

## SECTION 7 CERTIFICATION

### 7.1 Regular High School Transcripts

The official transcript contains high school results (**Appendix III**) which provides a complete and permanent record of final marks and credits awarded in the senior high school program and a detailed evaluation of the total record with respect to graduation requirements. Senior high school transcripts will provide summary descriptions and appropriate designators to indicate the following graduation categories which reflect the types of courses completed and the marks attained.

### 7.2 Graduation Status

The graduation categories for students graduating high school from 2006 onward will be as follows:

#### Graduation with HONOURS Status:

Student shall have completed minimum graduation requirements for high school as set down by the Department of Education and Early Childhood Development and obtained credits in the following subject areas, from the courses listed, with an overall average of not less than 80%. The Department Education and Early Childhood Development does not use this average to determine a schools valedictorian or school based scholarships and awards. To graduate with honours status, a student must also have received credit for Science 1206.

English:	English 3201
Mathematics:	Mathematics 3201 or 3203 or 3200 or 3208
Science:	Biology 3201, or Chemistry 3202, or Physics 3204, or Earth Systems 3209
Social Studies: (Or French)	World Geography 3202, or World History 3201, or Histoire mondiale 3231, or French 3201, or Accelerated French 3203, or Français 3202
Electives:	Two credits chosen from the subjects above or from additional 3000 or 4000 level courses approved by the Department of Education for certification purposes. ( <b>English 3202, Mathematics 3202, Science 3200, and World Geography 3200</b> cannot be used as elective credits for the purpose of calculating an average for academic or honours status)

**Note:**

- I. For the purpose of calculating the 80% average, each 2-credit course will be entered twice and each 1-credit course (if any) will be entered once. The total marks will then be divided by 10.
- II. See the example below.

**Example:**

A student has the following courses and marks for determining honours status:

Course	Credits	Mark	Calculation
English 3201	2	78	$78 \times 2 = 156$
Mathematics 3201	2	82	$82 \times 2 = 164$
Chemistry 3202	2	75	$75 \times 2 = 150$
World History 3201	2	78	$78 \times 2 = 156$
World Religions 3106	1	88	$88 \times 1 = 88$
Communications Tech. 3104	1	90	$90 \times 1 = 90$
Average			$804 \div 10 = \mathbf{80.4}$

**Graduation with ACADEMIC Status:**

A student would have completed the same subject area/course criteria as for honours status, but with an overall average of not less than 50%, calculated in a similar manner to the example above.

To graduate with academic status, a student must also have received credit for Science 1206.

**Graduation with GENERAL Status:**

A student is awarded general high school graduation status if the student meets the minimum graduation requirements but does not meet the additional requirements for academic or honours graduation.

**7.3 Graduation with French Immersion Designation**

Students enrolled in the French immersion program must meet at least minimum graduation requirements and attain six credits in Français courses plus six other credits in courses studied in French. Successful completion will be indicated on the official transcript and diploma as French immersion designation.

## 7.4 Honours/Academic Status for Transfer Students

When high school students transfer into this province from other jurisdictions their transcripts are reviewed by the Department of Education and transfer credits are awarded where appropriate. Marks are not automatically transferred onto the transcript because the department has no indication of the degree of similarity between the evaluations carried out in the different locations.

Instances may occur, however, where an academically strong student is adversely affected by this policy and will be unable to graduate with honours status because s/he is unable to attain the necessary requirements in Level III courses.

If, at the end of the year, a school considers that a student who has transferred into the school has performed at a level consistent with other honours students in the school, then the principal should contact the HSC office in writing and request that the department consider awarding the student in question honours status. If a decision is made in the student's favour, their transcript can then be modified to reflect this change.

Transfer credits will meet the academic requirement for courses that are deemed to be equivalent to qualifying academic courses.

Note: A change in graduation status for a transfer student will not enable them to qualify for provincial scholarships. Only students that write public exams in the following subjects will qualify for scholarships:

- English 3201;
- Mathematics 3201 or 3200;
- Biology 3201, Chemistry 3202, Physics 3204, Earth Systems 3209; and,
- World Geography 3202, World History 3201, Français 3202

## 7.5 School Achievement Certificate

A student who does not meet minimum graduation requirements, but who does meet the goals and objectives outlined in his/her Individual Education Plan (IEP), as determined by the IEP Team, is eligible for a School Achievement Certificate. The manager of the support team and/or the principal should contact the high school certification office and request a School Achievement Certificate. The achievement certificate is prepared at the department and sent back to the school. Schools are required to provide a summary of the student's strengths and achievements to accompany the certificate as a record of accomplishment.

## 7.6 High School Credits through the Adult Basic Education (ABE)

With **prior approval** from the Manager of Evaluation and Certification, credits attained in the ABE program which are deemed equivalent to high school credit courses can be transferred back into the high school certification system and combined with the regular high school program. **The maximum number of credits that can be transferred back to the high school certification system from the ABE program is six.**

As courses that currently have equivalencies in the ABE system are de-listed from the high school curriculum, a transfer of credit from the ABE system to the high school system will no longer be possible.

Any high school curriculum equivalency to ABE shall be at the discretion of the Manager of Evaluation and Certification.

Listed on the following page are the only courses that currently have equivalency which can be transferred from ABE to the high school system. When these are transferred, a student receives credit for the course, but no mark.

### ABE Transfer Agreement Equivalents - High School Course

ABE	HS Equivalent
English 1101 A/B/C	English 1201
English 1102 A/B/C - General	English 1202
English 2101 A/B/C	English 2201
English 2102 A/B/C - General	English 2202
English 3101 A/B/C	English 3201
English 3102 A/B/C - General	English 3202
World Literature 3101A/3101B	World Literature 3107
IG 3221 Human Geography	World Geography 3200
Economics 3101A -3101B	Consumer Studies 1202
History 3101/3102	Canadian Studies 1297
Healthy Living 3101 - 3103	Healthy Living 1200
Biology 2101 A/B/C	Biology 2201
Biology 3101 A/B/C	Biology 3201

<b>ABE</b>	<b>HS Equivalent</b>
Chemistry 2102 A/B/C	Chemistry 2202
Chemistry 3102 A/B/C	Chemistry 3202
Physics 2104 A/B/C	Physics 2204
Physics 3104 A/B/C	Physics 3204
Any 3 of: Biology 1101 Chemistry 1102 Physics 1104 Earth Systems 1109	Science 1206
Science 2100 A/B/C	Science 2200 (Basic Life Science)
Any 3 of: Sc. 3101 Matter and Chemical Change Sc. 3102 Simple Machines and Energy Sc. 3103 Electricity Sc. 3104 Intro. to Oceanography Sc. 3105 From Life to Lifestyle Sc. 3106 Diseases and Human Health	No Direct Equivalency  (Basic Physical Science)  Science 3299
Science 3107/ 3108	Environmental Science 3205
Math 1104 A/B/C	Math 1204
Math 2104 A/B/C	Math 2204
Math 3104 A/B/C	Math 3204
Math 2105 A/B/C - General	No Direct Equivalency - Math 2299
Math 3107 A/B/C - General *	No Direct Equivalency - Math 3299
Math 3109 A/B/C - General *	No Direct Equivalency - Math 3299

\* Math 3107 and 3109 awarded the same HS equivalency credit: 093299

Although these are the only courses that still meet eligible transfer status, there are special cases where students who need credits other than those specified, can be accommodated. Any requests for equivalency will be dealt with on an individual basis by the Manager of Evaluation and Certification.

Important notes for ABE equivalency:

- A concerted effort will be made to accommodate, where possible, students who are eligible to transfer credits back into the high school system. This includes students who require fewer than six credits, are 19 years of age, or are out of school for at least one full year.
- Institutions offering the ABE program must seek permission from the Manager of Evaluation and Certification, on an individual basis, for eligibility for credit transfer. Several points to consider are:
  - (i) Credit will NOT be awarded for a course for which the student already has the equivalent high school course completed.  
Example: A student who has credit for Consumer Studies 1202 on his/her transcript cannot transfer back credit received for IE 3211 Consumer Studies
  - (ii) Credit will NOT be awarded for a course that violates any mandatory sequencing, which exists for high school courses. Any potential problems with the above noted restrictions can easily be avoided by adhering to the prior approval policy.

It should be noted:

- (i) Although credit may be awarded, no marks will be entered on the high school certification system for equivalent courses.
- (ii) The maximum number of credits that can be transferred back to the high school certification system from the ABE program is six.
- (iii) In order to obtain such credit, the marks must be first entered into the ABE database system.
- (iv) In order to be eligible to register for an ABE course for the purpose of transferring back to the high school system, a student must be 19 years of age or out of school for one year.
- (v) Level IV students are not eligible to register for ABE courses. Bridging programs of College of the North Atlantic and Memorial University will not be recognized for credit as part of the ABE program or be eligible for transfer back to the high school system.
- (vi) To be considered for a transfer of credits back into the high school certification system, a student must have obtained a minimum of five Level III credits in the Newfoundland and Labrador high school system.

## 7.7 Transcript Format

High school transcripts will be issued in the following formats:

- In English, for students in the English first language program.
- In French, for students in the French first language program.
- In English, but with a French immersion designation, for a French immersion program as defined in **section 7.3**.

## 7.8 Graduation Status

**Partial completion** of the high school program may be certified at any time by way of the official transcript containing final results for all courses to date, and an evaluation of these results with respect to the graduation requirements.

**Graduation status** is summarized on the transcript using one of the following designations, listed in ascending order.

- **FIRST YEAR INCOMPLETE**  
Has achieved fewer than 12 credits
- **FIRST YEAR COMPLETE**  
Has achieved 12-21 credits
- **SECOND YEAR COMPLETED**  
Has achieved 22 or more credits but not graduated
- **GRADUATED**  
Has satisfied graduation requirements at one of the following levels:  
Honours  
Academic  
General

## 7.9 Graduation Diploma

The Department of Education will provide students with a graduation diploma, (**Appendix IV**). The initial printing of a student's graduation diploma is sent to the school. Subsequent to this, a student may request a diploma from the department.