

# General Information Bulletin

## Diploma Examinations Program

2011–2012  
School Year



we encourage  
encourager

Government  
of Alberta ■

Alberta ■

Freedom To Create. Spirit To Achieve.

This bulletin is written primarily for

Students	
Teachers	✓
Administrators	✓
Parents	
General Audience	
Others	

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**The General Information Bulletin presents directives of the *Minister of Education, under the authority of the Alberta Regulation 177/2003, Student Evaluation Regulation, pursuant to the School Act.***

In this bulletin,

- a. “Executive Director” means the Executive Director, Action on Curriculum–Assessment, Alberta Education,
- b. “Student” means a student as defined in the *School Act*, and
- c. “Director” means the Director, Examination Administration, Action on Curriculum–Assessment, Alberta Education.

This bulletin reflects a compilation of several documents produced by Alberta Education and is intended to provide diploma examination information to the education community.

The attempt is to provide easy access for superintendents, principals/chief presiding examiners, teachers, and others requiring information about all aspects of diploma examination administration.





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# *General Information Bulletin*

## *Introduction to the Diploma Examinations Program*

**Purpose** The Grade 12 Diploma Examinations Program, established in 1984, has three main purposes:

- to **certify** the level of individual student achievement in selected Grade 12 courses
- to **ensure** that province-wide **standards** of achievement are maintained
- to **report** individual and group results

The program provides examinations in selected Grade 12 courses: English Language Arts 30–1, English Language Arts 30–2, Français 30–1, French Language Arts 30–1, Social Studies 30–1, Social Studies 30–2, Pure Mathematics 30, Applied Mathematics 30, Biology 30, Chemistry 30, Physics 30, and Science 30.

To receive a high school diploma, students are required to write at least **two** diploma examinations, either English Language Arts 30–1 or English Language Arts 30–2 and one of the social studies diploma exams (Social Studies 30–1 or Social Studies 30–2). Students in Francophone programs may take Français 30–1, which is a diploma examination course, or Français 30–2, which is not, to meet their language arts diploma requirement. However, they must also take English Language Arts 30–1 or English Language Arts 30–2. Please refer to the *Guide to Education, ECS to Grade 12*, for information pertaining to students who entered Grade 10 prior to the 1995–96 school year.

**Eligibility to Write Diploma Examinations** A student who is formally registered to receive instruction in a diploma examination course in an Alberta high school is eligible to write the diploma examination at that school. Before course credit can be awarded, a student must write the diploma examination. A student who has a previously awarded school mark for the course may write the diploma examination. A mature student may write the diploma examination without having a previously awarded school mark in that course.

The **school providing instruction** in diploma examination courses must register students for the diploma examinations in which they are enrolled. Students who intend to write a diploma examination without receiving instruction (for example, a mature student challenging the examination or a student who rewrites a diploma examination without retaking the course) must submit a *Diploma Examination Registration Form* to Alberta Education to register for the examination, by the dates specified.

**August Administrations** Summer-school teachers offering diploma examination courses must register their students to write diploma examinations by the date specified in this

document. Students writing a diploma examination in August without taking the course must register on the day the examination is administered at one of the writing centres listed at the end of this section. All students should arrive at the writing centre at least 30 minutes before the established examination start time in order to complete registration forms.

### **November and April Administrations**

The Minister of Education has approved the administration of diploma examinations in November and April for those schools whose unique instructional delivery format permits students to complete their course work and receive final school awarded marks by the administration dates scheduled for the November and April diploma examination sessions.

Only some diploma examinations are administered in the November and April sessions. In **November**, diploma examinations are administered for the following courses: English Language Arts 30–2, Pure Mathematics 30, Chemistry 30, and Physics 30. In **April**, diploma examinations are administered for the following courses: English Language Arts 30–1, Biology 30, Social Studies 30–1, and Social Studies 30–2.

To be approved to administer November and April diploma examinations, a school must submit a formal request, in writing, to the Director, Exam Administration (see *Contacts* section). This request must include a description of the alternate delivery program for which permission to administer November and April diploma examinations is being sought.

November and April diploma examinations may only be written by students who are receiving alternate delivery instruction in a course from a school that has been approved by the Minister to administer those diploma examinations.

Only students who are **currently receiving instruction** and who will be **receiving a final course mark** in a diploma examination course within a November or April session **may write** the corresponding November or April diploma examination. Consequently, students **may not rewrite** a diploma examination at a November or April session unless they are **currently retaking the course**. Similarly, mature students who wish to challenge a diploma examination **may not** write in November or April.

To be eligible to write a November diploma examination in 2011, students who are receiving instruction in a November session diploma examination course must receive their final course mark by **November 4, 2011**. To be eligible to write an April diploma examination in 2012, students who are receiving instruction in an April session diploma examination course must receive their final course mark by **April 13, 2012**. Students who write a November or April diploma examination without receiving a school awarded mark for the corresponding course **in that session** will have their diploma examination mark **invalidated**.

All students who intend to write a November or April session diploma examination must be registered to write their diploma examinations **by the school providing instruction**. The deadlines for schools to submit November 2011 and April 2012 diploma examination registrations are **September 27** and **March 1**, respectively.

### **Rewriting Diploma Examinations**

Students may rewrite diploma examinations in January, June, or August sessions without retaking the course (some examinations administered in November and April may not be rewritten in August—see the *Schedules & Significant Dates* section for further information). Students may not rewrite a diploma examination at a November or April session unless they have retaken the course in that session. Students re-writing humanities diploma examinations must re-write both parts of those examinations.

Students who are retaking a course will be registered to rewrite the diploma examination by the school providing instruction. Students who intend to rewrite a diploma examination without retaking the course must register for the examination by submitting a *Diploma Examination Registration Form* to Alberta Education by the deadline date. If accommodations are required, they must also submit the request to Alberta Education directly.

**All** students and mature students who intend to rewrite a diploma examination must pay a rewrite fee of \$26.25 (includes GST) *per examination*, whether or not they are retaking the course. The rewrite fee for foreign/exchange students—students from outside Alberta—is \$50.00 (includes GST) *per examination*. A student is considered to be rewriting a diploma examination if he or she has previously written that diploma examination any time in the current or two previous school years (since September 1, 2009).

All students who intend to rewrite a diploma examination must submit a *Diploma Examination Rewrite Fee Form* and the rewrite fee to the following address:

Alberta Education  
PASI and Student Records  
2<sup>nd</sup> floor, 44 Capital Boulevard  
10044 – 108 Street  
Edmonton AB T5J 5E6

Rewrite fee payment may be made by cheque, money order, or credit card. Do NOT send cash. Students rewriting a diploma examination in August should not submit their fee payment at the time of writing. Rather, they should send their fee payment to the address provided above a day or two **after** the administration.

Principals should ensure that information about rewriting diploma examinations, the *Diploma Examination Registration Form*, and the *Diploma Examination Rewrite Fee Form* are available to students, but they should **not**

collect and submit rewrite fees for the students.

Students who have unpaid rewrite fees from a prior examination session will have their current payment credited toward the outstanding debt. If a student rewrites a diploma examination but has not paid the fee, results of the examination will not appear on the *Results Statement*, the *Statement of Courses and Marks*, or the official *Transcript* until the rewrite fee is paid. A student who writes the French translation of a diploma examination and then later rewrites the examination in English must pay a rewrite fee.

If a student is unable to rewrite a diploma examination because of illness, accident, inclement weather, or bereavement (supporting documentation from the school is required) and receives approval from the Special Cases and Accommodations team of Exam Administration, the student is eligible to rewrite the diploma examination at the next scheduled session or to have the rewrite fee refunded.

If a student is unable to rewrite a diploma examination for a reason other than illness, accident, inclement weather, or bereavement, a refund (minus a \$10.25 processing fee) will be given.

Deadlines for receiving forms and fees at Alberta Education are listed in the *Schedules & Significant Dates* section.

**Accessing  
Forms**

The *Diploma Examination Registration* form and the *Diploma Examination Rewrite Fee* form are available on the Alberta Education website at <http://education.alberta.ca/admin/testing/forms.aspx>.

**Duplicate  
Registration**

In any one semester, only one school mark per course will be accepted and added to a student's record. Students are asked to withdraw duplicate registrations (i.e., registration in the same course in two different schools in the same semester) before the end of the term. For procedures governing how marks are calculated in relation to student registration, see *Marks, Results, & Appeals* section.

**Mature Students**

A mature student\* may write any diploma examination in January, June, or August without taking formal instruction in the course. The diploma examination mark will constitute 100% of the final mark.

*\*A mature student, for Alberta High School Diploma purposes, is one who, as of September 1 of the current school year, is 19 years of age or older or is the holder of a previously awarded high school diploma from the Province of Alberta or an equivalent high school diploma from a jurisdiction acceptable to the Minister.*

If a mature student enrolls in a diploma examination course at an accredited Alberta high school, the final course mark will be a blended one only if the school-awarded mark is higher than the diploma examination mark. If the examination mark is higher than the school-awarded mark, then the

examination mark becomes the final mark. A student who is uncertain about his/her eligibility as a mature student should contact the Client Services Help Desk at (780) 427-5318.

### **Course Challenges**

A student must apply for a course challenge through the principal of the high school he or she is attending. Course challenge is a provision that allows senior high school students to challenge the expectations for a course by participating in a formal assessment process, rather than taking the course. Course challenge is for students who believe that they already possess the expected knowledge, skills, and attitudes as defined by the *Program of Studies* for a given course.

For diploma examination courses, this policy applies only to the school-awarded mark component (refer to the *Guide to Education, ECS to Grade 12*). A high school student who successfully completes a course challenge of the school-awarded component of a course must still write the diploma examination in order to be eligible for a final course mark and credit in that course.

Only individuals with mature student status may challenge a diploma examination course by writing the diploma examination without taking formal instruction in the course or successfully completing a course challenge. Individuals who do not have mature student status and who write the diploma examination at a January, June, or August session without having completed a course challenge for the school-awarded component will receive an “incomplete” as the final mark in the diploma examination course. If such students write a diploma examination at a November or April session, they will have their diploma examination mark invalidated.

### **Course Level Transfers**

Students who transfer their course level registration in diploma examination courses **must** receive a final school-awarded mark that is based on the knowledge, skills, and attitudes of the course into which they transfer. The process of evaluation of a student’s achievement in this situation should be very similar to that used to evaluate a student’s achievement through the course challenge procedure.

Students taking instruction in diploma examination courses must be registered to write their diploma examinations by the dates specified by Alberta Education (see *Schedule & Significant Dates* section). Consequently, all course level transfers for diploma examination courses must also be completed by the deadlines specified by Alberta Education (see *Schedule & Significant Dates* section). If a student transfers courses after the published deadline, that student will not be registered to receive a diploma examination in the transferred course. No exemptions will be granted for students who write the wrong diploma examination because of late course transfers (see *Special Cases & Accommodations* section). Schools that permit students to change course levels after the deadline for registering for diploma

examinations may need to submit a *Request for Supplemental Shipment* form (see *Examination Administration Forms* section) to order appropriate examination materials for those students.

**French  
Translations of  
Diploma  
Examinations**

French translations of the Social Studies 30–1, Social Studies 30–2, Pure Mathematics 30, Applied Mathematics 30, Biology 30, Chemistry 30, and Physics 30 diploma examinations are available upon request. Students who wish to write the French translation of a diploma examination must inform their principals before the deadline established for each examination registration (see *Schedules & Significant Dates* section). The principal must note this request on the registration checklist. Individuals with mature student status who are not receiving instruction in the course in a school but who wish to write the French translation of a diploma examination must indicate this preference on the *Diploma Examination Registration Form*.

Students writing French translations of social studies diploma examinations must write both Part A and Part B in French. Marks cannot be calculated for students who write one part of an examination in French and one part in English.

Students who choose to write the French translation of a diploma examination are not permitted additional writing time beyond what is scheduled; nor are they allowed an English version of the examination or data booklet while writing. Students writing the French translation of the Social Studies 30–1 or Social Studies 30–2 diploma examinations may use an approved bilingual print dictionary, a thesaurus, and an approved writer’s handbook when writing Part A: Written Response.

**Foreign Students**

Foreign (visiting) students are those who are not eligible to receive funding in Alberta and who have an enrolment type of 415 or 416. Foreign students seeking Alberta high school credits for official transcript purposes must write a diploma examination on the same terms as any Alberta student.

**Diploma  
Examination  
Fees for Foreign  
Students**

Foreign students are required to pay \$50 (includes GST) per diploma examination that they write or rewrite. **Schools should collect these fees from their foreign students** who are taking diploma examination courses. Schools or school authorities will be invoiced in the fall of each year for every diploma examination that was written or re-written in the prior year by a foreign/exchange student who was registered at that school in that year.

**Writing Diploma  
Examinations on  
Computers**

Alberta Education permits students to compose the written-response parts of English Language Arts 30–1, English Language Arts 30–2, Français 30–1, French Language Arts 30–1, Social Studies 30–1, and Social Studies 30–2 diploma examinations on the school’s computers. Only students in schools or designated writing centres that have the facilities, equipment, and support services to consistently and appropriately provide this mode of examination delivery, may complete the written-response parts of these diploma



examinations on the school's computers. The principal of a school or designated writing centre will decide whether or not to provide the opportunity for students to write their diploma examinations using the school's computers. This decision is based on the principal's certainty that the school or designated writing centre can comply with the directives, rules, and procedures outlined in this Bulletin and on consideration of fairness to students and students' needs (see *Using Calculators & Computers* section).

**Return of  
Diploma  
Examination  
Materials**

Diploma examination materials must be returned to Alberta Education according to the dates specified in the *Schedules & Significant Dates* section of this Bulletin.

In accordance with section 4 of the *Student Evaluation Regulation, Alberta Regulation 177/2003*, a late return charge of \$20 per examination will be charged to schools for diploma examination materials returned to Exam Administration after a marking session is complete.

**Writing Centres**

January and June diploma examinations are administered in all accredited Alberta high schools that offer Grade 12 diploma examination courses. August diploma examinations are administered in the writing centres listed on the following page. Most summer school students write their August diploma examinations at their summer schools.

## Writing Centres for the August Administration

School Code	Town/City	School Name
2601	Athabasca	Edwin Parr Composite Community School
2316	Barrhead	Vista Outreach, 4923 – 50 Ave
2950	Bonnyville	Bonnyville Centralized High School
6718	Brooks	Brooks Sunrise School
9996	Calgary	SAIT –Symposium Room in the Campus Centre Building
4504	Camrose	PACE Outreach School
5725	Drumheller	Drumheller Composite High School
1223	Edmonton	Financial Building, 10621 – 100 Avenue (8th Floor)
1857	Fort McMurray	Westwood Community High School
1141	Grande Prairie	Grande Prairie Composite High School
1715	High Level	High Level Learning Store
2011	Hinton	Harry Collinge High School
2702	Lac La Biche	J.A. Williams High School
6466	Lethbridge	Winston Churchill High School
6850	Medicine Hat	Medicine Hat High School
1511	Peace River	Peace River High School
4433	Red Deer	Hunting Hills High School
3610	Vegreville	Vegreville Composite High School
3909	Wainwright	Wainwright High School
3144	Wetaskiwin	Wetaskiwin Composite High School

**Notes:** To request the use of a computer to write the Part(ie) A portion of a humanities diploma examination contact the writing centre at which you plan to write prior to the date of administration. Please note that some writing centres may not be able to accommodate your request.

Writing centres in the Northwest Territories will be designated as needed. Please contact Northwest Territories Education at (867) 920-6235.

Writing centres in Nunavut will be designated as needed. Please contact Nunavut Department of Education at (867) 975-5658.

## ***Summary of Revisions for the 2011–2012 School Year***

The following major revisions and/or additions to Diploma Examination Program dates, directives, rules, and/or processes have been made in the *General Information Bulletin* for 2011–2012. All major changes for the 2011–2012 school year are indicated by **\*NEW**. Other minor changes and updates have been made throughout this bulletin but are not noted here. All of these changes have important implications for administrators, teachers, and students/examinees, so it is important that they carefully review this bulletin as they prepare for the administration of diploma examinations in the 2011–2012 School Year.

<b>Topic:</b>	<b>Changes made:</b>	<b>Section:</b>
Exam Schedules	Change to schedules	Schedules & Significant Dates, page 12, 14, 16
Alberta Student Numbers	New requirement	Security & Examination Rules, page 3
Alberta Student Numbers	New requirement	Administration Directives, Guidelines, & Procedures, pages 4, 6, 8, 13
Deletion of exam materials and student responses from digital devices and computers	New requirement	Administration Directives, Guidelines, & Procedures, pages 5, 7, 14
Personally owned devices	Information on pilot project	Use of Computers and Calculators, page 11
Deletion of recorded conversations and student responses	Information included	Special Cases & Accommodations, pages 15, 18, 19, 20
Types of audio files allowed	New information	Special Cases & Accommodations, page 25



## ***Diploma Examinations Schedule: November 2011***

This is a **restricted** examination administration session (see Eligibility to Write in November and April Sessions in the *Security & Examination Rules* section).

Diploma examinations **must** be administered according to the scheduled dates and times.†

<b>All examinations remain secured after administration.</b>			
Tuesday, November 1	9:00 – 11:30 A.M.		English Language Arts 30–2 Part A
	1:00 – 3:30 P.M.		English Language Arts 30–2 Part B
Wednesday, November 2	9:00 – 11:00 A.M.		Pure Mathematics 30
Thursday, November 3	9:00 – 11:00 A.M.		Chemistry 30
Friday, November 4	9:00 – 11:00 A.M.		Physics 30

† Students are permitted an additional one-half hour beyond the officially scheduled time to complete their exams.

Note: Students who write English Language Arts 30–2 in **November 2011 cannot re-write** that examination in **August 2012**.

### ***Significant Dates: November 2011 Administration***

September 27, 2011	<ul style="list-style-type: none"> <li>• Deadline for receipt of all November accommodation requests for students with special diploma examination writing needs</li> <li>• Deadline for all November registrations and course transfers</li> </ul>
October 14, 2011	<ul style="list-style-type: none"> <li>• Exam Administration ships diploma examination materials to schools approved as writing centres</li> </ul>
October 21, 2011	<ul style="list-style-type: none"> <li>• Principals should contact Exam Administration if they have not yet received their diploma examination materials or if there are errors or omissions in a shipment</li> </ul>
November 1 – 4, 2011	<ul style="list-style-type: none"> <li>• Schools administer diploma examinations according to the schedule</li> </ul>
November 4, 2011	<ul style="list-style-type: none"> <li>• School-awarded marks for students who have received instruction in diploma examination courses and who are registered to write the November diploma examinations <b>must</b> be postmarked or transmitted to PASI and Student Records</li> <li>• Principals should have a method in place for informing students about their school-awarded marks that were submitted to PASI and Student Records</li> <li>• Principals must return to Exam Administration, <b>all</b> examination materials</li> </ul>
November 17, 2011	<ul style="list-style-type: none"> <li>• <i>Results Statements</i> for the November administration are distributed to students; transcripts are available to students</li> </ul>
December 2, 2011	<ul style="list-style-type: none"> <li>• Deadline for receiving rescore requests from the November session</li> </ul>
December 9, 2011	<ul style="list-style-type: none"> <li>• November rescore results are distributed to students</li> </ul>

## *Diploma Examinations Schedule: January 2012*

Diploma examinations **must** be administered according to the scheduled dates and times.†

All examinations, <b>except</b> those that are <b>asterisked</b> , remain secured after administration.		
Wednesday, January 11	9:00 – 11:30 A.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Thursday, January 12	9:00 – 11:30 A.M.	Social Studies 30–1 Part(ie) A*
	9:00 – 11:00 A.M.	Social Studies 30–2 Part(ie) A*
Friday, January 13	9:00 – 11:30 A.M.	Français 30–1 Partie A
		French Language Arts 30–1 Part A*
Thursday, January 19	9:00 – 11:30 A.M.	English Language Arts 30–1 Part B
		English Language Arts 30–2 Part B
Friday, January 20	9:00 – 11:00 A.M.	Social Studies 30–1 Part(ie) B
		Social Studies 30–2 Part(ie) B
Monday, January 23	9:00 – 11:00 A.M.	Français 30–1 Partie B
	9:00 – 11:30 A.M.	French Language Arts 30–1 Part B
Tuesday, January 24	9:00 – 11:00 A.M.	Biology 30
Wednesday, January 25	9:00 – 11:00 A.M.	Pure Mathematics 30
		Applied Mathematics 30
Thursday, January 26	9:00 – 11:00 A.M.	Chemistry 30
Friday, January 27	9:00 – 11:00 A.M.	Physics 30
Monday, January 30	9:00 – 11:00 A.M.	Science 30

† Students are permitted an additional one-half hour beyond the officially scheduled time to complete their exams.

## *Significant Dates: January 2012 Administration*

November 1, 2011	• Deadline for all course transfers for diploma examination courses
November 1, 2011	• Deadline for all January registrations and payment of fees, if applicable
November 4, 2011	• Deadline for receipt of all January accommodation requests for students with special diploma examination writing needs
November 16, 2011	• Deadline to submit January Diploma Examination <i>Accommodation Request Transfer Form</i>
December 9 – 13, 2011	• Exam Administration ships <b>Shipment 1</b> (humanities Part(ie) A and B) diploma examination materials to school authorities and schools
December 16, 2011	• Schools should contact their authority office or Exam Administration if they have not yet received their <b>Shipment 1</b> diploma examination materials or if there are errors or omissions in a shipment
January 6 – 10, 2012	• Exam Administration ships <b>Shipment 2</b> (mathematics and science) diploma examination materials to school authorities and schools
January 11 – 13, 2012	• Schools administer humanities Part(ie) A diploma examinations according to the schedule
January 11, 2012*	• Superintendents/Principals must return, to Exam Administration, <b>only written/used Part A examination materials</b> for English Language Arts 30–1 and English Language Arts 30–2; unused/extra Part A materials may be kept at the schools after the administration
January 12, 2012*	• Superintendents/Principals must return <b>only written/used Part(ie) A examination materials</b> for Social Studies 30–1 and Social Studies 30–2; unused/extra Part(ie) A materials may be kept at the schools after the administration.
January 13, 2012*	<ul style="list-style-type: none"> <li>• Superintendents/Principals must return, to Exam Administration, <b>only written/used Partie A examination materials</b> for French Language Arts 30–1; unused/extra Partie A materials may be kept at the schools after the administration</li> <li>• Superintendents/Principals must return, to Exam Administration, <b>all Partie A examination materials</b>, used and unused, for Français 30–1</li> </ul>
January 16, 2012	• Schools should contact their authority office or Exam Administration if they have not yet received their Shipment 2 diploma examination materials or if there are errors or omissions in a shipment

\*Return shipment dates are dependent upon courier schedules.



January 19 – 30, 2012	• Schools administer humanities Part(ie) B, mathematics, and science diploma examinations according to the schedule
January 19, 2012*	• Superintendents/Principals must return, to Exam Administration, <b>all Part B examination materials</b> , used and unused, for English Language Arts 30–1 and English Language Arts 30–2
January 20, 2012*	• Superintendents/Principals must return, to Exam Administration, <b>all Part(ie) B examination materials</b> , used and unused, for Social Studies 30–1 and Social Studies 30–2
January 20, 2012	<ul style="list-style-type: none"> <li>• School-awarded marks for students who have received instruction in diploma examination courses and who are registered to write the January diploma examinations must be postmarked or transmitted to PASI and Student Records</li> <li>• Principals should have a method in place for informing students of their school-awarded marks that were submitted to PASI and Student Records</li> </ul>
January 24, 2012*	• Superintendents/Principals must return, to Exam Administration, <b>all examination materials</b> , used and unused, for French Language Arts 30–1 Part B, Français 30–1 Partie B, and Biology 30
January 26, 2012*	• Superintendents/Principals must return, to Exam Administration, <b>all examination materials</b> , used and unused, for Applied Mathematics 30, Pure Mathematics 30, and Chemistry 30
January 30, 2012*	• Superintendents/Principals must return, to Exam Administration, <b>all examination materials</b> , used and unused, for Physics 30 and Science 30
February 21, 2012	• <i>Results Statements</i> for the January administration are distributed to students; transcripts are available to students; and <i>Lists of Students' Results</i> are distributed to schools and jurisdictions
March 2, 2012**	• Deadline for receiving rescore requests from the January session
March 12, 2012	• January school and school authority detailed reports are available on the extranet
March 23, 2012	• January rescore results are distributed to students

\*Return shipment dates are dependent upon courier schedules.

\*\*Requests for rescoring received after the deadline will be **denied**.

**Note:** In accordance with section 4 of the Student Evaluation Regulation, Alberta Regulation 177/2003, a **late return charge** of \$20 per late examination will be charged to schools for evaluation materials returned to Exam Administration after a marking session is complete.

## ***Diploma Examinations Schedule: April 2012***

This is a **restricted** examination administration session (see Eligibility to Write in November and April Sessions in the *Security & Examination Rules* section).

Diploma examinations **must** be administered according to the scheduled dates and times.†

<b>All examinations remain secured after administration.</b>		
Wednesday, April 11	9:00 – 11:30 A.M. 1:00 – 3:30 P.M.	English Language Arts 30–1 Part A English Language Arts 30–1 Part B
Thursday, April 12	9:00 – 11:30 A.M.	Social Studies 30–1 Part(ie) A
	9:00 – 11:00 A.M.	Social Studies 30–2 Part(ie) A
	1:00 – 3:00 P.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Friday, April 13	9:00 – 11:00 A.M.	Biology 30

† Students are permitted an additional one-half hour beyond the officially scheduled time to complete their exams.

Note: Students who write English Language Arts 30–1, Social Studies 30–1, or Social Studies 30–2 in **April 2012** **cannot re-write** those examinations in **August 2012**.

### ***Significant Dates: April 2012 Administration***

March 1, 2012	<ul style="list-style-type: none"> <li>• Deadline for receipt of all April accommodation requests for students with special diploma examination writing needs</li> <li>• Deadline for all April registrations and course transfers</li> </ul>
March 19 – 20, 2012	<ul style="list-style-type: none"> <li>• Exam Administration ships diploma examination materials to schools approved as writing centres</li> </ul>
March 23, 2012	<ul style="list-style-type: none"> <li>• Principals should contact the Exam Administration if they have not yet received their diploma examination materials or if there are errors or omissions in a shipment</li> </ul>
April 11 – 13, 2012	<ul style="list-style-type: none"> <li>• Schools administer diploma examinations according to the schedule</li> </ul>
April 13, 2012	<ul style="list-style-type: none"> <li>• School-awarded marks for students who have received instruction in diploma examination courses and who are registered to write the April diploma examinations must be postmarked or transmitted to PASI and Student Records</li> <li>• Principals should have a method in place for informing students about their school-awarded marks that were submitted to PASI and Student Records</li> </ul>
April 16, 2012	<ul style="list-style-type: none"> <li>• Principals must return to Exam Administration, <b>all</b> examination materials</li> </ul>
April 27, 2012	<ul style="list-style-type: none"> <li>• <i>Results Statements</i> for the April administration are distributed to students; transcripts are available to students</li> </ul>
May 11, 2012	<ul style="list-style-type: none"> <li>• Deadline for receiving rescore requests from the April session</li> </ul>
May 28, 2012	<ul style="list-style-type: none"> <li>• April rescore results are distributed to students</li> </ul>

## ***Diploma Examinations Schedule: June 2012***

Diploma examinations **must** be administered according to the scheduled dates and times.†

All examinations, <b>except</b> those that are <b>asterisked</b> , remain secured after administration.		
Tuesday, June 12	9:00 – 11:30 A.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Wednesday, June 13	9:00 – 11:30 A.M. 9:00 – 11:00 A.M.	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Thursday, June 14	9:00 – 11:30 A.M.	Français 30–1 Partie A French Language Arts 30–1 Part A*
Monday, June 18	9:00 – 11:30 A.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, June 19	9:00 – 11:00 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Wednesday, June 20	9:00 – 11:00 A.M. 9:00 – 11:30 A.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Thursday, June 21	ABORIGINAL DAY	No exams scheduled
Friday, June 22	9:00 – 11:00 A.M.	Biology 30
Monday, June 25	9:00 – 11:00 A.M.	Pure Mathematics 30 Applied Mathematics 30
Tuesday, June 26	9:00 – 11:00 A.M.	Chemistry 30
Wednesday, June 27	9:00 – 11:00 A.M.	Physics 30
Thursday, June 28	9:00 – 11:00 A.M.	Science 30

† Students are permitted an additional one-half hour beyond the officially scheduled time to complete their exams.

**Notes:** Thursday June 21 is Aboriginal Day—no examinations are scheduled

## *Significant Dates: June 2012 Administration*

April 12, 2012	• Deadline for all course transfers for diploma examination courses
April 12, 2012	• Deadline for all June registrations and payment of fees, if applicable
April 12, 2012	• Deadline for receipt of all June accommodations requests for students with special diploma examination writing needs
April 26, 2012	• Deadline to submit June Diploma Examination <i>Accommodation Request Transfer Form</i>
May 16 – 18, 2012	• Exam Administration ships <b>Shipment 1</b> (humanities Part(ie) A and B) diploma examination materials to school authorities and schools
May 29, 2012	• Schools should contact their authority office or Exam Administration if they have not yet received their <b>Shipment 1</b> diploma examination materials or if there are errors or omissions in a shipment
May 30 – June 1, 2012	• Exam Administration ships <b>Shipment 2</b> (mathematics and science) diploma examination materials to school authorities and schools
June 8, 2012	• Schools should contact their authority office or Exam Administration if they have not yet received their <b>Shipment 2</b> diploma examination materials or if there are errors or omissions in a shipment
June 12 – 14, 2012	• Schools administer humanities Part(ie) A diploma examinations according to the schedule
June 12, 2012*	• Superintendents/Principals must return, to Exam Administration, <b>only written/used Part A examination materials</b> for English Language Arts 30–1 and English Language Arts 30–2; unused/extra Part A materials may be kept at the schools after the administration
June 13, 2012*	• Superintendents/Principals must return <b>only written/used Part(ie) A examination materials</b> for Social Studies 30–1 and Social Studies 30–2; unused/extra Part(ie) A materials may be kept at the schools after the administration.
June 14, 2012*	<ul style="list-style-type: none"> <li>• Superintendents/Principals must return, to Exam Administration, <b>only written/used Partie A examination materials</b> for French Language Arts 30–1; unused/extra Partie A materials may be kept at the schools after the administration</li> <li>• Superintendents/Principals must return, to Exam Administration, <b>all Partie A examination materials</b>, used and unused, for Français 30–1</li> </ul>
June 14, 2012	<ul style="list-style-type: none"> <li>• School-awarded marks for students who have received instruction in diploma examination courses and who are registered to write the June diploma examinations must be postmarked or transmitted to PASI and Student Records</li> <li>• Principals should have a method in place for informing students about their school-awarded marks that were submitted to PASI and Student Records</li> </ul>
June 18 – 28, 2012*	• Schools administer the humanities Part(ie) B, mathematics, and

	science diploma examinations according to the schedule
June 18, 2012*	• Superintendents/Principals must return, to Exam Administration, <b>all Part B examination materials</b> , used and unused, for English Language Arts 30–1 and English Language Arts 30–2
June 19, 2012*	• Superintendents/Principals must return, to Exam Administration, <b>all Part(ie) B examination materials</b> , used and unused, for Social Studies 30–1 and Social Studies 30–2
June 25, 2012*	• Superintendents/Principals must return, to Exam Administration, <b>all examination materials</b> , used and unused, for Partie B Français 30–1 and French Language Arts 30–1, Biology 30, Applied Mathematics 30, and Pure Mathematics 30
June 28, 2012*	• Superintendents/Principals must return, to Exam Administration, <b>all examination materials</b> , used and unused, for Chemistry 30, Physics 30, and Science 30
July 20, 2012	• <i>Results Statements</i> for the June administration are distributed to students; transcripts are available to students; and <i>Lists of Students' Results</i> are distributed to schools and jurisdictions
August 3, 2012**	• Deadline for receiving rescore requests from the June session
August 27, 2012	• June school and school authority detailed reports are available on the extranet
August 27, 2012	• June rescore results are distributed to students

\*Return shipment dates are dependent upon courier schedules.

\*\*Requests for rescoring received after the deadline will be **denied**.

**Note:** In accordance with section 4 of the Student Evaluation Regulation, Alberta Regulation 177/2003, a **late return charge** of \$20 per late examination will be charged to schools for evaluation materials returned to Exam Administration after a marking session is complete.

## *Diploma Examinations Schedule: August 2012*

Diploma examinations **must** be administered according to the scheduled dates and times.†

<b>All examinations remain secured after administration.</b>		
Thursday, August 2	9:00 – 11:30 A.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
	1:00 – 3:30 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Friday, August 3	9:00 – 11:30 A.M.	Social Studies 30–1 Part(ie) A
	9:00 – 11:00 A.M.	Social Studies 30–2 Part(ie) A
	1:00 – 3:00 P.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Tuesday, August 7	9:00 – 11:00 A.M.	Chemistry 30
Wednesday, August 8	9:00 – 11:00 A.M.	Pure Mathematics 30 Applied Mathematics 30
Thursday, August 9	9:00 – 11:00 A.M.	Biology 30
Friday, August 10	9:00 – 11:00 A.M.	Physics 30
Monday, August 13	9:00 – 11:00 A.M.	Science 30
Tuesday, August 14	9:00 – 11:30 A.M.	Français 30–1 Partie A French Language Arts 30–1 Partie A
	1:00 – 3:00 P.M.	Français 30–1 Partie B
	1:00 – 3:30 P.M.	French Language Arts 30–1 Part B

† Students are permitted an additional one-half hour beyond the officially scheduled time to complete their exams.

Note: A student who write English Language Arts 30–2 in **November 2011 cannot re-write** that examination in **August 2012**. A student who wrote English Language Arts 30–1, Social Studies 30–1, or Social Studies 30–2 in **April 2012 cannot re-write** that examination in **August 2012**.

## *Significant Dates: August 2012 Administration*

July 3, 2012	<ul style="list-style-type: none"> <li>• Deadline for receipt from Summer Schools of all August registrations and course transfers</li> </ul>
July 16, 2012	<ul style="list-style-type: none"> <li>• Deadline for receipt from Summer Schools of all August accommodation requests for students with special diploma examination writing needs (Early notification of accommodation requests for the August administration is appreciated.)</li> </ul>
July 18 – 20, 2012	<ul style="list-style-type: none"> <li>• Exam Administration ships diploma examination materials to the designated writing centres</li> </ul>
July 27, 2012	<ul style="list-style-type: none"> <li>• Chief Presiding Examiners should contact Exam Administration if they have not yet received their diploma examination materials or if there are errors or omissions in a shipment (see <i>Contacts</i> section)</li> </ul>
August 2 – 14, 2012	<ul style="list-style-type: none"> <li>• Summer schools and August writing centres administer the diploma examinations according to the schedule</li> </ul>
August 2, 2012*	<ul style="list-style-type: none"> <li>• <b>All examination materials</b> for English Language Arts 30–1 and English Language Arts 30–2 must be returned to Exam Administration</li> </ul>
August 3, 2012*	<ul style="list-style-type: none"> <li>• <b>All examination materials</b> for Social Studies 30–1 and Social Studies 30–2 must be returned to Exam Administration</li> </ul>
August 7, 2012*	<ul style="list-style-type: none"> <li>• <b>All examination materials</b> for Chemistry 30 must be returned to Exam Administration</li> </ul>
August 8, 2012*	<ul style="list-style-type: none"> <li>• <b>All examination materials</b> for Applied Mathematics 30 and Pure Mathematics 30 must be returned to Exam Administration</li> </ul>
August 9, 2012*	<ul style="list-style-type: none"> <li>• <b>All examination materials</b> for Biology 30 must be returned to Exam Administration</li> </ul>
August 10, 2012*	<ul style="list-style-type: none"> <li>• <b>All examination materials</b> for Physics 30 must be returned to Exam Administration</li> </ul>
August 13, 2012*	<ul style="list-style-type: none"> <li>• <b>All examination materials</b> for Science 30 must be returned to Exam Administration</li> </ul>
August 14, 2012*	<ul style="list-style-type: none"> <li>• <b>All examination materials</b> for Français 30–1 and French Language Arts 30–1 must be returned to Exam Administration</li> </ul>
August 14, 2012	<ul style="list-style-type: none"> <li>• School-awarded marks for students who have received instruction in diploma examination courses and who are registered to write the August diploma examinations must be postmarked or transmitted to PASI and Student Records</li> <li>• Principals should have a method in place for informing students of their school-awarded marks that were submitted to PASI and Student Records</li> </ul>
August 27, 2012	<ul style="list-style-type: none"> <li>• <i>Results Statements</i> for the August administration are distributed to students; transcripts are available to students</li> </ul>



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September 7, 2012\*\* • Deadline for receiving rescoring requests for August examinations

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September 14, 2012 • August rescoring results are distributed to students

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\*Return shipment dates are dependent upon courier schedules.

\*\*Requests for rescoring received after the deadline will be **denied**.

**Note:** In accordance with section 4 of the Student Evaluation Regulation, Alberta Regulation 177/2003, a **late return charge** of \$20 per late examination will be charged to schools for evaluation materials returned to Exam Administration after a marking session is complete.

## **\*NEW Diploma Examinations Schedule: November 2012**

This is a **restricted** examination administration session (see Eligibility to Write in November and April Sessions in the *Security & Examination Rules* section).

Diploma examinations **must** be administered according to the scheduled dates and times.†

<b>All examinations remain secured after administration.</b>			
Monday, November 5	9:00 – 11:30	A.M.	English Language Arts 30–2 Part A
Tuesday, November 6	9:00 – 11:30	A.M.	English Language Arts 30–2 Part B
Wednesday, November 7	9:00 – 11:00	A.M.	Mathematics 30–1 Pure Mathematics 30
Thursday, November 8	9:00 – 11:00	A.M.	Chemistry 30
Friday, November 9	9:00 – 11:00	A.M.	Physics 30

† Students are permitted an additional one-half hour beyond the officially scheduled time to complete their exams.

**Note:** The Diploma Examination schedules for 2012–2013 are to be considered draft until confirmed in the November 2011 update. They may, however, be used as a planning tool when preparing the 2012–2013 school year calendar.

## *Diploma Examinations Schedule: January 2013*

Diploma examinations **must** be administered according to the scheduled dates and times.†

All examinations, <b>except</b> those that are <b>asterisked</b> , remain secured after administration.		
Monday, January 14	9:00 – 11:30 A.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Tuesday, January 15	9:00 – 11:30 A.M.	Social Studies 30–1 Part(ie) A*
	9:00 – 11:00 A.M.	Social Studies 30–2 Part(ie) A*
Wednesday, January 16	9:00 – 11:30 A.M.	Français 30–1 Partie A
		French Language Arts 30–1 Part A*
Monday, January 21	9:00 – 11:30 A.M.	English Language Arts 30–1 Part B
		English Language Arts 30–2 Part B
Tuesday, January 22	9:00 – 11:00 A.M.	Social Studies 30–1 Part(ie) B
		Social Studies 30–2 Part(ie) B
Wednesday, January 23	9:00 – 11:00 A.M.	Français 30–1 Partie B
	9:00 – 11:30 A.M.	French Language Arts 30–1 Part B
Thursday, January 24	9:00 – 11:00 A.M.	Biology 30
Friday, January 25	9:00 – 11:00 A.M.	Mathematics 30–1
		Pure Mathematics 30
		Mathematics 30–2
		Applied Mathematics 30
Monday, January 28	9:00 – 11:00 A.M.	Physics 30
Tuesday, January 29	9:00 – 11:00 A.M.	Chemistry 30
Wednesday, January 30	9:00 – 11:00 A.M.	Science 30

† Students are permitted an additional one-half hour beyond the officially scheduled time to complete their exams.

**Note:** The Diploma Examination schedules for 2012–2013 are to be considered draft until confirmed in the November 2011 update. They may, however, be used as a planning tool when preparing the 2012–2013 school year calendar.

**\*NEW Diploma Examinations Schedule: April 2013**

This is a **restricted** examination administration session (see Eligibility to Write in November and April Sessions in the *Security & Examination Rules* section).

Diploma examinations **must** be administered according to the scheduled dates and times.†

<b>All examinations remain secured after administration.</b>			
Monday, April 8	9:00 – 11:30	A.M.	English Language Arts 30–1 Part A
Tuesday, April 9	9:00 – 11:30	A.M.	English Language Arts 30–1 Part B
Wednesday, April 10	9:00 – 11:30	A.M.	Social Studies 30–1 Part(ie) A
	9:00 – 11:00	A.M.	Social Studies 30–2 Part(ie) A
Thursday, April 11	9:00 – 11:00	A.M.	Social Studies 30–1 Part(ie) B
			Social Studies 30–2 Part(ie) B
Friday, April 12	9:00 – 11:00	A.M.	Biology 30

† Students are permitted an additional one-half hour beyond the officially scheduled time to complete their exams.

**Note:** The Diploma Examination schedules for 2012–2013 are to be considered draft until confirmed in the November 2011 update. They may, however, be used as a planning tool when preparing the 2012–2013 school year calendar.

## *Diploma Examinations Schedule: June 2013*

Diploma examinations **must** be administered according to the scheduled dates and times.†

All examinations, <b>except</b> those that are <b>asterisked</b> , remain secured after administration.		
Wednesday, June 12	9:00 – 11:30 A.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Thursday, June 13	9:00 – 11:30 A.M. 9:00 – 11:00 A.M.	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Friday, June 14	9:00 – 11:30 A.M.	Français 30–1 Partie A French Language Arts 30–1 Part A*
Monday, June 17	9:00 – 11:30 A.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, June 18	9:00 – 11:00 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Wednesday, June 19	9:00 – 11:00 A.M. 9:00 – 11:30 A.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Thursday, June 20	9:00 – 11:00 A.M.	Biology 30
Friday, June 21	ABORIGINAL DAY	No exams scheduled
Monday, June 24	9:00 – 11:00 A.M.	Chemistry 30
Tuesday, June 25	9:00 – 11:00 A.M.	Mathematics 30–1 Pure Mathematics 30 Mathematics 30–2 Applied Mathematics 30
Wednesday, June 26	9:00 – 11:00 A.M.	Physics 30
Thursday, June 27	9:00 – 11:00 A.M.	Science 30

† Students are permitted an additional one-half hour beyond the officially scheduled time to complete their exams.

**Notes:** Friday, June 21 is Aboriginal Day—no examinations are scheduled

The Diploma Examination schedules for 2012–2013 are to be considered draft until confirmed in the November 2011 update. They may, however, be used as a planning tool when preparing the 2012–2013 school year calendar.

***\*NEW Diploma Examinations Schedule: August 2013***

Diploma examinations **must** be administered according to the scheduled dates and times..†

<b>All examinations remain secured after administration.</b>		
Friday, August 2	9:00 – 11:30 A.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Tuesday, August 6	9:00 – 11:30 A.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, August 7	9:00 – 11:30 A.M. 9:00 – 11:00 A.M.	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Thursday, August 8	9:00 – 11:00 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Friday, August 9	9:00 – 11:00 A.M.	Mathematics 30–1 Pure Mathematics 30 Mathematics 30–2 Applied Mathematics 30
Monday, August 12	9:00 – 11:00 A.M. 1:00 – 3:00 P.M.	Biology 30 Physics 30
Tuesday, August 13	9:00 – 11:00 A.M. 1:00 – 3:00 P.M.	Chemistry 30 Science 30
Wednesday, August 14	9:00 – 11:30 A.M.	Français 30–1 Partie A French Language Arts 30–1 Partie A
Thursday, August 15	9:00 – 11:00 A.M. 9:00 – 11:30 A.M.	Français 30–1 Partie B French Language Arts 30–1 Part B

† Students are permitted an additional one-half hour beyond the officially scheduled time to complete their exams.

**Note:** The Diploma Examination schedules for 2012–2013 are to be considered draft until confirmed in the November 2011 update. They may, however, be used as a planning tool when preparing the 2012–2013 school year calendar.

## **\*NEW Diploma Examinations Schedule: November 2013**

This is a **restricted** examination administration session (see Eligibility to Write in November and April Sessions in the *Security & Examination Rules* section).

Diploma examinations **must** be administered according to the scheduled dates and times.†

<b>All examinations remain secured after administration.</b>			
Monday, November 4	9:00 – 11:30	A.M.	English Language Arts 30–2 Part A
Tuesday, November 5	9:00 – 11:30	A.M.	English Language Arts 30–2 Part B
Wednesday, November 6	9:00 – 11:00	A.M.	Mathematics 30–1
Thursday, November 7	9:00 – 11:00	A.M.	Chemistry 30
Friday, November 8	9:00 – 11:00	A.M.	Physics 30

† Students are permitted an additional one-half hour beyond the officially scheduled time to complete their exams.

**Note:** The Diploma Examination schedules for 2013–2014 are to be considered draft until confirmed in the November 2012 update. They may, however, be used as a planning tool when preparing the 2013–2014 school year calendar.

## ***\*NEW Diploma Examinations Schedule: January 2014***

Diploma examinations **must** be administered according to the scheduled dates and times.†

All examinations, <b>except</b> those that are <b>asterisked</b> , remain secured after administration.		
Monday, January 13	9:00 – 11:30 A.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Tuesday, January 14	9:00 – 11:30 A.M.	Social Studies 30–1 Part(ie) A*
	9:00 – 11:00 A.M.	Social Studies 30–2 Part(ie) A*
Wednesday, January 15	9:00 – 11:30 A.M.	Français 30–1 Partie A
		French Language Arts 30–1 Part A*
Monday, January 20	9:00 – 11:30 A.M.	English Language Arts 30–1 Part B
		English Language Arts 30–2 Part B
Tuesday, January 21	9:00 – 11:00 A.M.	Social Studies 30–1 Part(ie) B
		Social Studies 30–2 Part(ie) B
Wednesday, January 22	9:00 – 11:00 A.M.	Français 30–1 Partie B
	9:00 – 11:30 A.M.	French Language Arts 30–1 Part B
Thursday, January 23	9:00 – 11:00 A.M.	Biology 30
Friday, January 24	9:00 – 11:00 A.M.	Mathematics 30–1
		Pure Mathematics 30
		Mathematics 30–2
		Applied Mathematics 30
Monday, January 27	9:00 – 11:00 A.M.	Physics 30
Tuesday, January 28	9:00 – 11:00 A.M.	Chemistry 30
Wednesday, January 29	9:00 – 11:00 A.M.	Science 30

† Students are permitted an additional one-half hour beyond the officially scheduled time to complete their exams.

**Note:** The Diploma Examination schedules for 2013–2014 are to be considered draft until confirmed in the November 2012 update. They may, however, be used as a planning tool when preparing the 2013–2014 school year calendar.



## **\*NEW Diploma Examinations Schedule: April 2014**

This is a **restricted** examination administration session (see Eligibility to Write in November and April Sessions in the *Security & Examination Rules* section).

Diploma examinations **must** be administered according to the scheduled dates and times.†

<b>All examinations remain secured after administration.</b>			
Tuesday, April 8	9:00 – 11:30	A.M.	English Language Arts 30–1 Part A
Wednesday, April 9	9:00 – 11:30	A.M.	English Language Arts 30–1 Part B
Thursday, April 10	9:00 – 11:30	A.M.	Social Studies 30–1 Part(ie) A
	9:00 – 11:00	A.M.	Social Studies 30–2 Part(ie) A
Friday, April 11	9:00 – 11:00	A.M.	Social Studies 30–1 Part(ie) B
			Social Studies 30–2 Part(ie) B
Monday, April 14	9:00 – 11:00	A.M.	Biology 30

† Students are permitted an additional one-half hour beyond the officially scheduled time to complete their exams.

**Note:** The Diploma Examination schedules for 2013–2014 are to be considered draft until confirmed in the November 2012 update. They may, however, be used as a planning tool when preparing the 2013–2014 school year calendar.

## **\*NEW Diploma Examinations Schedule: June 2014**

Diploma examinations **must** be administered according to the scheduled dates and times.†

All examinations, <b>except</b> those that are <b>asterisked</b> , remain secured after administration.		
Friday, June 13	9:00 – 11:30 A.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Monday, June 16	9:00 – 11:30 A.M.	Social Studies 30–1 Part(ie) A*
	9:00 – 11:00 A.M.	Social Studies 30–2 Part(ie) A*
Tuesday, June 17	9:00 – 11:30 A.M.	Français 30–1 Partie A
		French Language Arts 30–1 Part A*
Wednesday, June 18	9:00 – 11:30 A.M.	English Language Arts 30–1 Part B
		English Language Arts 30–2 Part B
Thursday, June 19	9:00 – 11:00 A.M.	Social Studies 30–1 Part(ie) B
		Social Studies 30–2 Part(ie) B
Friday, June 20	9:00 – 11:00 A.M.	Français 30–1 Partie B
	9:00 – 11:30 A.M.	French Language Arts 30–1 Part B
Monday, June 23	9:00 – 11:00 A.M.	Biology 30
Tuesday, June 24	9:00 – 11:00 A.M.	Chemistry 30
Wednesday, June 25	9:00 – 11:00 A.M.	Mathematics 30–1
		Pure Mathematics 30
		Mathematics 30–2
		Applied Mathematics 30
Thursday, June 26	9:00 – 11:00 A.M.	Physics 30
Friday, June 27	9:00 – 11:00 A.M.	Science 30

† Students are permitted an additional one-half hour beyond the officially scheduled time to complete their exams.

**Notes:** The Diploma Examination schedules for 2013–2014 are to be considered draft until confirmed in the November 2012 update. They may, however, be used as a planning tool when preparing the 2013–2014 school year calendar.

***\*NEW Diploma Examinations Schedule: August 2014***

Diploma examinations **must** be administered according to the scheduled dates and times..†

<b>All examinations remain secured after administration.</b>		
Friday, August 1	9:00 – 11:30 A.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Tuesday, August 5	9:00 – 11:30 A.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, August 6	9:00 – 11:30 A.M. 9:00 – 11:00 A.M.	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Thursday, August 7	9:00 – 11:00 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Friday, August 8	9:00 – 11:00 A.M.	Mathematics 30–1 Pure Mathematics 30 Mathematics 30–2 Applied Mathematics 30
Monday, August 11	9:00 – 11:00 A.M. 1:00 – 3:00 P.M.	Biology 30 Physics 30
Tuesday, August 12	9:00 – 11:00 A.M. 1:00 – 3:00 P.M.	Chemistry 30 Science 30
Wednesday, August 13	9:00 – 11:30 A.M.	Français 30–1 Partie A French Language Arts 30–1 Partie A
Thursday, August 14	9:00 – 11:00 A.M. 9:00 – 11:30 A.M.	Français 30–1 Partie B French Language Arts 30–1 Part B

† Students are permitted an additional one-half hour beyond the officially scheduled time to complete their exams.

**Note:** The Diploma Examination schedules for 2013–2014 are to be considered draft until confirmed in the November 2012 update. They may, however, be used as a planning tool when preparing the 2013–2014 school year calendar.



## *Security of Diploma Examination Materials*

### **Security of Examination Materials**

Unless otherwise designated, **all** examinations and other examination materials are secured before, during, and after an examination administration and must be handled accordingly.

**No secured examination or other secured examination material may be kept at a school or school authority office following exam administration.** Copying of any secured examination or examination material in whole or in part is prohibited. To do so is a breach of security.

A principal must sign the declaration that is part of the *Principal's Statement* attesting that these security requirements have been met (see *Examination Administration Forms* section).

### **Security Status of 2011–2012 Examinations After Administration**

In January and June 2012, all Part(ie) A humanities diploma examinations, **except** Français 30–1, will be released following administration. All mathematics, science, and Part(ie) B humanities diploma examinations **remain secured** after their administration.

For the November, April, and August sessions, **all** examination materials **remain secured** after their administration.

Data booklets for Chemistry 30 and Science 30 may remain in the school after those examinations have been administered.

### **Teacher Perusal Copies**

Grade 12 teachers, whose students are writing diploma examinations during the January and/or June administrations, have viewing access through their principals to a *Teacher Perusal Copy* of secured diploma examinations. Under the supervision of the principal or a designate, these teachers may have viewing access according to the following time frame:

- All diploma examinations: one hour after the start of the examinations and up to 1:00 P.M. on the day of administration

**All *Teacher Perusal Copies*** must be returned to Alberta Education.

### **Teacher-Generated Answers**

**No** teacher-generated answers to diploma examination questions may be posted or discussed with students.

**Quick Reference:  
Secured  
Examinations in  
2011-2012**

<b>January 2012</b>		
<b>Examination</b>	<b>Written Response</b>	<b>Machine Scored</b>
Applied Math 30	N/A	Secured
Biology 30	N/A	Secured
Chemistry 30	N/A	Secured
ELA 30–1	Released after administration	Secured
ELA 30–2	Released after administration	Secured
FLA 30–1	Released after administration	Secured
Français 30–1	Secured	Secured
Physics 30	N/A	Secured
Pure Math 30	N/A	Secured
Science 30	N/A	Secured
Social 30–1	Released after administration	Secured
Social 30–2	Released after administration	Secured

<b>June 2012</b>		
<b>Examination</b>	<b>Written Response</b>	<b>Machine Scored</b>
Applied Math 30	N/A	Secured
Biology 30	N/A	Secured
Chemistry 30	N/A	Secured
ELA 30–1	Released after administration	Secured
ELA 30–2	Released after administration	Secured
FLA 30–1	Released after administration	Secured
Français 30–1	Secured	Secured
Physics 30	N/A	Secured
Pure Math 30	N/A	Secured
Science 30	N/A	Secured
Social 30–1	Released after administration	Secured
Social 30–2	Released after administration	Secured

Chemistry and Science data booklets may be retained at the school after the administration of the examination

## *Diploma Examination Rules*

### **1. Authorization to Administer November and April Diploma Examinations**

Schools must be authorized by the Minister to administer diploma examinations in November and April.

### **2. Eligibility to Write in November and April Sessions**

To be eligible to write a diploma examination in November or April, a student must have received instruction in, and a school awarded mark for, the corresponding course **within that session**. The school mark must be awarded by a school that is authorized by the Minister to administer diploma examinations in November and April. **Ineligible students** who write diploma examinations in November or April will have their **examination marks invalidated**.

### **3. Examination Registration For November and April Sessions**

All students who write diploma examinations in November and April must be registered to write those examinations, **by the school of instruction**, on or before the registration deadline date. Unregistered students are **not** permitted to write diploma examinations at a November or April session.

### **4. Examination Administration Supervision**

Teachers may not supervise the administration of diploma examinations for any courses for which they have provided instruction.

### **5. Admittance to the Examination Room**

Students may not enter or leave the examination room without the consent of the Examination Supervisor.

### **\*NEW 6. Alberta Student Number**

All students, including mature students, must have and use a valid Alberta Student Number when writing diploma examinations.

### **7. Student Identification**

Students who may be unknown or unfamiliar to an Examination Supervisor will be asked to present identification that includes their signature and photograph at the time of writing a diploma examination. Consequently, all students **MUST** have picture identification with them when they arrive to write a diploma examination. Any of the following identification documents may be acceptable: driver's licence, passport, or student identification card. An unknown student who cannot produce appropriate picture ID will **not** be allowed to write the diploma examination.

## 8. Identification on Examinations

Students must not write their names or the name of their school anywhere in or on an examination booklet, except in the designated space provided on the back cover.

## 9. Late Arrivals

Students who arrive more than one hour after a diploma examination has started (10:00 for morning examinations) will **not** be allowed to write the examination. Students who arrive late but within the first hour of administration may be allowed to write at the discretion of the principal or chief presiding examiner. In this case, the principal or chief presiding examiner may allow the student additional time—corresponding to the amount by which the student was late—to complete the examination. The names of late students must be recorded on the *Principal’s Statement*, *Chief Presiding Examiner’s Statement*, or the *Special Writing Centre Supervisor’s Statement*.

## 10. Writing Time

Students must write a diploma examination within the specified time and may not hand in a paper until at least one hour of the examination time has elapsed. An additional one-half hour of writing time is available to every student for each diploma examination. Additional writing time as an accommodation will only apply if a student requires more than the one-half hour of additional time provided for all students.

## 11. Discussion and Sharing

Students may not discuss the diploma examination with the supervising examiner unless the examination booklet is incomplete or illegible. Students may not talk, whisper, or exchange information or examination writing tools and materials, including calculators, with another student.

**Note:** Alberta Education uses computer technology to compare student response patterns to ensure that students have not fraudulently represented their performance.

## 12. Answer Sheets

Students must use an HB pencil to record their answers on the machine-scorable answer sheets.

## 13. Materials Allowed In the Examination Room

Students who bring authorized materials into the examination room are responsible for ensuring that they are completely **free of notes** or other **prohibited material**.

The following materials may be used during the administration of a diploma examination:

***Applied Mathematics 30, Pure Mathematics 30, Biology 30, Physics 30, Chemistry 30, Science 30***

Approved calculators (see *Using Calculators & Computers* section), rulers, and protractors are allowed in the examination room.



### ***Français 30–1, French Language Arts 30–1***

For Partie A only, all students may use a print dictionary (French and/or French-English bilingual), a French thesaurus, and/or a book of verb forms/tenses. Two additional resources are authorized by Learner Assessment for use during the administration of Partie A:

- *Avec brio : Guide pratique de communication* (Gladys Jean)
- *Référentiel pour la révision de textes* (Éditions L'artichaut)

### ***English Language Arts 30–1, English Language Arts 30–2***

For Part A only, all students may use a print dictionary (English and/or bilingual), a thesaurus, and an authorized writing handbook. The following seven writing handbooks are authorized by Learner Assessment to be used for this purpose. With the exception of *A Canadian Writer's Guide*, any edition of these texts is acceptable for use:

- *A Canadian Writer's Guide* (J. Finnbogason and A. Valleau), second edition (only)
- *A Canadian Writer's Reference* (D. Hacker)
- *Checkmate: A Writing Reference for Canadians* (J. Buckley)
- *English Language Arts Handbook for Secondary Students* (Alberta Education)
- *Fit to Print: The Canadian Student's Guide to Essay Writing* (J. Buckley)
- *The St. Martin's Handbook for Canadians* (Andrea Lunsford, Robert Connors, and Judy Z. Segal)
- *The Writing Process* (Quentin L. Gehle and Duncan J. Rollo)

### ***Social Studies 30–1 and Social Studies 30–2***

For Part(ie) A only, all students may use a print dictionary (single language or bilingual), a thesaurus, and an authorized writing handbook. In addition, students writing in French may use a book of verb forms/tenses. Any dictionary, thesaurus, writing handbook, or book of verb forms/tenses used must **not** contain appendices that include Social Studies content (e.g., historical time-lines, structure of the Government of Canada, Canada's court system, structure of international organizations such as the UN or NATO, etc). The list of writing handbooks authorized for student use while completing Part A of the English Language Arts 30–1 and English Language Arts 30–2 examinations meet these conditions and may be used when writing a Social Studies diploma exam, **with two exceptions**. Students writing Part(ie) A of the Social Studies 30–1 and Social Studies 30–2 examinations may **not** use *A Canadian Writer's Guide* (J. Finnbogason and A. Valleau) or the first edition of *A Canadian Writer's Reference* (D. Hacker). The following dictionaries are also appropriate for use when writing Part(ie) A of all Social Studies diploma examinations:

- *Collins Paperback English Dictionary*
- *Collins-Robert Paperback French Dictionary*
- *Gage Canadian Dictionary*
- *Harper-Collins French Dictionary (French-English)*
- *Le Petit Robert 1*
- *Merriam-Webster's School Dictionary*
- *The Canadian Oxford High School Dictionary*
- *The Concise Oxford Dictionary*
- *The Houghton Mifflin Canadian Dictionary of the English Language*
- *The Oxford Dictionary of Current English*

#### **14. Materials Not Allowed In the Examination Room**

The following materials are **not** allowed in the examination room:

##### ***Print Materials***

Students may not bring any papers, notes of any kind, or books other than those allowed (see above) into the examination room.

No reference materials and dictionaries (bilingual, English, and/or French) are allowed in the examination room for Applied Mathematics 30, Pure Mathematics 30, Biology 30, Chemistry 30, Physics 30, or Science 30 examinations.

No reference materials and dictionaries (bilingual, English, and/or French) are allowed in the examination room for any Part(ie) B English Language Arts 30–1, English Language Arts 30–2, Français 30–1, French Language Arts 30–1, Social Studies 30–1 or Social Studies 30–2 examination.

##### ***Electronic Devices, Tools, and Materials***

Students may not bring any headsets, digital audio players, cell phones, pagers, or other electronic devices into the examination room. No hand-held electronic dictionaries and no electronic or paper templates and/or graphic organizers are allowed. Students may not bring prohibited calculator materials into the examination room (see *Using Calculators & Computers* section).

#### **15. Unauthorized Materials In the Examination Room**

Any student **in possession of** materials **not** allowed in an examination room will have his/her mark invalidated.

#### **16. Materials Not to be Removed from the Examination Room**

Students may **not** remove any examinations or other examination materials from the examination room. This includes any tear-out pages from the examination booklets and any rough draft materials produced by students writing their Part(ie) A diploma examinations using a computer.

## *Breaches of Security and Violations of Diploma Examination Rules*

### **Managing Breaches of Security and Violation of Diploma Examination Rules**

Students are expected to comply with the *Diploma Examination Rules*. Students who violate examination rules, interfere with the security of examinations, falsify examination results, disrupt other students, or commit any other act that may enable them to inaccurately represent their achievement may:

- be evicted from the examination room
- have their diploma examination(s) invalidated
- be barred from writing any other Alberta Education diploma examination for a period not exceeding one year
- have their official transcripts withheld for a period not exceeding one year
- have their official transcripts annotated

If a breach of security or violation of examination rules occurs or is suspected, the school principal must immediately report the breach to the superintendent and to the Director, Examination Administration (see *Contacts* section). The superintendent shall make recommendations to Alberta Education regarding the validity of the students' results (see Protocol in this section).

Immediately following the administration of a diploma examination, the principal or chief presiding examiner must also report, on the *Principal's Statement* or *Chief Presiding Examiner's Statement*, any circumstances that may affect the validity of the results of any student or group of students.

### **Appealing Disciplinary Action**

A student who is evicted from or has had a diploma examination invalidated under the *Student Evaluation Regulation AR 177/2003* must be notified by the principal or chief presiding examiner that he/she may object, in writing, to the Assistant Deputy Minister, Education Program Standards and Assessment, Alberta Education, within seven days of the written notice of eviction or invalidation. A sample appeal form (*Examinee Appeal Form: Invalidation of or Eviction from a Diploma Examination*) has been provided in the *Examination Administration Forms* section.



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**COLLEGE OF ALBERTA SCHOOL SUPERINTENDENTS  
and  
LEARNER ASSESSMENT, ALBERTA EDUCATION**

**Protocol for Superintendents Investigating  
Allegations of Inappropriate Examination/Test Administration  
And/Or  
Alleged Contravention of the Examination/Test Rules**

**Introduction**

The following guidelines for investigating examination/test administration or student behaviour during testing are provided to assist Superintendents of Schools and the staff of Learner Assessment in ensuring

- security of the diploma examinations and achievement tests,
- consistency and fairness in the examination/test administration processes, and
- validity of the results.

Time is of the essence in any investigation, especially concerning diploma examinations, as students' entrance to post-secondary studies or the workforce depends on resolution.

**The *Student Evaluation Regulation 177/2003* is the basis of authority for directives about examination/test administration.**

**Identifying a Problem**

In the event of any inappropriate circumstance or inappropriate student behaviour during the administration of a diploma examination or achievement test

- the school principal submits written notification to the Superintendent of Schools and to the Director, Examination Administration;
- the Director ensures that the results for the school, or the individual student(s), are withheld until the Superintendent of Schools determines the results validity and conveys this in writing to the Director, Examination Administration.

### **Investigating Inappropriate Examination/Test Administration or Allegations of a Contravention of the Examination/Test Rules**

The superintendent will use the following procedures for an investigation requested by the Director, Examination Administration:

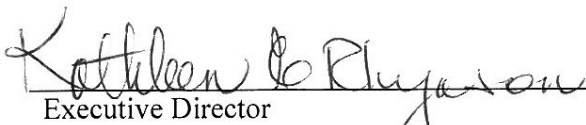
- Start the investigation as quickly as possible because the validity of results may be in question.
- Contact the Learner Assessment Executive Director or the Director, Examination Administration, at any time throughout an investigation for advice or clarification.
- Conduct an investigation independent of the school.
- Ask the College of Alberta School Superintendents (CASS) to appoint a superintendent from a neighbouring school authority to investigate on your behalf in any awkward and/or conflict of interest cases.
- Consider the *Freedom of Information and Protection of Privacy Act (FOIP Act)* when discussing the situation with others.
- Collect facts from as many sources as possible and keep a written record of all pertinent details and dates.
- Obtain corroboration from as many sources as possible.
- Collect any physical evidence that might support the case—for example, study notes that include secured material.
- If a charge of unprofessional conduct appears to be appropriate, contact the Alberta Teachers' Association (ATA) and provide the relevant information.
- After the investigation is complete, make a recommendation about the validity of the results.
- As soon as the validity of examination/test results is determined, send a written summary and recommendation to the Director, Examination Administration, Learner Assessment. Include documentary evidence and any confiscated student materials.


**Learner Assessment Follow-up**

On the basis of the superintendent’s recommendation, the Executive Director of Learner Assessment will use the following procedures to conclude the investigation:

- If the school results, or an individual student’s results, are determined to be valid, the Executive Director of Learner Assessment ensures that the results are released and the outcome of the investigation communicated to the superintendent, the principal, and the student where necessary. If the data files for the school and school authority reports have not yet been closed, the student’s results are included in the reports. If a student’s achievement test is involved, a revised *Individual Student Profile* is included with the principal’s letter. In the case of an individual student’s diploma examination, a revised results statement is sent to the student.
- If the school results are found to be invalid, the school report and the school authority report are prepared accordingly if the data files for the reports have not been closed yet. Invalid student scores are not included in the calculations of school and school authority results. However, the students may be included in the participation rates calculations.
- If a student’s results on a diploma examination are determined to be invalid, the Executive Director of Learner Assessment sends a letter notifying the student that the results of the examination have been declared invalid and informing him or her about any penalty. The letter also informs the student about the right to appeal to the Assistant Deputy Minister.

The penalty for the student will vary. A maximum penalty would have the student wait one calendar year before rewriting the examination. There is also a provision for the student’s record to be annotated to state that a contravention of the *Examination Rules* has occurred.

  
 Executive Director  
 College of Alberta School Superintendents  
 May 11, 2011  
 Date

  
 Executive Director  
 Learner Assessment  
 May 11, 2011  
 Date

## ***Diploma Examination Administration Directives***

Diploma examination directives identify requirements and expectations related to the administration of diploma examinations. These directives are issued by the Minister of Education under the authority of the *Student Evaluation Regulation, Alberta Regulation 177/2003* pursuant to the *School Act*.

The following directives outline general expectations about what should occur to prepare for, supervise, and complete the administration of all diploma examinations. These directives apply to all superintendents of schools, principals of private schools, principals of schools and writing centres, examination supervisors, teachers, and/or students/examinees who will be writing diploma examinations. Additional directives related to the administration of diploma examinations, including those that pertain to the use of computers, calculators, and/or writing accommodations, may be found throughout this bulletin.

### ***Directives for Superintendents of Schools and Principals of Private Schools***

#### **Examination Administration Preparation**

Prior to each diploma examination session, the superintendent of schools or principal of a private school shall:

1. Review this bulletin and update or modify diploma examination-related processes, procedures, and schedules within the school authority or private school to ensure that they conform to current expectations and requirements.
2. Establish, review with principals, and implement appropriate procedures and schedules within the school authority or private school to:
  - a. Maintain strict security of all examination materials while they are in the custody and control of the school authority or private school
  - b. Immediately upon their receipt, inspect received examination materials for errors or deficiencies (see *Receiving and Inspecting Examination Materials* below)
  - c. Implement timely and appropriate remedies to correct examination shipment errors or deficiencies (see *Receiving and Inspecting Examination Materials* below).
3. Establish and review with principals appropriate procedures within the school authority or private school to:
  - a. Distribute and manage secured diploma examination materials before, during, and after an official scheduled examination administration
  - b. Prepare, package, and return secured examination materials to Alberta Education (see *Packaging and Returning Examination Materials* below).

4. Establish, and review with principals, appropriate procedures within the school authority or private school to investigate and report:
  - a. Examination administration anomalies (see *Security & Examination Rules* section)
  - b. Suspected security breaches (see *Security & Examination Rules* section).
5. Establish, and review with principals, **exam administration contingency plans** that may be implemented, as required, to address unexpected issues or problems that arise while examinations are being written.

**Examination  
Administration  
Supervision**

Immediately prior to and during each diploma examination administration, the superintendent of schools or principal of a private school shall:

1. Ensure that diploma examinations are administered:
  - a. According to the dates and times published in this bulletin (see *Schedules & Significant Dates* section)
  - b. In accordance with the policies, directives, rules, and procedures outlined in this bulletin
  - c. In accordance with specific examination-related processes and procedures established within the school authority or private school.
2. Implement appropriate procedures, as required, to investigate and report:
  - a. Examination administration anomalies (see *Security & Examination Rules* section)
  - b. Suspected security breaches (see *Security & Examination Rules* section).
3. Implement an **exam administration contingency plan**, as required, to address unexpected issues or problems that arise while an examination is being written.

**Examination  
Administration  
Completion**

Following each diploma examination session, the superintendent of schools or principal of a private school shall:

1. Notify the Director, Examination Administration, of any violations of examination rules (see *Security & Examination Rules* section) that occurred, and report in writing any circumstances that may affect the validity of the results of any student or group of students who wrote a diploma examination.
2. Ensure that all secured examination materials and associated forms are accounted for, appropriately prepared for shipment, and returned to Alberta Education.



## ***Directives for Principals of Schools and Designated Writing Centres***

### **Examination Administration Preparation**

Prior to each diploma examination session, the principal of a school or designated writing centre shall:

1. Review this bulletin and update or modify diploma examination-related processes, procedures, and schedules within the school to ensure that they conform to current expectations and requirements.
2. Communicate to students and teachers their roles, responsibilities, and deadline-related information pertaining to the administration of diploma examinations (see *Examination Administration Guidelines* below).
3. Establish and implement appropriate procedures and schedules within the school to:
  - a. Register students to write or rewrite diploma examinations
  - b. Enable students to access required writing accommodations
  - c. Submit school-awarded marks and changes to school-awarded marks.
4. Establish and implement appropriate procedures and schedules in the school to:
  - a. Maintain strict security of all examination materials while they are in the custody and control of the school
  - b. Immediately upon their receipt, inspect received examination materials for errors or deficiencies
  - c. Implement timely and appropriate remedies to correct examination errors or deficiencies (see *Receiving and Inspecting Examination Materials* below).
5. Establish appropriate procedures within the school to:
  - a. Distribute and manage secured diploma examination materials before, during, and after an official scheduled examination administration
  - b. Prepare, package, and return examination materials to Alberta Education (see *Packaging and Returning Examination Materials* below).
6. Establish appropriate procedures within the school to investigate and report:
  - a. Examination administration anomalies (see *Security & Examination Rules* section)
  - b. Suspected security breaches (see *Security & Examination Rules* section).

7. Establish an **exam administration contingency plan** that can be implemented, as required, to address unexpected issues or problems that arise while examinations are being written.
8. Designate teachers to act as examination administration supervisors and ensure that they are appropriately prepared for that role (see *Examination Administration Guidelines* below).
9. Designate and schedule the facilities to be used as examination rooms when administering diploma examinations (see *Examination Administration Guidelines* below).

**Examination  
Administration  
Supervision**

Immediately prior to and during each diploma examination administration, the principal of a school or designated writing centre shall:

1. Ensure that diploma examinations are administered:
  - a. According to the dates and times published in this bulletin (see *Schedules & Significant Dates* section)
  - b. In accordance with the policies, directives, rules, and procedures outlined in this bulletin
  - c. In accordance with the specific examination-related processes and procedures established at that school.
2. Ensure that all facilities and materials that have been set up for examination writing purposes are secured and remain secured until after the examination writing session and follow-up administrative procedures are completed.
- \*NEW** 3. Implement appropriate procedures to ensure that all students writing diploma examinations have and use valid Alberta Student Numbers.
4. Implement appropriate procedures to enable teachers whose students are writing a diploma examination to view a perusal copy of that examination (see *Security & Examination Rules* section).
5. Ensure that appropriate procedures for the administration of writing accommodations are being followed, including the completion of necessary forms and documents (see *Special Cases & Accommodations* section).
6. Implement appropriate procedures, as required, to investigate and report:
  - a. Examination administration anomalies (see *Security & Examination Rules* section)
  - b. Suspected security breaches (see *Security & Examination Rules* section).

7. Implement an **exam administration contingency plan**, as required, to address unexpected issues or problems that arise while an examination is being written.

### **Examination Administration Completion**

Following each diploma examination session, the principal of a school or designated writing centre shall:

1. Notify the Superintendent and the Director, Examination Administration, of any violations of the *Diploma Examination Rules* (see *Security & Examination Rules* section) that occurred, and report in writing any circumstances that may affect the validity of the results of any student or group of students who wrote a diploma examination.
2. Complete the *List of Students* and complete and sign the *Principal's Statement* (see *Examination Administration Forms* section).
3. Ensure that all secured examination materials and associated documents and forms are accounted for, appropriately prepared for return shipment, and shipped to Alberta Education (see *Packaging and Returning Examination Materials* below).
- \*NEW** 4. Ensure that if computers and/or other digital devices were used for exam administration purposes, all diploma examination information, including student responses, have been removed from those devices.
5. Following June and August examination administration sessions, provide a summer contact name and phone number (not the school phone number).

### ***Directives for Examination Supervisors***

### **Examination Administration Preparation**

Prior to each diploma examination session, examination supervisors shall:

1. Collaborate with the principal and other examination supervisors to review and update existing or establish new examination administration supervision procedures and processes, to ensure that they conform to current Alberta Education and school system expectations and requirements.
2. Collaborate with the principal and other examination supervisors to review and update the school's **exam administration contingency plan** that may be implemented, as required, to address unexpected issues or problems that arise while examinations are being written.
3. Review and, where applicable, be able to implement the directives, rules, processes, and procedures that relate to the administration of diploma examinations using:

- a. Computers (see *Using Calculators & Computers* section)
  - b. Calculators (see *Using Calculators & Computers* section)
  - c. Writing accommodations (see *Special Cases & Accommodations* section).
4. If the supervision duties of an upcoming scheduled diploma examination administration are to be shared with other supervisors, collaborate to develop a roster of duties for each supervisor, to ensure that all required exam administration processes and procedures will be implemented as planned (see *Examination Administration Guidelines* below).

**Examination  
Administration  
Supervision**

Immediately prior to and during each scheduled diploma examination administration, the examination supervisor shall:

- 1. Ensure that the examination room is appropriately set up and free of materials or distractions that could affect the outcomes of the examination (see *Examination Administration Guidelines* below).
- 2. Ensure that all required examination materials, equipment, and forms are in the examination room and are kept secured before, during, and after the scheduled diploma examination session.
- 3. Verify the identity of each student and record their location in the examination room.
- \*NEW** 4. Verify that each student has and uses a valid Alberta Student Number.
- 5. Ensure that students are aware of and understand the rules and procedures for writing a diploma examination and their responsibilities for implementing them, prior to the commencement of the official scheduled examination administration.
- 6. Implement procedures to ensure that:
  - a. Authorized materials only are brought into and used by students in the examination room (see *Security & Examination Rules* section)
  - b. Appropriate materials are distributed to and returned by students before and after the official scheduled writing time
  - c. Students understand and comply with all requirements related to the use of all documents, forms, and examination materials that are distributed to them while they are in the examination room.
- 7. Ensure that examinations are administered during the official scheduled writing time (see *Schedules & Significant Dates* section).
- 8. Actively observe and supervise all students who are in the examination

room before, during, and after the official scheduled writing time, to ensure that they are complying with all examination rules (see *Examination Administration Guidelines* below).

**Examination  
Administration  
Completion**

Immediately following each scheduled diploma examination administration, the examination supervisor shall:

1. Document any unusual circumstances or violations of rules and/or directives that occurred during the examination administration and forward this information to the principal (see *Security & Examination Rules* section).
2. Document the use or non-use of writing accommodations available to students during the examination and forward this information to the principal.
3. Complete and sign all required examination administration forms.
4. Collate and appropriately prepare all used and unused examination materials, and other related equipment, forms, and documents, and return them to the principal (see *Packaging and Returning Examination Materials* below).
- \*NEW** 5. Remove all diploma examination information, including student responses, from all computers or other digital devices that were used for examination administration purposes.

## ***Directives for Teachers of Students Writing Diploma Examinations***

**Examination  
Administration  
Preparation**

Prior to each diploma examination session, teachers of students writing diploma examinations shall:

1. Ensure that students are aware of and understand the rules and procedures related to writing a diploma examination and their responsibilities for complying with and/or implementing them (see *Examination Administration Guidelines* below).

**Examination  
Administration**

During each scheduled diploma examination administration, teachers of students writing diploma examinations shall:

1. Follow the procedures established by the principal if they wish to view a *Teacher Perusal Copy* of a diploma examination (see *Security & Examination Rules* section).

**Examination  
Administration**

Following each scheduled diploma examination administration, teachers of students writing diploma examinations shall:

## Completion

1. Review options and procedures with students who may need to:
  - a. Apply to rewrite a diploma examination
  - b. Apply for a diploma examination rescore
  - c. Explore avenues of appeal.

## *Directives for Students/Examinees Writing Diploma Examinations*

### **Examination Writing Preparation**

Prior to a diploma examination session, students/examinees who intend to write a diploma examination shall:

1. Ensure that they are aware of and understand the rules, procedures, requirements, and deadlines related to writing a diploma examination and of their responsibilities for complying with and/or implementing them (see *Examination Administration Guidelines* below).
2. Ensure that they have communicated their intention to and are registered to write specific diploma examinations.
- \*NEW** 3. Ensure that they have and use a valid Alberta Student Number.
4. Discuss with school personnel their needs and intentions with respect to the use of writing accommodations and/or special writing circumstances (see *Special Cases & Accommodations* section).
5. Discuss with school personnel their intentions with respect to the use of a computer to write Part(ie) A humanities diploma examinations (see *Using Calculators & Computers* section).
6. Complete and submit all required diploma examination-related forms, documents, and/or fees (see *Examination Administration Guidelines* below).

### **Examination Writing**

Immediately prior to and during each scheduled diploma examination administration, students writing diploma examinations shall:

1. Write his/her Grade 12 diploma examination(s) at an accredited Alberta high school or provincially designated writing centre.
2. Complete both parts of a humanities diploma examination to obtain credit for the course.
3. Comply with all directives, rules, and procedures related to the writing of diploma examinations (see *Examination Administration Guidelines* below).

**Examination  
Writing  
Completion**

Following a diploma examination session, students/examinees who wrote a diploma examination shall:

1. Ensure that they are aware of and understand the rules, procedures, requirements, and deadlines related to diploma examination rewrites, rescoring, and/or appeals and their responsibilities for complying with and/or implementing them (see *Examination Administration Guidelines* below).
2. If intending to make an appeal related to a diploma examination course or administration, explore all other avenues of appeal at the local school authority level before appealing to the Special Cases Committee of Alberta Education.

### ***Directives for November and April Administration Sessions***

In addition to the directives provided above and throughout this *Bulletin*, the following directives apply to the administration of November and April diploma examination administration sessions.

**Superintendents of  
Schools and  
Principals of  
Private Schools**

1. The superintendent of schools or principal of a private school shall ensure that:
  - a. Only those schools that are authorized to administer diploma examinations in November and April do so.
  - b. All November and April diploma examinations are administered in accordance with the directives and rules that follow.

**Principals**

1. Principals of schools authorized to administer diploma examinations in November and April shall:
  - a. Communicate to students and teachers their roles, responsibilities, and deadline-related information pertaining to the administration of November and April diploma examinations.
  - b. Ensure that all students who intend to write a diploma examination at a November or April administration are **registered by the school** to write that examination.
  - c. Ensure that only students who are **currently receiving instruction** for a course in a November or April session, and who will be **receiving their final school awarded marks** for that course **in that session**, are registered to write the corresponding diploma examination.

**Teachers of  
Students Writing  
November or  
April Diploma**

1. Teachers of students who intend to write diploma examinations shall ensure that students are aware of and understand the rules and procedures related to writing a November or April diploma examination and their responsibilities for complying with them.

## **Examinations**

2. Prior to the registration deadline for a November or April diploma examination, and in consultation with a student who intends to write the examination at that session, the teacher shall confirm with the principal that the student intends to complete the coursework and receive a school awarded mark in the corresponding course by the end of the session.

## **Examination Supervisors**

1. Prior to the commencement of a November or April diploma examination, the Examination Supervisor shall confirm that students preparing to write the examination are eligible to do so.

## **Students Writing November or April Diploma Examinations**

1. Prior to the registration deadline for a November or April diploma examination, a student who intends to write an examination at that session shall confirm with the teacher that he or she intends to complete the coursework and receive a school awarded mark in the corresponding course by the end of the session.
2. Students shall only write a diploma examination at a November or April administration session if they have received instruction in and a school awarded mark for the corresponding course **within that session**.

## ***Examination Administration Guidelines***

### **Preparing Students**

To prepare students to write diploma examinations, schools should communicate to students their roles and responsibilities, and deadline related information, pertaining to:

1. Examination schedules.
2. Diploma examination directives and rules.
3. Using calculators or computers when writing diploma examinations.
4. Accessing and using writing accommodations.
5. Applying to write or rewrite diploma examinations or to set up a special writing centre.
6. Applying for a diploma examination rescore.
7. Requesting a separate (split) writing or an exemption from writing a diploma examination.
8. Transferring course levels.
9. Appealing school-awarded and diploma examination marks.

### **Preparing Examination Supervisors**

Appropriate preparation to serve as an examination administration supervisor includes being aware of and able to implement:

1. Diploma examination directives and rules.
2. Diploma examination schedules and examination administration instructions.
3. Use of calculator and computer rules and procedures.



4. Contingency plans and emergency procedures.
5. Procedures to:
  - a. confirm student identification and track seating arrangements
  - b. maintain the security of examination materials, including knowing which materials to secure after examination administration
  - c. actively observe and supervise examinee behaviour before, during, and after the officially scheduled examination administration
  - d. identify and document examination administration anomalies
  - e. administer diploma examinations using writing accommodations and alternate format materials.

**Selecting and Setting up Examination Writing Facilities**

Examination writing facilities must ensure the security of all examination materials before, during, and after their administration and must be free of materials and/or distractions that could affect the outcome of an examination. When selecting and preparing examination rooms it is important to ensure that they enable:

1. The removal or covering of any instructional materials in the room that may be of direct assistance to students writing an examination.
2. Active observation and supervision of examinee behaviour before, during, and after the officially scheduled examination administration.
3. The appropriate use of writing accommodations and special format materials without distraction to other examinees.
4. Quiet and secure printing of examinee work, during and after the official scheduled examination administration, if examinees are writing Part(ie) A examinations using computers.
5. The seating of examinees in the room in a manner that protects their examination answers, whether on paper or in electronic form, from unauthorized observation during and after the official scheduled examination administration.
6. Secure custody and control of all examination materials before, during, and after the officially scheduled examination administration.

**Setting Up and Communicating Examination Schedules**

Examination schedules should be communicated to teachers and students/examinees well in advance of the official scheduled dates of administration and should be published in a form that clearly indicates:

1. That students/examinees are required to be in the examination room at a **set time prior to** the official scheduled examination start time, to enable proper completion of all of the required pre-examination administration procedures.
2. The official scheduled examination start and completion times and notice that examinees may take up to one-half hour of extra time after the official completion times, if required, to complete their examination.

**Creating an Exam Administration**

An examination administration plan should be prepared prior to each examination administration session. This plan should define all of the steps

## **Plan and Roster of Duties**

and procedures required to prepare for, supervise, and complete the administration of a diploma examination. Roles and responsibilities related to these steps and procedures should be defined and assigned in advance of each examination administration session.

A typical roster of duties to **initiate and prepare for a diploma examination administration session** might include the following:

1. Publish the examination schedule (see above).
2. Register students to write diploma examinations.
3. Inform students and school personnel of their diploma examination related roles and responsibilities.
4. Prepare and assign rosters of duties (see below) and ensure that personnel know how to perform those duties.
5. Identify special writing needs and request writing accommodations.
6. Identify and schedule examination room(s) and any required equipment.
7. Establish and implement procedures to maintain and supervise the secure storage of all examination materials while they are in the custody and control of the school.
8. Receive, inspect, and distribute examination materials prior to their administration.

A typical roster of duties to **set up examination administration facilities, materials, and equipment** prior to the administration of a diploma examination might include the following:

1. Prepare a checklist of materials and equipment required for the examination administration.
2. Arrange furniture and equipment in the room so as to ensure the security and fairness of the examination administration.
3. Prepare a seating assignment plan that will ensure the security and fairness of the examination administration.
4. Remove or cover any instructional materials in the examination room that may be of direct assistance to examinees.
5. Configure all computers, word processing applications, printers, and other electronic equipment, as required, and check their functionality.
6. Pick up unsecured materials required for the examination administration (e.g., forms, pencils, blank paper, calculators) and prepare them for distribution.
7. Pick up secure examination materials from the secure lock-up area and prepare them for distribution.
8. Secure the examination room and all materials and equipment in it until the scheduled examination administration.

A typical roster of duties to **receive students into the examination room and prepare them to write a diploma examination** might include the following:

- \*NEW**
1. Receive students/examinees, assign seating, and update seating plan.
  2. Confirm student/examinee identity, ensure that all students/examinees have valid Alberta Student Numbers, and request that they complete a *Diploma Examination Rewrite Fee Form*, if required.
  3. Review the following information with students/examinees:
    - a. diploma examination directives and rules, examinees' responsibilities related to them, and the consequences for not following them
    - b. procedures to be followed in the event of an emergency or interruption while the examination is being administered
    - c. procedures for completing and returning examination materials to the examination supervisor at the end of the examination period
    - d. specific other procedures related to expected conduct before, during, and after the official scheduled examination period (e.g., procedures to follow if using computers and printers for examination writing purposes).
  4. Check that no prohibited materials have been brought into the examination room (see *Security & Examination Rules* section)
  5. If calculators are permitted, check that students/examinees have cleared them, as required.
  6. If computers and printers are being used to write a Part(ie) A examination, check that they are set up and functioning as required.
  7. Distribute secured and unsecured examination materials and have students/examinees prepare them for the administration:
    - a. add labels in the appropriate locations
    - b. enter required information in the appropriate locations on examination booklets and answer sheets (e.g., names)
    - c. have students read and sign the declaration on the back page of their examination booklets
    - d. remove all tear-out materials (e.g., answer sheets, data sheets, rough work sheets)
    - e. review the exam materials for errors or deficiencies (e.g., misprints, missing pages)
    - f. if approved writing accommodations are being used, ensure that they are distributed and set up as required.
  8. Review the examination administration instructions provided in the examination booklet(s).
  9. If a reader, scribe, or sign language interpreter is assisting a student/examinee, review the examination administration instructions that are pertinent to that form of examination administration assistance.
  10. Review time limits and the process that will be used to inform students about the time remaining in the examination session.

A typical roster of duties for **supervising the official scheduled examination administration** might include the following:

1. Commence and begin timing the examination.

2. Actively observe and supervise the behaviour of all examinees in the room (see *Active Supervision* below).
3. Supervise scribes, readers, and/or sign language interpreters to ensure that they are complying with the procedures established for that form of examination administration assistance.
4. Supervise students/examinees who must leave and return to the examination room while the examination is being administered.
5. Receive students who arrive late and prepare them to write the examination.
6. Document any unusual circumstances or any violations of rules and/or directives.
7. Document the use and non-use of all approved writing accommodations.
8. Provide ongoing information about examination time remaining.

A typical roster of duties for **collecting materials** and **completing an examination administration** might include the following:

1. Conclude the official scheduled examination administration.
2. Actively supervise examinees while they collect and return their examinations and other distributed examination materials or equipment, and ensure that students have cleared their calculators, as required.
3. If scribes, readers, and/or sign language interpreters have provided assistance, ensure that they have completed and submitted all appropriate forms.
4. Sort and bundle all secured and unsecured examination materials, forms, and other examination administration materials, as required.
- \*NEW 5. If computers or other digital devices were used for examination administration purposes, remove all diploma examination information, including student responses, from those devices.
6. Return all secured examinations, examination materials, and forms to the secure lock-up area.
7. Provide documentation about unusual circumstances, violations of rules and/or directives, and the use or non-use of approved writing accommodations to the principal or chief presiding examiner.

**Active Supervision** Active supervision refers to specific actions taken by supervisors to ensure that diploma examination directives and rules are appropriately enforced and that all students have a fair and equitable opportunity to write their diploma examinations. Individuals who are active supervisors have a clear understanding of diploma examination directives and rules. They use that knowledge, along with forethought and planning, to predict the types of behaviours that would enable a directive or rule to be contravened. Then, to reduce the opportunity for these contravening actions to occur, they implement deliberate and proactive strategies to control examinee behaviour, before, during, and after the examination session.

Examination directives and rules are generally contravened through three

types of behaviours:

1. Giving, taking, or receiving information from someone inside or outside of the examination room.
2. Using prohibited material during the examination period.
3. Taking advantage of people and processes before, during, or after the examination period.

Some specific strategies that can be employed to mitigate the opportunity to contravene examination directives and rules include:

1. Randomizing and assigning seating so examinees cannot choose or know in advance where they will be sitting, and documenting where each examinee is seated.
2. Ensuring that all desks in the examination room are empty before, during, and after the examination.
3. Creating, communicating, and enforcing clear rules of conduct for examinees that allow supervisors to be aware of and able to control their movements at all times while they have access to secured examination materials.
4. Making and maintaining frequent eye contact with anyone whose behaviour appears to be suspicious.
5. Setting up the room and positioning examination supervisors so that examinees and their behaviours can be viewed from all directions and so that examinees are aware that they are being observed.
6. Establishing and implementing specific strategies to check that no
  - a. prohibited materials have been brought into the examination room
  - b. secure materials are removed from the examination room
  - c. examination materials have been deliberately destroyed or “lost” rather than handed in by the examinee at the end of the examination period.

## ***Ordering Examination Materials***

### **Registering Students/ Examinees to Write Diploma Examinations**

Diploma examination materials are ordered by registering students/examinees to write diploma examinations. Students/examinees are registered to write a diploma examination in one of two ways, depending on whether or not they are currently receiving instruction in the course for which they intend to write a diploma examination:

1. Schools electronically submit diploma examination registrations for all students who are currently receiving instruction in a course for which they intend to write a diploma examination. These registrations are submitted to Alberta Education as a *Diploma Examination Registration* (DER) file prior to each administration session. For further information about this process, schools should contact the *Client Services Help Desk*

(see *Contacts* section). Schools must submit their DER file to Alberta Education by the registration deadline established for that examination registration session (see *Schedules & Significant Dates* section).

2. Individuals who wish to write or rewrite a diploma examination in January, June, and/or August without currently taking the diploma examination course, must register for that examination by submitting a *Diploma Examination Registration Form* (see *Examination Administration Forms* section). Individuals must submit their *Diploma Examination Registration Form* to Alberta Education by the registration deadline established for that examination registration session (see *Schedules & Significant Dates* section).

## ***Receiving and Inspecting Examination Materials***

### **Receiving Examination Materials**

Formal procedures for handling examination materials when they are delivered to the school by the courier should be established, to ensure that they are available when needed and are kept secured at all times while in the custody and control of the school. In setting up these procedures, the following points should be kept in mind:

1. All queries and concerns about the receipt of examination materials should be directed to Exam Administration. These queries should be made via email to *exam.admin@gov.ab.ca*. The following subject line should be used for all queries about diploma examination shipments: **DE Shipment - your school name and school code** (e.g., **DE Shipment – Ben Hur High School, 9999**). Please include your name and phone number in the email message, so that we may speak with you directly, if required.
2. A specific individual should be tasked with the responsibility of receiving all examination materials when they are delivered by the courier. This person should know when those materials are expected to arrive (see *Schedules & Significant Dates* section) and should contact Exam Administration if:
  - a. no one will be at the school when the examination materials are scheduled to be delivered
  - b. the examination shipment has not been received within **two or three days** of when it was expected to arrive.
3. When examination materials are delivered by a courier, the shipment should immediately be visually inspected to determine if it:
  - a. is complete (if more than one box was included in the shipment from Exam Administration, the boxes will have been identified as a set by numbering them as such, for example, 1/3, 2/3, 3/3). If there are boxes in the shipment that have not yet been delivered,

- discuss with the courier when they are expected to arrive.
- b. has been damaged or tampered with in any way. Damage or tampering may indicate that the security of the examination materials has been compromised. Consequently, before signing for and accepting receipt of the shipment, the damage or tampering should be discussed with the courier to determine how and when it occurred. This anomaly should be noted on the *Principal's Statement*. Dependent on the circumstances, it may also be prudent to immediately contact Exam Administration to discuss this potential threat to security.
4. After formally receiving a shipment of examination materials, the box(es) should immediately be moved to a secure location where they can be opened and inspected.

### **Shipment Contents**

Depending on which examinations are being written at a school or writing centre, the following materials are included in a shipment:

1. Packing slip(s).
2. Principal's kit
  - a. Return envelope(s)
  - b. Coloured return address/identification label(s)
  - c. Return waybills
3. *Principal's Statement(s)*
4. *List of Students* form(s)
5. Labels
6. Examinations and other examination materials (e.g., data booklets).
7. Instruction sheets for diploma examination label application and return packaging procedures.

**Note:** Approved special format materials (if requested) are shipped to schools separately from print materials.

### **Inspecting Examination Materials**

All examination material shipment **boxes** should be **opened and inspected immediately upon their receipt, without opening the shrink-wrapped exam packages**. The purpose of this inspection is to determine if there are any errors or deficiencies in the shipment that need to be addressed prior to the scheduled administration dates for those examinations.

Formal procedures for inspecting examination materials should be established. In setting up these procedures, the following points should be kept in mind:

1. Before inspecting an examination shipment, an updated list of examination material requirements, by course and including any special format materials that have been approved for that session, should be prepared and validated.

2. Examination shipments should be checked against this updated list of examination material requirements to determine if:
  - a. all required types and quantities of examination materials were ordered
  - b. the required quantity of each type of examination material has been shipped (examination booklets must be counted **without opening the shrink wrap**)
  - c. the quantity of materials shipped matches what is indicated on the enclosed packing slips (these packing slips should be set aside for safekeeping as they need to be returned with the examination material when it is sent back to Exam Administration).

Any identified errors or deficiencies in a shipment should be addressed immediately by submitting a *Request For Supplemental Shipment* form (see *Examination Administration Forms* section) to Exam Administration. This form should be forwarded, by email, to *exam.admin@gov.ab.ca* using the subject line: **DE Supplemental Shipment—your school name and school code** (e.g., **DE Supplemental Shipment – Ben Hur High School, 9999**). Please include your name and phone number in the email message, so that we may speak with you directly, if required.

## ***Packaging and Returning Examination Materials***

### **Dates for Returning Examination Materials**

All secured examination materials, *Principal’s Statements*, *Lists of Students*, and other administration related forms and documents must be returned to Alberta Education according to the dates specified in the *Schedules & Significant Dates* section of this bulletin.

### **Preparing Materials for Return**

Formal procedures for preparing and packaging examination materials for return to Alberta Education should be established. In setting up these procedures, the following points should be kept in mind:

1. All queries and concerns about the packaging and return of examination materials should be directed to Exam Administration, by email, at *exam.admin@gov.ab.ca*. The subject line: **DE Return Shipment—your school name and school code** (e.g., **DE Return Shipment—Ben Hur High School, 9999**) should be used. Please include your name and phone number in the email message, so that we may speak with you directly, if required.
2. A specific individual should be tasked with the responsibility of preparing and packaging all examination materials for return to Exam Administration. This person should know what materials must be returned and how those materials should be packaged and prepared.
3. **Return envelopes and coloured return address/identification labels** were included in each shipment of diploma examination materials sent



to schools. These return envelopes and coloured address/identification labels **MUST** be used when packaging and returning examination materials back to Exam Administration.

4. Materials to be returned should be prepared as follows:
  - a. examination materials for registered and unregistered students should be bundled separately; all forms completed by a student should be returned along with his or her examination materials
  - b. used materials that **require marking or machine scoring** should be bundled separately from other secured materials (e.g., unused examinations) that are being returned
  - c. each bundle of examination booklets and answer sheets being returned **MUST** be sorted alphabetically, by student name
  - d. all forms and answer sheets should be returned in the envelopes that were provided for that purpose.
5. If examination materials will be shipped to Exam Administration in boxes that have been previously used, **all previous address information** on those boxes should be covered or removed to ensure that the boxes are not shipped to the wrong address.
6. If more than one box will be shipped to Exam Administration, those boxes should be identified as a set by numbering them as such, for example, 1/3, 2/3, 3/3. Each box should be firmly sealed and a coloured return address/identification label should be affixed to it in a prominent location.

**Return Shipment  
Location**

All **examination materials** should be returned to:

Exam Administration  
Alberta Education  
**Financial Building**  
10621 – 100 Avenue  
Edmonton AB T5J 0B3

**Using Couriers for  
the Return of  
Examination  
Materials**

The following courier services may be used to return examination materials to Alberta Education:

***DHL Express***

Dispatch Telephone Number: 1-800-225-5345

***Purolator***

Dispatch Telephone Number: 1-800-387-3027

Schools or school authorities located within Edmonton, St. Albert, or Sherwood Park should return examination materials via:

***Mr. Courier***

Dispatch Telephone Number: (780) 464-5719

**School Authority  
Procedures for the  
Return of  
Examination  
Materials**

School authorities may choose to have schools return their examination materials directly to Exam Administration or to have these materials returned to Exam Administration through their central office. Prior to the dates of administration, schools should confirm with their central office what approach to the return of examination materials is being implemented within their school authority.

Unless given specific alternative directions by a school authority, all materials being returned to the Financial Building should be **shipped “collect”** using one of the aforementioned couriers. If a school or school authority returns materials by mail or bus, the school/school authority will be responsible for all costs incurred.

Receiving hours at the Financial Building are Monday to Friday, 8:00 A.M. to 4:00 P.M. Specific arrangements must be made with the Marking Centre Manager (see *Contacts* section) for the receipt of shipments outside of these hours.

# *Writing Diploma Examinations Using Calculators*

## OVERVIEW

Calculators are required to be used when writing mathematics and science diploma examinations. To ensure fairness and equity to all students, only calculators that have been approved by Alberta Education may be used when writing mathematics and science diploma examinations (see list of approved graphing calculators below).

At minimum, a **scientific** calculator is required when writing a science diploma examination; both scientific and approved graphing calculators are permitted to be used for this purpose. An approved **graphing** calculator is required when writing mathematics diploma examinations. To be approved by Alberta Education for diploma examination writing purposes, a graphing calculator must be a hand-held device designed primarily to perform mathematical computations, including logarithmic, trigonometric, and graphing functions. At minimum, a graphing calculator must have the following properties:

- Function graphing and display capabilities, including displaying more than one function at a time and tracing a function
- Standard scientific calculator operations, e.g., sine, cosine, tangent, inverse functions, logarithms, power ( $x^n$ )
- Statistical functions in 1 and 2 variables, e.g., mean, median, mode, standard deviation, bivariate data
- Regression modeling functions, i.e., linear, quadratic, exponential, and sinusoidal functions
- List capabilities
- Matrix capabilities including scalar multiplication, addition, and subtraction

**Note:** Students who use calculators that don't meet the minimum properties will be disadvantaged when writing mathematics diploma examinations.

Alberta Education has **approved** the use of the following graphing calculators when writing diploma examinations in 2011–2012 (this list is updated annually):

### **Casio**

- fx 9750 G Plus
- fx 9750 GII

### **Sharp**

- EL-9900
- EL-9600 (no longer manufactured)
- EL-9600C (no longer manufactured)

### **Texas Instruments**

- TI-83 Plus, TI-84 Plus, or TI-84 Plus Silver
- TI-89 Titanium
- TI Voyage 200
- TI-*n*spire (with TI-84 keypad only; the TI-*n*spire keypad is **not approved**)
- TI-83 (no longer manufactured), TI-83 Plus Silver (no longer manufactured)
- TI-86 (no longer manufactured), TI-89 (no longer manufactured)
- TI-92 (no longer manufactured) or TI-92 Plus (no longer manufactured)

## **DIRECTIVES**

The following directives apply to the use of calculators when mathematics and science diploma examinations are being administered and written.

### **Principals**

1. Principals shall ensure that, at the beginning of any mathematics or science diploma examination course, teachers and students are advised of the types of calculators that are currently approved for use when writing a diploma examination.
2. Prior to each diploma examination administration session, the principal of a school or designated writing centre shall:
  - 2.1. communicate to students and teachers the expectations and requirements related to the use of calculators when writing diploma examinations
  - 2.2. ensure that students are provided the opportunity to learn to clear and reset their own calculators
  - 2.3. ensure that teachers who are designated to supervise the administration of mathematics and science diploma examinations are appropriately prepared for that role.
3. Prior to each diploma examination administration session, the principal of a school or designated writing centre shall establish appropriate procedures to ensure that:
  - 3.1. only approved calculators are brought into the examination room
  - 3.2. calculators used to write diploma examinations are appropriately cleared and configured to safeguard test security and fairness and to minimize distraction to students.

### **Examination Supervisors**

1. Examination supervisors who supervise mathematics and science diploma examination administrations shall:
  - 1.1. understand and implement the directives, rules, and procedures related to that role
  - 1.2. develop and implement procedures to ensure that only approved calculators are brought into the examination room and that they have been appropriately cleared and configured before and after the official scheduled examination administration period.
2. Prior to the commencement of the examination administration, examination supervisors shall review with students the diploma examination calculator use directives, rules, and procedures, and students' responsibilities for implementing them.

## Students

1. Students who write mathematics and/or science diploma examinations shall:
  - 1.1. understand all diploma examination calculator use directives, rules, and procedures, and their responsibilities for implementing them
  - 1.2. bring an approved and appropriately configured calculator to the examination room *for their exclusive use*
  - 1.3. demonstrate that their calculators are appropriately configured by clearing and resetting them prior to the commencement of the examination.

## CALCULATOR USE RULES

### 1. Permitted Calculator Materials

Students may bring the following materials into the examination room, *for their exclusive use*, when writing a mathematics or science diploma examination:

- scientific calculators that are appropriately configured
- approved graphing calculators that are appropriately configured
- extra batteries

### 2. Prohibited Calculator Materials, Properties, and Configurations

The following calculator materials, properties, and/or configurations are not permitted in the examination room:

- programmed memory content
- built-in notes, libraries, or formulae (e.g. definitions or explanations in alpha notation)
- downloaded programs
- remote communication capability
- external (peripheral) devices and other support materials such as manuals, printed or electronic cards, printers, memory expansion chips or cards, external keyboards
- calculator cases

### 3. Calculator Configurations

Prior to the commencement of a diploma examination and before leaving the examination room, students must clear their calculators of all information that is stored in programmable or parametric memory. Calculators must be set to operate in silent mode.

## CALCULATOR CLEARING AND CHECKING PROCEDURES

The keystrokes required to clear the memories of approved graphing calculators are presented in the table below. To verify that nothing remains in programmed or parametric memory, after students have cleared them, a calculator's remaining memory value should be checked to ensure that it reflects its factory setting. The factory set memory values of approved graphing calculators are presented in the table below. The value of a calculator's remaining memory after clearing and resetting is dependent on the calculator's operating system. Because some calculator manufacturers use various operating systems for the same calculator model, their memory values upon reset may vary slightly from those shown in the table.

If, after clearing, the memory values in a calculator are not reasonably close to the values presented in the table, then the calculators should be turned off and reset a second time. If the values fail to change, the calculators should not be used when writing the examination.

To prepare *Texas Instruments* calculators for diploma examination writing purposes, it is recommended that the APPS program *TestGuard*™ 2.0 or the *Press-to-Test* feature in operating system 2.40 or higher be used. *TestGuard*™ 2.0 overrides shells or emulators that students may have installed on their *Texas Instruments* calculators. Many of these shells or emulators mimic the screens that should appear when the memory of a calculator is clear, even if it hasn't been cleared. If *TestGuard*™ 2.0 is not used to clear students' calculators, then the instructions in the table below for fully quitting a shell or emulator on the TI 83 and TI 84 series of calculators should be followed. For more information, refer to <http://education.ti.com/educationportal/sites/US/location/westerncanada.html?bid=5> . If this link is broken, please refer to the Texas Instruments web site or contact the Texas Instrument representative in your area.

Mode settings may be altered when calculator memories are cleared. Students should check the mode settings on their calculators before proceeding to write their diploma examination.

For further information about clearing calculators contact the Director, Diploma Examinations (see *Contacts* section).

### Keystrokes to Clear and Check Approved Graphing Calculators

<i>Casio</i>			
Calculator Model	Keystrokes to Clear Memory	Keystrokes to View Remaining Memory	Remaining Memory Display
<b>fx-9750G Plus</b>	Go to <b>Menu</b> Cursor to <b>MEM</b> <b>EXE</b> <b>Reset</b> <b>EXE</b> <b>F1</b> <b>yes-reset</b>	Go to <b>Menu</b> Cursor to <b>MEM</b> <b>EXE</b>	Memory Usage (28628 Bytes Free)
<b>Fx-9750 GII</b>	Go to <b>Menu</b> Cursor to <b>SYSTEM</b> <b>EXE</b> <b>F5: Reset</b> <b>F2: Main Memories</b> <b>F1</b> <b>yes EXIT</b>	Go to <b>Menu</b> Cursor to <b>MEM</b> <b>EXE</b>	Memory Usage (61904 Bytes Free)
<i>Sharp</i>			
Calculator Model	Keystrokes to Clear Memory	Keystrokes to View Remaining Memory	Remaining Memory Display
<b>EL-9600</b> <b>EL 9600 C</b>	<b>2<sup>nd</sup></b> <b>X</b> <b>0</b> <b>TN</b> (Option) <b>Log</b> (Reset) <b>2</b> (All memory) <b>CL</b> (Clear all data)	<b>2<sup>nd</sup></b> <b>X</b> <b>0</b> <b>TN</b> ↓	18562
<b>Note:</b>			
• There is also a reset switch on the back of the calculator; press switch using tip of pen, then press CL			
<b>EL-9900</b>	<b>2<sup>nd</sup></b> $\frac{+}{\times}$ $\frac{-}{\div}$ (Option) <b>Ln</b> (Reset) <b>2</b> (All Memory) <b>CL</b> (Clear all data)	<b>2<sup>nd</sup></b> $\frac{+}{\times}$ $\frac{-}{\div}$ (Option) <b>Cos</b> (MEMCHK)	47447

<i>Texas Instruments</i>			
Calculator Model	Keystrokes to Clear Memory	Keystrokes to View Remaining Memory	Remaining Memory Display
<b>TI-83</b>	2 <sup>nd</sup> + (MEM) 5 (Reset) 1 (All memory) 2 (Reset)	2 <sup>nd</sup> + 1	RAM 27118
<p>• <b>Notes:</b> If the screen is blank after clearing, the contrast needs to be reset by pressing the 2<sup>nd</sup> and ↑ keys repeatedly.</p>			
<b>TI-83 Plus</b> <b>TI-83 Plus Silver</b> <b>TI-84</b> <b>TI-84 Plus</b> <b>TI-84 Plus Silver</b>	2 <sup>nd</sup> + (MEM) 7 (Reset) ➤➤ (All) Enter 2 (Reset)	(TI-83 Plus or TI-84) 2 <sup>nd</sup> + 2  (TI-84 Plus) 2 <sup>nd</sup> + 2  (TI-83 Plus Silver or TI-84 Plus Silver) 2 <sup>nd</sup> + 2	RAM 24317 ARC 163840  RAM 24317 ARC 491520  RAM 24317 ARC 1540K
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• The “➤➤ (All)” step is very important: if not followed, the memory may not be properly cleared.</li> <li>• The application “Finance” is the only one that remains after following the clearing instructions.</li> <li>• If, on clearing, the screen is blank, the contrast needs to be reset. To do this, use both 2<sup>nd</sup> and ↑ repeatedly.</li> </ul>			
<b>TI-86</b>	2 <sup>nd</sup> 3 (MEM menu) F3 (Reset) F1 (All) F4 (Yes)	2 <sup>nd</sup> 3 F1	MEM FREE 98226
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• If the screen is blank after clearing, the contrast needs to be reset by pressing the 2<sup>nd</sup> and ↑ keys repeatedly.</li> </ul>			
<b>TI-89</b>	2 <sup>nd</sup> 6 (MEM) F1 (Reset) 1 (All) Enter	2 <sup>nd</sup> 6	RAM 199154 ARC 393204
<b>TI-92</b> <b>TI-92 Plus</b>	2 <sup>nd</sup> 6 (MEM) F1 (Reset) 1 (All) Enter	2 <sup>nd</sup> 6	System 61064 Memory Free 70008
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• If the screen is blank after clearing, the contrast needs to be reset by pressing ⬠ (green) and + or – repeatedly.</li> </ul>			
<b>TI Voyage 200</b> <b>TI-89 Titanium</b>	2 <sup>nd</sup> 6 (MEM) F1 (RESET) 3 (All Memory) Enter (YES)	2 <sup>nd</sup> 6	<b>TI Voyage 200:</b> System 70516 RAM free 191628 Flash ROM free 2818018 <b>TI-89 Titanium:</b> System 68098 RAM free 194046 Flash ROM free 2686896
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• If the screen is blank after clearing, the contrast needs to be reset by pressing ⬠ (green) and + or – repeatedly.</li> </ul>			

## ***Writing Part(ie) A Diploma Examinations Using Computers***

### **BACKGROUND**

Examinees are permitted to use computers when writing some diploma examinations. The principles, directives, and procedures presented below address the writing of diploma examinations using computers.

### **GUIDING PRINCIPLES**

Computers and word processing applications may be used when administering the Part(ie) A portions of humanities diploma examinations (English Language Arts 30–1, English Language Arts 30–2, Français 30–1, French Language Arts 30–1, Social Studies 30–1, and Social Studies 30–2). The use of computers for this purpose must not compromise the security of the examinations or fairness of their administration.

A school principal may allow a student who normally produces extended written work on a computer, and who is proficient at using that school's or writing centre's computers and word processing application, to use them when writing any of the aforementioned diploma examinations.

Students who choose to use computers and word-processing applications when writing a diploma examination are responsible for ensuring that they understand and follow all of the directives, rules, and procedures established for writing diploma examinations in this manner.

### **COMPUTER USE DIRECTIVES**

#### **Principal**

1. The principal of a school or designated writing centre shall decide whether to provide the opportunity for students to write humanities Part(ie) A diploma examinations using the school's computers. This decision shall be based on the principal's certainty that the school or designated writing centre can comply with all diploma examination writing and administration rules, and with the directives, rules, and procedures that follow.
2. The principal of a summer school or designated writing centre shall notify Exam Administration that he or she will be able to provide this opportunity to students writing diploma examinations.
3. The principal shall communicate to students and teachers the availability of and requirements related to the use of computers and word processing applications when writing the Part(ie) A portion of humanities diploma examinations.
4. The principal shall ensure that only those students who understand and are able to follow all of the directives, rules, and procedures established for writing Part(ie) A diploma examinations using a computer are permitted to do.



5. If a school or designated writing centre has more students who request this option than it has computers, students who have documented learning needs which specify the use of a computer shall be given priority when assigning access for diploma exam writing purposes.
6. If a school or designated writing centre has more students who request this option than it has computers, and it wishes to address that shortage through alternative exam administration scheduling, the principal shall submit a specific written proposal to the Director of Examination Administration for approval.
7. The principal shall ensure that only school-owned computers, that have no internet or external network access, are used for examination writing purposes.
8. The principal shall ensure that all computer equipment, applications, and printers used for diploma examination administration purposes are appropriately configured to safeguard test security and fairness and to minimize distraction to students.
9. The principal shall ensure that all facilities and computer equipment that have been set up for examination writing purposes are secured and remain secured until after the examination writing session and follow-up administrative procedures are completed.
10. Before implementing the use of computers for writing diploma examinations, the principal shall establish technical and examination administration contingency plans and emergency procedures to address unexpected issues and problems that may arise.
11. The principal shall ensure that teachers who are designated to supervise the administration of diploma examinations that are being written using computers are appropriately prepared for that role, including being aware of and able to implement contingency plans and emergency procedures, should the need arise.
12. The principal shall ensure that no student responses, including rough work, remain on computers or network drives once students have stapled their printed copies into their examination booklets.

### **Technical Personnel**

1. Technical personnel shall configure all computers, word processing applications, and printers so as to ensure the security and fairness of the examination administration (see *Rules and Procedures* below).
2. Technical personnel shall develop and implement a system testing plan prior to each examination administration session to ensure that all equipment and processes function as required (see *Rules and Procedures* below).
3. In co-operation with the principal and examination supervisors, technical personnel shall develop a **technical contingency plan** that can be implemented, as required, to address unexpected network, computer, or printer problems.
4. Technical personnel shall ensure that the facility and all designated and configured computers are secured until the time the scheduled examination is written and, following the

examination writing, until all printed work is correctly stapled into the appropriate examination booklets and all computers are cleared of all student work.

### **Examination Supervisors**

1. Teachers who are designated to supervise the administration of diploma examinations that are being written using computers shall be familiar with and able to implement the guiding principles, directives, rules, and procedures related to the administration of diploma examinations using computers.
2. Examination supervisors shall develop and implement procedures for the pick-up and distribution of printing during and after the official scheduled examination administration period. These procedures shall safeguard test security and fairness and minimize distraction to students.
3. In co-operation with the principal and technical personnel, examination supervisors shall develop an **exam administration contingency plan** that can be implemented, as required, to address unexpected issues or problems that arise while examinations are being written using computers.
4. Examination supervisors shall ensure that students are aware of and understand the rules and procedures for writing a diploma examination using a computer, *and their responsibilities for implementing them*, prior to the commencement of the official scheduled examination administration.
5. Examination supervisors shall ensure that no student accesses the internet or other prohibited online or electronic resources while writing a diploma examination using a computer.
6. Examination supervisors shall ensure that no student responses, including rough work, remain anywhere in the school's computer system or in the school once students have stapled their printed copies into their examination booklets.

### **Students**

1. If a principal allows computers to be used when writing Part(ie) A diploma examinations, the decision to participate shall be the individual student's.
2. Students who choose to write diploma examinations using school or writing centre computers shall be proficient at using those computers and word-processing applications as a normal means of producing written work.
3. Students who choose to write diploma examinations using school or writing centre computers shall be familiar with and *are responsible for implementing* all of required rules and procedures for writing a diploma examination using a computer (see *Rules and Procedures* below).

## RULES AND PROCEDURES

### Technical and Administrative Set-up

1. Prior to the commencement of the official scheduled examination administration, all computers to be used for examination writing purposes must be networked and configured to:
  - enable secure and ready access to designated printers only, during and after the official scheduled examination administration
  - enable the saving of each student's written work in a manner and/or to a network location that ensures its security during, and permits school personnel to readily access and remove those documents following the official scheduled examination administration
  - disable access to the internet and other online or electronic resources that are **not** permitted
2. Prior to the commencement of the official scheduled examination administration, all word-processing applications to be used for examination writing purposes should be configured to enable
  - automatic insertion of footers that include the student's index number on each page of written work  
**Note:** The index number (test booklet number) is the six-digit number that appears in the bottom right corner of the student's label. Unregistered students will not have an index number, so they must create a six-digit number and place that number on the back of their test booklet.
  - automatic and frequent saving of word documents to a designated location only
  - access to routine tools, such as a spell-checker, that are integrated into the software  
**Note: The "auto correct" feature of these tools must be disabled.**
3. Prior to the commencement of the official scheduled examination administration, all computers, printers, and word-processing applications must be online and ready for use.

### Examination Administration

1. Students writing diploma examinations on computer must be given a paper form of the examination prior to the commencement of the official scheduled examination administration and must staple a hard copy of their word-processed written work to that booklet at the end of the examination session.
2. Students writing diploma examinations on computer may access all of the examination materials that are available to students who write paper forms of the examination (e.g., print references such as an English dictionary or authorized writing handbook).
3. Students may revert to writing with pen or pencil at any time during the examination administration.
4. Students may do rough work or planning in whatever manner they choose (i.e., either in the examination booklet or on the computer).

5. Students may print interim hard copies of their written work at any time during the examination administration.
6. Students may compose and edit their written work until the end of the official scheduled administration time.
7. Student may not access the internet or other prohibited online or electronic resources while writing a diploma examination using a computer. To do so is a breach of security.

### **Preparation and Submission of Written Work**

1. It is the **students'** responsibility to print and staple their final written response(s) to their examination booklets. This includes verifying that the final printed hard copy of their writing is accurately and completely printed and attached to their booklet in proper page order. This step may occur after the officially scheduled time limit; however, this verification step does *not* allow any revision to finished work.

**Note:** A **mark of zero** will be assigned to any examination **question** or **assignment** that has **no** written response, or the **wrong** written response, attached to it, **for whatever reason**, at the time of marking.

2. Students writing Part(ie) A diploma examinations on computer must clearly label each page of their finished work according to its assignment title or question number and must staple the work into the appropriate place(s) in the examination booklet.
3. Each student must include his or her six-digit index number on every page of the finished work stapled into the examination booklet.
4. Students writing Part(ie) A diploma examinations on computer must indicate in the space provided on the back cover of the examination that they have attached word-processed pages to the exam booklet.
5. Students writing Part(ie) A diploma examinations must submit their final written work double-spaced and in an easy-to-read 12-point font. (See the instruction page in the specific examination for details.)
6. Each student writing Part(ie) A diploma examinations must clearly label all word-processed rough work or early drafts as “rough” and must staple these documents into the examination booklets on pages designated “Planning.”
7. Final printing and stapling of written responses may occur after the officially scheduled time for examination writing, but **no** editing may be done after the scheduled time.

### **GUIDELINES**

1. Principals of schools or designated writing centres should consider allowing students to write Part(ie) A diploma examination on computer only if:
  - the participating students normally compose extended written work on computer
  - each participating student knows how to use the school's or designated writing centre's computer

- technical expertise is available before, during, and after examination writing to ensure smooth and secure system functioning
  - security, fairness, and confidentiality will in no way be compromised.
2. Students should be given sufficient time to log on to the computer system and review the rules and procedures for writing Part(ie) A diploma examination on computer in advance of the time scheduled to begin the examination. (It is recommended that students be instructed to arrive at least 20 minutes early.)
  3. In the event of an emergency or disruption, contact the Director, Examination Administration, immediately by telephone at (780) 427-0010; for a toll-free connection, dial (780) 310-0000.

### **\*NEW USE OF PERSONALLY OWNED DEVICES**

Currently, schools are not permitted to allow students to use personally owned computers (PC or Mac OS) when writing diploma examinations, unless specifically authorized by Examination Administration to do so. To be authorized to do so, schools must participate in a pilot project that involves the use of Alberta Education's *Quest A+* exam administration application. When used for examination writing purposes, *Quest A+* and its associated locked browser temporarily block access to hard drives, network drives, and the internet, but enable access to specified printers. For more information about this pilot project, contact Dan Karas, Senior Manager, Digital Systems and Services, by telephone at 780-415-0666 or by email at [dan.karas@gov.ab.ca](mailto:dan.karas@gov.ab.ca).



## *Exemptions and Partial Exemptions*

### **OVERVIEW**

To ensure fairness and equity for all students, diploma examination exemptions and partial exemptions may be granted to students who are unable to complete an examination for one of the following reasons:

- Acute medical illness
- Bereavement
- Inclement weather
- Subpoena to attend court
- School or community emergency or crisis
- Administrative error

Exemptions and partial exemptions may also be granted to students who have written diploma examinations, but those examinations, or components of them, cannot be scored or the scores must be invalidated due to an administrative error.

When exemptions or partial exemptions are granted, the school awarded mark is usually substituted for the exempted examination or portion of the examination.

On receipt of a request for an exemption or partial exemption, Special Cases and Accommodations may approve:

1. An exemption for the complete diploma examination, i.e., any mathematics or science examination, or both Part(ie) A and Part(ie) B of a humanities examination, with the transcript annotated *Exemption Granted*.
2. A partial exemption for the missed part of a diploma examination, i.e., a component of a mathematics or science examination, or Part(ie) A or Part(ie) B, or a component of either of those parts, of a humanities examination, with the transcript annotated *Partial Exemption Granted*.
3. In place of exemption or partial exemption, an incomplete diploma examination mark, with the provision to rewrite the following at the next examination administration session without a rewrite fee:
  - 3.1. the missing or invalid part(s) of a humanities diploma examination
  - 3.2. a mathematics or science diploma examination
4. An appropriate course of action based on individual student circumstances.

### **EXEMPTION RULES**

#### **Exemption Requests**

1. All requests for exemptions and partial exemptions must be made using the *Request for Exemption from Writing a Grade 12 Diploma*

*Examination form* (see *Examination Administration Forms* section), and should be forwarded to Special Cases and Accommodations in a timely manner.

2. All *Request for Exemption* forms must be completed by the student and the school and requires the signature of the parent/guardian if a student is under the age of 18.
3. Exemptions for examinations not written will only be granted when documented and legitimate circumstances prevent the student from being present for the diploma examination on the scheduled day and time of administration.
4. Exemptions from diploma examinations **will not** be granted for long-term or chronic medical conditions. Students with chronic medical conditions are expected to write diploma examinations with the support of the accommodations routinely provided to them, by the school, for examination writing and assignment completion purposes. Use of such accommodations for diploma examination writing purposes must be pre-approved by the Special Cases and Accommodations team.
5. Exemptions from diploma examinations **will not** be granted because students have chronic medical conditions or disabilities that render them unlikely to pass those examinations, or to achieve scores on them that are comparable to their school-awarded marks for those courses.
6. If the reason for requesting an exemption is acute medical illness, a *Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Examination* form must be submitted with the *Request for Exemption* form.

**Note:** Students, or their parents if the student is under 18 years of age, must authorize the release of medical information to Alberta Education by signing the declaration on the *Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Examination* form (see *Examination Administration Forms* section).

7. No exemptions or partial exemptions will be granted for students who write the wrong diploma examination as a result of a late course transfer.

**Writing a Diploma Examination After Exemption or Partial Exemption**

1. If a student should choose to write an examination at a future administration, after a **full exemption** for that examination has been granted, the entire mathematics or science examination, or both Part(ie) A and Part(ie) B of a humanities examination, must be written, but no rewrite fee is required to be paid.
2. If a student should choose to write an examination at a future administration, after a **partial exemption** has been granted, the entire



mathematics or science examination, or both Part(ie) A and Part(ie) B of a humanities examination, must be written at that time and a rewrite fee must be paid.

## EXEMPTION PROCEDURES

**Submission of Exemption Request Applications** All requests for exemptions must be made using the appropriate application form (see *Examination Administration Forms* section). These request forms, and all supporting documentation, should be submitted to Special Cases and Accommodations, on a student's behalf, by the principal or counsellor. Mature students must apply directly to Alberta Education, following the same procedure.

### *Special Writing Centres*

## OVERVIEW

To ensure fair and equitable access to diploma examinations, a Special Writing Centre may be established for students who are outside of Alberta when a diploma examination is scheduled to be administered. A Special Writing Centre is a site outside of Alberta that is temporarily approved to serve as a diploma examination writing centre. Special Writing Centres may be established for any diploma examination administration session.

Permission to establish a Special Writing Centre for the purpose of writing a diploma examination may be granted to students, by Alberta Education, for one of the following reasons:

- They live outside Alberta and have completed a diploma examination course delivered through an Alberta Education approved distance learning program
- They are participating in a scheduled activity such as a national or international competition in athletics or music  
**Note:** Students who are outside of Alberta on vacation, to attend a wedding or family event, on an organized tour, or other similar activity are **not** permitted to establish a Special Writing Centre.
- They have a right of access to education in Alberta under section 8 of the *School Act* and after completing instruction at an accredited high school they have **moved** from the province **permanently** and are unable to return to write the examination.  
**Note:** International students studying a diploma examination course in Alberta are expected to remain in the province until the completion of their instructional program, which includes the writing of the diploma examination. Consequently, international students are **not** permitted to establish a Special Writing Centre if they return home early.

The following directives and rules outline specific expectations associated with the establishment of and administration of diploma examinations at Special Writing Centres.

## SPECIAL WRITING CENTRE DIRECTIVES

### Principals

1. When recommending to a student that application should be made to establish a Special Writing Centre, a principal shall:
  - 1.1. provide access to and explain to the student and his/her parents, all of the directives, rules, guidelines, and procedures associated with the handling and administration of diploma examinations at a Special Writing Centre
  - 1.2. review and sign all forms submitted in application of a request to establish a Special Writing Centre
2. Prior to accepting an out-of-province student's registration for a diploma examination course, the principal of a distance learning program shall ensure that a Special Writing Centre site and the services of a Special Writing Centre Supervisor, approved by Special Cases and Accommodations, are available for that student.
3. If a student is eligible to apply for approval to establish a Special Writing Centre, the principal shall designate an individual at the school to serve in the role of an application process manager for the purpose of supervising and supporting the application process.

### Students/Parents

1. Before a student applies to establish a Special Writing Centre, his/her parent(s), in consultation with the student's school principal, shall identify an individual who is eligible to be a Special Writing Centre Supervisor and willing to serve in that capacity, if approved to do so by Special Cases and Accommodations.
2. To have a Special Writing Centre established on his/her behalf, a student residing and studying **in** Alberta, and his/her parents, are responsible for ensuring the accurate completion and timely submission of the following forms:
  - 2.1. *Application to Establish a Diploma Examination Special Writing Centre*
  - 2.2. *Application to Serve as a Special Writing Centre Supervisor*
  - 2.3. *Registration to Write a Diploma Examination at a Special Writing Centre*
  - 2.4. *Teacher Confirmation of Student Readiness to Write a Diploma Examination at a Special Writing Centre*
3. To have a Special Writing Centre established on his/her behalf, a student residing and studying through a distance learning program **outside** Alberta, and his/her parents, are responsible for ensuring the accurate completion and timely submission of the following forms:

- 3.1. *Application to Establish a Pre-Approved Distance Learning Special Writing Centre*
- 3.2. *Application to Serve as a Distance Learning Special Writing Centre Supervisor*
- 3.3. *Registration to Write a Diploma Examination at a Distance Learning Special Writing Centre*
- 3.4. *Teacher Confirmation of Student Readiness to Write a Diploma Examination at a Distance Learning Special Writing Centre*
4. A student who is approved to write a diploma examination at a Special Writing Centre, and his/her parents, shall assume responsibility for all costs:
  - 4.1. payable to a Special Writing Centre Supervisor for procuring an examination writing site and supervising the handling and administration of the diploma examination
  - 4.2. incurred for the secure, timely, and prepaid shipment of all diploma examination materials, by a bonded courier service, **to** and **from** the Special Writing Centre
5. A student who is approved to write a diploma examination at a Special Writing Centre shall comply with all of the directives, rules, guidelines, and procedures associated with the establishment of a Special Writing Centre and the writing of a diploma examination.

**Application  
Process Manager**

1. On behalf of a student requesting permission to establish a Special Writing Centre, the person designated to serve as the application process manager shall:
  - 1.1. verify and confirm the accuracy and completeness of all information provided in support of that application
  - 1.2. coordinate and manage the application completion and submission process
  - 1.3. provide access to and explain to the student and his/her parents all of the directives, rules, guidelines, and procedures associated with the handling and administration of diploma examinations at a Special Writing Centre
  - 1.4. provide access to and explain to the proposed Special Writing Centre Supervisor all of the directives, rules, guidelines, and procedures associated with the handling and administration of diploma examinations at a Special Writing Centre

**Teachers of  
Students Writing  
Diploma**

1. Teachers of students registering to write a diploma examination at a Special Writing Centre shall provide a statement about the student's readiness to write that exam at the examination administration session

**Examinations at a  
Special Writing  
Centre**

proposed by the student.

**Special Writing  
Centre Supervisor**

1. Prior to submitting an application form, a person applying to serve as a Special Writing Centre Supervisor shall:
  - 1.1. review the directives, rules, guidelines, and procedures associated with the handling and administration of diploma examinations at a Special Writing Centre
  - 1.2. identify and tentatively procure an appropriate site for the secure storage and administration of diploma examinations
2. A person approved to serve as a Special Writing Centre Supervisor shall:
  - 2.1. assume responsibility for, and collaborate with Exam Administration to ensure, the secure and timely shipment and receipt of examination materials to and from the Special Writing Centre
  - 2.2. maintain the security of the diploma examination materials while they are under his/her custody and control
  - 2.3. administer the examination(s) in accordance with the diploma examination schedules, directives, rules, guidelines, and procedures specified in this bulletin

**SPECIAL WRITING CENTRE RULES**

**Examination  
Administration  
Requirements and  
Consequences of  
Non-Compliance**

1. Because Alberta diploma examinations are administered at writing centres throughout Northwest Territories and Nunavut, Special Writing Centres are not permitted to be established there. Students who intend to write diploma examinations in these locations must contact the appropriate Ministry of Education to be directed to the nearest writing centre.
2. Students who will be in Alberta but away from their school or usual writing centre during the writing of diploma examinations are not permitted to establish a Special Writing Centre. In lieu of a Special Writing Centre, students in this circumstance must contact the principal of the closest high school or writing centre to arrange to write their diploma examination(s) at that site.
3. To be approved to establish a Special Writing Centre, a student must have a final school awarded mark for the course for which the examination will be written, or be eligible to receive one by the date when the school is required to submit that mark. Students who write diploma examinations at Special Writing Centres in courses for which they have no school awarded mark will have those examinations

**invalidated.**

4. Students are only permitted to rewrite a diploma examination at a Special Writing Centre if they are currently retaking the course and will receive a school awarded mark in the current session, or if the examination was previously written at the most recent prior writing session.
5. To be approved as a Special Writing Centre, a proposed site must meet the conditions required to ensure the secure and appropriate storage and administration of all diploma examination materials, and written proof that the site has been procured for that purpose must be provided.
6. To be approved as a Special Writing Centre Supervisor, a person must be employed in a position of authority commensurate with that of a school principal, teacher, member of the clergy, police officer, or military officer, and must provide written proof of that employment.
7. To be approved as a Special Writing Centre Supervisor, a person must be fluent at reading and speaking English or French, depending on the language of the examination(s) to be administered.
8. A Special Writing Centre Supervisor may not be a relative or friend, past or present teacher, or a past or present coach of the student.
9. All diploma examinations written at a Special Writing Centre must be administered on the officially scheduled day and time, and in accordance with the deadlines, directives, rules, guidelines, and procedures specified in this bulletin.
10. Diploma examinations administered at a Special Writing Centre are **not** permitted to be written using a computer or an accommodation.
11. All diploma examination materials shipped to a Special Writing Centre must be returned to Alberta Education using a prepaid, secure, and bonded courier service, whether or not the student writes.
12. While the student is responsible for all costs related to the shipping of diploma examination materials to and from a Special Writing Centre, it is the Special Writing Centre Supervisor who must arrange and supervise the receipt of and prepaid return shipment of those materials by a bonded courier service.
13. A student approved to establish a Special Writing Centre must not access or have a diploma examination(s) in his/her possession at any time, other than when completing it on the officially scheduled date and time of administration.

14. A student who is unable or chooses not to write a diploma examination at a Special Writing Centre, after being approved to do so, must notify Special Cases and Accommodations (see *Contacts* section) and the Special Writing Centre Supervisor, as soon as possible.
15. A Special Writing Centre Supervisor who is notified in advance of a scheduled examination administration session that the student will not be writing must return all examination materials to Alberta Education as soon as possible after the notification.
16. If a Special Writing Centre Supervisor fails to comply with the Diploma Examination directives and rules specified in this bulletin, any future request to serve in that capacity will be denied.
17. If a student who is approved to establish a Special Writing Centre fails to comply with all of the directives, rules, guidelines, and procedures associated with that approval, all examinations written at that Centre may be invalidated and any further requests to establish a Special Writing Centre by that student will be denied.
18. If a student approved to establish a Special Writing Centre has unpaid shipping costs associated with that approval, no diploma examination results for the course(s) in question, from that or subsequent administration sessions, will appear on his/her *Results Statement*, *Statement of Courses and Marks*, or official *Transcript*, until those shipping costs are paid in full, whether or not the scheduled diploma examination(s) was written.
19. If diploma examination materials shipped to a Special Writing Centre on behalf of a student are unreturned, no diploma examination results for the course(s) in question, from that or subsequent administration sessions, will appear on the student's *Results Statement*, *Statement of Courses and Marks*, or official *Transcript*, until those materials are returned to Alberta Education, whether or not the scheduled diploma examination(s) was written.
20. No exemption or partial exemption will be approved for a student who was unable to write a diploma examination because his or her request to establish a Special Writing Centre was denied.
21. No exemptions or partial exemptions will be approved for a student who was unable to write a diploma examination at a Special Writing Centre, if the reason for that inability to write was that the examination materials were not available because the Special Writing Centre Supervisor:
  - 21.1. provided an incorrect address or other shipping information to Alberta Education, or

21.2. failed to meet the obligations required to receive and securely store the shipped examination materials.

**Submission of  
Special Writing  
Centre Request  
Applications**

All requests to establish a Special Writing Centre must be made using the appropriate application forms (see *Examination Administration Forms* section). All Special Writing Centre enquiries should be forwarded to Pam Klebanov at (780) 422-2915 or Ellen Powter at 780-422-3336 or by email at special.cases@gov.ab.ca.

### ***Separate (Split) Writings of Diploma Examination Parts***

All humanities diploma examinations have two parts. To obtain credit for a humanities diploma examination course, a student must complete **both parts** of the examination.

**Humanities  
Examinations**

Students are expected to complete both parts of a humanities (language arts or social studies) diploma examination within the same administration period. Should circumstances prevent a student from completing both parts within the same session, the following options are available:

1. The student may write both Part(ie) A and Part(ie) B of the diploma examination at the next administration. For this option, the student must register for the examination by submitting a *Diploma Examination Registration Form* (see *Examination Administration Forms* section) but is not required to pay a rewrite fee.
2. Within one year of writing the first part of the examination, the student may write the part that was missed. To exercise this option, the student must submit two forms concurrently to Exam Administration prior to the examination administration at which the student intends to write the missing portion:
  - 2.1. *Request for Separate Writing* form: The student must indicate on the form which part of the examination he/she has written, which part he/she intends to write, and in which administration the missing part will be written.

**2.2. *Diploma Examination Registration Form:***

**Note:** If a student writes the missed part of the examination but fails to submit a *Request for Separate Writing* form, the results for the examination will not appear on the *Results Statement*, the *Statement of Courses and Marks*, or the official transcript until the request form is submitted. If the student does not write the missing part of the examination at the examination administration session indicated on the two forms, both forms must be re-submitted, prior to the next session at which the student intends to write.

Regardless of which option a student chooses, once both parts of the examination have been completed, the marks will be combined to calculate a total diploma examination mark.

## *Unpredictable and Emergency Events*

### **OVERVIEW**

Alberta Education is responsible to ensure that diploma examinations are administered fairly and equitably to all students, under all circumstances, including unpredictable events and school emergencies. In relation to the administration of diploma examinations, unpredictable events or emergencies refer to events that in some way interfere with school operation immediately before, during, or after the administration of a diploma examination. Such events might include buses not running, inclement weather, fires, bomb threats, floods, hazardous chemical leaks, or other events that might necessitate school closures or the unexpected dismissal of students from the school or examination writing area.

To ensure that students writing diploma examinations are treated fairly, equitably, and with due regard to their health and safety, Alberta Education has developed the following set of directives and guidelines to provide a consistent framework for responding to unpredictable events or emergencies.

### **UNPREDICTABLE AND EMERGENCY EVENT DIRECTIVES**

#### **School Principal and Chief Presiding Examiner Responsibilities**

1. When faced with an unpredictable event or emergency that interferes with the administration of a diploma examination, schools shall always act and make decisions:
  - 1.1. first, in the interest of the health and safety of staff and students
  - 1.2. second, with due regard for the security and integrity of diploma examination materials and the processes of administering them
2. If a school or school authority is required to enact special measures to address an unpredictable event or emergency that may impact the administration of a diploma examination, the school principal or chief presiding examiner of a writing centre shall:
  - 2.1. Ensure that if the school or designated writing centre remains open during inclement weather or other emergency conditions, students who arrive (late or on time) to write their diploma examinations are permitted to do so. Students in these situations must be allowed the full time allotted for the examination.
  - 2.2. Under certain circumstances, and only upon the approval of the Director of Exam Administration (see *Contacts* section), allow an examination to be administered to individual students on the scheduled day of administration but at times other than the scheduled time.
  - 2.3. Ensure that students, including mature students, who are unable to write or to complete a diploma examination because of an emergency have the opportunity to review their options, including



appeal and rescore provisions, with the support of school administration.

- 2.4. On review of a student's options, recommend in writing to Special Cases and Accommodations, one of the following options:
  - a. an exemption from writing the diploma examination or the missed part of a diploma examination
  - b. for humanities examinations only, an incomplete diploma examination mark now, and a request that the student write the missed portion of the examination during the next scheduled administration
  - c. for mathematics and sciences examinations, an incomplete diploma examination mark now, and a request that the student write the examination during the next scheduled session
  - d. a recommendation based on individual student circumstances
- 2.5. Include in the Principal's Statement or Chief Presiding Examiner's Statement a description of the emergency situation and how the measures taken resulted in departure from normal administration procedures.

### ***Special Cases Committee***

#### **Special Cases Committee**

The Special Cases Committee of Alberta Education deals with all matters that require interpretation and application of policy relative to an individual student's program. The committee consists of Alberta Education directors and is the final level in the appeal process, other than the Minister of Education. Students must have explored all other avenues of appeal at the local school authority level before appealing to this provincial body. Further information about the operations of the Special Cases Committee is in the *Guide to Education, ECS to Grade 12*. The Special Cases Committee can be contacted by e-mail at [special.cases@gov.ab.ca](mailto:special.cases@gov.ab.ca).

### ***Annotations***

#### **Annotations**

*Results Statements* and official transcripts are not annotated with respect to the use of any accommodations granted for students who have special diploma examination writing needs. Annotations will only appear on official transcripts for those students who were granted an exemption or partial exemption from writing a diploma examination by the Special Cases team.

# *Diploma Examination Accommodations*

## **OVERVIEW**

Alberta Education is committed to accommodating the needs of all Alberta students so that they have fair and equitable access to educational opportunities, including the writing of diploma examinations. To ensure equitable access to diploma examinations and fair and consistent application of diploma examination standards, Alberta Education may approve the use of writing accommodations for students with special diploma examination writing needs. Students with special diploma examination writing needs are individuals for whom the writing of a diploma examination would be inequitable, without a specific accommodation.

The goal of accommodation is not to optimize performance but to level the playing field by removing obstacles to performance that are inequitable. Consequently, accommodations are neither intended nor permitted to:

- alter the nature of the construct being assessed by an exam
- provide unfair advantage to students with disabilities or medical conditions over students taking examinations under regular standardized conditions, or
- compensate for knowledge or skill that the student has not attained

Alberta Education may permit diploma examinations to be administered using one or more of the following accommodations:

Accommodation 1:	CD version (for visual impairment)
Accommodation 2:	CD version (for learning or physical disabilities)
Accommodation 3:	Extra writing time
Accommodation 4:	Not currently assigned
Accommodation 5:	Scribe
Accommodation 6:	Large-print version
Accommodation 7:	Braille version
Accommodation 8:	Reader
Accommodation 9:	Sign language interpreter
Accommodation 10:	Recorded response
Accommodation 11:	Franklin Language Master
Accommodation 16:	Miscellaneous (please specify on <i>Principal's/Chief Presiding Examiner's Statement</i> )

The directives, rules, guidelines, and procedures presented below address the writing of diploma examinations using accommodations.

## **ACCOMMODATION DIRECTIVES**

The following directives outline general requirements and expectations related to the processes of requesting and administering diploma examinations with accommodations.

### **Requests and Approvals**

1. Prior to each exam administration session, the principal shall communicate to students and teachers the availability of and

requirements related to the use of diploma examination writing accommodations.

2. Except under special circumstances, schools shall only request diploma examination writing accommodations that are similar to those routinely provided to and **used** by a student for examination writing purposes.
3. Based on the accommodations that a student **routinely uses** for examination writing purposes, a teacher or counsellor shall recommend to a principal that comparable diploma examination writing accommodations be requested for a student making application.
4. On behalf of students who require accommodations when writing diploma examinations, the school principal shall:
  - 4.1. Submit applications, with supporting documentation, to Alberta Education in accordance with the rules, procedures, and deadlines specified in this Bulletin (*See Accommodation Rules and Accommodation Procedures* below, and *Schedules & Significant Dates* section).
  - 4.2. Ensure that requested accommodations closely parallel those routinely provided to and **regularly used** by a student for examination writing purposes.
  - 4.3. Ensure that requests for accommodations for diploma examination writing are made with the consent of the student and his or her parent(s)/guardian(s), or, in the case of an adult student, with the student's consent.
5. Mature students who require accommodations when writing diploma examinations shall apply directly to Alberta Education, by submitting applications with appropriate supporting documentation in accordance with the rules, procedures, and deadlines specified in this bulletin (*See Accommodation Rules and Accommodation Procedures* below, and *Schedules & Significant Dates* section).
6. All requests for accommodations shall be accompanied by documented evidence that demonstrates the need for and **regular use** of specific accommodations for examination writing purposes. This documented evidence shall include:
  - 6.1. Results of a formal medical or psychometric (e.g. academic, intellectual) assessment **or** a statement indicating that the student has been registered with Alberta Education as a student with special needs. Formal medical or psychometric assessments must be current (usually no older than three years) and administered by an individual who is qualified and/or licensed to interpret and report the results of such assessments (*see Accommodation Rules* below).

- 6.2. A description and record of accommodations normally provided by the school and **regularly and consistently used** by the student for examination writing purposes.

**Notes:** A valid and current Individualized Program Plan (IPP) may be submitted as supporting documentation but must include (6.1) and (6.2). An IPP means a plan designed to address the student's special needs. It is based on professionally obtained and documented diagnostic assessment information.

Detailed supporting documentation is only required for subsequent applications within the same school year if a student's examination writing needs have changed significantly from the original application or if requested by Alberta Education.

7. On receipt of an application and appropriate and complete supporting documentation, Alberta Education shall:
  - 7.1. Review the application and may grant individual students diploma examination writing accommodations.
  - 7.2. Ensure confidentiality of the information required for approval of accommodations according to the *Freedom of Information and Protection of Privacy Act*.

**Examination  
Administration  
Using  
Accommodations**

1. All diploma examinations administered with the support of an approved accommodation shall be conducted in accordance with the directives, rules and procedures specified throughout this bulletin, including those that are presented in this section (see *Administration Directives, Guidelines & Procedures* section and *Using Calculators & Computers* section).
2. The principal shall ensure that only those students who are approved by Alberta Education to use a writing accommodation are permitted to do so.
3. The principal shall ensure that all facilities and equipment (e.g., recording devices, earphones, microphones, computers) approved to be used as diploma examination accommodations are available and appropriately configured to safeguard test security and fairness and to minimize distraction to students.
4. The principal shall ensure that all facilities and equipment that have been set up for examination writing purposes are secured and remain secured until after the examination writing session and follow-up administrative procedures are completed.
5. The school jurisdiction is responsible for the appointment of scribes, readers, and sign language interpreters and for all expenses incurred in appointing these individuals on behalf of their students.

6. Mature students are responsible for all expenses incurred for the appointment of scribes, readers, and sign language interpreters whose appointment on their behalf has been approved by Alberta Education.
7. It is a school's responsibility to supply all sound recording equipment and materials that are required when administering examinations with the support of a scribe or reader.
- \*NEW** 8. The principal shall ensure that all digitally recorded conversations and responses related to the administration of diploma examinations are immediately deleted once they have been saved to a storage device for shipment to Alberta Education.
9. Individuals appointed to serve as a scribe, reader, or sign language interpreter shall not be a relative, friend, or a past or present teacher of the student.
10. Scribes, readers, and sign language interpreters who are approved to assist a student during the administration of an examination shall understand and implement all directives, rules, and procedures related to the administration of diploma examinations using accommodations.
11. All diploma examinations administered with the assistance of a scribe, reader, or sign language interpreter shall be supervised at all times by an Examination Supervisor (See *Administration Directives, Guidelines, and Procedures* section).
12. The principal shall ensure that Examination Supervisors who are designated to supervise the administration of diploma examinations that are being written using approved accommodations are appropriately prepared for that role.
13. Students and mature students who write diploma examinations using one or more approved accommodations shall be familiar with and follow all directives, rules, and procedures related to the administration of diploma examinations using accommodations.
14. Scribes, readers, and sign language interpreters who assist a student during the administration of a diploma examination, and Examination Supervisors who supervise such administrations, shall complete and sign a *Statement of Scribe, Reader, and/or Interpreter and Examination Supervisor* form at the end of the examination writing session (see *Examination Administration Forms* section).
15. The principal shall record the use of all examination writing accommodations on the *Principal's Statement* and shall attach all completed *Statement of Scribe, Reader, and/or Interpreter and*

*Examination Supervisor* forms to it.

## **ACCOMMODATION RULES**

### **Requests for Accommodations**

1. All requests for accommodations must be made using one of the following application forms (see *Examination Administration Forms* section).
  - 1.1. *Application for Accommodations for Students With Special Diploma Examination Writing Needs*
  - 1.2. *ESL Application for Accommodations for Students With Special Diploma Examination Writing Needs*
2. All application forms and documentation submitted in support of a request for diploma examination accommodations must be accurate, complete, and signed, where required, before submission to Alberta Education. Special Cases and Accommodations will not approve applications that fail to meet these criteria.
3. No exemptions or partial exemptions will be approved for a student because his/her request for accommodations was denied.

### **Examination Administration Using Accommodations**

1. All rules and procedures related to the use of a specific accommodation must be explained and discussed with a student prior to the commencement of the officially scheduled examination period.
2. To ensure that facilities and equipment are available and appropriately configured, students and mature students who are approved to use an accommodation when writing a diploma examination must communicate their intention to do so to the principal or writing centre supervisor, well in advance of the scheduled date of administration.
3. To maintain fairness and security, any student writing a diploma examination with an accommodation that requires the vocalization of answers and responses must do so in isolation from other examination writers.

### **Medical or Psychometric Assessment Reports**

1. Unless specifically stated otherwise, all formal medical or psychometric (e.g. academic, intellectual) assessment reports submitted in support of a request for accommodations must include:
  - 1.1. a summary, interpretation, and analysis of scores or other results
  - 1.2. a clearly defined diagnosis or condition, and the implications of that diagnosis or condition with respect to examination writing behaviours and abilities
  - 1.3. a clear statement of the academic and/or examination accommodations that are recommended or prescribed as a result of

the diagnosis or condition

**Note:** When accommodations are being requested for medical reasons, a treatment plan must be submitted by a physician

**Extra Writing Time**

1. All students must complete an examination within the allotted time unless approval for extra writing time has been granted. The allotted time includes the **time officially scheduled** for the examination and the additional half hour that all students are permitted.
2. Students granted extra writing time as an accommodation may be given up to **twice** the amount of **time officially scheduled** for the examination. The additional half hour that all students are permitted may be added at the end of this period, if needed.

**Franklin Language Master**

1. When using a Franklin Language Master as an approved accommodation, all “My Word List” and note fields must be cleared and no removable cards other than the dictionary/thesaurus card may be used or brought into the diploma examination writing room.

**Text-to-Speech Software**

1. If approved as a writing accommodation, students may use text-to-speech software to read back their own responses when composing written response answers using a computer. No other use of this software is permitted.
2. When using text-to-speech software as an approved accommodation, features such as word prediction, word wizard, fact folder/finder, and scientific calculator must be disabled.
3. No secured examination material may be scanned to enable the use of text-to-speech software.

**Use of a Scribe**

1. An examination that is administered with the support of a scribe must take place in an isolated writing area.
2. Once an examination administration session has commenced, a continuous recording of all conversation that occurs between a scribe and student must be made. This recording must be of sufficient sound quality to permit clear understanding of the conversation between the scribe and student.

**Note:** If a reader has also been approved and is being used to support the same student writing a diploma examination, one recording may be used to capture the readings completed by the reader and the conversation between the scribe/reader and the student. In this situation, the Examination Supervisor must ensure that all reading and conversations between the scribe/reader and student can be clearly heard and understood.
3. To ensure anonymity during marking, the identity of a student must not be revealed during the recording of a scribing conversation.

4. A copy of the recorded conversation between a scribe and a student must be submitted to Exam Administration on a standard size cassette or CD at the end of the examination period along with the completed examination (see *Accommodation Procedures* section below).
- \*NEW** 5. All recorded conversations between a student and a scribe must be immediately deleted from the recording device once they have been saved to a storage device for shipment to Alberta Education.
6. A scribe may record a student's response in handwriting or using a computer.
7. A scribe must record a student's response verbatim; that is, exactly as the student dictates. A scribe may not improve the student's response by rewording, correcting grammar, adding punctuation, indicating paragraphs, or otherwise changing a student's answer.
8. A scribe may confirm a student's responses by reading the responses back for clarification.
9. A scribe may not ask leading questions or provide suggestions or interpretations of any kind.
10. A scribe must ask for the spelling of commonly misspelled words and similar sounding words such as "to," "two," and "too," "there," "they're," and "their." If the student uses a word that the scribe is not familiar with or does not know how to spell, the scribe should ask the student to spell it.
11. The student must spell any technical or subject matter terms or concepts associated with a topic, such as chemical terms, geographic locations, or people's names.

#### **Use of a Reader**

1. An examination that is administered with the support of a reader must take place in a separate writing area so that other students who are writing the examination are not disturbed.
2. Once an examination administration session has commenced a continuous recording of the reading and conversations that occur between the reader and student must be made. This recording must be of sufficient sound quality to permit clear understanding of what is being read and said.

**Note:** If a scribe has also been approved and is being used to support the same student writing a diploma examination, one recording may be used to capture the readings completed by the reader and the conversations between the scribe/reader and the student. In this situation, the Examination Supervisor must ensure that all reading and conversations between the scribe/reader and student can be clearly heard and understood.



3. To ensure anonymity during marking, the identity of a student must not be revealed during the recording of an examination administration session that is supported by a reader.
4. A copy of the recorded exam administration session must be submitted to Exam Administration on a standard size cassette or CD at the end of the examination period along with the completed examination (see *Accommodation Procedures* below).
- \*NEW** 5. All recorded exam administration sessions must be immediately deleted from the recording device once they have been saved to a storage device for shipment to Alberta Education.
6. A reader must read the examination verbatim; that is, exactly as it appears in the examination booklet. A reader may not add emphasis, inflection, or read in such a way as to prompt or guide the student. A reader may not ask leading questions or provide suggestions, interpretations, or word definitions of any kind.
7. A reader may repeat readings as often as necessary and must read consistently each time.
8. A reader must read in such a way that the student understands the beginning and end of each sentence and paragraph. Without leading the student, the reader must be aware of and obey all punctuation and must read in such a way that the student understands the use and purpose of the punctuation.

**Sign Language Interpreter**

1. To be appointed to support a student writing a diploma examination, a sign language interpreter must be a neutral person who interprets a spoken message into American Sign Language or into one of the Manually Coded English Systems for a student with hearing loss.
2. For purposes of interpreting for a diploma examination, a sign language interpreter may:
  - 2.1. voice what is signed by a student
  - 2.2. interpret all words spoken during the examination period that are intended for all students
  - 2.3. repeat interpretations as often as necessary, interpreting consistently each time
3. A sign language interpreter must not record a student's responses. This is the role of a scribe and is a support that must be approved by Alberta Education as a separate accommodation.
4. A sign language interpreter must render any message to be interpreted faithfully, always conveying the content and spirit of the spoken word

using the signed language most readily understood by the student. The interpreter must not provide definitions or interpret beyond conveying the spoken message.

5. A sign language interpreter must not counsel, advise, interject personal opinions or ask leading questions, provide suggestions, or provide word definitions of any kind.
6. During the administration of a diploma examination, all questions or queries raised by the student must be directed to the Examination Supervisor. In this case, the interpreter must interpret spoken and signed messages between the student and the Examination Supervisor.

**Use of CD Format**

1. Students may use their personal portable CD players when writing a diploma examination in CD format.
2. If a student uses a personal CD player when writing a CD format examination, the Examination Supervisor must ensure that no prohibited material is brought into the examination room or used in that CD player before or during the scheduled examination period.

**Recorded Response**

1. A student using the recorded response accommodation must have an isolated space in which to work.
2. All student work dictated during an examination administration under a Recorded Response accommodation must be transcribed. Students using this accommodation must be able to read the transcribed version of their recorded exam response(s) during the allotted examination writing time, to verify that the transcription accurately reflects what was vocalized. Consequently, a staff member at the school must transcribe the recorded response within the allotted examination writing time.

- \*NEW**
3. All recorded responses must be immediately deleted from the recording device once they have been saved to a storage device for shipment to Alberta Education

**GUIDELINES FOR GRANTING ACCOMMODATIONS**

The Special Cases and Accommodations team uses the following guidelines to grant diploma examination accommodations for students:

**Students Registered with a Special Education Student Code**

Students who are currently registered with a Special Education Student Code may be granted one or more accommodations if the requested accommodations are routinely used for examination writing purposes for the course for which the request is being made (see *Accommodation Directives* and *Accommodation Rules*, above).

Students with Special Education Student Code 80 are only eligible for accommodations if they have a dual diagnosis of Gifted and Learning Disability. Requests for accommodations for students meeting these criteria must include an updated copy of their psychological assessments (see *Accommodation Directives* and *Accommodation Rules*, above).

**Students Not Registered with a Special Education Student Code**

Students who are not currently registered with a Special Education Student Code may be granted one or more accommodations if the request for such accommodations includes a current assessment that identifies the need for such support, and if the requested accommodation(s) are routinely used for examination writing purposes for the course for which the request is being made (see *Accommodation Directives* and *Accommodation Rules*, above).

**English as a Second Language (ESL) and Francisation**

Under certain circumstances, English as a Second Language (ESL) and Francisation students writing diploma examinations where the language of testing is English and French, respectively, may be granted an accommodation of extra writing time. ESL students come from a home in which the primary spoken language is not English and have a first language spoken that is other than English. Francisation students attend Francophone schools, come from a home in which the primary spoken language is not French, and have a first language spoken that is other than French.

Where the use of dictionaries are permitted for all students (see *Security & Examination Rules* section), ESL and Francisation students are permitted to use paper format bilingual dictionaries.

ESL and Francisation students may be granted extra writing time as an accommodation when writing diploma examinations. Additional writing time is a condition that has the potential to improve the scores of all test takers, regardless of their capabilities or special needs. Consequently, because accommodations are intended to remove obstacles to performance that are inequitable, and not to alter the nature of the construct being assessed, to provide unfair advantage, or to compensate for knowledge or skill not yet attained, the granting of this condition as a diploma examination accommodation must be handled judiciously. When granted as an accommodation to ESL or Francisation students, the intent of additional writing time is to compensate for **significantly** slower second language processing skills. It is **not** intended to compensate for limited English/French language proficiency and/or subject matter knowledge and skill that are not yet attained. This point is particularly salient with respect to requests for extra time for English and French language arts diploma examinations, since language proficiency is a central component of the subject matter knowledge and skill being assessed by those diploma examinations.

ESL and Francisation students may be granted extra writing time as an accommodation if the request includes a current assessment (within the

current school year) that identifies the need for such support, and if the requested accommodation is routinely used throughout the year for examination writing purposes in the diploma course for which the request is being made (see *Accommodation Directives* and *Accommodation Rules*, above).

**Notes:** ESL students receiving funding should have an annual assessment on file in the school which indicates that their language proficiency is insufficient for them to be successful in their regular coursework without interventions (please see Funding Manual for reference).

Until recommendations are made by Alberta Education on which tests of language proficiency are most acceptable, Special Cases and Accommodations will accept the following commonly used tests of ESL language proficiency:

- Canadian Test of Basic Skills (CTBS)
- Gates-MacGinitie Reading Tests, Canadian
- SLEP – Secondary Level English Proficiency
- Vocabulary Levels Test (VLT) 2000 words
- Woodcock-Munoz Language Survey Revised (WML-R)

If the initial assessment does not accurately reflect the student's deficits, for example in written expression, the school is urged to reassess the student with an inventory which addresses or specifies the area of deficit.

ESL or Francisation students who may require accommodations other than or in addition to extra writing time must request those accommodations following the regular procedures. The requirements and criteria for granting these other accommodations are the same as those applied to all other students (see *Accommodation Directives* and *Accommodation Rules*, above).

### **Use of a Reader**

The use of a reader to assist a student during the administration of a diploma examination is approved under exceptional circumstances only. The CD version of diploma examinations is expected to be used rather than a reader.

### **Sign Language Interpreter**

Under the following conditions, a sign language interpreter may use sign language to interpret diploma examinations for a student who is deaf or hard of hearing:

1. the student has a specific impairment that greatly limits his or her ability to decode text, even after varied and repeated attempts to teach the student to do so
2. the student is only able to access printed material with the support of a reader or sign language interpreter, or is provided with text on tape or in another electronic format for routine instruction

### **Franklin Language Master**

In certain circumstances, the use of a Franklin Language Master may be approved as an accommodation for students writing **Part(ie) A** of the following diploma examinations:

- English 30–1 and English 30–2
- Français 30–1 and FLA 30–1
- Social Studies 30–1, Social Studies 30–2, Études sociales 30–1, and Études sociales 30–2

Only the following models of Franklin Language Master will be approved for use as an accommodation:

- LM 6000
- LM 6000 B
- LM 6000 SE
- MWS 1840
- LM 4200

**Text-to-Speech Software**

The use of text-to-speech software may be approved as an accommodation for students writing Part(ie) A of the following diploma examinations using a computer:

- English 30–1 and English 30–2
- Français 30–1 and FLA 30–1
- Social Studies 30–1, Social Studies 30–2, Études sociales 30–1, and Études sociales 30–2

**Severe Test Anxiety**

Most students experience some form of anxiety before, during, and/or after writing diploma examinations. However, some students experience a severe level of test anxiety that may lead to poor performance or prevent them from fully demonstrating their knowledge. Students who experience such severe test anxiety should speak with their school administrators and/or counsellors to seek help developing coping strategies.

Exemption(s) from diploma examination(s) will **not** be granted because of severe test anxiety. Students suffering from severe test anxiety may apply for the accommodation of extra writing time. Applications must include the following:

1. a specialized assessment from a registered psychologist or psychiatrist
2. a prior history of receiving extra time for severe test anxiety
3. IPP documents, including corresponding strategies
4. evidence of significant impairment in test-taking situations related to the administration of achievement tests, diploma examinations, and/or school-based tests and examinations (evidenced, for example, by a consistent and significant discrepancy between a student’s assignment-based scores and his or her test-based scores, **relative to that of other students**).

Isolation is a strategy that schools are encouraged to provide for students

with severe test anxiety and it is not an accommodation for which schools need to apply to Alberta Education.

**Chronic Medical Conditions**

Students with diagnosed chronic medical conditions such as diabetes, eating disorders, obsessive compulsive disorder, manic-depression, depression, anxiety/panic disorder, epilepsy, etc., are expected to write diploma examinations with the support of the accommodations routinely provided to them, by their school, for examination writing purposes. Use of such accommodations for diploma examination writing purposes must be approved by Special Cases and Accommodations. Students with chronic medical conditions that impact their ability to concentrate may be granted the accommodation of extra writing time. The school is also encouraged to provide an isolated space where that student may write. Isolation is not an accommodation for which schools need to apply to Alberta Education.

If a student with a chronic medical condition experiences a medical crisis related to that condition immediately before or while a particular diploma examination is being administered, he or she may apply for an exemption or partial exemption from that examination on the basis of an acute medical illness (see *Exemptions and Partial Exemptions* above).

**Course Level Transfers and Accommodation Requests**

If a student transfers courses or course levels after having requested and/or been approved to write a special format form of the diploma examination in the original course (i.e., a Braille, large print, CD, or coloured paper form) an *Accommodation Request Transfer* form (see *Examination Administration Forms* section) must be submitted to the Special Cases and Accommodation team. Submission of this form will ensure that the requested special format form of the diploma exam is sent for the correct course.

**GUIDELINES FOR USING ACCOMMODATIONS**

**CD Format**

The Examination Supervisor may modify the examination setting by administering the examination:

- in a small group setting
- in a private room (isolation)
- to the student individually (using routine administration procedures)
- with the student wearing noise buffers (after directions have been given using routine administration procedures)

It is important to emphasize that students should use the printed and CD examinations in a manner that best suits them; for example, students should be made aware that they may listen to part or all of the CD more than once.

If a student appears confused about the examination process, the examiner should explain the process to the student until satisfied that the student understands the process.

**Recorded Response**

Students who are dictating their responses should be encouraged to do some rough work in the examination booklet. Rough work will not be marked but serves to guide the student as he or she dictates a response.

For written-response questions, students should be advised to indicate verbally when they have finished one assignment and are beginning the next one by saying, “I am now finished assignment one, and I am ready to begin assignment two.”

**\*NEW** Student responses may be recorded using audiotape or as digital audio files in WAV or MP3 format.

All storage devices containing a student’s recorded responses must be clearly labelled with:

- Name of Student
- Alberta Student Number
- Index Number
- Course Name
- School Code
- Storage Device Number (i.e., 1/3, 2/3, etc.)
- The words “Recorded Response”

**Scribe or Reader**  
**\*NEW**

Scribe or Reader conversations with a student may be recorded using audio tape or as digital audio files in WAV or MP3 format.

All storage devices containing the conversation between a scribe and a student or a reader and a student must be returned to Exam Administration with the regular return shipment of other diploma examination materials from the school.

All storage devices containing Scribe or Reader conversations with a student must be clearly labelled with:

- Name of Student
- Alberta Student Number
- Index Number
- Course Name
- School Code
- Device Number (i.e., 1/3, 2/3, etc.)
- The word “Scribed” or “Reader”

**ACCOMMODATION PROCEDURES****Inquiries and Concerns**

All inquiries and concerns regarding the processes of submitting requests for or administering diploma examinations with accommodations should be directed to Special Cases and Accommodations by phone at (780) 427-0010, by fax at (780) 422-4889, or by e-mail at [special.cases@gov.ab.ca](mailto:special.cases@gov.ab.ca). For a toll-free connection, dial (780) 310-0000.

**Application  
Process Manager**

To facilitate a smooth accommodation request process, a principal or his/her designate at the school must manage the application process on behalf of a student. In addition to coordinating and managing the application completion and submission process, the application process manager is expected to verify and confirm the accuracy and completeness of the information provided in support of that application and to serve as the official school contact for that student with respect to that accommodation request.

**Submission of  
Accommodation  
Request  
Applications**

All requests for accommodations must be made using the appropriate application form (see *Accommodation Rules* above and *Examination Administration Forms* section). These request forms, and all supporting documentation, should be submitted to the Special Cases and Accommodations team (see above), on a student's behalf, by the application process manager. Mature students who require accommodations when writing diploma examinations must apply directly to Alberta Education, following the same procedure. All requests for accommodations must be submitted to Alberta Education by the deadlines posted in this document (see *Schedules & Significant Dates* section).

If a student requires accommodations for more than one diploma examination writing session, a separate submission of the application form is required for each writing session. However, supporting documentation is required on a subsequent submission within a school year only if the student's examination writing needs have significantly changed from a previous application.

Accommodation request forms are distributed to the Special Cases and Accommodations team by the first letter of the student's last name.

**Return of  
Examination  
Materials**

1. All special format diploma examination materials, including those in CD, large print, and Braille format, must be returned to Exam Administration along with the regular return shipment of other examination materials from the school.
2. If a student writes a diploma examination using a large print version of the examination, both the large print examination and the answer sheet must be returned with the other examination materials.



## *Marks, Results, and Appeals*

### **Submitting School-Awarded Marks**

The school where a student is formally registered and has completed the course instruction or a challenge assessment must submit a school-awarded mark to Alberta Education for that student.

School-awarded marks for all diploma examination administrations must be postmarked or transmitted to PASI and Student Records by the dates specified in the *Schedules & Significant Dates* section.

Principals must inform all students about their school-awarded marks prior to the writing of the Part(ie) B humanities, and the mathematics and science, diploma examinations. School-awarded marks should be expressed as a percentage and rounded to the nearest whole number.

Further directives about reporting student achievement in high school courses are published in the *Guide to Education, ECS to Grade 12*, available on the website at <http://education.alberta.ca/admin/resources/guidetoed.aspx>.

### **Processing Final Marks for Results Statements, Transcripts, and Diplomas**

Marks shown on *Results Statements* may or may not correspond to marks shown on the official transcript. The *Results Statement* for all diploma examination administrations reports the most recent diploma examination mark and the most recent school-awarded mark. The transcript reports the highest school-awarded mark, the highest diploma examination mark, and the highest final mark within a three-year period. Any difference will apply only to those students who have either a previous school-awarded mark or a previous examination mark for a specific course.

The manner in which final marks are calculated is dependent upon a number of variables. Students are categorized into three broad groups.

#### **1. Students Registered for Classroom Instruction**

Most students who write diploma examinations are registered at either an accredited Alberta high school or at the Alberta Distance Learning Centre. The school-awarded mark that is forwarded by the school is used in the blending process, subject to the following distinctions:

##### *a. Regular Students*

For regular students in diploma examination courses, the school mark\* (SM) and the examination mark\*\* (EM) are combined on a 50/50 basis to obtain the final mark.

\*“school mark” refers to a school-awarded mark.

\*\*“examination mark” refers to a diploma examination mark.

*b. Students with Mature Student Status*

For mature students, the school mark is used in the 50/50 blending process only if it is higher than the examination mark. If the school mark is lower than the examination mark, the school mark is disregarded and the examination mark becomes the final mark. In both cases, all three marks will appear on the *Results Statement*.

	<b>School Mark</b>	<b>Exam Mark</b>	<b>Final Mark</b>
Student A (Regular)	70	60	65
Student B (Mature)	80	70	75
Student C (Mature)	(65)	70	70

**2. Students Not Registered for Classroom Instruction But Writing a Diploma Examination**

Students rewriting an examination or mature students who are challenging a diploma examination belong in this group. If a school mark has been assigned in the current or previous two school years, that mark, or if more than one is found the most recent mark, is brought forward and used in the blending process, subject to the following distinctions:

*a. Regular Students*

For regular students, the school mark is brought forward and combined with the examination mark on a 50/50 basis to obtain the final mark.

*b. Students with Mature Student Status*

For mature students, the school mark is brought forward only if it is higher than the examination mark. It is then combined with the examination mark on a 50/50 basis to obtain the final mark. If the examination mark is higher than the school mark, the school mark is disregarded and the examination mark becomes the final mark.

	<b>School Mark</b>	<b>Exam Mark</b>	<b>Final Mark</b>
Student A (Regular)	70*	60	65
Student B (Mature)	80*	70	75
Student C (Mature)	(65)**	70	70

\*School mark brought forward

\*\*School mark not brought forward

If a student has written a diploma examination and no school mark exists for the current or previous two school years, the final mark is determined as follows:

*a. Regular Students*

For regular students, an “NSM” (no school mark) is recorded and an “INC” (incomplete) is assigned as the final mark.

*b. Students with Mature Student Status*

For mature students, the examination mark is assigned as the final mark.

	<b>School Mark</b>	<b>Exam Mark</b>	<b>Final Mark</b>
Student A (Regular)	NSM	70	INC
Student B (Mature)	NA*	60	60

\*Not applicable

**3. Students Registered for Classroom Instruction But Not Writing the Diploma Examination**

If a student has been issued a school mark and does not have a current examination mark, the achievement record is reviewed to determine if an examination mark had been issued in the current or previous two school years. If an examination mark is found, that mark, or if more than one is found, the most recent mark, is brought forward and combined with the school mark on a 50/50 basis, regardless of whether or not the student has mature status. Mature student status is only a factor when a diploma examination is written. If no eligible examination mark is found, the final mark is assigned as “INC” (incomplete).

	<b>School Mark</b>	<b>Exam Mark</b>	<b>Final Mark</b>
Student A (Regular)	70	60*	65
Student B (Mature)	50	60*	55
Student C (Mature)	80	70*	75
Student D (Mature)	65	NW**	INC

\*Examination mark brought forward

\*\*Not written

## **Rounding of Marks**

Alberta Education does not award final marks of 48% or 49% for diploma examination courses. Students may receive a school mark or examination mark of 48% or 49%, but in the blending process, a final mark of 48% or 49% is raised to 50%.

**Note:** If the school mark and diploma examination mark result in a blended final mark of 47.5% this mark is rounded to 48% and then raised to a final mark of 50%.

## **Reporting to Students**

Students who write diploma examinations receive their results from Alberta Education in the form of a *Results Statement* approximately three and one-half weeks after writing (see *Schedules & Significant Dates* section). **The *Results Statement* is not an official transcript of marks.**

The *Results Statement* for all diploma examination administrations has been redesigned to show three important marks:

- the most recent school-awarded mark(s)
- the most recent diploma examination mark(s)
- the most recent final blended mark(s)

The *Results Statement* also shows the Part(ie) A Written Response mark for humanities examinations to help those students who may be considering a rescore request for the Part(ie) A.

The official *High School Transcript of Achievement* reports only the highest school-awarded mark, the highest diploma examination mark, and the highest final mark achieved within the current school year or the previous two school years.

Therefore, marks shown on the *Results Statement* may differ from those shown on the official transcript.

*Results Statements* are printed and distributed only once after each administration of diploma examinations. Should students require a second copy of their marks, they may obtain a *Statement of Courses and Marks* from PASI and Student Records at no cost. The request form is available on line at

<http://www.education.alberta.ca/students/transcripts/requests.aspx>. The *Statement of Courses and Marks* reports all courses that have been taken by a student, and marks awarded, from Grade 10 to Grade 12. It does not, however, report the breakdown of humanities diploma examination marks (i.e., written-response and machine-scored raw scores).

## **Transcripts and Diplomas**

A student can submit a written request to Alberta Education, or apply on line at <http://www.education.alberta.ca/students/transcripts/requests.aspx>. This document is a record of achievement and shows the following information:

- for each course reported: the course name, language of instruction, year completed, school code, credits earned, and the highest final mark achieved
- for each diploma examination course: the three highest individual

marks (school, examination, and final), the language of instruction, and the language of examination

Transcripts reporting the above information will constitute a complete record for most students. However, the following exceptions should be noted:

- transcripts will show only one mark for courses completed before September 1, 1984, that are now diploma examination courses
- results in diploma examination courses will be recorded on the transcript only if a final mark has been calculated (i.e., no record containing an “INC” will be shown)

If a student repeats any course or rewrites a diploma examination, the transcript reports only the highest school mark, the highest examination mark, and the highest final mark achieved within the current school year or the previous two school years.

To obtain an official transcript or to have a transcript forwarded to a post-secondary institution or a prospective employer, a student must submit a written request with the correct fee per transcript to PASI and Student Records. *Transcript Request* forms are available from any high school or post-secondary institution, or from the Alberta Education website at

<http://www.education.alberta.ca/students/transcripts/requests.aspx>.

Once students have completed the prescribed courses and have accumulated the required minimum of 100 credits, Alberta Education issues the appropriate high school diploma. Alberta high school diplomas are issued at the end of each semester (April and September) and again in November. Refer to the *Guide to Education, ECS to Grade 12*, for a description of the Alberta High School Diploma requirements.

### **Reporting to Schools and School Authorities**

Alberta Education provides multiyear reports on student achievement and participation on diploma examinations by school and school authority electronically on the Alberta Education extranet site. Alberta Education also provides detailed reports for the January and June administrations of the diploma examinations. These detailed reports are useful for identifying areas of strength and weakness in instructional programs.

The Grade 12 Diploma Examinations Program is intended to develop and maintain excellence in educational standards by certifying academic achievement of individual students and by providing information to educators and the public about the effectiveness of the educational system.

### **Maintaining Consistent Standards Over Time on Diploma Examinations**

A goal of Alberta Education is to make diploma examination results directly comparable from session to session, thereby enhancing fairness to students across administrations. To achieve this goal a number of questions, called anchor items, remain the same from one examination to another. Anchor items are used to find out if the student population writing in one administration is different in achievement from the student

population writing in another administration. Anchor items are also used to find out if the unique items (questions that are different on each examination) are different in difficulty from the unique items on the baseline examination (the first examination to use anchor items). A statistical process, called equating, adjusts for differences in examination form difficulty. The resulting equated examination scores ensure that no matter when a student writes, the standard applied to the examination remains consistent.

Examination marks may be adjusted slightly upward or downward depending on the difficulty of the examination written, relative to the baseline examination. These equated marks will be reported to students. As a result of equating to the baseline examination, students' marks will accurately reflect their levels of achievement regardless of the examination administration session in which the student wrote.

When a diploma examination is redesigned in response to a change to the *Program of Study* for that course, the equating process may be temporarily suspended. In such a case, the equating process for that examination is re-introduced following the initial administration cycles for that examination and the reestablishment of a stable baseline.

**Note:** Detailed information on Maintaining Consistent Standards Over Time is available on the Alberta Education website at <http://www.education.alberta.ca/admin/testing/diplomaexams/standards-.aspx>.

### **Instructional Group Reports**

School authorities have the option of having diploma examination results reported by instructional group; i.e., at the class level. This service is available to all superintendents for their schools for the January and June administrations only. The instructional group identifier is an optional data field on Diploma Examination School Mark transmissions. If you wish to have instructional group reports, this data field should be filled out.

The instructional group reports are only available if the Class ID has been provided. Please refer to the Client Services Help Desk ([cshelpdesk@gov.ab.ca](mailto:cshelpdesk@gov.ab.ca)) if you require more specific information about submitting a unique Class ID for each class.

### **Reporting to the Public**

Provincial results for the previous school year are released every fall by the Minister of Education. Prior to this release, an annual summary report containing combined provincial results for all diploma examination administrations is provided to schools. Summary results for the school year are also published in Alberta Education's annual *Results Report*, which forms part of the department's *Annual Report*.

### **Planning and Results Reporting**

Planning and reporting by school authorities and schools throughout Alberta is carried out within the government's *Accountability Framework*, which depicts an ongoing cycle intended to enable continuous improvement and critical reflection. Via the *Accountability Framework*, school authorities and schools

- measure progress, set priorities, and use results to improve education for

students on an ongoing basis

- incorporate provincial direction and community input into their plans
- communicate school authority and school directions and results with stakeholders (provincial government, staff, parents, and the public)

School authorities plan and implement three-year education plans aligned with ministry directions, allocate resources to schools and programs, monitor progress, report annually to stakeholders, and use results to plan improvements. Schools plan and implement three-year education plans aligned with school board directions, monitor progress, report annually to stakeholders, and use results to plan improvements that will support student learning. School authorities and schools report results on all performance measures in their education plans, including the following required provincial measure: the percentage of students writing Grade 12 diploma examinations who achieved the *acceptable standard* and the percentage who achieved the *standard of excellence*.

For more information on planning and reporting, including target setting, see the *Guide for Education Planning and Results Reporting* on the Alberta Education website at

<http://www.education.alberta.ca/admin/resources/planning.aspx>. School administrators can also access the *Guidelines for Interpreting Diploma Examination Results* on the Alberta Education extranet site.

### **Multi-year Reports**

Multi-year reports of diploma examination results, which include results for 2010–2011, will be available on the extranet in September 2011.

### **Appeal of School-Awarded Mark**

A student who is concerned with a school-awarded mark may:

- appeal to his/her principal under the appeal policy set by the local school board, or
- repeat the course
- appeal to Special Cases Committee

Changes to school-awarded marks for diploma examination courses must be reported to PASI and Student Records before the official release date of the *Results Statements* (see *Schedules & Significant Dates* section).

### **Concern About a Diploma Examination Mark**

A student who is concerned with a diploma examination mark may:

- request a rescore by forwarding a completed *Diploma Examination Rescore Application Form*
- rewrite the examination at a later administration
- repeat the course and not rewrite the examination
- repeat the course and rewrite the examination, or
- appeal to Special Cases Committee

## **Rescoring an Examination**

A student who decides to have a diploma examination rescored must ensure that the application is received before the deadline specified on the *Results Statement* (see *Schedules & Significant Dates* section). Students must pay a fee of \$26.25 for rescoring each examination. If a diploma examination mark is increased by 5% or more as a result of rescoring, the fee is fully refunded. The **rescore mark is considered the final mark** for that particular examination whether the mark is lowered, increases, or remains the same.

For all diploma examination administrations, the most recent school-awarded mark achieved in the current school year or in the previous two school years is reported with the rescored examination mark on a new *Results Statement*. School officials are sent copies of the *Results Statements* that show their students' rescore marks.

## **Rewriting an Examination**

A student who wants to raise a diploma examination mark may rewrite that examination at a January, June, or August session, whether or not he/she is retaking a course. Some restrictions about when a student may rewrite a particular examination may apply, as a result of Alberta Education's initiative to maintain standards on diploma examinations over time. Details about these restrictions are published on the November, April, and August examination schedules (see *Schedules & Significant Dates* section) and on the *Rewrite Fee Form*.

A student who rewrites a diploma examination that was previously written in the current or two previous school years is required to pay a rewrite fee of \$26.25 per re-written examination. The rewrite fee for foreign/exchange students (students from outside Alberta) is \$50.00 per re-written examination.

Further information about rewriting diploma examinations is available in the *Information for Students Planning to Write Diploma Examinations* brochure, which is available on the Alberta Education website at: <http://education.alberta.ca/students/exams.aspx>.

## **Repeating a Course**

Students may repeat a course to obtain a new school-awarded mark. Students are not required to rewrite the diploma examination. In such cases, the most recent examination mark will be reported with the new school-awarded mark on a new *Results Statement*.



## *Field Testing*

### **Description of the Field Testing Program**

Alberta Education prepares and administers field tests prior to the January and June diploma examination administration sessions. Field testing is essentially a process of “testing a test” – test questions are administered to determine their difficulty level and their appropriateness for use on a diploma examination. As well, teachers are able to provide comments about potential test questions, thereby contributing to the development of fair, valid, and reliable provincial examinations. Teachers are asked to consider the following points when commenting on specific questions and the overall test:

- appropriateness of the questions
- adequacy of writing time limits
- test length
- text readability
- artwork/graphics clarity and appropriateness
- question difficulty

Field tests may be composed of multiple-choice and/or numerical-response questions, depending on the course and type of field test being administered. Generally, field tests, like diploma examinations, are designed to assess outcomes from entire programs of study. However, some field tests that Alberta Education administers are “unit” tests that assess learning outcomes from only portions or sections of those programs of study.

Diploma examination field tests are available in paper or digital formats. They are not available in Braille or audio format and no writing accommodations (e.g., readers, scribes, extra time) are permitted to be used. Teachers are expected to provide alternate programming for any student who is unable to write a field test without writing accommodations.

All field tests are secure before, during, and after administration. **Paper** format field tests are delivered to a school and administered to students by an assigned Alberta Education field test supervisor. **Digital** format field tests are delivered and administered to students using school computers under the supervision of the teachers who requested them. Field tests of this format must be administered to students using Alberta Education’s *Quest A+* locked browser application, which is available for download at <https://questaplus.alberta.ca/help>.

Paper format field tests are administered to students in Francophone schools by field test supervisors who speak French. Every effort is made to schedule French speaking field test supervisors to administer paper format

field tests to students in French Immersion programs. However, it is not always possible to do so.

To ensure the reliability and validity of the field test administration scores and feedback, all field tests are administered to a prescribed number of students in classes that are selected to ensure a representative sample from across the province. Consequently, not all requests for field tests may be met.

### **Participation Requirements**

For a class of students to be selected to have a field test administered at their school, the following conditions must be met:

1. Alberta Education must receive superintendent authorization to invite that authority's schools to participate in the Field Testing Program.
2. The principal must approve the administration of paper format and/or digital format field tests in that school.
3. A teacher must submit a request for a field test by the deadline.
4. A field test placement of the type specified by a teacher on a field test request application must be available for scheduling.

### **Field Test Security and Administration Rules**

For field test results to be valid and reliable, field tests must be administered under conditions that are similar to the administration of diploma examinations. Consequently, all of the directives and rules that are specified in this bulletin for the administration of diploma examinations apply to the administration of field tests.

In addition to the directives and rules that are specified elsewhere in this bulletin, the following rules must be adhered to when field tests are administered in a school:

1. The security of all field test materials must be maintained before, during, and after their administration.
2. Paper format field tests must be administered by and remain in the custody and control of Alberta Education personnel at all times.
3. Digital format field tests must be administered by, and at all times remain under the custody and control of, the teacher whose students are writing them.
4. Immediately following a field test administration session, teachers who administer digital format field tests must submit a declaration to Alberta Education concerning the security of the testing material and its administration.

5. Teachers whose students are writing paper format field tests must be present in the examination room to verify the answer key and to review and validate test questions.
6. Prior to reviewing and validating a paper format field test, a teacher must review and sign a declaration concerning the security of the field test materials.
7. Only teachers whose students are writing a particular field test may examine its contents.
8. Validation of a field test must occur in the examination room where the field test is being administered.
9. No field test question or answer key may be copied, either by hand or mechanically, for any purpose.
10. Discussion of field test questions after their administration must be limited to a review of the concepts being assessed rather than to details of specific questions.
11. Students must be made aware of the purpose and importance of a field test prior to its administration.
12. Students who arrive late are not permitted to write a field test if there is insufficient time for them to complete it within the scheduled administration time.

**Field Test Scoring**

The machine scorable questions on paper format field tests will be marked by the field test supervisor; student scores will be tabulated and provided to the participating teacher before the supervisor leaves the school. Alberta Education will provide no other field test marks.

The machine scorable sections of a digital format field test will be electronically marked by Alberta Education; student scores will be emailed to the teacher who supervised its administration, once the teacher has submitted the required security declaration form to Alberta Education.

To promote an atmosphere in which students are motivated to perform well, teachers are encouraged to use the results from field tests in their assessment of individual students.

**Field Test Request  
and  
Administration  
Dates**

In 2011–2012, Alberta Education will be administering paper and digital format field tests for diploma examination courses within the following timeframes:

<b>Paper Format Field Test Administration Sessions</b>		
	<b>Session 1</b>	<b>Session 2</b>
<b>Unit Tests:</b>	<ul style="list-style-type: none"> <li>• October 3–December 14</li> <li>• January 3–10, 16–18</li> </ul>	<ul style="list-style-type: none"> <li>• February 29–June 11</li> </ul>
<b>Year End Field Tests:</b>	<ul style="list-style-type: none"> <li>• December 12–14</li> <li>• January 3–10, 16–18</li> </ul>	<ul style="list-style-type: none"> <li>• May 22–June 11</li> </ul>

<b>Digital Format Field Test Administration Sessions</b>		
	<b>Session 1</b>	<b>Session 2</b>
<b>Unit Tests:</b>	<ul style="list-style-type: none"> <li>• September 26–December 14</li> <li>• January 3–10, 16–18</li> </ul>	<ul style="list-style-type: none"> <li>• January 30–June 11</li> </ul>
<b>Year End Field Tests:</b>	<ul style="list-style-type: none"> <li>• December 12–14</li> <li>• January 3–10, 16–18</li> </ul>	<ul style="list-style-type: none"> <li>• May 22–June 11</li> </ul>

**Note:** Requests for **paper** format **unit field tests** must be submitted to Alberta Education by **September 16** for Session 1 administrations and by **February 10** for Session 2 administrations.

Requests for **paper** format **year end field tests** must be submitted to Alberta Education by **October 7** for Session 1 administrations and by **February 24** for Session 2 administrations.

Requests for **digital** format **unit field tests** must be submitted two weeks prior to the preferred field test administration date.

Requests for **digital** format **year end field tests** must be submitted to Alberta Education by **December 14** for Session 1 administrations and by **May 25** for Session 2 administrations.

No unit or year end field tests will be scheduled or administered on the following days:

- October 10, 2011–Thanksgiving Day
- November 11, 2011–Remembrance Day
- December 15, 2011–January 2, 2012–Christmas
- February 20, 2012–Family Day
- April 6, 2012–Good Friday
- April 9, 2012–Easter Monday
- May 21, 2012–Victoria Day

## Participation Approval and Request Process

A formal and deadline-sensitive process is used by Alberta Education to schedule and administer field test sessions in Alberta schools. That process, and school and school authority responsibilities related to it, are as follows.

1. Alberta Education seeks and receives superintendent authorization to approach schools:
  - 1.1. In late June, a letter is sent to every superintendent, by the Director, Exam Administration, requesting authorization to invite their schools to participate in the Field Testing Program in the upcoming school year.
  - 1.2. Superintendents indicate their authorization by replying to that letter.
2. Alberta Education seeks and receives principal approval to field test in their schools:
  - 2.1. In late July, a letter is sent by the Coordinator, GED & Field Testing, to every principal whose superintendent has authorized field testing in that school authority. This letter invites principals to consent to having their schools participate in the Field Testing Program in the upcoming school year.
  - 2.2. Principals express their willingness to have their schools participate in the Field Testing Program by submitting a *Field Test Participation Consent* form (see *Examination Administration Forms* section). Through this expression of consent to participate, a principal authorizes Alberta Education to accept field test requests from that school and, if classes from that school are subsequently selected to write paper format field tests, to enter the school to administer them. On this form, principals are also given the option to approve the administration of digital format field tests using school computers.
  - 2.3. Principals who have approved the participation of their schools in the Field Testing Program are expected to communicate that decision to their staff and to designate an individual whose responsibility it will be to work with Alberta Education to coordinate that process within the school. Contact information for the individual who is designated to coordinate field testing in that school is provided to Alberta Education on the returned *Field Test Participation Consent* form.
3. Schools submit field test requests:
  - 3.1. Field test administrations are set up and scheduled based on information gathered from school personnel about students' availability to write field tests. This information is collected from

schools using the *Paper Format Field Test Request Form* and/or the *Digital Format Field Test Request Form* (see *Examination Administration Forms* section). These forms must be completed using a **current** *Field Test Request Guide*. All of these documents are available on Alberta Education's website at <http://education.alberta.ca/admin/testing/forms.aspx>.

- 3.2. Two field test sessions are run within each school year, October/January (Session 1) and March/June (Session 2). Schools must submit separate *Field Test Request Forms* for each of these field test sessions. Only schools whose students will be writing a diploma examination in a given session are eligible to apply for field tests during that session.
- 3.3. To request **digital** format field tests, the teacher whose students will be writing the field tests must submit a *Digital Format Field Test Request Form*, by email, to Alberta Education.
- 3.4. Requests for **paper** format field tests must be submitted to Alberta Education, by email, using the *Paper Format Field Test Request Form*. Alberta Education prefers to receive **one** paper format field test request submission per school within a given term or semester i.e., all teacher requests for field tests should be submitted on one request form.

**NOTE:** Only field test request forms that are **fully and accurately completed** and **received by the submission deadline**, will be processed by Alberta Education (see *Significant Dates* below).

4. Alberta Education schedules field test placements:
  - 4.1. Submitted field test request forms are reviewed to ensure that they are from schools where field test participation has been approved.
  - 4.2. The individual field test requests included on a request form are reviewed to determine if they match the requirements of any available field test administrations; where a match is found, a field test placement is scheduled.
  - 4.3. If Alberta Education receives more requests for field tests than it has placements, future requests from those schools or classes that were not selected to participate in the current session will be selected first in the next field test session.
5. Alberta Education communicates and confirms field test placements:
  - 5.1. Once the scheduling of **paper** format field test placements is complete, Alberta Education sends a follow-up letter to designated school contacts who submitted paper format field test requests on behalf of the teachers at their school. This letter communicates the status of all field test requests from that school, including details of

all field test administrations that are scheduled to take place. Also included in the letter is a packet of information to be distributed to teachers whose students have been selected to write field tests in that session.

5.2. When a **digital** format field test placement is complete, Alberta Education sends a follow-up email to the teacher who placed the request and who will be supervising its administration. This email communicates the information the teacher requires to access and administer the digital format field test.

5.3. Prior to each scheduled **paper** format field test administration, a field test supervisor from Alberta Education will contact the teacher whose students will be writing to confirm administrative details (e.g., date, time, and location of the test administration; number of students being tested).

### *Significant Dates*

June 30, 2011	Alberta Education sends a letter to superintendents requesting authorization to invite their schools to participate in the Field Testing Program in 2011–2012.
July 4, 2011	Alberta Education sends a letter to principals inviting them to consent to having their schools participate in the Field Testing Program in 2011–2012.
August 12, 2011	Deadline for superintendents to provide approval for Alberta Education to invite their schools to participate in the Field Testing Program
August 1, 2011– February 24, 2012	Time period during which principals may submit a <i>Field Test Participation Consent</i> form. <b>Note:</b> Field test request forms submitted by a school will only be processed by Alberta Education if the principal has approved that school’s participation.
August 31, 2011	First day participating schools may submit <b>Session 1 Paper Format</b> and <i>Digital Format</i> field test request forms. <b>Note:</b> Requests for digital format unit and year end tests must be submitted two weeks prior to the preferred field test administration date.
September 16, 2011	Last day for participating schools to submit <b>Session 1 Paper Format Field Test Request Forms</b> for <b>unit</b> field tests. <b>Note:</b> Session 1 Paper Format <i>Field Test Request Forms</i> received after <b>September 16</b> will <b>not</b> be processed.
October 7, 2011	Last day for participating schools to submit <b>Session 1 Paper Format Field Test Request Forms</b> for <b>year end</b> field tests.

**Note:** Session 1 Paper Format *Field Test Request Forms* received after **October 7** will **not** be processed.

- August 31, 2011 First day participating schools may submit **Session 2 Paper Format Field Test Request Forms**.  
**Note:** Requests for digital format unit and year end tests must be submitted two weeks prior to the preferred field test administration date.
- February 10, 2012 Last day for participating schools to submit **Session 2 Paper Format Field Test Request Forms** for **unit** field tests.  
**Note:** Session 2 *Field Test Request Forms* received after February 10 will **not** be processed.
- February 24, 2012 Last day for participating schools to submit **Session 2 Paper Format Field Test Request Forms** for **year end** field tests.  
**Note:** Session 2 *Field Test Request Forms* received after February 24 will **not** be processed.
- June 29, 2012 Alberta Education sends a letter to superintendents requesting authorization to invite their schools to participate in the Field Testing Program in 2012–2013.
- July 27, 2012 Alberta Education sends a letter to principals inviting them to consent to having their schools participate in the Field Testing Program in 2012–2013.
- August 17, 2012 Deadline for superintendents to provide approval for Alberta Education to invite their schools to participate in the Field Testing Program



## ***Resources—Printed and Web Documents***

### **Diploma Examination Administration Forms**

All forms related to the administration of diploma examinations and field tests in 2011–2012 (see *Examination Administration Forms* section) are available from the Alberta Education website at <http://www.education.alberta.ca/admin/testing/forms.aspx>

### **Information for Students Planning to Write Diploma Examinations**

The *Information for Students Planning to Write Diploma Examinations* brochure answers general questions and addresses concerns that students may have about the Diploma Examinations Program. Copies are available on the Alberta Education website at <http://education.alberta.ca/students/resources/exams.aspx>

### **Information for Parents About Writing Diploma Examinations**

The *Information for Parents About Writing Diploma Examinations* brochure is a document that answers general questions and addresses concerns that parents may have about Diploma Examination Program. Copies are available on the Alberta Education website at <http://education.alberta.ca/parents/resources/exams.aspx>

### **Subject Information Bulletins**

Diploma examinations are based on the provincially prescribed *Programs of Study*. At the start of each school year, Alberta Education makes available subject information bulletins. The bulletins provide detailed descriptions of the examinations, as well as test blueprints, sample assignments, and scoring criteria or sample responses. The bulletins also include other information of particular relevance in the current school year. Subject information bulletins are available on the Alberta Education website at <http://www.education.alberta.ca/admin/testing/diplomaexams/exambulletins.aspx> School administrators should ensure that students and teachers have access to the information in these bulletins.

### **Data Booklets**

Data booklets are provided for Chemistry 30 and Science 30 diploma examinations. The Data Booklets may be retained at the school after the administration of both parts of the examination.

### **Assessment Highlights**

A report entitled *Assessment Highlights* for each diploma examination course is posted annually in the fall on the Alberta Education website at <http://www.education.alberta.ca/admin/testing/diplomaexams/highlights.aspx>. Each *Assessment Highlights* report contains the examination manager's comments about student performance on each part of the January and June examinations administered in the previous school year. This information is important for teachers who may wish to modify their instructional approaches based on patterns of student responses on diploma examinations.

**Released and Unsecured Diploma Examination Materials**

The written-response part of some humanities diploma examinations, i.e., Part(ie) A, are released immediately following their administration in the January and June sessions (see *Security & Examination Rules* section for further details).

Unused copies of released Part(ie) A diploma examinations, and other non-secure examination materials such as data booklets, may be kept in the schools following administration. Additional copies of data booklets are also available for purchase from the Learning Resources Centre of Alberta Education. The Learning Resources Centre's website is <http://www.lrc.education.gov.ab.ca/pro/default.html>.

**Released Items and Diploma Examinations**

Occasionally, entire diploma examinations or selected items from previously secured diploma examinations are released. Because of third-party copyright issues, all released humanities item sets or examinations are distributed to schools in a paper format document. Released mathematics and science diploma examinations or item sets are posted to the Alberta Education website at <http://education.alberta.ca/admin/testing/diplomaexams.aspx>.

**Essential Information for Students and Teachers in Reference to Mathematics and Science Diploma Examinations**

Information of importance to teachers and students writing mathematics and diploma examinations is available on the Alberta Education website at <http://www.education.alberta.ca/admin/testing/diplomaexams/exambulletins.aspx> (see *Essential Information for Students and Teachers in Reference to Mathematics and Science Diploma Examinations*). This information addresses issues and concerns specific to mathematics and science diploma examinations such as:

- approved graphing calculators and the requirements to clear them
- significant digits
- manipulation of data
- rounding of numbers
- mathematics/science directing words

**Guides for Students**

*Guides for Students* are available to provide students with information that will increase the likelihood of their success when writing English Language Arts 30–1, English Language Arts 30–2, Social Studies 30–1, Social Studies 30–2, Français 30–1, French Language Arts 30–1, and Biology 30 diploma examinations. These documents are available on the Alberta Education website at <http://education.alberta.ca/students/exams/guides.aspx>.

**Examples of the Standards for Students' Writing**

Occasionally, examples of student responses to written response questions on Part(ie) A portions of humanities diploma examinations are released in documents entitled *Examples of the Standards for Students' Writing*. The written responses in these documents are examples of actual student work on previous diploma examinations that received scores of Satisfactory (S), Proficient (Pf), or Excellent (E). The purpose of the example responses is to illustrate the standards that governed the marking of that Part(ie) A written response question after it was administered, and that anchored similar example

responses selected for subsequent marking sessions. The example student responses, and the commentaries that accompany them, were used to train markers to apply the scoring criteria consistently and to justify their decisions about the scores they awarded. These example responses represent a very small sample of how students successfully approached the examination assignments.

**On-line Services  
for Students**

Alberta students can save time by accessing on-line student services at <http://alis.alberta.ca/>. These on-line services include:

- looking up an Alberta Student Number
- requesting a Statement of Courses and Marks
- requesting an official high school transcript
- paying an outstanding diploma examination rewrite fee
- applying for post-secondary admission
- applying for Alberta student financial assistance



## *Examination and Field Test Administration Forms*

### **Nature and Purpose of Examination and Field Test Administration Forms**

School administrators, examination supervisors, and students/examinees are required to complete and submit a variety of forms before, during, and/or after each diploma examination administration session. The purpose of completing and submitting these forms is to initiate an examination administration related process and/or to enable one to occur. For example, if a student has special writing needs, a school administrator must submit the *Application for Accommodations for Students with Special Diploma Examination Writing Needs* form to initiate the approval process that will ultimately enable the required accommodation or special format material to be available when required by the student. School administrators and teachers are also required to complete and submit forms if they wish to participate in the Field Testing Program (see *Field Testing* section).

All diploma examination administration and field-testing forms are **deadline sensitive** because their submission has consequences related to the production, scheduling, and delivery of examination materials, their administration, marking, or scoring, and/or the reporting of marks and results. Consequently, to ensure that students/examinees are able to meet their diploma examination-related needs and requirements, they and their school administrators and teachers need to be aware of and understand the nature and purpose of these forms, any deadlines associated with their use, and their responsibilities related to their submission.

### **Diploma Examination Form Types and Names**

Diploma examination forms can be grouped into three types. Those types, and the generic names of the forms in each type, include:

1. Forms commonly completed and submitted by students/examinees
  - a. *Diploma Examination Registration Form*
  - b. *Diploma Examination Rewrite Fee Form*
  - c. *Diploma Examination Rescore Application Form*
2. Forms that relate to special cases and circumstances
  - a. *Application for Accommodations for Students with Special Diploma Examination Writing Needs*
  - b. *ESL/Francisation Request for Extra Time to Write a Diploma Examination*
  - c. *Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Examination*
  - d. *Accommodation Request Transfer Form*
  - e. *Request for Separate Writing*
  - f. *Application to Establish a Diploma Examination Special Writing Centre*
  - g. *Application to Serve as a Special Writing Centre Supervisor*
  - h. *Registration to Write a Diploma Examination at a Special Writing Centre*
  - i. *Teacher Confirmation of Student Readiness to Write a Diploma Examination at a Special Writing Centre*

**\*NEW**

- j. *Application to Establish a Pre-Approved Distance Learning Special Writing Centre*
  - k. *Application to Serve as a Distance Learning Special Writing Centre Supervisor*
  - l. *Registration to Write a Diploma Examination at a Distance Learning Special Writing Centre*
  - m. *Teacher Confirmation of Student Readiness to Write a Diploma Examination at a Distance Learning Special Writing Centre*
  - n. *Request for Exemption from Writing Diploma Examinations*
  - o. *Examinee Appeal Form: Invalidation of or Eviction from a Diploma Examination*
3. Forms commonly completed by administrators, examination supervisors, and other personnel before or after a diploma examination administration
- a. *Request for Supplemental Shipment Form*
  - \*NEW b. *Statement of Scribe, Reader, and/or Interpreter and Examination Supervisor*
  - \*NEW c. *Principal's Statement*
  - \*NEW d. *List of Students*

**Field Test Form Types and Names**

The following forms are used in relation to the administration of field tests:

- 1. *Field Test Participation Consent Form*
- 2. *Paper Format Field Test Request Form*
- 3. *Digital Format Field Test Request Form*

**Form Availability**

All forms related to the administration of diploma examinations and field tests in 2011–2012 are available from the Alberta Education website at <http://www.education.alberta.ca/admin/testing/forms.aspx>.

***Sample Diploma Examination Forms***

**Overview**

Provided below is a brief description and sample illustration of each type of form that students/examinees and/or school personnel may need to access in relation to the administration of diploma examinations and field tests in 2011–2012.

Many of the forms illustrated below are, in fact, **double sided** and/or consist of **multiple pages**. However, only the first or front side of each form is illustrated below. Similarly, some of these forms are **administration-session specific**, but only one version of that form is illustrated. Actual versions of these forms can be viewed and are available on the Alberta Education website at <http://www.education.alberta.ca/admin/testing/forms.aspx>.

**Diploma Examination Registration Form**

The *Diploma Examination Registration Form* is deadline sensitive and to be used by students/examinees who intend to:

- Rewrite a diploma examination
- Write a diploma examination for the first time in a course for which they are **not currently receiving instruction** (students who are currently taking a diploma examination course will be registered to write their diploma examination by the school; those registrations are electronically submitted to Alberta Education through Edulink).

**\*NEW**

Note: All persons writing a diploma examination must have and provide a valid Alberta Student Number

**Government of Alberta**  
Education

**Diploma Examination Registration Form 2011–2012**

**NOTE:** If you are rewriting the examination(s) for which you are registering, you must also submit a *Diploma Examination Rewrite Fee Form* and the rewrite fee.

**\*NEW** All persons writing a diploma examination must have and provide a valid Alberta Student Number.

ALBERTA STUDENT NUMBER:

SURNAME:

LEGAL FIRST AND MIDDLE NAMES:

OTHER NAME(S) KNOWN BY:

BIRTH DATE: Year  Month  Day  SEX:  M-Male F-Female TELEPHONE:

PERMANENT ADDRESS:

Village/Town/City:

Province:  Postal Code:

Diploma Examination(s) To Be Written	Administration Session	
	English	French
English Language Arts 30–1	<input type="checkbox"/>	<input type="checkbox"/>
Social Studies 30–1	<input type="checkbox"/>	<input type="checkbox"/>
Pure Mathematics 30	<input type="checkbox"/>	<input type="checkbox"/>
Biology 30	<input type="checkbox"/>	<input type="checkbox"/>
English Language Arts 30–2	<input type="checkbox"/>	<input type="checkbox"/>
Français 30–1	<input type="checkbox"/>	<input type="checkbox"/>
Science 30	<input type="checkbox"/>	<input type="checkbox"/>
Social Studies 30–2	<input type="checkbox"/>	<input type="checkbox"/>
Applied Mathematics 30	<input type="checkbox"/>	<input type="checkbox"/>
French Language Arts 30–1	<input type="checkbox"/>	<input type="checkbox"/>
Chemistry 30	<input type="checkbox"/>	<input type="checkbox"/>
Physics 30	<input type="checkbox"/>	<input type="checkbox"/>

**Notes:** To request the use of a computer to write diploma examinations, you must contact the principal of the school at which you intend to write well in advance of the writing date. Some schools may not be able to accommodate your request. If you require accommodations for the writing of a diploma examination you must complete the *Application for Accommodations* form by the deadline date.

Are you currently receiving course instruction for the diploma examination(s) you will be writing/rewriting?  
Yes  No  If yes, name of the school: \_\_\_\_\_

Writing centre where you intend to write the examination(s):  
Writing Centre Name: \_\_\_\_\_ Writing Centre Code: \_\_\_\_\_

Writing Centre Principal's Signature (if applicable) \_\_\_\_\_

FOR OFFICE USE ONLY

\_\_\_\_\_

\_\_\_\_\_

**Diploma examination registration deadline, by session:**  
January 2012 session: **November 1, 2011** June 2012 session: **April 12, 2012** August 2012 session: **July 3, 2012**

The personal information collected on this form is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*, and will be used to administer and process the writing and/or rewriting of diploma examination(s). It will be treated in accordance with the privacy protection provision of **Part 2** of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information, contact the Director, Exam Administration, at 780-427-0010 (to be connected toll-free within Alberta, first dial 780-310-0000).

**This form must be submitted to:**  
Alberta Education  
PASI and Student Records  
2<sup>nd</sup> Floor, 44 Capital Blvd.  
10044 – 108 Street  
Edmonton AB T5J 5E6

Phone: (780) 427-5732 To be connected toll-free within Alberta, dial 310-0000  
Fax: (780) 422-2137



**Diploma Examination Rewrite Fee Form**

The *Diploma Examination Rewrite Fee Form* is deadline sensitive. This fee payment form is to be used by students/examinees who intend to rewrite a diploma examination that was previously written any time since September 1, 2009.

<b>Diploma Examination Rewrite Fee Form 2011–2012</b>						<b>Government of Alberta</b> Education
<p><b>NOTE:</b> This form is for the <b>payment of rewrite fees only</b>. If you have not been registered to rewrite the diploma examination by your school, you must submit a <b>Diploma Examination Registration Form</b> to register for the examination(s) you intend to rewrite.</p> <p>The personal information collected on this form is being collected under the authority of section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i>, and will be used to administer and process the writing and/or rewriting of diploma examination(s). It will be treated in accordance with the privacy protection provision of <b>Part 2</b> of the <i>Freedom of Information and Protection of Privacy Act</i>. If you have any questions about the collection of this information, contact the Director, Exam Administration, at 780-427-0010 (to be connected toll-free within Alberta, first dial 780-310-0000).</p>						
ALBERTA STUDENT NUMBER	<input type="text"/>	BIRTH DATE	Year <input type="text"/>	Month <input type="text"/>	Day <input type="text"/>	SEX (M/F) <input type="text"/>
SURNAME	<input type="text"/>					TELEPHONE <input type="text"/>
LEGAL FIRST AND MIDDLE NAMES	<input type="text"/>					<b>For Office Use Only</b>
OTHER NAME(S) KNOWN BY	<input type="text"/>					
PERMANENT ADDRESS	<input type="text"/>					
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
<p><b>NOTE:</b> A student who writes English Language Arts 30–2 in <b>November 2011</b> cannot rewrite those exams in <b>August 2012</b>. A student who writes English Language Arts 30–1, Social Studies 30-1, or Social Studies 30-2 in <b>April 2012</b> cannot rewrite those exams in <b>August 2012</b>.</p>						
<p><b>Examination(s) and examination session for which rewrite fees are being paid:</b></p> <p> <input type="checkbox"/> English Language Arts 30–1            <input type="checkbox"/> English Language Arts 30–2            <input type="checkbox"/> Applied Mathematics 30  <input type="checkbox"/> Social Studies 30–1            <input type="checkbox"/> Français 30–1            <input type="checkbox"/> French Language Arts 30–1  <input type="checkbox"/> Pure Mathematics 30            <input type="checkbox"/> Science 30            <input type="checkbox"/> Chemistry 30  <input type="checkbox"/> Biology 30            <input type="checkbox"/> Social Studies 30–2            <input type="checkbox"/> Physics 30       </p> <p> <input type="checkbox"/> November 2011            <input type="checkbox"/> January 2012            <input type="checkbox"/> April 2012            <input type="checkbox"/> June 2012            <input type="checkbox"/> August 2012       </p>						
<p>I am submitting payment for the rewriting of _____ diploma examination(s) at \$26.25 (\$50.00 for foreign students) per examination (includes GST), for a total of: \$ _____.</p> <p>I am rewriting the exam at: _____</p>						
<p><b>Method of Payment</b></p> <p> <input type="checkbox"/> Cheque/Money Order (made payable to the Minister of Finance)            <input type="checkbox"/> Visa            <input type="checkbox"/> Master Card  <input type="checkbox"/> Cash            <input type="checkbox"/> Debit Card            Cardholder's name as printed on credit card (please print): _____  <input type="checkbox"/> Credit Card            Cardholder's Signature: _____          Card Number: _____          Expiry Date: _____       </p>						
<p><b>Do not send cash by mail or postdate cheques or money orders</b></p>						
<p><b>Notes:</b> Rewrite fees are only required to be paid when rewriting examinations that were previously written on or after September 1, 2009. If you have an unpaid rewrite fee from a prior examination session, your current payment will be credited toward the outstanding debt. You must clear any outstanding debt before current examination marks will appear on your high school record. If you register to rewrite an examination(s) and cancel or do not write it after submitting a rewrite fee payment, a <b>\$10.50 processing fee</b> will be charged for each examination that is not written. Only the remaining rewrite fee monies will be refunded upon request.</p>						
<p><b>Submit this form and the rewrite fee(s) in person at or by fax or mail to:</b></p> <p>         Alberta Education          PASI and Student Records          2<sup>nd</sup> Floor, 44 Capital Blvd.          10044 – 108 Street          Edmonton AB T5J 5E6       </p> <p style="text-align: right;">         Phone: (780) 427-5732    To be connected toll-free within Alberta, dial 310-0000          Fax: (780) 422-2137       </p>						



# Diploma Examination Rescore Application Form

The *Diploma Examination Rescore Application Form* is deadline sensitive and to be used by students/examinees who want to have one or more diploma examinations rescored.

**Government of Alberta**  
 Education

## Diploma Examination Rescore Application Form 2011–2012

ALBERTA STUDENT NUMBER: \_\_\_\_\_

SURNAME: \_\_\_\_\_

LEGAL FIRST AND MIDDLE NAMES: \_\_\_\_\_

OTHER NAME(S) KNOWN BY: \_\_\_\_\_

BIRTH DATE: Year: \_\_\_\_\_ Month: \_\_\_\_\_ Day: \_\_\_\_\_ SEX:  M-Male  F-Female TELEPHONE: \_\_\_\_\_

(e.g., 94 Jul 20)  
Appl. Serv. et/ Serv. P. D. Rec. Ronda

PERMANENT ADDRESS: \_\_\_\_\_

Village/Town/City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Rescore Application Deadlines:**  
 November 2011 rescore–December 2, 2011  
 January 2012 rescore–March 2, 2012  
 April 2012 rescore–May 11, 2012  
 June 2012 rescore–August 3, 2012  
 August 2012 rescore–September 7, 2012

Diploma Examinations	Check the examination(s) you want rescored and the administration in which you wrote.				
	Nov	Jan	April	Jun	Aug
Applied Mathematics 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biology 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemistry 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ELA 30–1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ELA 30–2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Français 30–1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French Language Arts 30–1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physics 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pure Mathematics 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Science 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Studies 30–1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Studies 30–2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Important**

Learner Assessment **must** receive this rescore request by the deadline date specified above and on the **Results Statement**.

Rescore requests will be denied if the examinee fails to:

- submit payment
- sign the Declaration

I am requesting the rescoring of \_\_\_\_\_ diploma examination(s), at \$26.25 (includes GST) each, for a total of \$\_\_\_\_\_.

**Declaration:** I acknowledge that a rescore mark will be the final mark for that particular examination whether the mark is raised, lowered, or remains the same.

Signature of Student (Required) \_\_\_\_\_

Signature of Parent/Guardian (if student is under 18 yrs of age) \_\_\_\_\_

Date \_\_\_\_\_

**Method of Payment**  Visa  Master Card

Cheque/Money Order (made payable to the Minister of Finance)

Cash

Debit Card

Credit Card

**Do not send cash by mail or postdated cheques or money orders.**

Cardholder's name as printed on credit card (please print): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

The personal information collected on this form is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*, and will be used to administer and process the writing and/or rewriting of diploma examination(s). It will be treated in accordance with the privacy protection provision of Part 2 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information, contact the Director, Exam Administration, at 780-427-0010 (to be connected toll-free within Alberta, first dial 780-310-0000).

**Submit this form and the rescore fee(s) in person at:**  
 Alberta Education, PASI and Student Records  
 2nd Floor, 44 Capital Boulevard  
 10044 – 108 Street  
 Edmonton

**by mail, email, or fax to:**  
 Exam Administration Branch  
 6th Floor, 44 Capital Boulevard  
 10044 – 108 Street, Edmonton, T5J 5E6  
 Email: [exam.admin@gov.ab.ca](mailto:exam.admin@gov.ab.ca)  
 Phone: 780-422-4859 Fax: 780-422-7025

To be connected toll-free within Alberta, first dial 780-310-0000

**Application for Accommodations for Students with Special Diploma Examination Writing Needs**

**\*New**

The *Application for Accommodations for Students with Special Diploma Examination Writing Needs* form is deadline sensitive and to be used by school administrators, on behalf of a student, or by a mature student/examinee, on his or her own behalf, to apply for approval to use one or more writing accommodations (see *Special Cases & Accommodations* section).

**Government of Alberta**  
Education

***Application for Accommodations for Students with Special Diploma Examination Writing Needs 2011–2012***

ALBERTA STUDENT NUMBER

SURNAME

LEGAL FIRST AND MIDDLE NAMES

BIRTH DATE  Year  Month  Day  SEX  M-Male F-Female TELEPHONE

(e.g. 92.Jul.20)  
PERMANENT ADDRESS

Village/Town/City

Province  Postal Code

**1. Examination administration session for which this request applies (use a separate application form for each session)**

**November 2011**; deadline for application: September 27, 2011       **June 2012**; deadline for application: April 12, 2012  
 **January 2012**; deadline for application: November 4, 2011       **August 2012**; deadline for application: July 16, 2012  
 **April 2012**; deadline for application: March 1, 2012

**2. Requested accommodation(s) by exam (or exam part) and language**

For each exam or exam part to be written, indicate the language of the exam and identify the specific accommodation(s) being requested, by number, as indicated in the list and example below. Use the full exam name e.g., English Language Arts 30–1; Science 30. If requesting different accommodations for the part(ie) A and part(ie) B sections of a language arts or social studies examination, specify the accommodations for each part in a separate column e.g. Social 30–1 Part A; Social 30–1 Part B.

No. 1	CD for Visually Impaired Students	No. 7	Braille
No. 2	CD for Students with Learning or Physical Disability	No. 8	Reader
No. 3	Extra Time	No. 9	Sign Language Interpreter
No. 4	Not currently assigned	No. 10	Recorded Response
No. 5	Scribe	No. 11	Franklin Language Master
No. 6	Large print	No. 16	Miscellaneous (specify) _____

Biology 30	Exam	Exam	Exam	Exam	Exam
Exam	Exam	Exam	Exam	Exam	Exam
<input type="checkbox"/> English <input type="checkbox"/> French	<input type="checkbox"/> English <input type="checkbox"/> French	<input type="checkbox"/> English <input type="checkbox"/> French	<input type="checkbox"/> English <input type="checkbox"/> French	<input type="checkbox"/> English <input type="checkbox"/> French	<input type="checkbox"/> English <input type="checkbox"/> French
#2-CD					
#3-Extra Time					
#6-Large Print					
<b>EXAMPLE</b>					

• Writing centre where the examination(s) will be written.  
 Writing Centre Name \_\_\_\_\_ School Code: \_\_\_\_\_

• School where the course(s) are or were taken  
 School Name \_\_\_\_\_ School Code: \_\_\_\_\_

Page 1 of 3

**ESL/Francisation Request for Extra Time to Write a Diploma Examination**

The *ESL/Francisation Request for Extra Time to Write a Diploma Examination* form is deadline sensitive and to be used by school administrators, on behalf of a student, or by a mature student/examinee, on his or her own behalf, to apply for approval to have extra writing time (see *Special Cases & Accommodations* section).

**Government of Alberta** ■  
Education

***ESL/Francisation Request for Extra Time to Write a Diploma Examination 2011–2012***

ALBERTA STUDENT NUMBER: \_\_\_\_\_

SURNAME: \_\_\_\_\_

LEGAL FIRST AND MIDDLE NAMES: \_\_\_\_\_

BIRTH DATE: Year: \_\_\_\_\_ Month: \_\_\_\_\_ Day: \_\_\_\_\_ SEX:  Male  Female TELEPHONE: \_\_\_\_\_  
(e.g., 92 Jul 20)

PERMANENT ADDRESS: Apt/Street/Ave/Rd. 0. Box/Roxie: \_\_\_\_\_  
Village/Town/City: \_\_\_\_\_  
Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**1. Examination administration session for which this request applies (use a separate application form for each session)**

**November 2011**; deadline for application: September 27, 2011     **June 2012**; deadline for application: April 12, 2012  
 **January 2012**; deadline for application: November 4, 2011     **August 2012**; deadline for application: July 16, 2012  
 **April 2012**; deadline for application: March 1, 2012

**2. Diploma examinations for which the accommodation of extra time is being requested**

<b>Biology 30</b>	Exam	Exam	Exam	Exam	Exam
<input type="checkbox"/> English <input type="checkbox"/> French	<input type="checkbox"/> English <input type="checkbox"/> French	<input type="checkbox"/> English <input type="checkbox"/> French	<input type="checkbox"/> English <input type="checkbox"/> French	<input type="checkbox"/> English <input type="checkbox"/> French	<input type="checkbox"/> English <input type="checkbox"/> French
<b>Extra Time</b>					

**3. Language Proficiency Test Scores:**

**Language Proficiency Test #1:** \_\_\_\_\_  
(Name and test form used)

Date test was administered: \_\_\_\_\_ Duration of assessment (hr/min): \_\_\_\_\_

Administrator (name and title): \_\_\_\_\_

Test results and analysis:

Section: _____	Raw Score: _____	Grade equivalency _____
Section: _____	Raw Score: _____	Grade equivalency _____
Section: _____	Raw Score: _____	Grade equivalency _____

**Language Proficiency Test #2 [If applicable]:** \_\_\_\_\_  
(Name and test form used)

Date test was administered: \_\_\_\_\_ Duration of assessment (hr/min): \_\_\_\_\_

Administrator (name and title): \_\_\_\_\_

Test results and analysis:

Section: _____	Raw Score: _____	Grade equivalency _____
Section: _____	Raw Score: _____	Grade equivalency _____
Section: _____	Raw Score: _____	Grade equivalency _____

*Page 1 of 3*

**Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of A Diploma Examination**

The *Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of A Diploma Examination* form is to be used when a student/examinee is requesting an accommodation or exemption on the basis of an acute illness or medical condition (see *Special Cases & Accommodations* section).

<p><b>Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Examination</b></p> <p>To Be Completed by the Student/Patient</p> <p>Student/Patient's First and Last Name _____</p> <p>Student/Patient's Alberta Student Number (ASN) _____</p> <p>Student/Patient's School Name and School Code _____</p> <p>Parent (Guardian) First and Last Name _____</p> <p>S P/G</p> <p><input type="checkbox"/> <input type="checkbox"/> I/we authorize the release of personal medical information to support my request for exemption or accommodations. I/we acknowledge that the request for exemption or accommodation <b>will be denied</b> if I/we refuse to authorize the release of relevant personal medical information.</p> <p><input type="checkbox"/> <input type="checkbox"/> I understand that the personal information collected on this form is being collected under the authority of section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i>, and will be used to administer and process the writing and/or rewriting of diploma examination(s). It will be treated in accordance with the privacy protection provision of <b>Part 2</b> of the <i>Freedom of Information and Protection of Privacy Act</i>. If you have any questions about the collection of this information, contact the Director, Exam Administration, at 780-427-0010 (to be connected toll-free within Alberta, first dial 780-310-0000).</p> <p><input type="checkbox"/> <input type="checkbox"/> The information provided to the physician to enable the accurate completion of this confirmation form is true and complete.</p> <p>_____ Signature of Student</p> <p>_____ Date</p> <p>_____ Signature of Parent or Guardian (if student is under 18 years of age)</p> <p>_____ Date</p> <p><b>To Be Completed by the Physician</b></p> <p><b>Part 1: Symptoms, Diagnosis, Treatment, Prognosis</b></p> <p>1. Date and time of the medical appointment _____</p> <p>2. Major symptoms reported by the patient and reported date of onset of those symptoms _____ _____ _____</p> <p>3. Major symptoms clinically observed _____ _____ _____</p> <p>4. Diagnosis _____ _____</p> <p>5. Treatment plan (e.g. medications) and prognosis relative to the Diploma Examination administration schedule _____ _____ _____</p> <p>Diploma examination schedules for the 2011-2012 school year can be found in the <i>Schedules &amp; Significant Dates</i> section of the Diploma Examination Program <i>General Information Bulletin</i>. This document is available on the Alberta Education website at: <a href="http://education.alberta.ca/admin/testing/diplomaexams/diplomabulletin.aspx">http://education.alberta.ca/admin/testing/diplomaexams/diplomabulletin.aspx</a>.</p> <p style="text-align: right;"><i>Page 1 of 2</i></p>	<p style="text-align: center;"><b>Government of Alberta</b> ■ Education</p>
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# Accommodation Request Transfer Form

The *Accommodation Request Transfer Form* is deadline sensitive and to be used when a student has transferred courses after an *Application for Accommodations for Students with Special Diploma Examination Writing Needs* form or an *ESL/Francisation Request for Extra Time to Write a Diploma Examination* form has been submitted for the course in which he/she was originally registered.

**Government of Alberta**  
 Education

## Accommodation Request Transfer Form 2011–2012

ALBERTA STUDENT NUMBER

SURNAME

LEGAL FIRST AND MIDDLE NAMES

BIRTH DATE 

Year	Month	Day
(e.g., 92 Jul 20)		

 SEX  Male  Female TELEPHONE

PERMANENT ADDRESS   
  
 Village/Town/City   
 Province  Postal Code

E-mail ADDRESS

**Note:** This form should only be submitted when a student has transferred courses after an *Application for Accommodations for Students with Special Diploma Examination Writing Needs* form was submitted for the course in which he/she was originally registered. Submission of this form will ensure that the student receives the special format materials, which were requested earlier, for the correct diploma examination.

**Session for which the accommodation(s) have been requested and the deadlines for submitting this form:**

<input type="checkbox"/> January 2012 Administration <b>Nov. 16, 2011</b>	<input type="checkbox"/> June 2012 Administration <b>April 26, 2012</b>	<input type="checkbox"/> August 2012 Administration <b>July 16, 2012</b>
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Student was <b>originally registered</b> in [please check <input checked="" type="checkbox"/> ]: <input type="checkbox"/> Social Studies 30–1 <input type="checkbox"/> Social Studies 30–2 <input type="checkbox"/> Applied Mathematics 30 <input type="checkbox"/> Pure Mathematics 30 <input type="checkbox"/> English Language Arts 30–1 <input type="checkbox"/> English Language Arts 30–2 <input type="checkbox"/> Other (Specify): _____	Student has <b>transferred to</b> [please check <input checked="" type="checkbox"/> ]: <input type="checkbox"/> Social Studies 30–1 <input type="checkbox"/> Social Studies 30–2 <input type="checkbox"/> Applied Mathematics 30 <input type="checkbox"/> Pure Mathematics 30 <input type="checkbox"/> English Language Arts 30–1 <input type="checkbox"/> English Language Arts 30–2 <input type="checkbox"/> Other (Specify): _____
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The following material(s) were requested in the **original accommodation application submission** [please check  ]:

CD for students with visual impairment [Accommodation 1]

CD for students with learning or physical disability [Accommodation 2]

Large Print

Braille

Coloured Paper

Other, Specify: \_\_\_\_\_

School Name: \_\_\_\_\_ School Code: \_\_\_\_\_ Date: \_\_\_\_\_

Writing Centre Name: \_\_\_\_\_ School Code: \_\_\_\_\_

Student's Signature \_\_\_\_\_

Principal's Signature \_\_\_\_\_

The personal information collected on this form is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*, and will be used to administer and process the writing and/or rewriting of diploma examination(s). It will be treated in accordance with the privacy protection provision of **Part 2** of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information, contact the Director, Exam Administration, at 780-427-0010 (to be connected toll-free within Alberta, first dial 780-310-0000).

**This form must be submitted by the specified deadline dates to:**  
 Alberta Education, Special Cases and Accommodations  
 44 Capital Blvd.  
 10044 – 108 Street  
 Edmonton AB T5J 5E6

E-mail: [special.cases@gov.ab.ca](mailto:special.cases@gov.ab.ca)  
 Phone: (780) 427-0010 Fax: (780) 422-4889  
 To be connected toll-free within Alberta, dial 310-0000



**Request for Separate Writing**

The *Request for Separate Writing* form is deadline sensitive and to be used when a student/examinee needs to request permission to write the Part (ie) A and B portions of a humanities (i.e., English, Français, or French language arts, or social studies) diploma examination in different administration sessions (see *Special Cases & Accommodations* section).

**Government of Alberta** ■  
Education

***Request for Separate Writing***  
***For Part A/B of the Humanities Diploma Examinations***

ALBERTA STUDENT NUMBER: \_\_\_\_\_

SURNAME: \_\_\_\_\_

LEGAL FIRST AND MIDDLE NAMES: \_\_\_\_\_

BIRTH DATE: Year: \_\_\_\_\_ Month: \_\_\_\_\_ Day: \_\_\_\_\_ SEX:  M-Male  F-Female TELEPHONE: \_\_\_\_\_  
(e.g. 92 Jul 20)

PERMANENT ADDRESS: Apt/Street/Box/R. O. Box/Route: \_\_\_\_\_  
Village/Town/City: \_\_\_\_\_  
Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

School: \_\_\_\_\_ (Name) \_\_\_\_\_ (School Code) \_\_\_\_\_ (City/Town)

I request permission to write the following examination parts at different administrations as follows: (please indicate both Part A and Part B)

Course Name	Examination Part	Administration (✓ check)			Year
		January	June	August	
	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reason for separate writing (Please be specific): \_\_\_\_\_

**Note:** The missing part of a diploma examination must be written within one year of the writing of the first part. If your request for separate writing is not approved, you will be required to write both parts of the examination at a future administration.

**Student Declaration:** All students must sign and date the following below:

I understand that the personal information collected on this form is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*, and will be used to administer and process the writing and/or rewriting of diploma examination(s). It will be treated in accordance with the privacy protection provision of Part 2 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information, contact the Director, Exam Administration, at 780-427-0010 (to be connected toll-free within Alberta, first dial 780-310-0000).

I have accurately provided information on this request form.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_

**Note: A Diploma Examination Registration Form must be submitted, prior to writing the missed part of an examination.**

**This form must be submitted to:**

Alberta Education, Special Cases and Accommodations  
44 Capital Blvd.  
10044 – 108 Street  
Edmonton AB T5J 5E6

E-mail: [special.cases@gov.ab.ca](mailto:special.cases@gov.ab.ca)  
Phone: (780) 427-0010 Fax: (780) 422-4889  
To be connected toll-free within Alberta, dial 310-0000

**Application to Establish a Diploma Examination Special Writing Centre**

The *Application to Establish a Diploma Examination Special Writing Centre* form is deadline sensitive and to be used when a student/examinee who is **receiving instruction for a course within Alberta** wants to request permission to write a diploma examination outside of the province (see *Special Cases & Accommodations* section). This form must be submitted with the *Application to Serve as a Special Writing Centre Supervisor; Registration to Write a Diploma Examination at a Special Writing Centre; and Teacher Confirmation of Student Readiness to Write A Diploma Examination at a Special Writing Centre* forms.

**Government of Alberta**  
Education

*Application to Establish a Diploma Examination Special Writing Centre 2011-2012*

**1. Student Personal Information**

ALBERTA STUDENT NUMBER  PRIMARY TELEPHONE  SECONDARY TELEPHONE

SURNAME  BIRTH DATE  Year  Month  Day  SEX (M/F)

LEGAL FIRST AND MIDDLE NAMES

PERMANENT ADDRESS

Apt/Street/Rov & O. Box/Route

Village/Town/City

Province  Postal Code

STUDENT E-mail ADDRESS

PARENT e-mail ADDRESS

**For Office Use Only**

Approved  Denied

Signature \_\_\_\_\_

SWCE# \_\_\_\_\_

SWCS# \_\_\_\_\_

**2. Examination administration session for which this request applies and application deadlines**

**November 2011** (application deadline: September 27, 2011)       **June 2012** (application deadline: April 12, 2012)

**January 2012** (application deadline: November 4, 2011)       **August 2012** (application deadline: July 3, 2012)

**April 2012** (application deadline: March 1, 2012)

**3. Diploma examination(s) to be written at the proposed Special Writing Centre**

Examination	Examination	Examination
<input type="checkbox"/> ELA 30-1	<input type="checkbox"/> Social Studies 30-1	<input type="checkbox"/> Science 30
<input type="checkbox"/> ELA 30-2	<input type="checkbox"/> Social Studies 30-2	<input type="checkbox"/> Physics 30
<input type="checkbox"/> FLA 30-1	<input type="checkbox"/> Biology 30	<input type="checkbox"/> Pure Math 30
<input type="checkbox"/> Français 30-1	<input type="checkbox"/> Chemistry 30	<input type="checkbox"/> Applied Math 30

**4. Course and school information**

For which of the diploma examinations indicated above are you currently completing the diploma exam course and through which school are you taking that course?

Diploma Exam Course	School Where You are Currently Taking The Course
_____	_____
_____	_____
_____	_____

**5. Reason for requesting approval to establish a Special Writing Centre**

I have a right of access to education in Alberta; after completing instruction in a diploma examination course at an accredited Alberta high school I (will) have moved from the province permanently; I cannot return to Alberta to write the examination (**proceed to Section 6**)

I will be participating in an activity or event outside Alberta during the diploma examination administration (**proceed to Section 7**)

**6. Permanent move from Alberta**

Date of the move \_\_\_\_\_ (Attach supporting documentation)

Reason for the move \_\_\_\_\_

\_\_\_\_\_ (Attach supporting documentation)

If you are currently enrolled in the course(s) for which you have requested to write diploma examinations at a Special Writing Centre, how, when, and where will you be writing the final school exams for those courses?

\_\_\_\_\_

\_\_\_\_\_ (Attach supporting documentation)

**Application to  
Serve as a Special  
Writing Centre  
Supervisor**

The *Application to Serve as a Special Writing Centre Supervisor* form is deadline sensitive and to be used when an applicant wants to request permission to supervise the writing of a diploma examination outside of the province on behalf of a student who is **receiving instruction** for a course **within Alberta** (see *Special Cases & Accommodations* section). This form must be submitted with the *Application to Establish a Diploma Examination Special Writing Centre; Registration to Write a Diploma Examination at a Special Writing Centre; and Teacher Confirmation of Student Readiness to Write A Diploma Examination at a Special Writing Centre* forms.

<p><b>Application to Serve as a Special Writing Centre Supervisor 2011–2012</b></p>		<p><b>Government of Alberta ■ Education</b></p>
<p><b>1. Student Information</b></p> <p>STUDENT'S ALBERTA STUDENT NUMBER: <input style="width: 100px;" type="text"/></p> <p>STUDENT'S FIRST NAME AND SURNAME: <input style="width: 400px;" type="text"/></p>		<p style="text-align: center; font-size: small;">For Office Use Only</p> <p>Approved <input type="checkbox"/> Denied <input type="checkbox"/></p> <p>Signature _____ SWC# _____</p> <p>SWCE# _____ SWCS# _____</p>
<p><b>2. Applicant's Name and Contact Information at the Proposed Special Writing Centre</b></p> <p>First Name _____ Last Name _____ Title/Role in the Organization _____</p> <p>Name of Institution or Organization Where Employed _____ Type of Institution or Organization _____</p> <p>Building Name (if applicable) _____ Office/Room Number _____ Street Name and/or Number _____</p> <p>Town/City _____ Province/State _____ Country _____ Postal or Zip Code _____</p> <p>Telephone Number _____ Email Address _____</p> <p><input type="checkbox"/> A letter from my employer, on official business letterhead, confirming my employment status and authorization to serve as a Special Writing Centre Supervisor, if approved by Alberta Education, is attached</p>		
<p><b>3. Confirmation of Ability to Serve as a Special Writing Centre Supervisor</b></p> <p><input type="checkbox"/> I fluently read and write the language of the examination(s) to be administered (English and/or French, depending on the examination)</p> <p><input type="checkbox"/> I have read and understand the directives, rules, and procedures associated with the establishment and writing of a diploma examination at a Special Writing Centre</p> <p>I have reviewed the diploma examination schedule for the session in which the student is proposed to write, and will be available to:</p> <p><input type="checkbox"/> receive all diploma examination materials in the two week period prior to the scheduled diploma examination date</p> <p><input type="checkbox"/> administer the designated examination(s) on the officially scheduled day(s) and time(s)</p> <p><input type="checkbox"/> package and return all diploma examination materials to Alberta Education, as per the published deadlines for those returns</p>		
<p><b>4. Proposed Special Writing Centre Site Information</b></p> <p><input type="checkbox"/> Space appropriate for the secure and appropriate storage and administration of diploma examinations is available at my place of employment, which has been identified above</p> <p>Detailed description of the proposed secure storage site (include room or office number):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Photograph(s) of the proposed secure storage site are attached</p> <p>Detailed description of the room where the examination(s) would be securely and appropriately administered (include room or office number):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Photograph(s) of the proposed secure examination writing room are attached.</p> <p><input type="checkbox"/> A letter from my employer, on official business letterhead, authorizing the use of the proposed spaces for Special Writing Centre purposes, and confirming their tentative procurement for the dates and times required for that use, is attached</p>		
<p>First Name and Surname of Person Authorized to Approve the Use of This Space _____</p> <p>Telephone Number _____</p>		<p>Title/Role in the Organization _____</p> <p>Email Address _____</p>
<p>Student Name: _____</p>		<p>Student ASN: _____</p>



**Registration to Write a Diploma Examination at a Special Writing Centre**

The *Registration to Write a Diploma Examination at a Special Writing Centre* form is deadline sensitive and to be used by a student who is **receiving instruction** for a course **within Alberta** but is requesting to write his/her diploma examination at a Special Writing Centre (see *Special Cases & Accommodations* section). This form must be submitted with the *Application to Establish a Diploma Examination Special Writing Centre*; *Application to Serve as a Special Writing Centre Supervisor*; and *Teacher Confirmation of Student Readiness to Write A Diploma Examination at a Special Writing Centre* forms.

**Government of Alberta**  
Education

**Registration to Write a Diploma Examination at Special Writing Centre 2011-2012**

**This section to be completed by the student:**

**1. Student's Personal Information**

ALBERTA STUDENT NUMBER	<input type="text"/>	PRIMARY TELEPHONE	<input type="text"/>	SECONDARY TELEPHONE	<input type="text"/>
SURNAME	<input type="text"/>				BIRTH DATE
LEGAL FIRST AND MIDDLE NAMES	<input type="text"/>				Year <input type="text"/> Month <input type="text"/> Day <input type="text"/> SEX (M/F) <input type="text"/>
PERMANENT ADDRESS	<input type="text"/>				<p><b>For Office Use Only</b></p> SWCE# <input type="text"/> SWCS# <input type="text"/> SWC# <input type="text"/> Approved All <input type="checkbox"/> Partial <input type="checkbox"/> Denied <input type="checkbox"/> Signature _____
	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				
STUDENT E-mail ADDRESS	<input type="text"/>				
PARENT e-mail ADDRESS	<input type="text"/>				

**2. Examination administration session for which this registration applies and application deadlines**

**November 2011** (application deadline: September 27, 2011)    
  **June 2012** (application deadline: April 12, 2012)  
 **January 2012** (application deadline: November 4, 2011)    
  **August 2012** (application deadline: July 3, 2012)  
 **April 2012** (application deadline: March 1, 2012)

**3. Examination(s) to be written (language of the exam and exam name/part) at the proposed Special Writing Centre in this session:**

Exam Name/Part	Exam Language and Exam Name/Part		Exam Language and Exam Name	
	E*	F*	E*	F*
<input type="checkbox"/> ELA 30-1 Pt. A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> ELA 30-1 Pt. B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> ELA 30-2 Pt. A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> ELA 30-2 Pt. B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> FLA 30-1 Pt. A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> FLA 30-1 Pt. B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Français 30-1 Pt. A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Français 30-1 Pt. B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* E = English, F = French

**4. Course completion information for examination(s) being written for the first time**

Course	Teacher Name	School Name	Final School Exam Date	
			Day	Month

A Teacher Confirmation of Student Readiness to Write a Diploma Examination form is attached for each course listed above

**5. Course completion information for examination(s) being re-written; course currently being retaken**

5.1 \_\_\_\_\_

Course Name \_\_\_\_\_ School Name \_\_\_\_\_

Teacher Name \_\_\_\_\_ Course Enrolment Date (month & year) \_\_\_\_\_ Scheduled Date of Final School Exam (day & month) \_\_\_\_\_

Final school mark(s) previously received for this course; month/year awarded \_\_\_\_\_

Diploma exam mark(s) previously received for this course; month/year awarded \_\_\_\_\_

**Teacher Confirmation of Student Readiness to Write a Diploma Examination at a Special Writing Centre**

The *Teacher Confirmation of Student Readiness to Write a Diploma Examination at a Special Writing Centre* form is deadline sensitive and to be used by the teacher of a student who is **receiving instruction** for a course **within Alberta** but is requesting to write his/her diploma examination at a Special Writing Centre (see *Special Cases & Accommodations* section). This form must be submitted with the *Application to Establish a Diploma Examination Special Writing Centre*; *Application to Serve as a Special Writing Centre Supervisor*; and *Registration to Write a Diploma Examination at a Special Writing Centre* forms.

<b>Teacher Confirmation of Student Readiness to Write a Diploma Examination at a Special Writing Centre 2011–2012</b>		<b>Government of Alberta</b> Education
To be completed by a student's teacher, if the student is currently completing a course for which he/she has requested approval to write a diploma examination at a Special Writing Centre		
<b>1. Examination administration session for which this confirmation applies:</b> <input type="checkbox"/> November 2011 <input type="checkbox"/> January 2012 <input type="checkbox"/> April 2012 <input type="checkbox"/> June 2012 <input type="checkbox"/> August 2012		
<b>2. Student Information</b>		
ALBERTA STUDENT NUMBER	<input type="text"/>	BIRTH DATE <input type="text"/> Year <input type="text"/> Month <input type="text"/> Day <input type="text"/> SEX (M/F) <input type="text"/>
SURNAME	<input type="text"/>	
LEGAL FIRST AND MIDDLE NAMES	<input type="text"/>	
CURRENT ADDRESS	Apt/Street/Av/Dr/O. Blvd/Road <input type="text"/> Village/Town/City <input type="text"/> Province <input type="text"/> Postal Code <input type="text"/>	
		<b>For Office Use Only</b> SWCE# <input type="text"/> SWCS# <input type="text"/> SWC# <input type="text"/> Signature <input type="text"/>
<b>3. Student's Course Progress Information</b>		
COURSE NAME	SCHOOL FINAL EXAM DATE <input type="text"/> Day and Month	DIPLOMA EXAM DATE <input type="text"/> Day and Month
COURSE ENROLMENT DATE <input type="text"/> Month and Year	% OF COURSEWORK & ASSIGNMENTS CURRENTLY COMPLETED <input type="text"/>	CURRENT AGGREGATED COURSE MARK in % <input type="text"/>
Given his/her current course mark, percentage of coursework completed, demonstrated ability level, and effort and work/study habits demonstrated to date, in my professional judgment, the above-named student has a reasonable likelihood of:		
Completing the required coursework prior to the scheduled date of the final school-based exam for this course	Yes	No
Achieving a passing grade on the final school exam for this course if the exam is written on the scheduled date	<input type="checkbox"/>	<input type="checkbox"/>
Achieving a passing diploma examination mark if the exam is written in the proposed exam writing session	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Teacher Declaration and Information</b>		
<input type="checkbox"/> This student's reason for being out of the province when the aforementioned diploma examination is scheduled to be written meets the criteria that would enable him/her to be approved to establish a Special Writing Centre		
<input type="checkbox"/> I support this student's request to write the aforementioned diploma examination at a Special Writing Centre		
<input type="checkbox"/> If this student is approved to write the aforementioned diploma examination at the requested examination administration session and Special Writing Centre, I will submit his/her final school awarded mark for that course by the published submission deadline date		
<input type="checkbox"/> I have discussed the information I am providing on this form with the student before submitting my response		
Teacher's First Name <input type="text"/>	Teacher's Surname <input type="text"/>	School Name and School Code <input type="text"/>
Telephone Number <input type="text"/>	Email Address <input type="text"/>	
Teacher's Signature <input type="text"/>	Date <input type="text"/>	
<b>5. Principal's Information</b>		
Principal's Name <input type="text"/>	Principal's Signature <input type="text"/>	Date <input type="text"/>
Telephone Number <input type="text"/>	Email Address <input type="text"/>	
All <b>original signed</b> forms and documents <b>must be forwarded to and received</b> by Special Cases and Accommodations for the application process to be completed. While those signed documents are being forwarded, <b>scanned or digital copies</b> may be sent, by e-mail or fax, as interim working versions. This form <b>must be attached</b> to a completed <i>Registration to Write a Diploma Examination at a Special Writing Centre</i> form before being forwarded to Special Cases and Accommodations.		
The personal information collected on this form is being collected under the authority of section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i> , and will be used to administer and process the writing and/or rewriting of diploma examination(s). It will be treated in accordance with the privacy protection provision of <b>Part 2</b> of the <i>Freedom of Information and Protection of Privacy Act</i> . If you have any questions about the collection of this information, contact the Director, Exam Administration, at 780-427-0010 (to be connected toll-free within Alberta, first dial 780-310-0000).		
Special Cases and Accommodations, Alberta Education 44 Capital Blvd, 10044 – 108 Street Edmonton AB T5J 5E6		<b>specialcases@gov.ab.ca</b> Phone: (780) 427-0010 Fax: (780) 422-4889 To be connected toll-free within Alberta, dial 310-0000

**Application to Establish a Pre-Approved Distance Learning Special Writing Centre**

The *Application to Establish a Pre-Approved Distance Learning Special Writing Centre* form is to be used to apply to have a Special Writing Centre established on behalf of a student who is registering to take a diploma examination course through **distance learning outside Alberta** (see *Special Cases & Accommodations* section). This form must be submitted with the *Application to Serve as a Distance Learning Special Writing Centre Supervisor* form.

**Government of Alberta**  
Education

*Application to Establish a Pre-Approved Distance Learning Special Writing Centre 2011–2012*

**1. School/Program Information**

SCHOOL AUTHORITY NAME  AUTHORITY CODE   
 SCHOOL OR PROGRAM NAME  SCHOOL CODE

**2. Student Information**

The following student lives outside Alberta and has applied to take diploma examination course(s) delivered through our online learning program:

ALBERTA STUDENT NUMBER  PRIMARY TELEPHONE  SECONDARY TELEPHONE   
 SURNAME  BIRTH DATE Year  Month  Day  SEX (M/F)

LEGAL FIRST AND MIDDLE NAMES   
 PERMANENT ADDRESS  Village/Town/City   
 Province  Postal Code

STUDENT E-mail ADDRESS   
 PARENT e-mail ADDRESS

**For Office Use Only**

Approved  Denied

Signature \_\_\_\_\_  
 SWCE# \_\_\_\_\_  
 SWCS# \_\_\_\_\_  
 SWC# \_\_\_\_\_

**3. Diploma examination course(s) for which the student is registering and proposed diploma exam writing session(s)**

Course	Proposed Diploma Exam Writing Session		Course	Proposed Diploma Exam Writing Session	
	Month	Year		Month	Year
<input type="checkbox"/> ELA 30–1			<input type="checkbox"/> Biology 30		
<input type="checkbox"/> ELA 30–2			<input type="checkbox"/> Chemistry 30		
<input type="checkbox"/> FLA 30–1			<input type="checkbox"/> Physics 30		
<input type="checkbox"/> Français 30–1			<input type="checkbox"/> Pure Math 30		
<input type="checkbox"/> Social Studies 30–1			<input type="checkbox"/> Applied Math 30		
<input type="checkbox"/> Social Studies 30–2			<input type="checkbox"/> Science 30		

**4. Proposed Special Writing Centre Supervisor Name and Contact Information at the Proposed Special Writing Centre**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Title/Role in the Organization \_\_\_\_\_  
 Name of Institution or Organization Where Employed \_\_\_\_\_ Type of Institution or Organization \_\_\_\_\_  
 Building Name (if applicable) \_\_\_\_\_ Office/Room Number \_\_\_\_\_ Street Name and/or Number \_\_\_\_\_  
 Town/City \_\_\_\_\_ Province/State \_\_\_\_\_ Country \_\_\_\_\_ Postal or Zip Code \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

An *Application to Serve as a Distance Learning Special Writing Centre Supervisor* form, completed by the above named applicant, is attached.

A letter from the applicant's employer, on official business letterhead, confirming the applicant's employment status and authorization to serve as a Special Writing Centre Supervisor, if approved by Alberta Education, is attached to the application form

*Page 1 of 2*

Alberta Education – Application to Establish a Pre-Approved SWC Form for School Year 2011–2012 August 2011

**Application to  
Serve as a  
Distance Learning  
Special Writing  
Centre Supervisor**

The *Application to Serve as a Distance Learning Special Writing Centre Supervisor* form is to be used when an applicant wants to request permission to supervise the writing of a diploma examination outside of the province on behalf of a student who is registering to take a diploma examination course through **distance learning outside Alberta** (see *Special Cases & Accommodations* section). This form must be submitted with the *Application to Establish a Pre-Approved Distance Learning Diploma Examination Special Writing Centre* form.

<p><i>Application to Serve as a Distance Learning Special Writing Centre Supervisor 2011–2012</i></p>		<p><b>Government of Alberta</b> Education</p>																		
<p><b>1. Student Information</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; font-size: small;">For Office Use Only</td> </tr> <tr> <td style="font-size: x-small;">Approved <input type="checkbox"/></td> <td style="font-size: x-small;">Denied <input type="checkbox"/></td> </tr> <tr> <td style="font-size: x-small;">Signature _____</td> <td style="font-size: x-small;">SWC# _____</td> </tr> <tr> <td style="font-size: x-small;">SWCE# _____</td> <td style="font-size: x-small;">SWCS# _____</td> </tr> </table>		For Office Use Only		Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Signature _____	SWC# _____	SWCE# _____	SWCS# _____										
For Office Use Only																				
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>																			
Signature _____	SWC# _____																			
SWCE# _____	SWCS# _____																			
<p>STUDENT'S ALBERTA STUDENT NUMBER <input style="width: 100px;" type="text"/></p> <p>STUDENT'S FIRST NAME AND SURNAME <input style="width: 100%; height: 20px;" type="text"/></p>																				
<p><b>2. Proposed Diploma Examination Session for Which This Request Applies (Month/Year)</b> _____</p>																				
<p><b>3. Applicant's Name and Contact Information at the Proposed Special Writing Centre</b></p>																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">First Name</td> <td style="width: 30%; border-bottom: 1px solid black;">Last Name</td> <td style="width: 40%; border-bottom: 1px solid black;">Title/Role in the Organization</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Name of Institution or Organization Where Employed</td> <td style="border-bottom: 1px solid black;">Type of Institution or Organization</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Building Name (if applicable)</td> <td style="border-bottom: 1px solid black;">Office/Room Number</td> <td style="border-bottom: 1px solid black;">Street Name and/or Number</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Town/City</td> <td style="border-bottom: 1px solid black;">Province/State</td> <td style="border-bottom: 1px solid black;">Country</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Telephone Number</td> <td style="border-bottom: 1px solid black;">Postal or Zip Code</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Email Address</td> <td></td> </tr> </table>			First Name	Last Name	Title/Role in the Organization	Name of Institution or Organization Where Employed		Type of Institution or Organization	Building Name (if applicable)	Office/Room Number	Street Name and/or Number	Town/City	Province/State	Country	Telephone Number		Postal or Zip Code	Email Address		
First Name	Last Name	Title/Role in the Organization																		
Name of Institution or Organization Where Employed		Type of Institution or Organization																		
Building Name (if applicable)	Office/Room Number	Street Name and/or Number																		
Town/City	Province/State	Country																		
Telephone Number		Postal or Zip Code																		
Email Address																				
<p><input type="checkbox"/> A letter from my employer, on official business letterhead, confirming my employment status and authorization to serve as a Special Writing Centre Supervisor, if approved by Alberta Education, is attached.</p>																				
<p><b>4. Confirmation of Ability to Serve as a Special Writing Centre Supervisor</b></p>																				
<p><input type="checkbox"/> I fluently read and write the language of the examination(s) to be administered (English and/or French, depending on the examination)</p> <p><input type="checkbox"/> I have read and understand the directives, rules, and procedures associated with the establishment and writing of a diploma examination at a Special Writing Centre</p> <p>I have reviewed the diploma examination schedule for the session in which the student is proposed to write, and will be available to:</p> <p><input type="checkbox"/> receive all diploma examination materials in the two week period prior to the scheduled diploma examination date</p> <p><input type="checkbox"/> administer the designated examination(s) on the officially scheduled day(s) and time(s)</p> <p><input type="checkbox"/> package and return all diploma examination materials to Alberta Education, as per the published deadlines for those returns</p>																				
<p><b>5. Proposed Writing Centre</b></p>																				
<p><input type="checkbox"/> Space that will enable the secure and appropriate storage and administration of diploma examinations is available at the proposed Special Writing Centre Supervisor's place of employment, which is identified above</p> <p>Detailed description of the proposed <b>secure storage site</b> (include room or office number):</p> <p>_____</p> <p>_____</p> <p>_____</p>																				
<p><input type="checkbox"/> Photograph(s) of the proposed <b>secure storage site</b> are attached</p> <p>Detailed description of the room where the examination(s) would be <b>securely and appropriately administered</b> (include room or office number):</p> <p>_____</p> <p>_____</p> <p>_____</p>																				
<p><input type="checkbox"/> Photograph(s) of the proposed <b>secure examination writing room</b> are attached.</p> <p><input type="checkbox"/> A letter from my employer, on official business letterhead, authorizing the use of the proposed spaces for Special Writing Centre purposes, and confirming their tentative procurement for the dates and times required for that use, is attached</p>																				
<p>_____ First Name and Surname of Person Authorized to Approve the Use of This Space</p>		<p>_____ Title/Role in the Organization</p>																		
		<p>Page 1 of 2</p>																		

**Registration to Write a Diploma Examination at a Distance Learning Special Writing Centre**

The *Registration to Write a Diploma Examination at a Distance Learning Special Writing Centre* form is deadline sensitive and to be used by a student who is taking a diploma examination course through **distance learning outside Alberta** and is requesting to write his/her diploma examination at a pre-approved Distance Learning Special Writing Centre (see *Special Cases & Accommodations* section). This form must be submitted with the *Teacher Confirmation of Student Readiness to Write A Diploma Examination at a Distance Learning Special Writing Centre* form.

**Government of Alberta**  
Education

*Registration to Write a Diploma Examination at a Distance Learning Special Writing Centre 2011–2012*

**This section to be completed by the student:**

**1. Student's Personal Information**

ALBERTA STUDENT NUMBER  PRIMARY TELEPHONE  SECONDARY TELEPHONE

SURNAME  BIRTH DATE  Year  Month  Day  SEX (M/F)

LEGAL FIRST AND MIDDLE NAMES

PERMANENT ADDRESS  Apt/Street/Route/P.O. Box/Road

Village/Town/City

Province  Postal Code

E-mail ADDRESS

PARENT e-mail ADDRESS

**For Office Use Only**

SWCE#

SWCS#

SWC#

Approved All  Partial

Denied

Signature

**2. Examination administration session for which this registration applies**

**November 2011** (application deadline: September 27, 2011)       **June 2012** (application deadline: April 12, 2012)

**January 2012** (application deadline: November 1, 2011)       **August 2012** (application deadline: July 3, 2012)

**April 2012** (application deadline: March 1, 2012)

**3. Examination(s) to be written (language of the exam and exam name/part) at the Special Writing Centre in this session:**

Exam Name/Part	Exam Language and Exam Name/Part	Exam Language and Exam Name
	E*   F*	E*   F*
<input type="checkbox"/> ELA 30–1 Pt. A	<input type="checkbox"/> <input type="checkbox"/> Social Studies 30–1 Pt. A	<input type="checkbox"/> <input type="checkbox"/> Biology 30
<input type="checkbox"/> ELA 30–1 Pt. B	<input type="checkbox"/> <input type="checkbox"/> Social Studies 30–1 Pt. B	<input type="checkbox"/> <input type="checkbox"/> Chemistry 30
<input type="checkbox"/> ELA 30–2 Pt. A	<input type="checkbox"/> <input type="checkbox"/> Social Studies 30–2 Pt. A	<input type="checkbox"/> <input type="checkbox"/> Physics 30
<input type="checkbox"/> ELA 30–2 Pt. B	<input type="checkbox"/> <input type="checkbox"/> Social Studies 30–2 Pt. B	<input type="checkbox"/> <input type="checkbox"/> Science 30
<input type="checkbox"/> FLA 30–1 Pt. A		<input type="checkbox"/> <input type="checkbox"/> Pure Math 30
<input type="checkbox"/> FLA 30–1 Pt. B		<input type="checkbox"/> <input type="checkbox"/> Applied Math 30
<input type="checkbox"/> Français 30–1 Pt. A		
<input type="checkbox"/> Français 30–1 Pt. B		

\* E = English, F = French

**4. Course completion information for examination(s) being written for the first time**

Course	Teacher Name	Course Enrolment Date		Scheduled Final School Exam Date	
		Month	Year	Day	Month

A *Teacher Confirmation of Student Readiness to Write a Diploma Examination* form is attached for each course listed above

**5. Course completion information for examination(s) being re-written; course currently being retaken**

5.1 \_\_\_\_\_

Course Name \_\_\_\_\_ School Name \_\_\_\_\_

Teacher Name \_\_\_\_\_ Course Enrolment Date (month & year) \_\_\_\_\_ Scheduled Date of Final School Exam (day & month) \_\_\_\_\_

Final school mark(s) previously received for this course; month/year awarded \_\_\_\_\_

Diploma exam mark(s) previously received for this course; month/year awarded \_\_\_\_\_

Page 1 of 4



**Teacher Confirmation of Student Readiness to Write a Diploma Examination at a Distance Learning Special Writing Centre**

The *Teacher Confirmation of Student Readiness to Write a Diploma Examination at a Distance Learning Special Writing Centre* form is deadline sensitive and to be used by the teacher of a student who is taking a diploma examination course through **distance learning outside Alberta** and is requesting to write his/her diploma examination at a pre-approved Distance Learning Special Writing Centre (see *Special Cases & Accommodations* section). This form must be submitted with the *Registration to Write a Diploma Examination at a Distance Learning Special Writing Centre* form.

<b>Teacher Confirmation of Student Readiness to Write a Diploma Examination at a Distance Learning Special Writing Centre 2011–2012</b>		<b>Government of Alberta</b> Education																																																										
<p><b>To be completed by a student's teacher, if the out-of-province student is currently completing a course for which he/she is registering to write a diploma examination at a pre-approved Special Writing Centre</b></p>																																																												
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<p><b>2. Student Information</b></p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;">ALBERTA STUDENT NUMBER</td> <td style="border: 1px solid black; width: 150px; height: 20px;"></td> <td style="border: none;">BIRTH DATE</td> <td style="border: 1px solid black; width: 40px; text-align: center;">Year</td> <td style="border: 1px solid black; width: 40px; text-align: center;">Month</td> <td style="border: 1px solid black; width: 40px; text-align: center;">Day</td> <td style="border: none;">SEX (M/F)</td> <td style="border: 1px solid black; width: 40px; text-align: center;"></td> </tr> <tr> <td style="border: none;">SURNAME</td> <td colspan="7" style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border: none;">LEGAL FIRST AND MIDDLE NAMES</td> <td colspan="7" style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border: none;">CURRENT ADDRESS</td> <td colspan="7" style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border: none;"></td> <td colspan="7" style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border: none;">Province</td> <td colspan="5" style="border: 1px solid black; height: 20px;"></td> <td style="border: none;">Postal Code</td> <td style="border: 1px solid black; width: 80px; height: 20px;"></td> </tr> </table> <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="border: none; text-align: right;"><b>For Office Use Only</b></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">SWCE#</td> <td style="border: 1px solid black; width: 150px; height: 20px;"></td> </tr> <tr> <td style="border: none;">SWCS#</td> <td style="border: 1px solid black; width: 150px; height: 20px;"></td> </tr> <tr> <td style="border: none;">PSWC#</td> <td style="border: 1px solid black; width: 150px; height: 20px;"></td> </tr> <tr> <td style="border: none;">Signature</td> <td style="border: 1px solid black; width: 150px; height: 20px;"></td> </tr> </table>			ALBERTA STUDENT NUMBER		BIRTH DATE	Year	Month	Day	SEX (M/F)		SURNAME								LEGAL FIRST AND MIDDLE NAMES								CURRENT ADDRESS																Province						Postal Code		<b>For Office Use Only</b>		SWCE#		SWCS#		PSWC#		Signature	
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PSWC#																																																												
Signature																																																												
<p><b>3. Student's Course Progress Information</b></p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;">COURSE NAME</td> <td style="border: 1px solid black; width: 150px; height: 20px;"></td> <td style="border: none;">SCHOOL FINAL EXAM DATE</td> <td style="border: 1px solid black; width: 100px; text-align: center;">Day and Month</td> <td style="border: none;">DIPLOMA EXAM DATE</td> <td style="border: 1px solid black; width: 100px; text-align: center;">Day and Month</td> </tr> <tr> <td style="border: none;">COURSE ENROLMENT DATE</td> <td style="border: 1px solid black; width: 100px; text-align: center;">Month and Year</td> <td style="border: none;">% OF COURSEWORK &amp; ASSIGNMENTS CURRENTLY COMPLETED</td> <td style="border: 1px solid black; width: 80px; text-align: center;"></td> <td style="border: none;">CURRENT AGGREGATED COURSE MARK in %</td> <td style="border: 1px solid black; width: 80px; text-align: center;"></td> </tr> </table> <p>Given his/her current course mark, percentage of coursework completed, demonstrated ability level, and effort and work/study habits demonstrated to date, in my professional judgment, the above-named student has a reasonable likelihood of:</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;">Completing the required coursework prior to the scheduled date of the final school-based exam for this course</td> <td style="border: none; text-align: right;">Yes</td> <td style="border: none; text-align: right;">No</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none; text-align: right;"><input type="checkbox"/></td> <td style="border: none; text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Achieving a passing grade on the final school exam for this course if the exam is written on the scheduled date</td> <td style="border: none; text-align: right;"><input type="checkbox"/></td> <td style="border: none; text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Achieving a passing diploma examination mark if the exam is written in the proposed exam writing session</td> <td style="border: none; text-align: right;"><input type="checkbox"/></td> <td style="border: none; text-align: right;"><input type="checkbox"/></td> </tr> </table>			COURSE NAME		SCHOOL FINAL EXAM DATE	Day and Month	DIPLOMA EXAM DATE	Day and Month	COURSE ENROLMENT DATE	Month and Year	% OF COURSEWORK & ASSIGNMENTS CURRENTLY COMPLETED		CURRENT AGGREGATED COURSE MARK in %		Completing the required coursework prior to the scheduled date of the final school-based exam for this course	Yes	No		<input type="checkbox"/>	<input type="checkbox"/>	Achieving a passing grade on the final school exam for this course if the exam is written on the scheduled date	<input type="checkbox"/>	<input type="checkbox"/>	Achieving a passing diploma examination mark if the exam is written in the proposed exam writing session	<input type="checkbox"/>	<input type="checkbox"/>																																		
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Achieving a passing diploma examination mark if the exam is written in the proposed exam writing session	<input type="checkbox"/>	<input type="checkbox"/>																																																										
<p><b>4. Teacher Declaration</b></p> <p> <input type="checkbox"/> I have provided access to and explained to the student and his/her parent(s) all of the directives, rules, guidelines, and procedures associated with the handling and administration of diploma examinations at a Special Writing Centre.  <input type="checkbox"/> I support this student's request to write the aforementioned diploma examination at the proposed writing session  <input type="checkbox"/> If this student is approved to write the aforementioned diploma examination at the requested examination administration session and Special Writing Centre, I will submit his/her final school awarded mark for that course by the published submission deadline date  <input type="checkbox"/> I have discussed the information I am providing on this form with the student before submitting my response       </p> <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="border: none; width: 25%;">Teacher's First Name</td> <td style="border: none; width: 25%;">Teacher's Surname</td> <td style="border: none; width: 50%;">School Name and School Code</td> </tr> <tr> <td style="border: none;">Telephone Number</td> <td colspan="2" style="border: none;">Email Address</td> </tr> <tr> <td style="border: none;">Teacher's Signature</td> <td colspan="2" style="border: none;">Date</td> </tr> </table>			Teacher's First Name	Teacher's Surname	School Name and School Code	Telephone Number	Email Address		Teacher's Signature	Date																																																		
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Teacher's Signature	Date																																																											
<p><b>5. Principal's Information</b></p> <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="border: none; width: 35%;">Principal's Name</td> <td style="border: none; width: 35%;">Principal's Signature</td> <td style="border: none; width: 30%;">Date</td> </tr> <tr> <td style="border: none;">Telephone Number</td> <td colspan="2" style="border: none;">Email Address</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">       All original signed forms and documents must be forwarded to and received by Special Cases and Accommodations for the application process to be completed. While those signed documents are being forwarded, scanned or digital copies may be sent, by e-mail or fax, as interim working versions. This form must be attached to a completed <i>Registration to Write a Diploma Examination at a Distance Learning Special Writing Centre</i> form before being forwarded to Special Cases and Accommodations.     </p> <p style="font-size: x-small; margin-top: 10px;">       The personal information collected on this form is being collected under the authority of section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i>, and will be used to administer and process the writing and/or rewriting of diploma examination(s). It will be treated in accordance with the privacy protection provision of <b>Part 2</b> of the <i>Freedom of Information and Protection of Privacy Act</i>. If you have any questions about the collection of this information, contact the Director, Exam Administration, at 780-427-0010 (to be connected toll-free within Alberta, first dial 780-310-0000).     </p> <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="border: none; width: 50%;">         Special Cases and Accommodations, Alberta Education          44 Capital Blvd, 10044 – 108 Street          Edmonton AB T5J 5E6       </td> <td style="border: none; width: 50%; text-align: right;"> <b>specialcases@gov.ab.ca</b>          Phone: (780) 427-0010 Fax: (780) 422-4889          To be connected toll-free within Alberta, dial 310-0000       </td> </tr> </table>			Principal's Name	Principal's Signature	Date	Telephone Number	Email Address		Special Cases and Accommodations, Alberta Education 44 Capital Blvd, 10044 – 108 Street Edmonton AB T5J 5E6	<b>specialcases@gov.ab.ca</b> Phone: (780) 427-0010 Fax: (780) 422-4889 To be connected toll-free within Alberta, dial 310-0000																																																		
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**Request for Exemption from Writing Diploma Examinations**

The *Request for Exemption from Writing Diploma Examinations* form is deadline sensitive and to be used when a student/examinee needs to request an exemption or partial exemption from writing a diploma examination (see *Special Cases & Accommodations* section).

<b>Request for Exemption from Writing a Diploma Examination</b>		<b>Government of Alberta</b> Education							
ALBERTA STUDENT NUMBER	<input style="width: 100%;" type="text"/>								
SURNAME	<input style="width: 100%;" type="text"/>								
LEGAL FIRST AND MIDDLE NAMES	<input style="width: 100%;" type="text"/>								
BIRTH DATE	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px;">Year</td> <td style="width: 20px;">Month</td> <td style="width: 20px;">Day</td> </tr> <tr> <td colspan="3" style="text-align: center; font-size: small;">(e.g., 92 Jul 20)</td> </tr> </table>	Year	Month	Day	(e.g., 92 Jul 20)			SEX <input type="checkbox"/> M-Male <input type="checkbox"/> F-Female	TELEPHONE <input style="width: 100%;" type="text"/>
Year	Month	Day							
(e.g., 92 Jul 20)									
PERMANENT ADDRESS	<input style="width: 100%;" type="text"/> <small>Apt/Strct/Ave/P.O. Box/Route</small> <input style="width: 100%;" type="text"/> <small>Village/Town/City</small> <input style="width: 100%;" type="text"/> <small>Province</small> <input style="width: 100%;" type="text"/>								
		<small>Postal Code</small> <input style="width: 100%;" type="text"/>							

**To be completed by the student:**

**1. Reason for the request for exemption:**

**Inclement Weather**     **Administrative Error**     **Other (specify)** \_\_\_\_\_

Describe the specific event or issue and why it prevented or will prevent you writing the diploma examination(s) for which you have requested an exemption (attach relevant supporting documentation).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Bereavement**  
(Attach death certificate/obituary)    \_\_\_\_\_ Name of the deceased    \_\_\_\_\_ Relationship to the deceased

If the death is not recent or the deceased is not an immediate family member, describe the reason for the request for exemption.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Acute\* Medical (specify)** \_\_\_\_\_  
(Attach Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Examination form)  
\*Exemptions are not granted for chronic medical conditions (see Chronic Medical Conditions, Special Cases & Accommodations section of the General Information Bulletin).

**Court (attach subpoena and/or other official document outlining the obligation to attend)**

If court date is not specific to the officially scheduled date and time of the examination(s) describe the reason for the request for exemption (additional supporting documentation may be requested)

\_\_\_\_\_

\_\_\_\_\_

**2. Examination administration session for which this request applies:**

November 2011     January 2012     April 2012     June 2012     August 2012

**3. Specific diploma examination(s) for which this request applies:** \_\_\_\_\_

\_\_\_\_\_

**4. Rationale for requesting an exemption(s) rather than deferral to a future examination administration session:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Examinee Appeal Form:  
Invalidation of or Eviction from a Diploma Examination**

The *Examinee Appeal Form: Invalidation of or Eviction from a Diploma Examination* form is deadline sensitive and to be used by students/examinees who want to appeal an invalidation of or eviction from a diploma examination (see *Security & Examination Rules* section).

**Government of Alberta** ■  
Education

**Examinee Appeal Form**  
*Invalidation of or Eviction from a Diploma Examination*

Student's Name: \_\_\_\_\_ Alberta Student Number: \_\_\_\_\_  
 Appellant's Name: \_\_\_\_\_ Tel. No.: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

**Appeal:**  
 Examination and Date Written: \_\_\_\_\_

What events led to the invalidation of or eviction from the diploma examination and on what basis are you appealing that invalidation or eviction? (Attach addition sheets if more space required)

\_\_\_\_\_  
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Signature of Student	Date	E-mail Address
Signature of Parent or Guardian (if student is under 18 years of age)	Date	E-mail Address

Mail, email, deliver, or fax **within 7 days** of written notice of the invalidation or eviction to:

Ellen Hambrook, Assistant Deputy Minister Education Program Standards and Assessment, Alberta Education, Mailing Address: 7 <sup>th</sup> Floor, Commerce Place 10155 – 102 Street, Edmonton AB T5J 4L5	Fax: (780) 422-1400 Email: <a href="mailto:tracy.cbach@gov.ab.ca">tracy.cbach@gov.ab.ca</a>
--	--



**Request for Supplemental Shipment Form**

The *Request for Supplemental Shipment Form* is deadline sensitive and to be used by administrators to request the shipment of additional examination materials (see *Administration Directives, Guidelines, & Procedures* section).

Government of Alberta  
Education

***Request for Supplemental Shipment Form  
Diploma Examinations 2011–2012***

Send this form to Exam Administration to request additional or different diploma examination materials.

School Code: \_\_\_\_\_ School Name, Contact Person and Delivery Address (for Courier) \_\_\_\_\_  
 School Phone: \_\_\_\_\_  
 School Fax: \_\_\_\_\_

Examination Session:  November  January  April  June  August

Please check the course(s) and indicate the number of exams required:

English Tests		
✓*	Course	# Required
<input type="checkbox"/>	Applied Math 30	
<input type="checkbox"/>	Biology 30	
<input type="checkbox"/>	Chemistry 30	
A <input type="checkbox"/> B <input type="checkbox"/>	ELA 30–1	
A <input type="checkbox"/> B <input type="checkbox"/>	ELA 30–2	
<input type="checkbox"/>	Physics 30	
<input type="checkbox"/>	Pure Math 30	
<input type="checkbox"/>	Science 30	
A <input type="checkbox"/> B <input type="checkbox"/>	Social Studies 30–1	
A <input type="checkbox"/> B <input type="checkbox"/>	Social Studies 30–2	

French Tests		
✓*	Course	# Required
<input type="checkbox"/>	Math appliquées 30	
<input type="checkbox"/>	Biologie 30	
<input type="checkbox"/>	Chimie 30	
A <input type="checkbox"/> B <input type="checkbox"/>	FLA 30–1	
A <input type="checkbox"/> B <input type="checkbox"/>	Français 30–1	
<input type="checkbox"/>	Physique 30	
<input type="checkbox"/>	Math pures 30	
A <input type="checkbox"/> B <input type="checkbox"/>	Études sociales 30–1	
A <input type="checkbox"/> B <input type="checkbox"/>	Études sociales 30–2	

\*Only humanities diploma examinations have two parts.

Notes/Special Requests:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Email this form to: [exam.admin@gov.ab.ca](mailto:exam.admin@gov.ab.ca)

Use the subject line: **DE Supplemental Shipment - your school name and school code** (e.g. DE Supplemental Shipment – Ben Hur High School, 9999).

**Statement of Scribe, Reader, and/or Interpreter and Examination Supervisor**

**\*NEW**

The *Statement of Scribe, Reader, and/or Interpreter and Examination Supervisor* form is used by scribes, readers, and/or interpreters to report on the conditions under which a diploma examination was administered. This form must be signed by the scribe, reader, or interpreter providing assistance to a student and the Examination Supervisor who supervised the administration of the examination. It must be returned with the Principal's Statement.

***Statement of Scribe, Reader, or Interpreter and Examination Supervisor: Diploma Examinations***

**Government of Alberta** ■  
Education

I, \_\_\_\_\_ and \_\_\_\_\_  
*Scribe/Reader/Interpreter (please print)**Examination Supervisor (please print)*

having read the directives, rules and procedures governing the use of a  *Scribe*  
 *Reader* certify that to the  
 *Interpreter*

best of our abilities the diploma examination(s) in \_\_\_\_\_  
*Subject(s)*

held at \_\_\_\_\_ during the \_\_\_\_\_, 2012  
*School**month*

examination period for \_\_\_\_\_  
*Student's name (please print)*

Was/were administered and supervised in accordance with the specified procedures under the directives of the Minister of Education.

Was/were administered and supervised in accordance with the specified procedures under the directives of the Minister of Education, except as follows:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If a computer and/or digital recording device was used for exam administration purposes, all diploma examination information, including student responses, have been removed from that/those device(s)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_  
*Scribe's/Reader's/Interpreter's Signature*

\_\_\_\_\_  
*Examination Supervisor Signature*

\_\_\_\_\_  
*School Code*

**This form must be signed and returned with the Principal's Statement.**

Separate forms might be completed by each service provider, if more than one individual is providing accommodation services to a student.

**Principal's Statement**  
\*NEW

The *Principal's Statement* is deadline sensitive and contains school and examination session specific information; therefore it is **not** available on Alberta Education's website. This form is sent as part of each diploma examination shipment of materials. It must be completed at the end of an examination administration session and included in the return shipment of the diploma examinations to which it applies.

Note: Alberta Student Numbers must be provided for ALL Students who write.

**Government of Alberta**  
Education

**Principal's Statement #9**  
**June 2012 Diploma Examinations**

Applied Mathematics 30; Biology 30; Chemistry 30; Physics 30; Pure Mathematics 30

School: 9999 The New Century School (403) 321-1234  
Authority: 0000 Alberta School Division No.99



The following declaration attests that while the diploma examinations were in the custody and control of the school and under the supervision of the principal, they were handled and/or administered as per the directives outlined in the Diploma Examination Program *General Information Bulletin, 2011-2012*. This declaration **MUST** be completed and signed by the principal and returned with each List of Students (LOS) and set of examination materials being return shipped to Alberta Education, **even if no student wrote a diploma examination**.

**Declaration:**

I hereby certify that in my capacity as principal I carried out my duties and responsibilities as defined by the directives outlined in the Diploma Examination Program *General Information Bulletin, 2011-2012* and I attest to the following [please check (✓) each box that applies]:

**Examination Security and Return:**

- All secured exam materials that were sent to the school are accounted for and have been appropriately prepared and packaged for return shipment
  - I understand that in accordance with section 4 of the *Student Evaluation Regulation, Alberta Regulation 177/2003*, a late return charge of \$20 per late examination is charged to schools for evaluation materials returned to Alberta Education after a marking session is complete.
  - No secured diploma examination materials were copied, in whole or in part, or have been retained by anyone at the school
  - Strict security of all exam materials was maintained at all times while they were in the custody and control of the school
- OR
- The following suspected security breach occurred while exam materials were in the custody and control of the school:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Continued on next page)

**Examination Administration:**

- No diploma exams were administered at this school OR
- Exams were administered at this school and I attest to the following:
  - All rooms used for exam administration purposes were secure, appropriately set up, and free of materials or distractions that could affect the outcomes of the exam
  - All diploma examinations were administered according to the official schedule and in accordance with the policies, directives, rules, and procedures outlined in the Diploma Examination Program *General Information Bulletin, 2011-2012*
  - Students understood and complied with all requirements related to the use of exam materials and no unauthorized materials were brought into or used in the exam room (if not, report the irregularity below)
  - If computers and/or digital recording devices were used for exam administration purposes, all diploma exam information, including student responses, have been removed from those devices.
  - Appropriate procedures were followed with respect to the use of all approved writing accommodations for specific students
  - Approved writing accommodations were used or not used as follows (attach additional sheets if more space required):



Student Surname	Student First Name	Examination	Accommodation(s)	Used ✓	Not Used ✓

- The exam(s) were administered without incident or irregularities and without violation of exam rules OR
- The following irregularities or violation of the exam rules occurred before, during, or after the administration of the exam(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal's Name (please print) \_\_\_\_\_ Principal's Signature \_\_\_\_\_  
Date \_\_\_\_\_ School Phone # \_\_\_\_\_ Principal's Email \_\_\_\_\_  
Summer Phone # \_\_\_\_\_ Summer Contact Name (please print) \_\_\_\_\_  
Summer Contact Email \_\_\_\_\_

Note: The return of a completed and signed *Principal's Statement*, with each List of Students (LOS), is mandatory, **even if no student wrote a diploma examination**.

**List of Students**  
\*NEW

The *List of Students* is deadline sensitive and contains school and examination session specific information, therefore it is **not** available on Alberta Education's website. This form is sent as part of each diploma examination shipment of materials. It must be completed at the end of an examination administration session and included in the return shipment of the diploma examinations to which it applies.

Note: Alberta Student Numbers must be provided for ALL Students who write.

**Government of Alberta**  
Education

**June 2012 Diploma Examinations**  
**LIST OF STUDENTS #9**

School: 9999 The New Century School (403) 321-4321  
Authority: 0000 Alberta School Division No. 99

	Number of Exams Written By		+	Number of Unused Exams	=	Total Number of Returned Exams
	Registered Students	Unregistered Students				
Applied Math 30	2	7	+	7	=	10
Bio 30	2	3	+	6	=	10
Chem	4	0	+	6	=	10
Physics 30	7	7	+	8	=	10
Pure Math 30	2	7	+	7	=	10

"+" signs are included to assist with accurate completion of this sheet.

Principals MUST return this completed List of Students and the signed Principal's Statement even if NO students took part in the testing.

**NOTE: Alberta Student Numbers MUST be provided for all students who wrote diploma examinations.**

**Government of Alberta**  
Education

**June 2012 Diploma Examinations**  
**LIST OF STUDENTS #4**



School: 9999 The New Century School (403) 321-4321  
Authority: 0000 Alberta School Division No. 99

**NOTE: Alberta Student Numbers MUST be provided for all students who wrote diploma examinations.**

Alberta Student Number	Student Name Surname, Given Names	Sex	Birth Date	E – wrote English/F – wrote French			
				Appl 30F	Applied 30	Pure 30	Pure 30F
9005-0400-0	Abduu, Mahmoud Albi	M	1990-05-26	F ✓			
9010-3400-1	Alb, Caesar Montgomery	M	1990-10-04	F ✓			
1106-1900-2	Bleakker, Eliana Margaret	F	1990-06-01		E M W		
9007-0200-3	Brash-Parker, Martin Edward	M	1990-09-30			E ✓	
8909-1600-4	Carrera, Simone Isabel	F	1989-09-12				F ✓
9002-0500-5	Choy, Leah Mae	F	1990-02-03			E ✓	
9007-2500-6	Costa, Damien Allen	M	1990-07-11		E ✓		
9001-0400-7	Dahlwimpe, Karl Wolfgang	M	1990-01-02	F M W			
1105-4400-4	GLICK, JONATHAN HAROLD	M	1990-05-01			✓	
9007-0303-3	LEILLOR, ESTEBAN GERARDO	M	1990-07-17		✓		
9010-0300-7	MCCRIGGS, EWAN BRADY	M	1990-10-31				✓

These three students were not registered to write the diploma examination and have been added to the List of Students.

## Sample Field Test Forms

### Overview

Provided below is a brief description and sample illustration of the forms school personnel need to access if they wish to participate in the Field Testing Program in 2011–2012. Actual versions of these forms can be viewed at and are available from the Alberta Education website at <http://www.education.alberta.ca/admin/testing/forms.aspx>.

### Field Test Participation Consent Form

The *Field Test Participation Consent Form* is deadline sensitive and to be used by principals to provide consent for teachers to participate in the Field Test Program and for Alberta Education to administer field tests in their school (see *Field Testing* section).

**Government of Alberta**  
Education

***Field Test Participation Consent Form***

---

School Name                      School Code                      Jurisdiction Name

I consent to having my school participate in the Field Testing Program in the current school year and support the administration of:

- Only paper format field tests
- Only digital format field tests using school computers
- Both paper format and digital format field tests

I have designated a *School Field Test Contact* to coordinate and communicate field testing processes within the school and have provided his or her contact information below.

I have communicated this consent, and the name of the designated *School Field Test Contact*, to all teachers in the school whose students are eligible to write field tests in the current school year.

**By providing field test participation consent, I authorize Alberta Education to:**

- Accept field test requests from this school
- Enter the school to administer paper format field tests, if classes from this school are selected to write them

---

Principal's Name                      Date                      Electronic Signature

**Contact Information for the School Field Test Contact**

---

First Name                      Last Name

---

Telephone Number                      Fax Number                      Email Address

---

School Street Address                      School Mailing Address (if different)

---

---

---

Please return this form via e-mail to [field.test@gov.ab.ca](mailto:field.test@gov.ab.ca) using the subject line "Field Test Consent: Your School Code, Your School Name" (e.g. Field Test Consent: 9999, Ben Hur High School)

# Paper Format Field Test Request Form

The *Paper Format Field Test Request Form* is deadline sensitive and to be used by teachers to request one or more paper format field-test placements. This form must be completed using a current *Field Test Request Guide* (see *Field Testing* section).

## Paper Format Field Test Request Form

NOTE: This form must be completed using the current *Field Test Request Guide*, which is available at: <http://education.alberta.ca/admin/testing/forms.aspx>

**Principal Has Approved School Participation**

**Diploma Field Test: Session 1**

Unit Test (deadline for requests Sept. 23, 2011)

Year End Tests (deadline for requests Oct. 7, 2011)

**Diploma Field Test: Session 2**

Unit Test (deadline for requests Feb. 10, 2012)

Year End Tests (deadline for requests Feb. 24, 2012)

**Achievement Field Test**

Unit and Year End Tests (deadline for requests Jan. 20, 2012)

**School Information:**

School Name	School Code	School Location (City or Town Name)
Name of Designated <i>School Field Test Contact</i>	Name of Person Submitting Form if Different from Designated Contact	
Designated Contact Phone Number	Submitter's Phone Number	
Designated Contact Email Address	Submitter's Email Address	

**Field Tests Requested:**

Field Test Requested* (Test Code)	Preferred Field Test Date	Class To Be Tested (Class Name or ID #)	# of Students In Class	Full Name of Teacher Whose Class Will Be Tested	Class Start Time	Class Finish Time
<b>Example</b>						
12D999	January 5	9D	25	Patricia Smith	10:20	11:20

\*Field tests must be requested by Test Code. These codes are year and session specific and are provided in the *Field Test Request Guide* that is available at: <http://education.alberta.ca/admin/testing/forms.aspx>

Please return this form via e-mail to [field.test@gov.ab.ca](mailto:field.test@gov.ab.ca) using the subject line "Paper Field Test Request: *Your School Code, Your School Name*" (e.g. Paper Field Test Request: 9999, Ben Hur High School)

Alberta Education – Paper Format Field Test Request Form for School Year 2011–2012 August 2011

EXAMINATION ADMINISTRATION FORMS
26
August 2011




**Digital Format  
Field Test Request  
Form**

The *Digital Format Field Test Request Form* is deadline sensitive and to be used by teachers to request one or more digital format field-test placements. This form must be completed using a current *Field Test Request Guide* (see *Field Testing* section).

## *Digital Format Field Test Request Form*

**Government of Alberta** ■  
Education



NOTE: This form must be completed using the **current** *Field Test Request Guide*, which is available at: <http://education.alberta.ca/admin/testing/forms.aspx>

**Field Test Session:**  1  2

- My principal has approved participation in the Field Testing Program
- My principal has approved the administration of digital format field tests
- For each field test session requested below, computers will be available for my students' exclusive use in a room that is appropriate to the administration of secure field tests
- Alberta Education's Quest A+ secure browser application has been installed on each of the computers that will be used for the administration of the field test sessions requested below

**Teacher/School Information:**

School Name	School Code	School Location (City or Town Name)
Name of Teacher Who Will be Administering the Field Test(s)	Name of Designated School Field Test Contact	
Teacher's Phone Number	Designated School Field Test Contact Phone Number	
Teacher's Email Address	Designated School Field Test Contact Email Address	

**Field Tests Requested:**

Field Test Requested* (Test Code)	Preferred Field Test Date	Class To Be Tested (Class Name or ID #)	# of Students In Class	Class Start Time	Class Finish Time
12D999	January 7	Example 9D	25	10:20	11:20

\*Field tests must be requested by **Test Code**. These codes are **year and session specific** and are provided in the *Field Test Request Guide* that is available at: <http://education.alberta.ca/admin/testing/forms.aspx>

Please return this form via e-mail to [field.test@gov.ab.ca](mailto:field.test@gov.ab.ca) using the **subject line** "Digital Field Test Request: *Your School Code, Your School Name*" (e.g. Digital Field Test Request: 9999, Ben Hur High School).





## ***CONTACTS***

### *Action on Curriculum–Assessment*

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### *Field testing*

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### *Digital exam administration and website*

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### *Special cases, accommodations for students, special format materials*

General inquiries:  
Telephone: (780) 427-0010  
For a toll-free connection, dial  
(780) 310-0000  
Fax: (780) 422-4889  
special.cases@gov.ab.ca

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### *Format, content, confirming standards, marking, results reporting*

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### *Format, content, translation, confirming standards, marking, results reporting*

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Note: When contacting Alberta Education by e-mail or when leaving a phone message, please include your name, title, school name, and school code.

### *Team Leads*

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### **Action on Curriculum–Assessment Address**

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Edmonton AB T5J 5E6

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Fax: (780) 422-4200  
e-mail: [lacontact@edc.gov.ab.ca](mailto:lacontact@edc.gov.ab.ca),  
Alberta Education website:  
<http://education.alberta.ca>

For a toll-free connection, dial  
(780) 310-0000

### *Diploma examination registration*

Client Services Help Desk  
(780) 427-5318  
[cshelpdesk@gov.ab.ca](mailto:cshelpdesk@gov.ab.ca)  
10<sup>th</sup> Floor, 44 Capital Boulevard  
10044 – 108 Street  
Edmonton AB T5J 5E6

### *Inquiries about Transcripts, Statements of Courses and Marks, and rewrite fees*

Telephone: (780) 427-5732  
Fax: (780) 422-2137

### *Inquiries about school marks, mature student status, and Results Statements*

Telephone: (780) 422-9337  
Fax: (780) 427-4708

### *Inquiries about diploma certificates*

Telephone: (780) 427-5732  
Fax: (780) 422-2137

### *Student enrolment and marks*

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