

**Province of British Columbia  
Ministry of Education**

**Grade 12 Transcripts and Examinations**

**TRAX Data Transfer Specifications for  
2005/06 School Year**

July 2005

## TABLE OF CONTENTS

1. OVERVIEW
2. DATA TRANSFERS
3. DATA SUBMISSIONS TO THE MINISTRY
4. DEMOGRAPHIC FILE
5. PROVINCIALY EXAMINABLE COURSES FILE
6. NON-PROVINCIALY EXAMINABLE COURSES FILE
7. MASTER TABLES
8. VENDOR CERTIFICATION
9. MINISTRY CONTACTS

Throughout this document, text in **bold** type indicates a change from the previous specifications. Most changes are necessary to accommodate the data reporting requirements for the new 2004 graduation program and associated Grade 10, 11 and 12 provincial exams.

## 1.0 OVERVIEW

The TRAX system has 3 file formats for communication with school administrative computer systems:

DEM Demographic data

**XAM Any transaction dealing with a course that has an associated provincial exam taken by a student for which this exam is either required to be written or is optional.**

This transaction format is used by the schools for initial registration for a provincial exam, for providing interim and final school percents for the course. The same format is used by the Ministry to send exam results to the schools.

**CRS Any transaction dealing with a course taken by a student for which no provincial exam exists, or the exam is not required because it is an equivalent course completed outside the BC school system. This includes initial registration, interim and final percents, and interim and final letter grades.**

## 2.0 DATA TRANSFERS

<u>Name of Transfer</u>	<u>Approx. Date</u>	<u>Direction</u>	<u>Files</u>
Initial Registration & Submission of Grades	Oct	School to Ministry	DEM, XAM, CRS
* November Sub of Grades	Nov	School to Ministry	DEM, XAM, CRS
* November Exam Marks	Dec	Ministry to School	XAM
* January Sub of Grades	Feb	School to Ministry	DEM, XAM, CRS
* January Exam Marks	Mar	Ministry to School	XAM
Interim Sub of Grades, April Exam percents	Apr	School to Ministry	DEM, XAM, CRS
* April Exam Marks	May	Ministry to School	XAM
Final Sub of Grades	June	School to Ministry	DEM, XAM, CRS
June Exam Marks	July	Ministry to School	XAM

\* Only for schools with students writing provincial exams in that session.

### 3.0 DATA SUBMISSIONS TO THE MINISTRY

#### 3.1 Data Format

The file names used should be as follows:

Demographic	<school code>.DEM
Provincially examinable courses	<school code>.XAM
Non-provincially examinable courses	<school code>.CRS

<School code> refers to the school's eight digit ministry facility code.  
(e.g.00101001.DEM)

#### 3.2 Data Transfers

The Ministry expects schools to send their TRAX data files via email as file attachments to the Ministry TRAX DATA email address, or by FTP (available for schools that submit TRAX data centrally via their district office).

## 4.0 Demographic File

### 4.1 Demographic Overview

The Initial Registration transfer is used to add new students and update students already on the TRAX database. Subsequent Demographic files are used to update existing data. If the Ministry receives a "terminated" Demographic record, and the student is not re-activated by another school (or the same school), reports sent to the schools will not include that student.

EVERY transfer should contain 1 record for each:

- **Grade 11 and 12 student on the 1995 Graduation Program (1996 GRAD\_REQT\_YEAR)**
- **Grade 10, 11 & 12 student on the 2004 Graduation Program (2004 GRAD\_REQT\_YEAR)**
- student registered in the Adult Graduation Program (1950 GRAD\_REQT\_YEAR), or
- **student in some other grade who is registered in a provincially examinable course in the current school year within any Graduation Program (e.g. - a Grade 9 student completing Science 10), or**
- **a student who has completed their Student Learning Plan and is on the 1995 Graduation Program.**

No other demographic records should be sent. The student name should correspond to the LEGAL names transferred on the 1701 (SLDC) data transfer. All student records must include the student's Personal Education Number (PEN).

It is expected that the data sent by the schools is a COMPLETE SNAPSHOT of the student's demographic data. The only way to indicate that a student is terminated is to send the demographic record with a "T" in the Status field. (i.e. not sending the demographic record is not an acceptable way to tell the ministry that a student has terminated). Once the demographic record with the termination status has been sent, it does not need to be sent again on the next transfer.

## 4.2 DEM Record Layout

Item	Type	Size	Offset
TX_ID	CHARACTER	3	0
VENDOR_ID	CHARACTER	1	3
VERI_FLAG	CHARACTER	1	4
FILLER1	CHARACTER	5	5
MINCODE	CHARACTER	8	10
STUD_LOCAL_ID	CHARACTER	12	18
STUD_NO (PEN)	CHARACTER	10	30
FILLER2	CHARACTER	9	40
STUD_SURNAME	CHARACTER	25	49
STUD_GIVEN	CHARACTER	25	74
STUD_MIDDLE	CHARACTER	25	99
ADDRESS1	CHARACTER	40	124
ADDRESS2	CHARACTER	40	164
CITY	CHARACTER	30	204
PROV_CODE	CHARACTER	2	234
CNTRY_CODE	CHARACTER	3	236
POSTAL	CHARACTER	7	239
BIRTHDATE	CHARACTER	8	246
STUD_SEX	CHARACTER	1	254
STUD_CITIZ	CHARACTER	1	255
STUD_GRADE	CHARACTER	2	256
PRGM_CODE1	CHARACTER	4	258
PRGM_CODE2	CHARACTER	4	262
PRGM_CODE3	CHARACTER	4	266
PRGM_CODE4	CHARACTER	4	270
PRGM_CODE5	CHARACTER	4	274
<b>FILLER3 (STUD_CONSED_FLAG &amp; YRENT11 not required)</b>	<b>CHARACTER</b>	<b>5</b>	<b>278</b>
PROGRAM_CADRE_FLAG	CHARACTER	1	283
STUD_STATUS	CHARACTER	1	284
GRAD_REQT_YEAR	CHARACTER	4	285
SLP_COMPLETED_DATE	CHARACTER	8	289

Record Size: 297 Bytes

### 4.3 DEM Record Details

<u>Field</u>	<u>Sample</u>	<u>Comments</u>
TX_ID	E02	This is a constant.
FILLER1		Blanks
VENDOR_ID	3	Vendor Code to be supplied by the Ministry
VERI_FLAG	Blank	Blank. This flag will be set to Y if file is later run through TRAX verification software.
MINCODE	06262013	School Facility Code. Always 8 digits.
STUD_LOCAL_ID	000000012345	Student ID in the School Admin. computer system. Ministry will not alter this field - if you want it right-justified, then do it before sending it to us.
STUD_NO	900001234	Ministry Student ID (PEN). The 10th position is currently left blank. The 1st 9 digits must pass the mod-10 check digit routine.
FILLER2		Blanks
STUD_SURNAME	JOHNSON	1st character must be alpha. Must be legal name as reported in the 1701 data submission.
STUD_GIVEN	PATRICK	See previous field.
STUD_MIDDLE	JOHN L	No edits, otherwise, see previous field.
ADDRESS1	APARTMENT 201	at least one of ADDRESS1 or ADDRESS2 must be non-blank.
ADDRESS2	1234 BROAD STREET	
CITY	VICTORIA	Must be non-blank.
PROV_CODE	AB	Standard 2-alpha character provincial/state codes. These are listed in the phone book.
CNTRY_CODE	CN	Two character country code (table available on request). Blank defaults to CN.

POSTAL	V8N1L6 or 12345 or 1234567	Left-justified, no imbedded blanks for Canadian Postal code.
BIRTHDATE	19560316	YYYYMMDD format.
STUD_SEX	M	M or F
STUD_CITIZ	C	Must be C or O. C stands for Canadian citizen or Permanent Resident. O = Other
<b>STUD_GRADE</b>	12	<b>8,9,10,11,12 are all acceptable</b>  AD - Adult Secondary Program and expect to graduate in the current school year. AN - Adult Secondary Program and do not expect to graduate in the current school year. <b>(OT- will still be accepted during the transition to the new 2004 Grad Prog)</b>  HS - Home Schooled
PRGM_CODE1	XYZZ	4 alpha characters or blank.
PRGM_CODE2	XYZZ	4 alpha characters or blank. Shouldn't have a value if PRGM_CODE1 doesn't have a value.
PRGM_CODE3	XYZZ	See previous field.
PRGM_CODE4	XYZZ	See previous field.
PRGM_CODE5	XYZZ	See previous field.
STUD_CONSED_FLAG		Normally leave blank - this field was only applicable to the 1985 grad program which closed to new grads in 2001.
<b>FILLER3 (STUD_CONSED_FLAG &amp; YRENT11 no longer required)</b>		<b>Leave blank. If data exists it</b>
PROGRAM_CADRE_FLAG	Y	Y if student registered in Program Cadre. Otherwise a blank.
STUD_STATUS	A	A=Active, T=Terminated, D=Deceased



**GRAD\_REQT\_YEAR**                    1996                    1950 - Student is using Adult Secondary Program graduation requirements. **STUD\_GRADE** should be "AD" or "AN".

1996 - Student is using the graduation requirements that began in 1995/1996.

**2004 - Student is using the graduation requirements that began in September 2004 for Grade 10 students.**

**SLP\_COMPLETED\_DATE**                20040630                Format YYYYMMDD or blank. Used to tell the Ministry that the student has completed their Student Learning Plan, and cause the Ministry to produce a School Completion Certificate (SCC). Once the student has completed their Student Learning Plan, continue to report this date in all subsequent student demographic records sent to the Ministry. **Not applicable to students using the 2004 graduation requirements. SCC's are not being produced by the ministry for students on the 2004 Graduation Program.**

## 5.0 Provincially Examinable Courses File

### 5.1 Overview

If the student has been selected for the DEM file, then select ALL the "examinable" records for the student, even those from prior sessions and prior school years. By extracting the historical data, we make it possible for the schools to print complete transcript verification reports (TVRs) using the ministry verification software (known as Turbo-TRAX).

**1995 and Adult Graduation Programs (GRAD\_REQT\_YEAR = 1996 or 1950) - Include all Grade 12 provincially examinable courses in this file for students in these grad programs. No Grade 10 or 11 courses should be included in this file for students in these grad programs.**

**2004 Graduation Program (GRAD\_REQT\_YEAR = 2004) - Include all Grade 10, 11 and 12 provincially examinable courses (including Grade 12 courses that have optional exams) for students on this grad program.**

If the course has been completed, then attempt to fill the four final mark fields (school percent, exam percent, final percent and final letter grade) and the number of credits field on the XAM record. If the course has not completed, and it is the Interim Grades transfer in April, then fill the interim letter grade field, the interim school percent field and the number of credits that should be completed, if those data are available.

All records on the XAM file must have full credits (4 credits). Partial credit for examinable courses should be recorded in the CRS (non-provincially examinable courses) file using one of the new course codes created for this purpose. See situation 2 below.

The session date (CRSE\_YEAR plus CRSE\_MONTH) on each XAM record must accurately reflect actual exam session dates. This will allow the Ministry to pick out the data it needs for any particular transfer by referring to the exam session date on each record.

The vendor must provide a mechanism for the school to convert their internal "Course End" date to a "Session Date" as defined by the Ministry. For example, at a given school, a course may end on October 28, 2003. The school knows that the next provincial exam for that course is in November. Since Ministry session dates consist of a 4 digit year plus the 2 digit month, the school must translate their session end date to 200311. The January exam session may be held in early February, thus causing an exception to the rule stated above. The CRSE\_MONTH for the January exam session should be "01" even if the course does not finish until early February.

The Ministry currently offers exams (but not for all the subjects) in November, January, April, June and August. (CRSE\_MONTH = 11, 01, 04, 06, or 08).

In addition to the problem of translating the course-end date to an exam session date, the situations listed below also pose problems for the XAM course extract process.

Situation 1: The student has terminated. However, prior to termination, the student took an examinable course, and wrote the exam. It is important that the record be extracted and sent to the Ministry, even if the student has terminated.

Situation 2: Under specific conditions, a student is allowed to receive credit for a course that is normally provincially examinable WITHOUT writing the provincial exam. In these cases the course must NOT be put on the XAM file. It belongs on the CRS file. A set of updated course codes is provided in the 2005/2006 Course Code table for this purpose. For example, "BI 12" is reported as "QBI 12" on the CRS file if specific conditions apply.

Examinable course codes should not appear on the CRS file. Any instance where a normally examinable course is reported on the CRS file, the "Q" code must be used.

This situation arises in the following cases:

-for students in the Adult Secondary program who have chosen not to write the provincial exam

-for courses that have been taken outside of the BC K-12 school system and have been determined by the current school to be equivalent to an examinable course

-for cases where partial credit has been awarded for an examinable course (only specific courses apply).

Situation 3: Some school administrative systems allow a single student to be registered for the same course a multiple number of times, sometimes even during the same time period. For whatever reason this is allowed, the extract process must be able to choose the "correct" record to send to the Ministry. i.e. there must be only one record for a student/course code/course level/session date combination on the extract file.

## 5.2 EXAM Data by Session

As mentioned previously, the Ministry will only select the data that is considered useful for the specific data transfer. While this process is not really of concern to the vendor, this section is included to show the minimum amount of data required by the Ministry.

Initial Registration	Select all registrations for all the exam sessions offered by the Ministry during the current school year.
November Sub of Grades	Include school percentages for each exam course with a session date of November.
January Sub of Grades	Include school percentages for each exam course with a session date of January. Also include the April exam registrations.
Interim Grades and April School Percents	Include interim marks for Grade 12 students completing provincially examinable courses ending in June of the current year, and final school percents for courses ending in April.

Final Grades

Include school percentages for each provincially examinable course ending in June of the current year.

### 5.3 Ministry-provided XAM Data File

The Ministry sends provincial exam results to the schools after each exam session (if that school had students writing exams in that session).

The file contains the school percent, the exam percent, the blended percent, the final letter grade and the number of credits earned for the course.

It is the responsibility of the school to update their system with any or all of the data items provided in the file.

(Note: For a student to have earned 4 credits for the course, the student must have completed 4 credits of school work and have received a passing final grade for the course. The four credit value of the course does not change if the student does not receive a passing grade. Four credits will always be reported back to the schools in the credits field).

#### 5.4 XAM Record Layout

Item	Type	Size	Offset
TX_ID	CHARACTER	3	0
VENDOR_ID	CHARACTER	1	3
VERI_FLAG	CHARACTER	1	4
FILLER1	CHARACTER	5	5
MINCODE	CHARACTER	8	10
STUD_LOCAL_ID	CHARACTER	12	18
STUD_NO (PEN)	CHARACTER	10	30
CRSE_CODE	CHARACTER	5	40
CRSE_LEVEL	CHARACTER	3	45
CRSE_YEAR	CHARACTER	4	48
CRSE_MONTH	CHARACTER	2	52
INTERIM_LETTER_GRADE	CHARACTER	2	54
INTERIM_SCHOOL_PERCENT	CHARACTER	3	56
FINAL_SCHOOL_PERCENT	CHARACTER	3	59
EXAM_PERCENT	CHARACTER	3	62
FINAL_PERCENT	CHARACTER	3	65
FINAL_LETTER_GRADE	CHARACTER	2	68
<b>E-EXAM FLAG</b>	<b>CHARACTER</b>	<b>1</b>	<b>70</b>
<b>(previously EXAM_TYPE_FLAG)</b>			
PROV_SPEC_CASE	CHARACTER	1	71
LOCAL_CRSE_ID	CHARACTER	20	72
CRSE_STATUS	CHARACTER	1	92
STUD_SURNAME	CHARACTER	25	93
NUM_CREDITS	CHARACTER	2	118
CRSE_TYPE	CHARACTER	1	120
<b>TO_WRITE_FLAG</b>	<b>CHARACTER</b>	<b>1</b>	<b>121</b>
<b>(previously blank filler)</b>			
Record Size:		122 Bytes	

## 5.5 EXAM Record Details

Field	Sample	Comments
TX_ID	E06	Use E06 for transactions sent to the Ministry. The Ministry will use E07 for transactions sent to the school.
VENDOR_ID	W	Vendor Code
VERI_FLAG	Blank	This flag will be set to Y if file is later run through TRAX verification software.
FILLER1		Blanks
MINCODE	06262013	School Facility Code. Always 8 digits.
STUD_LOCAL_ID	000000012345	Student ID in the School Admin. system. Ministry will not alter this field.
STUD_NO	900001234	Ministry Student ID (PEN). The 10th position is left blank. The first 9 digits must pass the mod-10 check digit routine.
CRSE_CODE	SC	Must be left-justified, and one of the provincially examinable courses.
<b>CRSE_LEVEL</b>	<b>10</b>	<b>Provincially examinable courses have a grade level of 10, 11 or 12.</b>
CRSE_YEAR	2005	The Year portion of the exam session.
CRSE_MONTH	01	Currently, the only months allowed are 11, 01, 04, 06 and 08. This is subject to change in future years.
INTERIM_LETTER_GRADE	A, B etc.	It can be one of A, B, C+, C-, I, W, F OR blank.

INTERIM_SCHOOL_PERCENT	82, 100, 0, blank, etc.	<p>The interim percent given by the school. If the field contains a blank or a zero, the Ministry will interpret that as a missing interim school percent.</p> <p>Ministry will right-justify and zero-fill if not done.</p>
FINAL_SCHOOL_PERCENT	82, 100, 0, blank, etc.	<p>The final percent assigned by the school.</p> <p>Ministry will right-justify and zero-fill if not done.</p>
EXAM_PERCENT	082, 100, 000 etc.	<p>This data originates with the Ministry, but if the course is completed, the school can store this in their system.</p>
FINAL_PERCENT	082, 100, 000 etc.	<p>This data originates with the Ministry. It is a blend of the Final_school_percent and the Exam_percent. If the course is completed, the school can store this in their system.</p>
FINAL_LETTER_GRADE	A, C+ , etc.	<p>This data originates with the Ministry, but if the course is completed, the school can store this in their system. The letter grade must be one of A, B, C+, C, C-, F or W.</p>
E_EXAM_FLAG	Y	<p>Y = student will complete the exam electronically instead of paper. N or blank = student will write the exam on paper</p>
PROV_SPEC_CASE	R	<p>R=Rewrite (Indicates that student wishes to rewrite a Provincial exam without re-taking the course at school. The Ministry will find the appropriate school percent from its data base.</p> <p>D=Deferral (Indicates the student has been allowed to write the exam at a later session)</p>

blank = no special case

LOCAL\_CRSE\_ID

These 20 bytes can be used in whatever way is required by the school to identify the course on their system.

The ministry will return this data unchanged so that the exam percent, final percent and final letter grade can be put onto the student's record locally.

CRSE\_STATUS           A

A=Active, W=Withdrawn  
If the examinable course is for a FUTURE session, then a "W" indicates that the student has withdrawn. However, if the course is simply not on the EXAM file the Ministry will also assume that the student has withdrawn from the course.  
Note: Once an exam session has passed, the Ministry will not process any data sent by schools for examinable courses in that session. Late or changed school percents must be reported manually.

STUD\_SURNAME           JONES

Used to ensure that the STUD\_NO on the record is for the correct student.

NUM\_CREDITS            4

Constant 4 credits.

If 4 credits worth of school work has not been earned for the course and this is not a withdrawal, then the course should not be reported.

CRSE\_TYPE              E

Must be "E", "C", or blank.

"E" indicates equivalency (i.e. the student has taken equivalent course material outside a BC school).

"C" indicates challenge for course credit



TO\_WRITE\_FLAG        N

Applicable only to the Grade 12 optional exams for students on the 2004 Grad Program.

N = student has opted NOT to write an optional Grade 12 exam.

Y or blank = student plans to write an optional exam. This field can be left blank for required exams.

## 6.0 Non-provincially Examinable Courses

### 6.1 Non-provincially Examinable Courses Overview

A non-provincially examinable course is a course for which the student will not write a provincial exam. It may include courses that are normally considered provincially examinable, but because the student is exempt from writing the exam, an exception has been made for the specific student. (See XAM section above for further clarification of this point.)

To simplify the extraction process, all extracts can use identical criteria, as follows:

- \* ONLY select Grade 10, 11 and 12 courses for students currently registered in Grades 10, 11, 12 or the Adult Secondary Program (AD or AN). The school MUST send non-provincially examinable course data for Grade 10, 11 and 12 students EVEN if they are NOT taking provincially examinable courses.
- \* For the courses selected, send final marks for all completed non-provincially examinable Grade 10, 11 and Grade 12 courses.
- \* For these same students, also send non-provincially examinable courses that the student is CURRENTLY taking or WILL take this school year. For the April data transfer, if available, send interim marks for Grade 10, 11 and 12 courses being completed in June of the current year.

**NOTE:** Grade 10 courses do not need to be sent for students completing the 1995 Graduation Program (GRAD\_REQT\_YEAR = 1996) or the Adult Graduation Program. If sent, they will be ignored for graduation calculation and transcript purposes.

The session dates on the CRS records can be ANY month of the year. The ministry will REPLACE THE ENTIRE SET of non-provincial data previously held for a student with the data from the most recent transfer. This places the responsibility on the current school to ensure that the history of Grade 10, 11 and 12 non-provincially examinable course data is 100% complete and accurate, and eliminates the need for Change Forms for non-provincially examinable course data. In fact, any changes submitted on paper would be removed when the next CRS file is applied to the TRAX database if they were not included with the data transfer. Exceptions to this procedure can be made for specific school types upon request to the ministry (e.g. - continuing education schools).

## 6.2 CRS Record Layout

Item	Type	Size	Offset
TX_ID	CHARACTER	3	0
VENDOR_ID	CHARACTER	1	3
VERI_FLAG	CHARACTER	1	4
FILLER1	CHARACTER	5	5
MINCODE	CHARACTER	8	10
STUD_LOCAL_ID	CHARACTER	12	18
STUD_NO	CHARACTER	10	30
CRSE_CODE	CHARACTER	5	40
CRSE_LEVEL	CHARACTER	3	45
CRSE_YEAR	CHARACTER	4	48
CRSE_MONTH	CHARACTER	2	52
INTERIM_PERCENT	CHARACTER	3	54
INTERIM_LG	CHARACTER	2	57
FINAL_PERCENT	CHARACTER	3	59
FINAL_LG	CHARACTER	2	62
CRSE_STATUS	CHARACTER	1	64
STUD_SURNAME	CHARACTER	25	65
NUM_CREDITS	CHARACTER	2	90
RELATED_CRSE	CHARACTER	5	92
RELATED_LEVEL	CHARACTER	3	97
CRSE_DESC	CHARACTER	40	100
CRSE_TYPE	CHARACTER	1	140
CRSE_GRAD_REQT	CHARACTER	1	141

Record Size: 142 Bytes

### 6.3 XCRSE Record Details

Field	Sample	Comments
TX_ID	E08	Constant value
VENDOR_ID	W	Vendor Code
VERI_FLAG	Blank	Blank. This flag will be set to Y if file is later run through TRAX verification software.
FILLER1		Blanks
MINCODE	06262013	School Facility Code. Always 8 digits.
STUD_LOCAL_ID	000000012345	Student ID in the School Admin. system. Ministry will not alter this field.
STUD_NO	900001234	Ministry Student ID (PEN). The 10th position is left blank. The first 9 digits must pass the mod-10 check digit routine.
CRSE_CODE	CCN	Must be left-justified, and one of the courses listed as approved for. (Provincially authorized or locally developed).
CRSE_LEVEL	12	Left-justified.
CRSE_YEAR	2004	The year portion of the course completed session.
CRSE_MONTH	06	The month portion of the course completed session. Any month of the year is allowed.
INTERIM_PERCENT	e.g. 0, 80, 100, blank	The only transfer that uses this field is INTERIM GRADES in April.
INTERIM_LG	B	The only transfer that uses this field is INTERIM GRADES. The interim grades possible are A,B,C+,C,C-, TS,I,W and F.
FINAL_PERCENT	e.g. 0, 80, 100, blank	If a non-provincially examinable course has FINISHED, the final

		percent goes in this field. The final percent can range from 0 to 100. A blank or zero will be treated as a missing final percent.
FINAL_LG	A	If a non-provincial course has FINISHED, the final letter grade goes in this field. For courses finished before 199409, the final grades possible are A,B,C+,C,P,F,SG,TS,W,WF, and I. For courses finished on or after 199409 the final grades possible are A,B,C+,C,C-,F,SG,TS,W, and I.
CRSE_STATUS	A	A=Active, W=Withdrawn A "W" indicates that the student has withdrawn. However, if the course is simply not on the CRS file the Ministry will also assume that the student has withdrawn from the course. Note that this applies to all non-provincial courses, even those that have been completed. It is therefore important that the school sends the Ministry complete history of non-provincial courses on each transfer.
STUD_SURNAME	JONES	Used to ensure that the STUD_NO on the record is for the correct student.
NUM_CREDITS	4	Edits for NUM_CREDITS are only required for course sessions >= 199509.  Withdrawals should be reported with 0 credits.  Students not using the 1996 grad requirements CANNOT have partial credits.  For students using the 1996 grad requirements:  - Specified courses can be identified as partial credit.

Note: The Ministry does not maintain the number of credits that make up a completed locally-developed course. Thus, the school can submit 1, 2, 3 or 4 credits for these courses.

RELATED_CRSE	BI	When combined with RELATED_LEVEL, must make up a valid course code/level, or be blank. Must have a value if record is for an independent directed study course, or else must be blank.
RELATED_LEVEL	11	When combined with RELATED_CRSE, must make up a valid course code/level, or be blank.
CRSE_DESC	Modern Photography Technique	The description of a Fine Arts or Applied Skills course that should appear on the transcript. The Ministry will default this field if it is blank.
CRSE_TYPE	E	Must be "E", "C", or blank.  "E" indicates equivalency i.e. the student has taken equivalent course material outside the school setting.  "C" indicates challenge for course credit.

CRSE\_GRAD\_REQT

F

Indicates that a course meets the Fine Arts and/or Applied Skills graduation requirement. Values are:

"F" - meets Fine Arts Req't only (must be at least 2 credits)

"A" - meets Applied Skills Req't only (must be at least 2 credits)

"B" - meets Fine Arts and Applied Skills Req't (must be at least 4 credits)

Blank.

## 7.0 MASTER TABLES

The TRAX system uses a number of tables to validate data elements and determine graduation status. On request, the ministry will provide a data extract which includes the following files:

File Name	Contents
COUNTRY.DAT	Two character country codes
COURSES.DAT	Non-examinable and examinable course codes
ERRORS.DAT	Errors which are checked during data loading
GRADCRSE.DAT	Grad requirements fulfilled by each course
GRADES.DAT	Letter Grades
GRADREQ.DAT	Grad requirements by graduation program
PROGRAMS.DAT	Career Preparation program codes
RESTRICT.DAT	Restricted course combinations
SESSIONS.DAT	Valid exam sessions
TTCODES.TXT	File layouts for each of the above files

Of particular interest to vendors are the PROGRAMS, COUNTRY and COURSES tables.



## 8.0 VENDOR CERTIFICATION

### Currently Certified Vendors:

Since there are no changes to file layouts, or changes to existing field lengths, vendors who have been certified previously do not need to submit certification data. If a vendor would like to send in test files to confirm that data transfers from their schools will be successful, please contact us (see section 9.0 below).

### New Vendors:

Any vendor who wishes to be certified must contact us to obtain a certification package with test data.

We must receive your certification package by June 1 of the current year if you wish to be certified for the next school year.

## 9.0 MINISTRY CONTACTS

If you have any questions about these specifications or about certification, please contact:

Ross Brain  
TRAX Administrative Officer  
email: ross.brain@gov.bc.ca  
phone: (250) 356-2439

or

Joyce Piché  
Coordinator, Data Collection  
email: joyce.piche@gov.bc.ca  
phone: (250) 387-1504

Assessment Branch  
Ministry of Education  
PO Box 9886 STN PROV GOVT  
620 Superior Street, 3rd Floor  
Victoria, BC V8W 9T6

Fax: (250) 356-9460

Questions about 1701 data transfers should be referred to:

Kathy Cordner  
Manager, Data Management  
e-mail: Kathy.Cordner@gov.bc.ca  
phone: (250) 356-2441