

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	<input type="text"/>	PRIMARY TELEPHONE	<input type="text"/>	SECONDARY TELEPHONE	<input type="text"/>
SURNAME	<input type="text"/>				
LEGAL FIRST AND MIDDLE NAMES	<input type="text"/>				
PERMANENT ADDRESS	Apt/Street/Ave/P.O. Box/Route				
	Village/Town/City				
	Province	Postal Code			
E-mail ADDRESS	<input type="text"/>				
PARENT e-mail ADDRESS	<input type="text"/>				

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"/>	<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	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 _____

Student Name: _____ Student ASN: _____

5.2 _____
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

A *Teacher Confirmation of Student Readiness to Write a Diploma Examination* form is attached for each course listed above

6. Course completion information: examination(s) being re-written without retaking the course

6.1 Course Name: _____

Specific reason why this exam must be re-written at this session (attach supporting documentation)

Final school mark(s) previously received for this course; month(s)/year(s) awarded

Diploma exam mark(s) previously received for this course; month(s)/year(s) awarded

6.2 Course Name: _____

Specific reason why this exam must be re-written at this session (attach supporting documentation)

Final school mark(s) previously received for this course; month(s)/year(s) awarded

Diploma exam mark(s) previously received for this course; month(s)/year(s) awarded

7. Statement of Courses and Marks

A current Alberta Education *Statement of Courses and Marks* is attached

8. Student/Parent Declaration

S P

I have read, understand, and agree to comply with the directives, rules, and procedures associated with the establishment and writing of a diploma examination at a Special Writing Centre

The courses for which diploma examinations are being requested were initiated and completed through a distance learning program while in residence outside Alberta

I understand that the reasonable likelihood of passing a diploma examination must be demonstrated before the writing of that examination at a Special Writing Centre will be permitted

I understand that, if approval to write a diploma examination at a Special Writing Centre is based on current enrolment in that diploma examination course, then the validation and release of that examination mark is contingent upon the successful completion of that course prior to the scheduled exam administration date, even if the course is being retaken

I understand that the release of diploma examination marks for examinations written at the Special Writing Centre is contingent upon the prepaid, timely, and secure return of all examination materials

I am not a relative or friend of, and have no other personal relationship with, the person who will serve as the Special Writing Centre Supervisor

I am not a relative or friend of, and have no other personal relationship with, any person who has or will provide documentation in support of this application, except where specifically indicated on that documentation

All of the information on this form is true, accurate, and complete

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).

Signature of Student Date Signature of Parent or Guardian (if student is under 18 years of age) Date

Student Name: _____ Student ASN: _____

12. Application Process Manager Declaration

- I have verified and confirmed the accuracy and completeness of all information provided on this form and the supporting documents attached to it
- I have attached a copy of the completed *Application to Establish a Pre-Approved Distance Learning Special Writing Centre* form that was sent on behalf of this student

Process Manager First Name Process Manager Surname School Name and School Code

Telephone Number Email Address

Process Manager Signature Date

13. Principal Declaration

- I have reviewed this form and all attached documents that are being submitted in support of the student’s registration to write a diploma examination(s) at the pre-approved Special Writing Centre and, to the best of my knowledge, the information on these documents is accurate and complete

Principal’s Name Principal’s Signature Date

Telephone Number Email Address

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**.

Special Cases and Accommodations, Alberta Education
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Edmonton AB T5J 5E6

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