

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
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 SEX M-Male F-Female TELEPHONE

(e.g., 92 Jul 20)

PERMANENT ADDRESS

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
Phone: (780) 427-0010 Fax: (780) 422-4889
To be connected toll-free within Alberta, dial 310-0000