**PSI PROCESS FOR ONLINE COURSES USED TO CALCULATE COMPETETIVE ADMISSION AVERAGE**

**INTERIM REPORT CARD** = COURSE NOT YET COMPETED, must complete at least 50% of course work and one exam. **EMAIL YOUR TEACHER** for an INTERIM REPORT.

**FINAL REPORT CARD** = COURSE FULLY COMPLETED, ALL VLN EXAMS WRITTEN.

Please make sure your final grade has appeared in your grades page before requesting a final report card.

**EMAIL** [**REPORTS@VLNS.CA**](mailto:REPORTS@VLNS.CA) with your legal name and PEN # for a final report card.

Unless otherwise noted below, **ALL ONLINE COURSES MUST BE AT LEAST 50% COMPLETED and ONE VLN EXAM written by APRIL 1** if you want to use that online course for your ***competitive admission average***.

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| --- | --- | --- | --- | --- | --- |
| PSI | COMPLETE COURSE by | REQUEST FINAL REPORT CARD by | REQUEST INTERIM REPORT by | PSI REQUIRES MARKS by | WRITE EN 12 Provincial Exam by |
| UBC | FEB 1 | UBC does not accept report cards, please self report marks | N/A | UBC self report deadline March 20 | January highly recommended, or April |
| SFU | MARCH 1 | SFU does not accept report cards, please self report marks | N/A | SFU self report deadline April 30 | January or April |
| All other BC PSI’s | JUNE 1 | JUNE when final grade appears in grades page | APRIL 1 –complete at least 50% of course & one exam | MAY – marks sent through Ministry of Education after completing online PSI Form | January, April or June |
| U of T | JUNE 1 | FEB 1 if course completed | FEB 1 | FEB 16 – Send U of T final report card or interim report | January, April or June |
| All other Canadian PSI’s | JUNE 1 | JUNE when final grade appears in grades page | APRIL 1 –complete at least 50% of course & one exam | MAY – marks sent through Ministry of Education after completing online PSI form | January, April or June |

**\*In order to write a** **Provincial Exam at VLN** **please email** **your teacher at least *2 weeks prior***to the Provincial exam date with your legal name and PEN #. VLN offers provincial exams in January, April 7-8, June 22-29, August 8-12 and November of each year.

<https://www.bced.gov.bc.ca/exams/handbook/1516/2015-16_exam_schedule.pdf>

**\*Post Secondary Institution (PSI) Selections form** – If you are in Grade 12 and are applying to a BC or Ontario PSI for Sept 2016 admission, you must fill out the Ministry of Education PSI Selections form by **April 2016** to ensure that your interim marks are forwarded to the PSI of your choice.

[www.bced.gov.bc.ca/exams/tsw/tsw/student/](http://www.bced.gov.bc.ca/exams/tsw/tsw/student/)