

Security of Diploma Exam Materials

Security of Exam Materials

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

No secured exam or other secured exam material may be kept at a school or school authority office following exam administration.

Copying of any secured exam or exam 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 *Exam Administration Forms* section).

Security Status of 2015–2016 Exams After Administration

In January and June 2016, all Part(ie) A humanities diploma exams, **except** Français 30–1, will be released following administration. All mathematics, science, and Part(ie) B humanities diploma exams **remain secured** after their administration.

For the November, April, and August sessions, **all** exam materials, except data booklets, **remain secured** after their administration.

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

Teacher Perusal of Diploma Exams

Teacher perusal of secure machine-scored diploma exams is available in a digital format. Paper format perusal copies are not supplied to schools.

Teacher-Generated Answers

No teacher-generated answers to actual diploma exam questions or modified versions of those questions may be posted or discussed with students.

**Quick Reference:
Secured Exams in
2015–2016**

January 2016		
Exam	Written Response	Machine Scored
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
Mathematics 30–1	N/A	Secured
Mathematics 30–2	N/A	Secured
Physics 30	N/A	Secured
Science 30	N/A	Secured
Social 30–1	Released after administration	Secured
Social 30–2	Released after administration	Secured

June 2016		
Exam	Written Response	Machine Scored
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
Mathematics 30–1	N/A	Secured
Mathematics 30–2	N/A	Secured
Physics 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 exam.

Diploma Exam Rules

1. November and April Diploma Exams

November and April diploma exams are available to be administered in all schools.

2. Eligibility to Write in November and April Sessions

All students, including mature students, must be **pre-registered** to write diploma exams in November and April. The deadlines for schools to submit November 2015 and April 2016 diploma exam registrations are **October 1, 2015** and **February 24, 2016** respectively. Unregistered students are **not** permitted to write diploma exams at a November or April session.

In order for a student without mature student status to write a diploma exam in November or April, the student must have a final school-awarded mark. Non-eligible students that write diploma exams in November or April will be **invalidated**.

***NEW 3. Rewriting Diploma Exams**

If a student is rewriting a diploma exam, the rewrite fee must be paid in advance of the registration deadline and writing dates. Students must provide evidence of payment to the exam supervisor or schools may obtain a list of students who have paid the administration fee from PASIprep.

Non-funded visiting students who are rewriting diploma exams are also required to pay an administration fee (\$50 GST included) per exam. Non-funded visiting students can pay the fee and register for diploma exams via *myPass*.

4. Rewriting Diploma Exams in November and April

Students may rewrite diploma exams in November and April without re-taking the course during the November or April sessions. A student is considered to be rewriting a diploma exam if the student has previously written that diploma exam at any time in the current or two previous school years (since September 2013).

5. PASIprep: Diploma Exam Sitings

Prior to every diploma exam session, schools are required to set-up Diploma Exam Sitings. To obtain assistance with this process, contact the Client Services Help Desk (see *Contacts* section).

6. Authority-level November and April Writing Centres

During the November and April writing sessions, providing diploma exam supervision and processing for small writing centres may not be feasible. In some cases, a School Authority may wish to establish Authority-level November and April writing centres (eg. at a larger centralized high school). In such circumstances, the school registering the student for the

November or April diploma exam must indicate the **school of writing** at the time of registration.

7. Exam Administration Supervision

Teachers may not supervise the administration of diploma exams for any courses for which they have provided instruction during the current session.

8. Teacher Perusal of Diploma Exams *NEW

- Grade 12 teachers who will teach a course with a diploma exam at any point in the school year may peruse that particular diploma exam in the language of instruction, under the supervision of the principal. For example, if a teacher will instruct Biology 30 in the second semester but not the first, this teacher could peruse both the January and June Biology 30 diploma exams.
- Secure machine-scored diploma exams in the major diploma exam administrations (January and June) can be perused by Grade 12 teachers on Quest A+, under the supervision of their principal or designate.
- Under no circumstances can a perusal session occur
 - using paper versions of exams or
 - during the minor diploma exam administrations.
- The digital-format perusal session will be delivered via Quest A+.
- Only one computer will be permitted to access the digital-format perusal session.
- The designated PC or Mac OS computer must have the Quest A+ Locked Browser installed. The Quest A+ Locked Browser provides a secure environment. It can be downloaded from <http://questaplus.alberta.ca/help/requirements.html>.
- Under the supervision of the principal or designate, Grade 12 teachers can log in anytime for a three-hour period of time between 10:00 a.m. and 1:00 p.m. (e.g., the teacher perusal session begins at 12:30 p.m. and ends at 3:30 p.m.).
- To facilitate professional conversation regarding the diploma exam among Grade 12 teachers of that diploma exam course, the designated computer can utilize a projector and project the digital-format exam onto a viewing surface. A best practice for school authorities with small high schools is for the authority central office to organize a centralized perusal session.
- Instructions for the digital-format perusal sessions will be included in the shipment of paper-format diploma exams.
- During the login process, the principal (or designate) must complete an on-line declaration regarding the digital-format perusal process.
- The on-line perusal copy will provide an opportunity for teachers to comment on the diploma exam.
- At the conclusion of the digital-format perusal session, all scrap-paper must be collected and shredded and the principal (or designate) must complete an exit on-line declaration.

NOTE: The security of diploma exam questions before, during, and after a perusal session is of utmost importance. To assist with classroom assessment practices, teachers should refer to questions posted on Quest A+ (<http://questaplus.alberta.ca>), as well as the [released materials, information bulletins](#) and [assessment standards and exemplars](#) posted on the Alberta Education website.

9. Admittance to the Exam Room

Students may not enter or leave the exam room without the consent of the Exam Supervisor.

10. Alberta Student Number

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

11. Student Identification

Students who are unknown to an Exam Supervisor will be asked to present identification that includes their signature and photograph at the time of writing a diploma exam.

Consequently, all students **MUST** have picture identification with them when they arrive to write a diploma exam. Any of the following identification documents may be acceptable: driver's license, passport, or student identification card. An unknown student who cannot produce appropriate picture ID will **not** be allowed to write the diploma exam.

12. Identification on Exams

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

13. Late Arrivals

Students who arrive more than one hour after a diploma exam has started (10:00 for morning exams) will **not** be allowed to write the exam. 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 exam. 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*.

14. Writing Time

Students must write a diploma exam within the specified time and may not hand in a paper until at least one hour of the exam time has elapsed. Additional writing time as an accommodation will only apply if a student has been granted this accommodation.

15. Discussion and Sharing

Students may not discuss the diploma exam with the supervising examiner unless the exam booklet is incomplete or illegible. Students may not talk, whisper, or exchange information or exam 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.

16. Answer Sheets

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

17. Materials Allowed In the Exam Room

Students who bring authorized materials into the exam 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 exam:

Mathematics 30–1, Mathematics 30–2, Biology 30, Physics 30, Chemistry 30, Science 30

Approved calculators (see *Using Calculators & Computers* section), rulers, and protractors are allowed in the exam 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 Alberta Education 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 Alberta Education 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. Valteau), 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 exams 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 exams 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 exam.

- *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*

18. Materials Not Allowed In the Exam Room

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

Print Materials

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

No reference materials and dictionaries (bilingual, English, and/or French) are allowed in the exam room for Mathematics 30–1, Mathematics 30–2, Biology 30, Chemistry 30, Physics 30, or Science 30 exams.

No reference materials and dictionaries (bilingual, English, and/or French) are allowed in the exam 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 exam.

Electronic Devices, Tools, and Materials

Students may not bring any headsets, digital audio players, cell phones, pagers, or other electronic devices into the exam 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 exam room (see *Using Calculators & Computers* section).

19. Unauthorized Materials In the Exam Room

Situations where students are **in possession** of materials **not** allowed in an exam room will be investigated (see Protocol in this section). This process may lead to his/her diploma exam being invalidated.

Note: Unauthorized materials must be immediately removed from the exam room. The student may be allowed to finish writing. However, (as per Protocol in this section) the student may also be evicted. The student should be evicted if such is required in order to ensure there is no further disruption or security risk. The student need not be evicted if it is reasonable to allow them to finish writing, and the validity of results can be determined during the investigation following the exam.

20. Materials Not to be Removed from the Exam Room

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

Breaches of Security and Violations of Diploma Exam Rules

Managing Breaches of Security and Violation of Diploma Exam Rules

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

- be evicted from the exam room
- have their diploma exam(s) invalidated
- be barred from writing any other Alberta Education diploma exam 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 exam rules occurs or is suspected, the school principal must immediately:

1. Determine if eviction from the exam is required or if the student can be allowed to finish writing. The student may finish writing if any suspected violation or security breach can be immediately rectified. For example, prohibited materials can be immediately confiscated and the student may finish writing. Subsequent investigation will determine if the results are to be invalidated. The student should normally only be evicted when allowing the student to finish writing would further disrupt the exam for other students or pose any ongoing security/validity concerns, and
2. report the breach to the superintendent and to the Director, Exam 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 exam, 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. If the violation of the exam rules may result in a negative consequence for one or more student(s), the *statement* should include an account of the incident signed by the student(s).

Appealing an Eviction

A student who is evicted from a diploma exam 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 Director, Exam Administration, Alberta Education, within seven days of the written notice of eviction. A sample appeal form ([*Examinee Appeal Form: Eviction from a Diploma Exam*](#)) has been provided in the *Exam Administration Forms* section.

Appealing an Exam Invalidation

A student who has had a diploma exam 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, Student Learning Standards Division, Alberta Education, within thirty days of the written notice of invalidation. A sample appeal form ([*Examinee Appeal Form: Invalidation of a Diploma Exam*](#)) has been provided in the *Exam Administration Forms* section.



**COLLEGE OF ALBERTA SCHOOL SUPERINTENDENTS
and
PROVINCIAL ASSESSMENT SECTOR, 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 the Provincial Assessment Sector in ensuring:

- security of diploma examinations and achievement tests
- consistency and fairness in examination/test administration processes
- 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 provides a recommendation on 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:

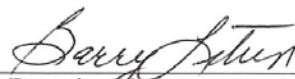
- Start the investigation as quickly as possible because the validity of results may be in question.
- Contact the Executive Director, Provincial Assessment Sector or the Director, Examination Administration, Provincial Assessment Sector at any time throughout an investigation for advice or clarification.
- 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, send a written summary and recommendation to the Director, Examination Administration, Provincial Assessment Sector. Include documentary evidence including student's written statement and any confiscated student materials.

Provincial Assessment Sector Follow-up


On the basis of the Superintendent's recommendation, the Executive Director of Assessment Sector 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 Assessment Sector 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 a student's diploma examination results are determined 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, Provincial Assessment Sector sends a letter notifying the student that the results of the examination have been declared invalid and informing him or her about any consequence. The letter also informs the student about the right to appeal to the Assistant Deputy Minister, Student Learning Standards.

The consequence for the student will vary, as appropriate. A maximum consequence 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

2015.07.31
Date


Executive Director
Provincial Assessment Sector

July 31, 2015
Date