 10, Français langue première 10 and the three social studies examinations have the answer sheet combined on the cover of the Response Booklet. Do not remove the cover until after marking and recording the marks for the written responses.
5. The Signature Sheet requires that students indicate which exam booklet form code they are using or if they are writing an exam electronically.
6. The Ministry is expanding electronic exam options. Grade 10, 11 and BC First Nations Studies 12 exams are available electronically in all five exam sessions. Beginning in November and April, electronic exams are the only option for Grade 10 math and science exams. In November 2006, English 12, Biology 12 and History 12 will be available in electronic format. See page 28 for further information.
7. There has been a change to the way "Q" codes are used. See page 25 for further information.
8. Grade 12 examinations are optional for students in the 2004 Graduation Program, with the exception of English 12, Communications 12, Technical and Professional Communications 12, Français langue première 12, and BC First Nations Studies 12 and corresponding French versions of these courses. See page 20 for further information.
9. During the 2006/07 school year, the Graduation Portfolio is not mandatory for Grade 12 students. Grade 12 students who complete their Portfolios (PORT or PORTF) receive four credits and can choose to have the percent and letter grade reflected on their final transcripts.

10. Grade 12 students who do not receive a percentage and letter grade for their Portfolios during the 2006/07 school year will receive Standing Granted credit. Standing Granted (SG) does not carry a percentage or letter grade and does not affect a student's Grade Point Average. Students may receive Standing Granted either because they have not completed the Portfolio or because they elect to have Standing Granted credit rather than a percentage and letter grade listed on their transcript.
11. Schools may use the Portfolio mark to calculate Grade 12 Passport award stamps.
12. Schools should apply the Grade 10 and 11 Passport award stamp criteria to students who have elected to use SG.
13. The rules for issuing School Completion Certificates have changed. See page 99 for details.
14. An Unofficial Transcript of Grades is now posted for schools and students at the secure web EdAccess: www.bced.gov.bc.ca/exams.
15. A number of Ministry courses are closing August 31, 2006. Please refer to *Course Information for the Graduation Program* for further information, or go to www.bced.gov.bc.ca/graduation/related_docs.htm.
16. The Japanese 12 provincial exam will now include listening and speaking components. The Ministry is offering an Internet-based technology for the listening and speaking components of this exam. The speaking component will be marked locally by teachers.
17. Selected Grade 12 exams will be available electronically in the 2006/07 school year. Please see the implementation plan on page 30 for details.
18. Schools have been allowed to provide computer word-processing software without spell-check to students in order to write their exam written responses. Starting in the 2006/07 school year, the Ministry will provide a simple text editing/word processing tool for this process. **Schools should no longer use general word-processing software.**
19. The cassette tapes used for the oral component in the French exams are becoming obsolete and the Ministry is moving toward an Internet-based technology for this part of the exam. Please see page 29 for further information.

Note: The 2006/07 school year is the last year when a provincial examination is available in TPC 12. Starting in the 2007/08 school year, TPC 12 will be a non-examinable subject. TPC 12 will then no longer satisfy the graduation requirement in Language Arts 12. There will, however, still be three options for the Language Arts 12 graduation requirement. Further information about this third option will be forthcoming.

Supervision Instructions for Principals

Principal's General Responsibilities

The principal is responsible for overall supervision of the provincial examination session, although this responsibility may be delegated.

Overall supervision of the exam session involves:

- receiving exams and confirming contents with packing slip immediately upon receipt
- storing exams and ensuring exam security
- designating invigilators
- assigning students to exam rooms
- returning all student exam booklets, answer sheets and signature sheets to the Ministry by the established dates
- making adjudication requests for unpredictable circumstances

Receiving Exams

Receiving exam materials is the responsibility of the principal. When the exam package arrives, the principal must follow the instructions below to ensure the school has received all necessary exams and related forms, such as student answer sheets and signature sheets. A complete list of all exams and their contents/pieces is included at the end of this document.

✓ Instructions
As soon as you receive the exam package:
<input type="checkbox"/> Locate the shipping notice.
<input type="checkbox"/> Compare the quantities listed on the shipping notice to the quantities of exam materials you have received. Refer to the Examination Certification forms attached to each sealed package of booklets. These forms indicate the quantities of materials in each package. Do not open the secured packages at this time. Open the secured packages on the morning or afternoon of each exam. Verify you have received all the signature sheets and multiple-choice answer sheets for each subject which are banded to the package of exams. Verify you also have the correct response booklets for each subject.
<input type="checkbox"/> Walk-in Registration forms have been replaced by collecting student demographic information on the Signature Sheets and the Answer Sheets. In the case of students walking in to write a grade 10, 11 or 12 exam, please ensure the top portion of the Answer Sheet is filled in completely. The Signature Sheet must also be completed with the student's date of birth, name and Personal Education Number.
<input type="checkbox"/> If materials are missing, contact an Administrative Officer at the Student Certification Unit at (250) 356-7270.
<input type="checkbox"/> The principal's secure resource set is now posted to the school's secure web at www.bced.gov.bc.ca/exams .

Exam Security

New security requirements have been implemented. Chapter 1 of the *Handbook of Procedures* contains a complete list of the new security requirements. The *Handbook of Procedures* can be found on the web at www.bced.gov.bc.ca/exams.

Storing exam materials securely is the responsibility of the principal. Except when in use in an exam session, exam materials must always be kept in a locked room to which only the principal (and/or designate) has access. It is very important that the security and integrity of exams are maintained. **Exams are written at the same time under the same conditions across the province to ensure a provincial standard.**

Exam Scheduling Conflicts

Note that all schools are expected to adhere to Graduation Program Examination start and end times, except:

- With the addition of the Grades 10 & 11 exams, there are many instances where more than 1 exam is scheduled for the same time-slot (e.g. English 10, French 12 and communications 12 all at 9 a.m. on January 30). In such instances, schools may allow students to write both exams on the same day as long as the student is not in contact with other students who may have written one of the exams.
- Schools may begin an exam up to 1 hour before the scheduled start time, if necessary to accommodate local schedule conflicts, such as school bus schedules.

When exams begin an hour early students must remain in the supervised exam room for a minimum of 1 hour after the originally scheduled start time (e.g. begin exam at noon but ensure students do not leave until after 2:00p.m.).

- **Electronic Examinations (web-based):**
 - In November, electronic exams are the only options for Grade 10 math and science exams.
 - Wherever possible, English 10, Français langue première 10, Social Studies 11, Science humaines 11, Civic Studies 11 and BC First Nations Studies 12 should also be administered electronically.
 - Biology 12, History 12 and English 12 are also available electronically in November.
 - Logon information and session passwords are provided in a letter which is included with the examination materials sent to schools.
 - A technical manual and information for invigilating e-exams can be found at: www.bced.gov.bc.ca/eassessment/willock_instructions.pdf

- **E-Text Tool for Writing Written Responses on Computers**
 - Starting in the November session, the Ministry will provide an e-Text Tool to allow students to write their exam written responses. This will be of most interest to students writing essays and other written responses in the humanities exams.
 - Schools that provide computer access to students **should no longer use general word-processing software.**
 - Please have students access the e-Text Tool at the following website to complete their written responses only: www.bced.gov.bc.ca/eassessment/gradprog.htm
 - The school is responsible for printing and stapling the typed response under the appropriate sections in the response booklet. The student's name must not appear on the printout.
- **E-Exams for Students with Special Needs**
 - E-exams are provided in two formats: Large Print (PDF) and Electronic (Web-based). Please note these are only available in certain subjects.
 - Schools will have received notification of those students with special needs who have been approved for e-exams through the adjudication process.
 - Schools should ensure students have tried a practice e-exam prior to writing the secure e-exams. These are available at the following website: www.bced.gov.bc.ca/eassessment/adj_administration.htm
 - Instructions for accessing the secure e-exams are sent by email to the school principal and the computer technician prior to exam administration.
 - Please contact Kathleen Edge, Adjudications Coordinator, at (250) 356-9386 for more details.

Designating Invigilators

Designating invigilators for exams is the responsibility of the principal. The principal should follow the instructions below to designate invigilators appropriately.

✓	Instructions
<input type="checkbox"/>	Consult the <i>Examination Register</i> sent with each exam to determine the number of invigilators needed.
<input type="checkbox"/>	Ensure that Grade 12 teachers do not invigilate their own students in Grade 12 subjects that they teach. It is recommended that teachers do not invigilate their own students in Grade 10 and 11 subjects.
<input type="checkbox"/>	Ensure that an invigilator is not left alone for an entire exam. There must be a system of relief or some way for an invigilator to communicate with the office for assistance if a problem arises.
<input type="checkbox"/>	Arrange for a math or science teacher to conduct a calculator inspection at those exams where calculators are allowed. After checking the calculators, the math or science teacher should leave the exam room, unless the teacher is a designated invigilator of a Grade 10 or 11 exam. The calculator policy has been amended and is located at www.bced.gov.bc.ca/exams .
<input type="checkbox"/>	One week prior to the exam session, give every invigilator a copy of the Invigilator's Checklist, a document contained in the exam package.
<input type="checkbox"/>	Immediately before each exam, ensure that invigilators are provided with the appropriate exam booklets and materials (i.e., response booklets, answer sheets).

Invigilators of provincial exams must be approved by the principal or exam supervisor, and have appropriate knowledge and experience.

If there is any difficulty fulfilling the above requirements, the principal should telephone an Administrative Officer at the Student Certification Unit at (250) 356-7270.

Assigning Students to Exam Rooms

Assigning students to exam rooms is the responsibility of the principal. The principal should follow the instructions below to assign students to exam rooms appropriately.

✓	Instructions
<input type="checkbox"/>	Carefully check the <i>Examination Register</i> sent with each exam to verify that students are properly registered.
<input type="checkbox"/>	Assign rooms for the exams. Since signature sheets accommodate up to ten names, it is recommended that students be seated in multiples of ten. However, you are free to use any system of room assignment, as long as it provides an efficient and secure exam environment.
<input type="checkbox"/>	Ensure that students sign the signature sheet before leaving the exam room. Signature sheets are provided for each exam. Students should also show photo identification at this time, although the ID requirement may be waived if the student can be positively identified.
<input type="checkbox"/>	Supervise the placement of walk-ins. You may turn away walk-ins at your discretion. Normally, this happens if a student has no photo ID, or if space cannot be provided. Students may write a Grade 10 and 11 exam in only one of the November, April or August sessions in any one school year.

Returning Exams

The principal is responsible for returning all exam materials to the Ministry promptly. Return dates are listed in the **Provincial Examination Schedules** section at the beginning of the *Handbook of Procedures*.

Grade 12: It is important that Grade 12 exam materials are returned to the Ministry on time so they can be graded at the scheduled marking session. Any exams returned too late to be marked at a scheduled marking session are graded at an additional cost to the school.

Grade 11: The open-ended portion of the Grade 11 Social Studies, Civic Studies 11 and BC First Nations Studies 12 exams will be marked locally at the school or district level. All Grade 11 and BC First Nations Studies 12 exam materials need to be returned to the Ministry on time to allow for processing.

Grade 10: The open-ended portion of the Grade 10 English and Français langue première exams will be marked locally at the school or district level. All Grade 10 exam materials need to be returned to the Ministry on time to allow for processing.

The principal should follow the instructions below to return exam materials correctly.

✓	Instructions
<input type="checkbox"/>	Ensure that all packages are complete. You must return all exam/response booklets and answer sheets. Check to ensure there is a corresponding exam booklet and answer sheet and/or response booklet for each student who signed the signature sheet. For further information see the “After the Exam” section of the Invigilator’s section on page 16 of this document. Schools should download a copy of the exams to make a Principals Secure Resource Set. This set can then be used in the of possible review/ reread requests from students. The Resource Set can be downloaded from the schools secure web at www.bced.gov.bc.ca/exams .
<input type="checkbox"/>	Ensure that the signature sheets have been put in their original order.
<input type="checkbox"/>	Return the exam material by courier to: <p style="text-align: center;">Exams Processing Supervisor BC Mail Plus Unit 1A, 6578 Bryn Road Saanichton BC V8M 1X6</p>

Making Adjudication Requests for Unpredictable Circumstances

If a student has been kept from writing an exam by unpredictable circumstances (such as a death in the family, sudden illness, or incapacity resulting from an accident) the principal should make an adjudication request as soon as possible. See **Chapter 7** of the *Handbook of Procedures* for detailed instructions.

Invigilation Instructions

Registering Walk-In Students

If the school did not receive a pre-printed answer sheet for a student, then the student must be registered for the exam on the exam day. For walk-in registrations, follow the instructions below.

Note: The admittance of walk-ins is at the discretion of the principal. Candidates who do not attend the school must provide photo identification. If there is any doubt as to the identity or reasons provided by a walk-in, the principal may choose to not allow the student to write.

Students can write a Grade 10 and 11 examination in **only one** of the November, April or August sessions in any one school year.

✓	Instructions
<input type="checkbox"/>	Check the student's photo identification.
<input type="checkbox"/>	Grade 10-12 Students must fully complete the top portion of their multiple-choice answer sheet. If the PEN is unknown, leave this box blank. Research the student's PEN after the exam.
<input type="checkbox"/>	<p>Add the student to one of the extra numbered spaces at the end of the signature sheet:</p> <ul style="list-style-type: none"> • Print the student's name and PEN in the first column of the sheet. • Have the student sign his or her name in the second column. • Circle the form number/letter which the student has been given. • Enter the PEN in the third and fourth columns (on the peel-off stickers). • Have the student fill in their date of birth and gender. (please add this bullet) • Peel off the stickers with the PEN and affix them to the designated areas in the top left and right corners of the front cover of the response booklet.(please amend this bullet) • If the student is writing an electronic exam leave the stickers on the signature sheet.
<input type="checkbox"/>	<p>Note the litho number on the signature sheet and complete the matching <i>blank</i> response form (do not use an absent student's form). Blank answer sheets are provided at the end of each subject or they can be downloaded and printed from the online resource set located at the school's secure web at www.bced.gov.bc.ca/exams. Photocopy one of these if you are short a copy. Do not use a blank form from another subject as the number of questions will differ and the pre-coding will be incorrect. Do not assign litho numbers if they are not already pre-printed on the forms.</p>

Exam Regulations

Invigilators must familiarize themselves with the following regulations so they can enforce them effectively during the exam.

Admittance to the Exam

- Candidates should be in their appointed seats at least ten minutes before the exam starting time.
- Candidates are not permitted to leave the exam room until one hour after the exam has started.
- Any candidate who has started to write the exam will have the exam marked, even if he or she did not complete the exam. This will count as an exam attempt.
- Any candidate who leaves the exam room is not permitted to return for the duration of the exam. However, in special circumstances, such as illness, candidates are allowed to leave the exam room temporarily, but only under supervision.
- Any candidate who is over thirty minutes late for an exam is not permitted to enter the exam room.
- Any candidate who is late for an exam is not permitted to make up the missed time at the end of the exam session.
- Except in the case of electronic exams, at no time are students to be given extra paper for rough or final work. This falls under the definition of cheating and students who hand in extra pages will not have the work marked and may be disqualified from the exam.
- Students writing the Communications 12 exam may not use clip art in their visual design responses.
- Starting in the 2006/2007 school year the Ministry will provide a simple text editing/word processing tool for students using computers for their written responses. **Schools should no longer use general word-processing software.**

Completing Forms and Instructions

- Candidates must not write their names, initials, school name or any other sign or mark of identification, except for their Personal Education Number (PEN), on their response booklet or answer sheet unless the identification information needs correction.
- Candidates must be directed to read the student instructions on the cover of the exam/response booklet and the rules on the back of the exam/response booklet. It is important that students **do not** have to use examination time to read over this information.

- Instruct students to open the exam booklets, check the numbering of the pages to ensure that they are numbered in sequence from page one to the last page, which is identified by “End of Examination.”
- Candidates must not begin the exam until the order to start has been given.
- **Candidates must answer multiple-choice questions on the multiple-choice answer sheets or in the response booklets provided. Any multiple-choice questions answered in the exam booklets will not be marked.**

Cheating

- Candidates must not give or receive assistance of any kind in answering an exam question during an exam, including allowing their paper to be viewed by others or copying answers from another student’s paper.
- Candidates must not possess any book, paper or item that might assist in writing an exam, including a dictionary or piece of electronic equipment, that is not specifically authorized for the exam by Ministry policy.
- Candidates must not take and/or knowingly use any secure examination materials prior to the examination session.
- Candidates must not communicate with another student during an exam.
- Candidates must not remove any piece of the examination materials from the exam room, including work pages.
- Candidates must not be issued any books or loose-leaf paper during the exam. Responses recorded on extra paper will not be marked.
- Candidates must immediately follow the invigilator’s order to stop writing at the end of the exam time and must not alter an examination booklet, response booklet or answer sheet after the invigilator has asked students to hand in exam papers.
- Candidates must promptly hand in all exam papers to the invigilator.
- Candidates must not copy, plagiarize or present as one’s own, work done by any other person.

For a complete list of exams that allow calculators and a list of acceptable calculators please check the web at www.bced.gov.bc.ca/exams.

When Cheating Is Detected

If an invigilator suspects or is fully satisfied that a candidate is breaching exam rules, the candidate should be monitored for the remainder of the exam and be allowed to continue writing the exam.

At the conclusion of the exam, the exam materials, any cheating materials and a full report should be submitted to the Student Certification Unit using the *Cheating Incident Report* form, located in Appendix A of the *Handbook of Procedures*.

The invigilator/principal must also inform the student of his or her intent to submit a report to the Ministry to allow the student an opportunity to respond to the allegations. The student may submit his or her report to the Ministry independently or include it with the school's report.

One Hour Before the Exam

One hour before the exam is scheduled to begin, invigilators should follow the instructions below.

✓	Instructions
<input type="checkbox"/>	Receive the exam booklets, exam answer sheets (pre-printed as well as blank), exam response booklets and signature sheets from the principal.
<input type="checkbox"/>	Open each exam package and check that the number of exam booklets is equal to the quantity indicated on the Provincial Examination Certification form.
<input type="checkbox"/>	In case of a serious packaging error, contact an Administrative Officer at the Student Certification Unit at (250) 356-7270 .

Fifteen Minutes Before the Exam

Fifteen minutes before the exam is scheduled to begin, invigilators should follow the instructions below in approximately the same order as listed.

✓	Instructions
<input type="checkbox"/>	Advise students of the designated location to leave any items not specifically authorized for this exam (e.g., cell phones or other electronic devices). Ensure students are aware that they are not allowed to have any unauthorized equipment, papers or items. Detection of any such item will result in disqualification.
<input type="checkbox"/>	Seat candidates at their desks, ensuring appropriate distance between them.
<input type="checkbox"/>	Check that all candidates have pencils, erasers and pens. Students must use pens for all written-response sections, with the exception of Principles of Mathematics 12, Applications of Mathematics 12, Principles of Mathematics 10, Essentials of Mathematics 10, Applications of Mathematics 10, Chemistry 12 and Physics 12. All multiple-choice responses must be entered in pencil.
<input type="checkbox"/>	Register students who have not already been registered. See the detailed registration instructions earlier in this document under the heading of "Registering Walk-In Students."
<input type="checkbox"/>	For Applications of Mathematics 12, Principles of Mathematics 12, Chemistry 12, Physics 12, Technical and Professional Communications 12, Science 10, Principles of Mathematics 10, Essentials of Mathematics 10 and Applications of Mathematics 10, ensure that the calculator inspection policy has been carried out. After checking the calculators and authorizing appropriate ones, the inspector should leave the exam room. The calculator policy can be found at www.gov.bc.ca/exams .
<input type="checkbox"/>	Distribute the personalized pre-printed exam answer sheets and/or response booklets to candidates.
<input type="checkbox"/>	Distribute the exam booklets to candidates. The booklets should be left unopened on the desks until the invigilator tells students to open the booklets.
<input type="checkbox"/>	Have candidates sign the signature sheets and indicate which booklet form they have or if they are writing the exam electronically. If necessary have candidates show photo identification at this time.
<input type="checkbox"/>	Have students peel off their Personal Education Number (PEN) labels from the signature sheets and affix them to the designated areas in the top left and right corners of the front cover of the response booklets. Verify the PEN on the answer sheet is the same as the one on the exam booklet. For students writing electronic exams, leave the stickers on the signature sheet.
<input type="checkbox"/>	Ensure that each candidate has the correct pre-printed answer sheet.
<input type="checkbox"/>	Write "absent" in the signature column of the signature sheet opposite the name of any student who is not at the exam. Replace any PEN labels not being used back onto the signature sheet. If the PEN label cannot be replaced, write an explanation on the signature sheet where the label would have been placed, explaining what happened to the label.
<input type="checkbox"/>	Before starting the exam, check that all students have the correct exam for the subject being written. Ensure that the correct session date is on the front cover of the exam booklet, e.g., "June 2004" for the June exam being written in the year 2004.
<input type="checkbox"/>	Read aloud the instructions for the exam on the back page of the response/exam booklet. It is important that students do not have to use exam time to read this information.
<input type="checkbox"/>	Start the exam, ensuring that the full amount of time allowed is available to candidates.

During the Exam

While the exam is in progress, invigilators should follow the instructions below.

✓	Instructions
<input type="checkbox"/>	Strictly enforce the exam rules. The rules are listed in this document under the heading “Exam Regulations.”
<input type="checkbox"/>	If the exam is interrupted by an outside event (e.g., fire alarm), advise the students not to talk, and ensure that the exact number of minutes spent outside the exam room is added to the regulation time. Add “settling down” time. If possible, when the exam room is vacated, ensure that the doors are locked. Any unusual event should be reported to the Student Certification Unit in writing.
<input type="checkbox"/>	Do not read or comment on students’ answers. Exam responses are considered confidential communication between students and examiners. You may examine a student’s paper only if there is reason to suspect cheating.

NOTE: At no time should students be given extra paper for rough work or final work. This falls under the definition of cheating and students may be disqualified if extra pages are submitted with their exams.

After the Exam

When the allotted time for the exam is over, invigilators should follow the instructions below.

✓ Instructions
<p><input type="checkbox"/> Instruct candidates to stop writing.</p>
<p><input type="checkbox"/> For students writing electronic exams: Instruct students to hand in any rough working paper to the invigilator. Invigilators must ensure that students do not leave the room with any paper that was handed out to perform rough work.</p>
<p><input type="checkbox"/> Grade 12: Instruct candidates to place their answer sheets inside the front cover of their response booklet. The response booklets should then be put in the order of names listed on the signature sheet for return to the ministry. The signature sheet should be on top of the stack of response booklets. Ensure there is an exam booklet and answer sheet for each signature on the student signature sheets.</p> <p>Grade 10/11: Exams that do not have a response booklet – put the answer sheets in the order of names on the signature sheet and put the signature sheet(s) on top of the stack. DO NOT put the answer sheets in the exam booklets.</p> <p>Exams that have a combined multiple choice answer sheet and a teacher-marked tear-off portion – after teachers have marked the open ended component of the exam, tear off the answer sheets and put them in the same order as the names listed on the signature sheet. Place the signature sheet on top of the stack for return to the ministry. Retain the response booklets at the school.</p> <p>Five exams have an open-ended component with a combined response booklet and answer sheet: Social Studies 11, Civic Studies 11, BC First Nation Studies 12, English 10 and Français langue première 10. For these exams instruct candidates to hand in their exam booklets and response booklets/answer sheets separately to the invigilator. The invigilator should keep the two documents in separate piles. Ensure there is an exam booklet and response booklet/answer sheet for each signature on the student signature sheets.</p>
<p><input type="checkbox"/> Arrange the booklets in the order listed on the signature sheets. Grade 10 and 11: For those schools selected to return response booklets for marker monitoring – return all written and non-written booklets. Check off the applicable box on the answer sheet or booklet of any student who did not write and indicate why the exam was not written.</p>
<p><input type="checkbox"/> Grade 12: For all Grade 12 exams – return all exam booklets, answer sheets and response booklets.</p> <p>Grade 11: For Social Studies 11, Civic Studies 11 and B.C. First Nations 12 – return all exam booklets, answer sheets, and the teacher-marked tear-off portions of the response booklet. Retain Social Studies 11, Civic Studies 11 and B.C. First Nations 12 response booklets for teacher marking.</p> <p>Grade 10: For Principles of Mathematics 10, Applications of Mathematics 10, Essentials of Mathematics 10 and Science 10 – return all exam booklets and answer sheets. For English 10 and Français langue première 10 – return all exam booklets, answer sheets, and the teacher-marked tear-off portion of the response booklet. Retain English 10 and Français langue première 10 response booklets for teacher marking.</p>
<p><input type="checkbox"/> Ensure that for adjudicated students who were approved for the use of a computer, open-ended responses printed from a computer are securely pasted, taped or stapled under the appropriate questions in the response booklets.</p>

Provincial Examinations and Related Materials 2006/07

Exam ¹	Response Booklet	Answer Sheet	Data Sheet ⁴	Multiple Forms ²
AMA 10	N	Y	Y	Jan/June
EMA 10	N	Y	Y	Jan/June
EN 10	Y	N	N	June
FRALP 10	Y	N	N	N
MA 10	N	Y	Y	Jan/June
SC 10	N	Y	Y	Jan/June
CIV 11 ³	Y	N	N	N
SS 11 ³	Y	N	N	Jan/June
AMA 12	Y	Y	Y	N
BI 12	Y	Y	N	Jan/June
CH 12	Y	Y	Y	Jan/June
COM 12	Y	Y	N	June
EN 12	Y	Y	N	June
FNS 12 ³	Y	N	N	Jan/June
FR 12	Y	Y	N	Jan/June
FRAL 12	Y	Y	N	N
FRALP 12	Y	Y	N	N
GE 12	Y	Y	N	N
GEO 12	Y	Y	Y	June
GEOL 12	Y	Y	Y	N
HI 12	Y	Y	N	Jan/June
JA 12	Y	Y	N	N
LIT 12	Y	Y	N	June
MA 12 ⁵	Y	Y	Y	Jan/June
MAN 12	Y	Y	N	N
PH 12	Y	Y	Y	Jan/June
PUN 12	Y	Y	N	N
SP 12	Y	Y	N	N
TPC 12	Y	Y	N	N

1. All exams have an exam booklet and a signature sheet.
2. Multiple forms are gradually being introduced across several exams. Exams that have an “N” in this column will not be moving to multiple forms, at this time.
3. SS11, CIV 11 and FNS 12 require students to open the flap on the Response Booklet in order to answer multiple choice questions numbered 41-55.
4. Data Sheets replace “Data Booklets” and are now contained as tear outs in the middle section of the Exam Booklets. Data Sheets are identifiable by a heavy black stripe on the outer edge of the pages.
5. MA 12 has 2 answer sheets – one for the section that requires the use of a calculator and one that does not allow the use of a calculator.