

Special Cases

Deferments, Partial Deferments, Exemptions, and Partial Exemptions

Deferments and Partial Deferments Principles The Grade 12 Diploma Examinations Program has three main purposes: (1) to certify the level of individual student achievement in selected Grade 12 courses, (2) to ensure that province-wide standards of achievement are maintained and (3) to report individual and group results. Diploma exam are a required component of diploma exam courses and students write diploma exams before course credit can be granted.

Alberta Education is committed to accommodating the needs of all Alberta students in order for them to have equitable access to educational opportunities, including writing the diploma exams. Students with special needs and/or ongoing medical conditions are expected to write diploma exams with the support of the accommodations which are preapproved by either the School Authority or the Special Cases and Accommodations team (see *Accommodations* section).

The Diploma Examinations Program is dedicated to increasing opportunity, fairness and choice while maintaining excellence in our education system. As indicated since the 2013-2014 *General Information Bulletin*, the increased frequency of exam administrations means deferring an exam to a subsequent administration is the preferred response to extenuating circumstances that prevent a student from writing a diploma exam.

As extenuating circumstances that prevent a student from writing a diploma exam are often emergent and require an immediate response, Principals of schools approve deferments of exams. On the *List of Students*, the Principal should note any deferred exams by recording “deferred” next to the name of the affected student(s). Below is an example of how to note this on the *List of Students*:



June 2015 Diploma Examinations LIST OF STUDENTS #8



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 | | | |
|------------------------|-----------------------------------|-----|------------|------------------------------------|-------------|-----------|-------------|
| | | | | Math 30-1 F | Math 30-1 | Math 30-2 | Math 30-2 F |
| 9999-9999-0 | Banner, Bruce | M | 2990-05-26 | F ✓ | | | |
| 9999-9999-1 | Kent, Clarke | M | 2990-10-04 | F ✓ | | | |
| 9999-9999-2 | Kirk, James | M | 2990-06-01 | | E <u>NW</u> | | |
| 9999-9999-3 | Lane, Lois | F | 2990-09-30 | | | E ✓ | |
| 9999-9999-4 | Organa, Leia | F | 2989-09-12 | | | | F ✓ |
| 9999-9999-5 | Prince, Diana | F | 2990-02-03 | | | E ✓ | |
| 9999-9999-6 | Romanoff, Nathasha | F | 2990-07-11 | | | | E ✓ |
| 9999-9999-7 | Stark, Tony | M | 2990-01-02 | F <u>NW</u> | Deferred | | |

Students who defer to the next exam administration will need to register for the exam by the published deadline.

The non-highlighted cells below show all the diploma exams and sessions where Principals may approve a deferment. The highlighted cells show exams not available in the next session and eligible for exemption.

| November 2015 | January 2016 | April 2016 | June 2016 | August 2016 |
|---------------|----------------------|------------------------------|---------------|----------------------|
| ELA 30-1 | ELA 30-1 | ELA 30-1 | ELA 30-1 | ELA 30-1 |
| ELA 30-2 | ELA 30-2 | ELA 30-2 | ELA 30-2 | ELA 30-2 |
| Social 30-1 | Social 30-1 | Social 30-1 | Social 30-1 | Social 30-1 |
| Social 30-2 | Social 30-2 | Social 30-2 | Social 30-2 | Social 30-2 |
| | Français 30-1 | | Français 30-1 | Français 30-1 |
| | FLA 30-1 | | FLA 30-1 | FLA 30-1 |
| Biology 30 | Biology 30 | Biology 30 | Biology 30 | Biology 30 |
| Math 30-1 | Math 30-1 | Math 30-1 | Math 30-1 | Math 30-1 |
| | Math 30-2 | Math 30-2 | Math 30-2 | Math 30-2 |
| Physics 30 | Physics 30 | Physics 30 | Physics 30 | Physics 30 |
| Chemistry 30 | Chemistry 30 | Chemistry 30 | Chemistry 30 | Chemistry 30 |
| | Science 30 | Science 30 (digital only) | Science 30 | Science 30 |

Separate Writing

All Humanities diploma exams have two parts. A student must complete both parts of the provincial exam to obtain credit for a Humanities diploma exam course. If deferment of one part of the exam is anticipated a student may :

1. Write both part(ie) A and part(ie) B of the diploma exam at a subsequent administration, or
2. Write one part(ie) of the exam in one administration and defer the second part(ie) to a subsequent administration.

It is recommended, when a student elects to write a Humanities diploma exam in two separate administrations, that the process manager (see terminology, page 3) registers the student in the appropriate administration **by the registration deadline** to ensure the correct exam materials are shipped to the correct writing location. Pre-registration ensures that the student is provided with the exam materials which coordinate with the course of instruction. It is **not considered to be an administrative error if a student is given the wrong exam materials when the student is not pre-registered to write.**

If one part of a humanities exam is deferred to a future exam session, the student is required to submit a [Notification of Separate Writing](#) form. This form informs the Special Cases Team to blend the part(ie) A and B results from the separate administrations.

The transcript will be marked *incomplete* until such time as the entire diploma exam has been written, or blended and the official final mark is calculated.

Exemption Business Rules All exemptions are reviewed and the official decisions rendered by Alberta Education only. School Authorities and/or school administration staff do not grant exemptions from diploma exams.

Please note that students applying for exemptions from diploma exam writing are expected to write all exams if an official case decision has not been rendered by Alberta Education and communicated to the student by the exam date and time. If a diploma exam exemption request has been not been granted and the student has chosen not to write the exam, he or she will be expected to write the exam at the next pre-scheduled administration.

If a student has been granted a full or partial exemption from writing a diploma exam, the student is no longer required to write that diploma exam at that exam session.

Exemptions and partial exemptions from diploma exams are session-specific and cannot be carried forward to a future exam session. If school-awarded marks are adjusted after the final official mark is calculated and released to students, the exemption and partial exemption mark cannot be modified to reflect the new school-awarded mark. Exemptions and partial exemptions will not be granted after students receive their diploma exam marks for the given diploma exam.

Full Exemption The student's current school-awarded mark in the course, in relation to the current exam administration, is used to replace the entire diploma exam mark when an exemption is granted.

If a student does not have a passing school-awarded mark it would not be in the student's best interest to be exempted from writing. The final official mark for the course will reflect the failing school-based portion.

If a student does not have a school-awarded mark in the course for that specific administration period, although he or she may be eligible for exemption, the exemption cannot be processed. Similarly, mature students who are challenging the diploma exam and students rewriting the exam but not retaking instruction do not have the basis to apply for an exemption.

Partial Exemption
***NEW** When a student is exempt from either part(ie) A or B of a English Language Arts/Français/French Language Arts or Social Studies diploma exam, the mark for the part of the exam that was granted an exemption will be calculated by averaging the school-awarded mark and the part of the exam that was completed.

For example,

- A student enrolled in English Language Arts 30-1 has a school-awarded mark of 80%
- The student wrote the Part A (written response) exam and obtained a

mark of 70%

- Due to the exemption circumstances preventing the student from accessing Part B, the student was granted a partial exemption from this part of the exam
- The average of 80% and 70% is used to calculate the mark for Part B of the diploma exam. In this case, the partial exemption mark for the Part B is 75%.
- The overall diploma exam mark is determined by averaging Parts A and B (70% and 75% respectively). In this case, the overall diploma exam mark is 73%
- The final mark for the course is 78%

If a student is not satisfied with his/her overall diploma exam mark and wishes to improve the diploma exam mark, the entire diploma exam must be rewritten.

**Eligibility
and
Process**

For detailed information regarding the eligibility and process to apply for an exemption from a diploma exam, see the appendix at the end of this section.

**Writing
Fees and
Exemptions**
*NEW

Students who are granted an exemption from a diploma exam and would like to write the exam at a later date are required to pay an administration fee of \$26.25.

Special Writing Centres

OVERVIEW

To allow students, in unique circumstances, to meet the diploma exam obligation, a Special Writing Centre may be established for students who are outside of Alberta when a diploma exam is scheduled to be administered. A Special Writing Centre is a site outside of Alberta that is temporarily approved to serve as a diploma exam writing centre. Special Writing Centres may be established for any diploma exam administration session.

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

- The student lives outside Alberta and has completed a diploma exam course delivered through an Alberta Education approved distance learning program.
- The student is 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 family or other private event, to obtain or commence summer employment, on an organized tour, or other similar activity are **not** permitted to establish a Special Writing Centre.

- The student has 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 exam.

Note: International students studying a diploma exam course in Alberta are expected to remain in the province until the completion of their instructional program, which includes the writing of the diploma exam. Consequently, international students are **not** permitted to establish a Special Writing Centre if they return home early.

Special Writing Centres may be established for students who have no alternative but to write their diploma exam outside of the province due to one of the above circumstances. Special Writing Centres are not intended as elective writing locations.

All exams administered at a Special Writing Centre will be administered in a **digital format**.

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
 - 1.2. the handling and administration of diploma exams at a Special Writing Centre.
 - 1.3. Review and sign all forms submitted in application of a request to establish a Special Writing Centre.
2. **For students living outside of Alberta taking instruction with an Alberta Education approved distance learning program: Prior to accepting an out-of-province student's registration for a diploma exam 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 by submitting the following forms to the Special Cases Team ([Application to Establish a Pre-Approved Distance Learning Special Writing Centre](#) form and [Application to Serve as a Distance Learning Special Writing Centre Supervisor](#) form).** Special Cases Team cannot guarantee the establishment of a Special Writing Centre if prior approval is not obtained.
3. If a student is eligible to apply 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 the Special Cases Team.

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 Serve as a Special Writing Centre Supervisor](#)
 - 2.2. [Registration to Write a Diploma Exam at a Special Writing Centre](#)
 - 2.3. [Teacher Confirmation of Student Readiness to Write a Diploma Exam 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 Exam at a Distance Learning Special Writing Centre](#)
 - 3.4. [Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Distance Learning Special Writing Centre](#)

4. A student who is approved to write a diploma exam at a Special Writing Centre, and his/her parents, shall assume responsibility for all costs payable to a Special Writing Centre Supervisor for procuring an exam writing site and supervising the handling and administration of the diploma exam

5. A student who is approved to write a diploma exam 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 exam. In the event of a violation of rules, directives or procedures Special Cases Team may invalidate the exam(s).

**Application
Process Manager**

On behalf of a student requesting permission to establish a Special Writing Centre, the person designated to serve as the application process manager shall:

- verify and confirm the accuracy and completeness of all information provided in support of that application
- coordinate and manage the application completion and submission process
- provide access 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 exams at a Special Writing Centre
- provide access 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 exam at a Special Writing Centre

- for students living outside of Alberta taking instruction with an Alberta Education approved distance learning program, upon course registration notify Special Cases Team. To ensure that international licence agreements are in place for the writing of the exam, Special Cases Team must be notified of the territory and term of where and when the exam will be written. If a licence agreement to administer the exam is not in place, the exam will not be administered in that territory.

Teachers of Students Writing Diploma Exams at a Special Writing Centre

Teachers of students registering to write a diploma exam at a Special Writing Centre shall provide a statement about the student's readiness to write that exam at the exam administration session proposed by the student ([*Teacher Confirmation of a Student Readiness to Write a Diploma Exam at a Distance Learning/Special Writing Centre*](#) form)

Special Writing Centre Supervisor

1. Prior to submitting an application form, a person applying to serve as a Special Writing Centre Supervisor shall:
 - review the directives, rules, guidelines and procedures associated with the handling and administration of diploma exams at a Special Writing Centre
 - identify and tentatively procure an appropriate site for the administration of diploma exams.
2. A person approved to serve as a Special Writing Centre Supervisor shall administer the exam(s) in accordance with the diploma exam schedules, directives, rules, guidelines and procedures specified in this bulletin.

SPECIAL WRITING CENTRE RULES

Exam Administration Requirements and Consequences of Non-Compliance

1. Because Alberta diploma exams are administered at writing centres throughout Northwest Territories and Nunavut, Special Writing Centres are not permitted to be established in those territories. Students who intend to write diploma exams in these locations must contact the appropriate Ministry of Education so that they may be directed to the nearest available writing centre. Students who are in proximity of an Alberta Accredited International Schools in Hong Kong, Macao, Abu Dhabi, Qatar, and Bermuda are expected to write at that school.
2. Students who will be in Alberta but away from their school or usual writing centre during the writing of diploma exams 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 exam(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 exam 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 exams at Special Writing Centres in courses for which they have no school awarded mark will have those exams **invalidated**.
4. Students are only permitted to rewrite a diploma exam 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 exam was previously written within one school year.
5. To be approved as a Special Writing Centre, a proposed site must meet the conditions required to ensure the appropriate administration of all diploma exam 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 writing location, the proposed location must be an academic organisation. To be approved as a Special Writing Centre Supervisor, a person must be employed by that same academic organisation and in a position of authority commensurate with teacher, assistant principal or principal and must provide written proof of that employment. The proposed supervisor must be able to administer exams which have been standardized.
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 exam(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. To adjust for national and international time differences the following Special Writing Centre writing schedule will apply to all requests:
 - 9.1. SWC exams administered in time zones one hour behind Alberta (BC and similar west coast USA) will write 9am local time to the student (10am MDT)
 - 9.2. SWC exams in time zones ahead of Alberta in Canada and USA will write **9am MDT**. For example, students in Ottawa and Montréal will start writing at **11am EDT** (9am MDT), students in Winnipeg will start writing at **10am CDT** (= 9am MDT)
 - 9.3. SWC exams administered overseas (outside Canada and USA) will write the **following day** (24 hrs from scheduled exam date) at 9am local time for student. The date and 9am local time may be adjusted by Special Cases Team, on a case-by-case basis, to ensure

that exam support is available in the Alberta office at the time of writing. To obtain a writing time for a specific overseas Special Writing Centre request, please email Special.Cases@gov.ab.ca.

10. **All diploma exams** administered at **Special Writing Centres** are to be written using **Quest A+**.

Quest A+ is one of Alberta Education's digital testing systems. It can be accessed from <http://questaplus.alberta.ca/>. For more information, contact Jeremy Wiebe, at Jeremy.Wiebe@gov.ab.ca.

All students using Quest A+ to write a diploma exam at a Special Writing Centre must adhere to the following:

- be prepared to use Quest A+ on the day of the exam. The student must complete at least one practice test and provide the Special Writing Centre process manager a signed statement confirming that (a) the practice test has been completed, (b) the student was able to respond to questions and (c) end the session without complication. *Exemptions will not be granted to students who are unable to use Quest A+ at the time of writing.*
 - the PC or Mac OS computer used may belong to the student or the writing centre.
11. A student who is unable or chooses not to write a diploma exam at a Special Writing Centre, after being approved to do so, must notify Special Cases Team (see *Contacts* section) and the Special Writing Centre Supervisor, as soon as possible.
12. If a Special Writing Centre Supervisor fails to comply with the Diploma Exam directives and rules specified in this bulletin, any future request to serve in that capacity will not be granted.
13. Activities which interfere with the writing of the exams will disqualify a student's eligibility to establish a Special Writing Centre in the current administration and potentially in future administrations. 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 exams written at that Centre may be invalidated and any further requests to establish a Special Writing Centre by that student may not be granted.
14. No exemption or partial exemption will be approved for a student who was unable to write a diploma exam as a result of any and all of the following reasons:
- his or her request to establish a Special Writing Centre was not granted
 - technical issues prevented the administration and/or writing of the exam

- the supervisor withdrew their application or duty, provided misinformation or miscommunication and/or did not comply with the directives, rules, guidelines and procedures outlined in this bulletin and by the Special Cases Team.

**Submission of
Special Writing
Centre Request
Applications**

All requests to establish a Special Writing Centre must be made using the appropriate application forms (see *Exam Administration Forms* section). All Special Writing Centre enquiries should be forwarded by email to special.cases@gov.ab.ca.

Appendix: Exemption Eligibility and Process

When a diploma exam is available in the next administration, the normal response to extenuating circumstances is deferment (see deferment information at the beginning of the *Special Cases* section).

If a request for exemption from a diploma exam is pursued, the request must include the [*Request for Exemption from Writing Diploma Exam*](#) form and supporting documentation. The Special Cases Team will not make an official decision until all required supporting documentation has been submitted for review. Additional specific exemption-related details are included in the *Required Documents* section.

Terminology

- **Appeal:** This is a formal appeal to the **Special Cases Committee** (see process below).
- **Case Suspended:** The material required for review has not been received by the deadline provided by the Special Cases Team. The student has not been denied, nor has an official case decision been rendered. Cases can be re-opened once all requested information has been submitted for review.
- **Deficiency Notification:** The supporting documentation is incomplete. The Special Cases Team will outline the specific materials needed to review the request.
- **Official Case Decision:** The decision to approve or deny the request has been made and communicated to the Process Manager.
- **Process Manager:** Staff member at school-level who organizes the request and functions as school contact.
- **Request to Reconsider a Case Decision:** The first step before formally appealing a case decision is to ask Special Cases Team to reconsider the original decision. The request to reconsider must include the *Request to Reconsider* form and **new** additional information that was not previously submitted.

Process

- Step 1:** The Process Manager collects all forms and supporting documentation.
- Step 2:** The Process Manager forwards forms and accompanying documentation to the Special Cases Team.
- Step 3:** Alberta Education reviews, processes and communicates an official response to each request.
- Step 4:** The Process Manager communicates the official response to the student **in writing**.
- Step 5: (Request for Reconsideration if required)** For the Special Cases Team to reconsider an official case decision, the reconsideration request must include (a) A *Request to Reconsider* form and (b) **new** supporting documentation that meets the eligibility criteria (see page 5).
- Step 6: (Appeal to Special Cases Committee if required)** The Special Cases Committee will make a final determination as to whether or

not the student can be approved for the requested exemption from a diploma exam. The Special Cases Committee has authority to propose and facilitate alternate reasonable solutions in accordance with the principles outlined in this document and under the *Student Evaluation Regulation 177/2003*.

Group Applications: In the event that a group of students are impacted and unable to attend the writing of an exam as a result of an emergent situation, a group application may be submitted. The group application must include the reason for the request, a list of impacted students (last name, first name and Alberta Student Number) and the diploma exam course name. It is the responsibility of the principal to contact students to inform them of the possibility of exemption. Principals and other school staff are not to apply for exemption on behalf of a student without consent.

The Minister may review the process undertaken regarding a specific case heard through the Special Cases Committee process.

Further information about the operations of the Special Cases Committee is in the *Guide to Education, ECS to Grade 12*. Contact the Special Cases Committee by e-mail at special.cases@gov.ab.ca.

REASONS ELIGIBLE FOR EXEMPTION

When a diploma exam is available in the next administration, the normal response to extenuating circumstances is deferment (see deferment information at the beginning of the *Special Cases* section). In the event that the exam is not available in the next administration, the table below can be used to clarify the reasons for exemption, the associated business rules, and the required supporting documentation.

| Reason | Business Rules | Required Documents |
|----------------------|---|--|
| Acute Illness | <p>An acute illness has:</p> <ol style="list-style-type: none"> 1. a rapid onset and 2. a short course (as opposed to an ongoing course) <p>A <i>Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam</i> form indicating an acute illness cannot be applied to an exam scheduled three weeks beyond the date of the medical consultation. Requests for exemptions for exams that are beyond three weeks of the</p> | <ul style="list-style-type: none"> • <i>Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam</i> form • NOTE: If a student becomes ill during the writing of the exam at the school, a comment referencing the student on the Principal’s Statement will suffice as evidence of the illness for these circumstances. Students who are ill and call the school the morning of the exam |

| | | |
|------------------------------------|---|---|
| | <p>original medical appointment must be supported with a follow-up consultation and a <u>Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam</u> form reflecting the follow-up appointment.</p> | <p>should be notified by the Process Manager that a completed <u>Physician's Confirmation of Acute Medical Illness</u> form must be submitted.</p> |
| <p>Administrative Error</p> | <p>Administrative error refers to an error in the administration of the exam. An example includes incorrect time permitted to write the exam. For advice regarding “what constitutes an administrative error”, please contact the Special Cases Team (see <i>Contacts</i> section).</p> <p>Unexpected non-crisis events such as loss of power or a misprinted exam booklet are not considered administrative error.</p> <p>If a loss of power takes place during a diploma exam, students should be prepared to handwrite the written components of the exam and should be permitted to continue writing the exam within the time allotted for all students.</p> <p>If a school receives misprinted booklets (e.g. missing pages or questions), the school is permitted to:</p> <ul style="list-style-type: none"> • photocopy an intact copy and provide the copies to students who have a misprinted booklet • permit students additional writing time equal to the amount of time lost due to photocopying logistics. <p>If an intact copy is not available at the school, contact Exam Administration (see <i>Contacts</i>) and a team member will work to resolve the issue.</p> <p>Students who receive a misprinted booklet are not eligible for an exemption from the diploma exam.</p> <p>In all of the above circumstances, the school principal shall document the incident on the <i>Principal's Statement</i>.</p> | <ul style="list-style-type: none"> • A statement and documentation from the school administrator clearly describing the event. • In the event that a group of students are affected during the writing of the exam, a group application should be submitted to Alberta Education. |

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|---------------------------|--|--|
| <p>Bereavement</p> | <p>Death of an Immediate Family Member Students who experience the death of an immediate family member (parents, siblings and children) immediately before (within 3 weeks) of an exam administration are eligible for exemptions from all diploma exam in that administration.</p> <p>Death of a Non- Immediate Family Member Students who experience the death of a non-immediate family member (grandparents, uncles, aunts and cousins) may be eligible for an exemption and may take up to three consecutive days starting from the day of passing. Students may take no more than one day for the funeral services and the services must conflict with the scheduled exam. Additional consideration will be made for distance travelled for funeral services. For the death of a classmate, Special Cases Team will consider the relationship between the deceased and the bereaved.</p> | <ul style="list-style-type: none"> • Obituary/death certificate/funeral announcement and/or, • Funeral arrangement/services documentation outlining the date and time and/or, • Travel information/flight itinerary. <p>If outside of the above timelines, supporting documentation must clearly outline the current academic functional mental state of the student, (i.e., bereaved). To ensure the application is complete, it is recommended that the <i>Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam</i> form is used a guideline for the physician.</p> |
| <p>Concussion</p> | <p>The Special Cases Team weighs and considers the mechanism of the concussion and the severity and symptoms experienced by the individual. Exams written over the extent of the administration may be considered separately depending on the mechanism of the concussion.</p> | |
| | <p>If the concussion or a post-concussion event occurred within three weeks of the scheduled exam:</p> <p>If the student is experiencing symptoms more than three weeks prior to the scheduled exam:</p> | <ul style="list-style-type: none"> • <i>Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam</i> form that clearly includes the date and the specific cause of the concussion and the student’s academic functional limitations at the time of writing. • <i>Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a</i> |

| | | |
|--------------------------|---|--|
| | | <p><u>Diploma Exam</u> form that clearly includes the date and the specific cause of the concussion and the student's academic functional limitations at the time of writing.</p> <ul style="list-style-type: none"> • The learning plan created by the school personnel to mitigate and work with the symptoms of concussion in the academic environment. This learning plan must contain a list of the accommodations provided to this student since the date of the concussion. • An up-to-date academic progress report. |
| Inclement Weather | <p>Inclement weather includes situations where the weather conditions prevent a student from being able to arrive safely at the nearest available writing location or where the writing locations have been closed.</p> | <ul style="list-style-type: none"> • AMA road reports or police accident report or bus company report validating that busses were not operating or tow truck report or school personnel reporting closure. • NOTE: In the event that a group of students are impacted and unable to attend the writing of an exam as a result of inclement weather, a group application should be submitted to Alberta Education indicating the names and Alberta Student Numbers of those students affected. Individual student signatures are not required. |
| Parent Illness | <p>In the event that a parent falls seriously ill or is diagnosed with a terminal illness within three weeks of the exam administration, the student may be eligible for exemption based on the student's mental state.</p> | <ul style="list-style-type: none"> • <u>Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam</u> form indicating the academic functional and/or cognitive limitations of the student at the time of writing. • The learning plan created by the school personnel to assist the student during this period of crisis. This learning plan must |

| | | |
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| | | <p>contain a list of the accommodations provided to this student.</p> <ul style="list-style-type: none"> • Statement regarding parent’s illness including the date of onset, the diagnosis and prognosis. • An up-to-date academic progress report. |
| School or community emergency or crisis | <p>Unpredictable events or emergencies refer to events that interfere with school operation immediately before, during or after the administration of a diploma exam. Such events might include natural disasters or other events that might necessitate school closures or the unexpected dismissal of students from the school or exam writing area. In the event that the removal of the students from the writing location is temporary (eg. fire alarm), school personnel are expected to maintain security and allow the students to return to the exam administration. Students in these situations must be allowed the full time allotted for the exam. Students should not be permitted access to digital devices during this time and must be sequestered.</p> | <ul style="list-style-type: none"> • If a group of students has been impacted, a group application should be submitted to the Special Cases Team indicating the names and Alberta Student Numbers of those students affected. Individual student signatures are not required. • Principals must notify the director of Exam Administration and/or the Team Leader, Business Operations and Special Cases of any irregularities that occurred during the exam administration. If the students impacted by the event may be eligible for exemption, a copy of the Principal’s Statement should be sent directly to Special Cases. |
| Subpoena to attend court | <p>A subpoena to attend court scheduled at the same time as a diploma exam is not sufficient for requesting an exemption. Generally court dates can be postponed at the request of the student if requested in a timely manner for events such as diploma exams.</p> <p>In the event that the student must attend court that is scheduled at the same time as a diploma exam, the student must demonstrate that he/she attempted to postpone the court appearance, validate the court appearance and provide official evidence that he or she was in attendance.</p> | <p>a. Civil Court (adults only): <i>Notice of Hearing</i> and <i>Notice to Attend</i>, if official documentation is not available a statement confirming attendance must be obtained from a person of authority commensurate with a court clerk, judge or lawyer.</p> <p>b. Criminal Court: there is no standard form, the student can request a photocopy of court documents verifying attendance or a statement confirming attendance must be obtained from a person of</p> |

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| | | <p>authority commensurate with a court clerk, judge or lawyer.</p> <p>c. Family & Youth Court: since there is no form, a statement confirming attendance must be obtained from a person of authority commensurate with a court clerk, judge or lawyer.</p> <p>d. Citizenship: a Citizen certificate or a statement confirming attendance must be obtained from a person of authority commensurate with a court clerk, judge or lawyer.</p> |
| Surgery | <p>Students who are scheduled to have surgery are eligible for exemption if the surgery is scheduled at the same time as the exam and occurs as planned and is not re-scheduled. Documentation to support requests for exemption based on surgery needs to validate that surgery took place at the same time as the exam. Students may also be eligible for an exemption if the recovery from the surgical procedure covers the time of exam administration. Medical guidelines for recovery should be followed in most cases and information provided to Special Cases Team using the <u>Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam</u> form.</p> | <ul style="list-style-type: none"> • For surgery: <u>Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam</u> form indicating the surgery took place on the pre-scheduled date or medical discharge papers. • For recovery from surgery: <u>Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam</u> form indicating the (a) anticipated recovery period, (b) functional limitations of the student following surgery and (c) medications and number of refills permitted |

REASONS NOT ELIGIBLE FOR EXEMPTION

Ongoing Medical Conditions (see *Diploma Exam Accommodations* section).

If a student with an ongoing medical condition experiences a medical crisis immediately before or during a particular diploma exam, he or she may apply for an exemption or partial exemption from that exam in the same manner in which all students may apply on the basis of an **acute medical condition**.

Severe Test Anxiety and Generalized Anxiety (see *Diploma Exam Accommodations* section)

Planned trip or work Students anticipating to be away and unable to write a diploma exam as a result of events such as weddings, vacations, work onset, family event or any other planned absence are not eligible to be exempt from their diploma exam(s). The writing of the diploma exam will be deferred to a subsequent administration.

Sudden Physical Medical Conditions (see *Diploma Exam Accommodations* section)

Computer Failure/Power Outage and Not Saved Work In co-operation with the principal and technical personnel, exam supervisors shall develop an exam administration contingency plan that can be implemented, as required, to address unexpected issues or problems that arise while exams are being written using computers.

In the event of a power or computer/network failure, students are to be directed to complete the exam by handwriting.