

Grade 12 Provincial Exams

The responsibility of the registration for the Grade 12 ELA/Math Provincial Tests/Exams is completed by the students' Home School. The percentage of the tests/exams attributed to students' final course mark will be 20 per cent. The Grade 12 provincial tests/exams are administered at the end of each semester in the following courses:

- English Language Arts 40S courses
- Applied Mathematics 40S
- Essential Mathematics 40S
- Pre-Calculus Mathematics 40S

***Important:** WVC does not do the registration on behalf of schools or receive the Grade 12 Provincial Exams.

User Account Administration (UAA) - School Account Activation/Creation

1. Go to the User Account Administration (UAA) site to activate/create your school account: <https://web40.gov.mb.ca/eduadmin> and click "Register" to register your school's principal. Once approved, you will receive 2 separate emails with your User ID and password for the web applications.
2. Use your login credentials to log into **UAA** and create/reactivate accounts for any staff members who will need access. This can be done by clicking "view/edit" on existing staff, or by creating a new user at the bottom of the screen. When you are creating/editing access, ensure to check off all web applications that your staff will need access to for the academic year. Once your staff accounts have been approved, both you and the individual receiving access will receive confirmation emails indicating that access has been approved.
3. Once everyone has the approval needed to access the web applications required, they can then use their login credentials to access those sites.
4. Do not save passwords to the web applications in the web browser, as this can make it more difficult to log in moving forward.

Provincial Test Student Registration (PTSR)

Student registration is done each semester using the Provincial Test Student Registration (PTSR) web application which is available for a three-week period at the beginning of each semester. Schools wanting to register students using the file upload function may need to enter the pertinent reference codes in their student information system to create XML files.



Once the students are registered, the home school will administer or assign a teacher to administer the exam and supervise the exam on-site at the local school. For more information on how to administer the Provincial tests/exams, access the administration manuals here: [Assessment and Evaluation | Manitoba Education and Early Childhood Learning \(gov.mb.ca\)](#).

*For assistance, please contact the PTSR registration helpdesk at 204-945-8808 or 1-800-282-8069 ext. 5156 or email them at assesseval@gov.mb.ca or edu.help.aide@gov.mb.ca for support with any questions you may have.