

General Information Bulletin

Diploma Examinations Program

2015–2016
School Year



Alberta  Government

This bulletin is written primarily for

Students	
Teachers	✓
Administrators	✓
Parents	
General Audience	
Others	

Copyright 2015, the Crown in Right of Alberta, as represented by the Minister of Education, Provincial Assessment Sector, 10044 – 108 Street, Edmonton, Alberta, T5J 5E6. All rights reserved.

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, Provincial Assessment Sector, Alberta Education,
- b. “Student” means a student as defined in the *School Act*, and
- c. “Director” means the Director, Examination Administration, Provincial Assessment Sector, Alberta Education.

This bulletin reflects a compilation of several documents produced by Alberta Education and is intended to provide diploma exam 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 exam administration.

Contents

Introduction & Revisions

Introduction to the Diploma Exam Program	1
Purpose.....	1
*NEW Eligibility to Write Diploma Exams	1
*NEW <i>myPass</i>	2
*NEW August Administrations	2
*NEW Diploma Exam Weighting	2
*NEW Simplified Time Limits – Diploma Exams.....	2
*NEW Science 30 (French)	3
*NEW Increased Administrations of Diploma Exams	3
*NEW Rewriting Diploma Exams.....	4
Mature Students	5
Duplicate Registration	5
Course Challenges	5
Course Level Transfers	6
French Versions of Diploma Exams	6
Non-Funded Visiting Students.....	7
*NEW Diploma Examination Fees for Non-Funded Visiting Students	7
Writing Diploma Exams on Computers.....	7
Return of Diploma Exam Materials.....	7
*NEW Diploma Exam Results Statement (<i>myPass</i>).....	8
Special-format Practice Tests	8
Multiple Forms.....	8
Digital and Hybrid Format Field Tests	8
*NEW Generalized Anxiety and Test Anxiety.....	9
*NEW Teacher Perusal of Diploma Exams.....	9
Deferral of a Diploma Exam.....	10
Writing Centres.....	10
*NEW Provincial Diploma Exam Writing Centres	10
*NEW Draft Marking Schedules	11
Provincial Writing Centres for August Administration.....	12
Summary of Revisions for 2015–2016 School Year	13
Summary of Revisions – November Update	15
Summary of Revisions – Winter Update	16

Schedules & Significant Dates

*NEW Diploma Exams Schedule: November 2015	1
Significant Dates: November 2015 Administration.....	1
Diploma Exams Schedule: January 2016	3
*NEW Significant Dates: January 2016 Administration	4
Diploma Exams Schedule: April 2016	6
*NEW Significant Dates: April 2016 Administration	6
Diploma Exams Schedule: June 2016.....	8
*NEW Significant Dates: June 2016 Administration	9
Diploma Exams Schedule: August 2016	11

*NEW Significant Dates: August 2016 Administration	12
*NEW Diploma Exams Schedule: November 2016	14
*NEW Diploma Exams Schedule: January 2017	15
*NEW Diploma Exams Schedule: April 2017	16
*NEW Diploma Exams Schedule: June 2017.....	17
*NEW Diploma Exams Schedule: August 2017	18
*NEW Diploma Exams Schedule: November 2017 – DRAFT	19
*NEW Diploma Exams Schedule: January 2018 – DRAFT	20
*NEW Diploma Exams Schedule: April 2018 – DRAFT	21
*NEW Diploma Exams Schedule: June 2018 – DRAFT	22
*NEW Diploma Exams Schedule: August 2018 – DRAFT	23
*NEW Appendix: Draft Diploma Exams Marking Schedule, January 2016	24
*NEW Appendix: Draft Diploma Exams Marking Schedule, June 2016.....	25

Security & Exam Rules

Security of Diploma Exam Materials	1
Security of Exam Materials	1
Security Status of 2015–2016 Exams After Administration.....	1
Teacher Perusal of Diploma Exams.....	1
Teacher-Generated Answers	1
Quick Reference: Secured Exams in 2015–2016.....	2
Diploma Exam Rules	3
1. November and April Diploma Exams.....	3
2. Eligibility to Write in November and April Sessions	3
*NEW 3. Rewriting Diploma Exams.....	3
4. Rewriting Diploma Exams in November and April Sessions.....	3
5. PASIprep: Diploma Exam Sittings	3
6. Authority-level November and April Writing Centres	3
7. Exam Administration Supervision.....	4
*NEW 8. Teacher Perusal of Diploma Exams.....	4
9. Admittance to the Exam Room.....	5
10. Alberta Student Number	5
11. Student Identification.....	5
12. Identification on Exams	5
13. Late Arrivals	5
14. Writing Time.....	5
15. Discussion and Sharing.....	5
16. Answer Sheets.....	6
17. Materials Allowed in the Exam Room	6
18. Materials Not Allowed in the Exam Room.....	7
19. Unauthorized Materials in the Exam Room.....	7
20. Materials Not to be Removed from the Exam Room	8
Breaches of Security and Violations of Diploma Exam Rules.....	8
Managing Breaches of Security and Violations of Diploma Exam Rules.....	8
Appealing an Eviction.....	9
Appealing an Exam Invalidation	9

Protocol for Superintendents Investigating Allegations of Inappropriate Examination/Test Administration and/or Alleged Contravention of the Examination/Test Rules.....	10
---	----

Administration Directives, Guidelines & Procedures

Diploma Exam Administration Directives.....	1
Directives for Superintendents of Schools and Principals of Private Schools.....	1
Exam Administration Preparation.....	1
Exam Administration Supervision.....	2
Exam Administration Completion.....	2
Directives for Principals of Schools and Designated Writing Centres.....	3
*NEW Exam Administration Preparation.....	3
Exam Administration Supervision.....	4
Exam Administration Completion.....	5
Directives for Examination Supervisors.....	6
Exam Administration Preparation.....	6
Exam Administration Supervision.....	6
Exam Administration Completion.....	7
Directives for Teachers of Students Writing Diploma Exams.....	8
Exam Administration Preparation.....	8
Exam Administration Completion.....	8
Directives for Students/Examinees Writing Diploma Exams.....	8
Exam Writing Preparation.....	8
Exam Writing.....	9
Exam Writing Completion.....	9
Directives for November and April Administration Sessions.....	10
Superintendents of Schools and Principals of Private Schools.....	10
Principals.....	10
Teachers of Students Writing November or April Diploma Exams.....	10
Exam Supervisors.....	10
Students Writing November or April Diploma Exams.....	10
Exam Administration Guidelines.....	11
Preparing Students.....	11
Preparing Exam Supervisors.....	11
Selecting and Setting Up Exam Writing Facilities.....	12
Setting Up and Communicating Exam Schedules.....	12
Creating an Exam Administration Plan and Roster of Duties.....	12
Active Supervision.....	15
*NEW Rewriting Diploma Exams.....	17
Rewriting Diploma Exams.....	17
*NEW Exam Sittings and Capacity.....	18
Using PASIprep to Open Available Exam Sittings and to Identify School Capacity.....	18
Ordering Exam Materials.....	18
Registering Students/Examinees to Write Diploma Exams.....	18
Receiving and Inspecting Exam Materials.....	19
Receiving Exam Materials.....	19
Shipment Contents.....	20
Inspecting Exam Materials.....	20
Packaging and Returning Exam Materials.....	22

Dates for Returning Exam Materials	22
Preparing Exam Materials for Return	22
*NEW Return Shipment Location	23
Using Couriers for the Return of Exam Materials	23
School Authority Procedures for the Return of Exam Materials	23

Using Calculators

Writing Diploma Exams Using Calculators	1
Overview	1
Directives	2
Calculator Use Rules	3
Calculator Clearing and Checking Procedures	4
*NEW Keystrokes to Clear, Configure, and Check Approved Graphing Calculators	6

Using Computers

Writing Part(ie) A Diploma Exams Using Computers, Humanities Part(ie) A, Mathematics 30-2, and Science 30	1
Background	1
Guiding Principles	1
Computer Use Directives	1
Rules and Procedures	4
Guidelines	6
Quest A+	6
School-Owned Google Chromebooks	7
*NEW Science 30	7
*NEW Mathematics 30-2	8

Diploma Exam Accommodations

Overview	1
Accommodation Types	1
*NEW Appendix: Accommodations Eligibility and Process	2
Eligibility Criteria	2
School Authority Accommodation Review Process	6
Alberta Education Accommodation Criteria for Non-Coded Students/Unique Accommodations and Documentation	7
Administration with Accommodations	9
Administration Directives	9
Prior to Administration	9
After Administration	9
Additional Specific Directives by Accommodation as Required	10
Accommodations 1 and 2 – CD/MP3 Version	10
Accommodation 3 – Extra Writing Time	10
Accommodation 4 – Frequent Breaks	10
Accommodations 5, 8, 9 and 10 – Scribe and Recorded Response	11
Accommodation 11 – Franklin Language Master	13
Accommodation 13 – Text-to-Speech Software	14
Accommodation 14 – Speech-to-Text Software	14

Accommodation 15 – Ambient Noise Audio.....	14
---	----

Special Cases

Deferments, Partial Deferments, Exemptions, and Partial Exemptions	1
Deferments, and Partial Deferments Principles	1
Separate Writing	2
*NEW Exemption Business Rules.....	3
Full Exemption.....	3
*NEW Partial Exemption.....	3
Eligibility and Process	4
*NEW Writing Fees and Exemptions.....	4
Special Writing Centres	4
Overview.....	4
Special Writing Centre Directives	5
Principals.....	5
Students/Parents.....	5
Application Process Manager	6
Teachers of Students Writing Diploma Exams at Special Writing Centres	7
Special Writing Centre Supervisor	7
Special Writing Centre Rules.....	7
Exam Administration Requirements and Consequences of Non-Compliance	7
Submission of Special Writing Centre Request Application.....	10
Appendix – Exemption Eligibility and Process	11
Reasons Eligible for Exemption	12
Reasons Not Eligible for Exemption	17

Marks, Results & Appeals

*NEW Marks, Results and Appeals	1
*NEW Diploma Exam Weighting	1
*NEW Improving Marks for Courses with Diploma Exams Completed	
Prior to September 1, 2015	1
*NEW Students Who Have School-awarded Marks and Did Not Write the Diploma Exam	
Prior to September 1, 2015	1
Submitting School-Awarded Marks	1
Processing Official Marks for Results Statements, Transcripts, and Diplomas	2
Rounding of Marks	4
Reporting to Students.....	4
Transcripts and Diplomas	5
Reporting to Schools and School Authorities.....	5
Maintaining Consistent Standards Through Equating	6
Instructional Group Reports.....	6
Reporting to the Public	6
Planning and Results Reporting.....	7
Multi-year Reports	7
Appeal of School-Awarded Mark.....	7
Retaking a Course	7
Concern About a Diploma Exam Mark	8
Rescoring an Exam	8

Rewriting an Exam	8
*NEW Appendix 1: Improving Marks for Diploma Courses and Diploma Exams Complete Prior to September 1, 2015	9
Improving Marks for Courses with Diploma Exams Completed Prior to September 1, 2015	9
<i>Field Testing</i>	
*NEW Benefits of Field Testing.....	1
How do Field Tests Help Teachers and Students	1
Why are Field Tests Necessary.....	1
How is Field Test Data Used	1
Field Testing	2
Description of the Field Testing Program.....	2
Participation Requirements.....	3
Field Test Security and Administration Rules	4
Field Test Marking.....	5
Field Test Request and Administration Dates	6
Participation Approval and Request Process	7
Significant Dates	9
<i>Resources & Web Documents</i>	
Resources—Printed and Web Documents	1
Diploma Exam Administration Forms.....	1
Information for Students Planning to Write Diploma Exams.....	1
Information for Parents About Writing Diploma Exams.....	1
Subject Information Bulletins	1
Data Booklets.....	1
Released and Unsecured Diploma Exam Materials.....	1
Released Items and Diploma Exams.....	1
Essential Information for Students and Teachers in Reference to Mathematics and Science Diploma Exams	2
Guides for Students.....	2
Examples of the Standards for Students’ Writing.....	2
On-line Services for Students	2
<i>Exam Administration Forms</i>	
Exam Administration Forms.....	1
Nature and Purpose of Exam Administration Forms	1
Diploma Exam Form Types and Names	1
*NEW Field Test Form Type and Name	2
Form Availability.....	2
Sample Diploma Exam Forms	2
Overview.....	2
*NEW Diploma Exam Registration/Rewrite Fee Payment Form	3
*NEW Diploma Exam Rescore Application Form.....	4
Request for Special Format Materials and School Authority Approved Accommodations	5

Application for Accommodations for Students with Special Diploma Exam Writing Needs	6
Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam.....	7
Accommodation Request Transfer Form	8
Notification of Separate Writing.....	9
Application to Serve as a Special Writing Centre Supervisor	10
Registration to Write a Diploma Exam at a Special Writing Centre	11
Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Special Writing Centre.....	12
Application to Establish a Pre-Approved Distance Learning Special Writing Centre	13
Application to Serve as a Distance Learning Special Writing Centre Supervisor.....	14
Registration to Write a Diploma Exam at a Distance Learning Special Writing Centre.....	15
Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Distance Learning Special Writing Centre	16
Request for Exemption from Writing Diploma Exams	17
Examinee Appeal Form: Eviction from a Diploma Exam.....	18
Examinee Appeal Form: Invalidation of a Diploma Exam	19
Request for Supplemental Shipment Form	20
Diploma Exam Special Format Practice Test Order Form	21
Statement of Scribe, Reader, and/or Interpreter and Exam Supervisor	22
Principal’s Statement	23
List of Students	24
Field Test Request Form.....	25

Contacts

Contacts.....	1
---------------	---

General Information Bulletin

Introduction to the Diploma Exams 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 has diploma exams in selected Grade 12 courses: Biology 30, Chemistry 30, English Language Arts 30–1, English Language Arts 30–2, Français 30–1, French Language Arts 30–1, Mathematics 30–1, Mathematics 30–2, Physics 30, Science 30, Social Studies 30–1, and Social Studies 30–2.

To receive a high school diploma, students are required to write at least **two** diploma exams, either English Language Arts 30–1 or English Language Arts 30–2 and either Social Studies 30–1 or Social Studies 30–2. Students in Francophone programs may take Français 30–1, which is a diploma exam course, or Français 30–2, which is not, to meet their French language arts diploma requirement. However, they must also take English Language Arts 30–1 or English Language Arts 30–2 and must write one of the Social Studies diploma exams (Études sociales 30–1 or Études sociales 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 Exams

***NEW**

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

The **school providing instruction** in diploma exam courses **must** register students who are writing the diploma exam for the first time at the school in which they are enrolled. Students that intend to write a diploma exam for the first time without receiving instruction (for example, a mature student challenging the exam or students who are not enrolled in a school) must contact the writing center where they wish to write to be registered. Students who intend to rewrite a diploma exam must register and pay the required fee on their *myPass* account at myPasss.alberta.ca, or submit a [*Diploma Exam Registration/Rewrite*](#) form to Alberta Education. All registrations must be submitted into PASI by the dates specified in the *Schedule and Significant Dates* section.

myPass
***NEW**

myPass.alberta.ca is a secure self-service website for Alberta high school students to download Diploma Exam Results Statements, order transcripts, view student information, view detailed academic reports, and more. At the end of September 2015, students will be able to self-register for a diploma exam using *myPass*. A student will be obligated to self-register if (a) they will be required to pay a fee or (b) they are not taking instruction with a school. For assistance with *myPass*, students may contact the Client Services Help Desk, 780-427-5318.

August Administrations
***NEW**

School authorities with summer school programs offering courses with diploma exams must register their students who are writing diploma exams for the first time by the date specified in the *Schedule and Significant Dates* section. Students rewriting a diploma exam in August must pay the rewrite fee and register for the diploma exam on their *myPass* account at myPass.alberta.ca, or submit a *Diploma Exam Registration/Rewrite* form to Alberta Education. Students writing a diploma exam in August without taking the course should register via *myPass* 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 exam start time in order to complete registration forms.

Diploma Exam Weighting
***NEW**

On September 1, 2015, the diploma exam weighting will shift from a 50/50 weighting to a 70/30 weighting where school-awarded marks will be worth 70 per cent. Further information regarding the 70/30 diploma exam weighting can be found in the *Marks, Results and Appeals* section.

Simplified Time Limits –Diploma Exams
***NEW**

Beginning in the November 2015 diploma exam session, the time students are permitted to write diploma exams has been simplified. Previously, diploma exams had an official time limit and students were permitted an additional one-half hour to complete the exam. This simplification adds one-half hour to each official time limit. For example, the English Language Arts 30-1 Part A diploma exam will be administered between 9:00 AM and 12:00 PM.

Additionally, beginning in the November 2015 diploma exam session, all Science diploma exams (Biology 30, Chemistry 30, Physics 30, and Science 30) will have a **three hour time limit**.

No changes have been made to the design of any diploma exams.

Students who have an extra-time accommodation will be permitted twice the official time limit to write the diploma exam. For example, a student who is writing the English Language Arts 30-1 Part A diploma exam with an extra-time accommodation will be permitted to write between 9:00 AM and 3:00 PM.

**Science 30
(French)**

***NEW**

Starting in June 2016, the French translation of the Science 30 diploma exam will be available in an exclusively digital format.

**Increased
Administrations
of Diploma
Exams**

***NEW**

Alberta Education is increasing the frequency of opportunities available to students for writing diploma exams. November and April diploma exam administrations are available to all schools.

Mathematics 30-2 has been added to the April 2016 diploma exam administration. This diploma exam will be available in an exclusively digital format. Instructions on how to access this diploma exam will be provided to schools after they have pre-registered students to write this exam.

Only selected diploma exams are administered during the November and April sessions. In **November**, diploma exams are administered for the following courses:

- Biology 30 (English and French)
- Chemistry 30 (English and French)
- English Language Arts 30–1
- English Language Arts 30–2
- Mathematics 30-1 (English and French)
- Physics 30 (English and French)
- Social Studies 30–1 (English and French)
- Social Studies 30–2 (English and French)

In **April**, diploma exams are administered for the following courses:

- Biology 30 (English and French)
- Chemistry 30 (English and French)
- English Language Arts 30–1
- English Language Arts 30–2
- Mathematics 30-1 (English and French)
- Mathematics 30-2 (English and French) (digital format)
- Physics 30 (English and French)
- Science 30 (English) (digital format)
- Social Studies 30–1 (English and French)
- Social Studies 30–2 (English and French)

All students without mature student status must have a school-awarded mark before writing a diploma exam in November or April.

The deadlines for schools to submit November 2015 and April 2016 diploma exam registrations are **October 1, 2015** and **February 24, 2016**, respectively. Alberta Education will send diploma exams to schools for students who are pre-registered for November or April diploma exams.

Students who receive instruction in a diploma exam course must have their school-awarded mark transmitted to PASI (Provincial Approach to Student

Information) and Student Records by **November 16, 2015** and **April 18, 2016**, respectively. Students who write a November or April diploma exam without receiving a school-awarded mark will have their diploma exam mark **withheld** until the school-awarded mark has been submitted. Non-eligible students who write diploma exams in either November or April will have their results **invalidated**.

It may not be feasible for small writing centres to provide diploma exam supervision and processing during the November and April writing sessions. In these cases, a School Authority may wish to establish authority-level November and April writing centres (e.g., at a large 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.

In order to sustain the viability of increased offerings of diploma exams, school authorities are to have in place policy or procedure that ensures students accessing diploma exams during the November and April writing sessions meet the writing criteria indicated above. Diploma exams during all administrations cannot serve as “practice” diploma writing sessions. Where diploma exam registration data indicates sessions are being used as a practice, authority access to diploma exams may be restricted.

Rewriting Diploma Exams

Students may rewrite diploma exams in all writing sessions without re-taking the course. Students rewriting humanities diploma exams must rewrite both parts of those exams. A student is considered to be rewriting a diploma exam if he or she has previously written that diploma exam at any time during the current or two previous school years (since September 2013).

All Alberta students who are rewriting diploma exams must:

- pay an administration fee (\$26.25) and
- [register to rewrite the diploma exam using myPass](#).

[Please note that the administration fee is non-refundable and cannot be transferred to other diploma exam sessions.](#)

Information and methods for registering and paying for diploma exam rewrites can be found at this website: <http://education.alberta.ca/writing-diploma-exams/diploma-exam-rewrite-fees/>.

[PASIprep cannot be used to register students without paying the registration fee](#). Therefore, students who are rewriting diploma exams must pay and register themselves using *myPass* by the registration deadline (see *Schedules & Significant Dates* section). If students require assistance with these processes, they can contact the Client Services Help Desk (see the *Contacts* section).

If accommodations are required, the diploma exam accommodation procedures must be followed – see the *Accommodations* section for further information.

***NEW** It is the responsibility of each school to ensure that all students rewriting diploma exams have paid the rewrite fees. *myPass* produces receipts that students can show as proof-of-payment, if required. PASIprep also contains an up-to-date list of students that are registered to write or rewrite diploma exams. If a student is on the PASIprep list and is rewriting the diploma exam, the school can be assured that payment of the rewrite fee has been received and processed.

Information about the weighting of diploma exams for students who are rewriting and have a school-awarded mark from before September 1, 2015 can be found in the *Marks, Results, and Appeals* section of this General Information Bulletin.

Mature Students A mature student* may write diploma exams in all administrations without taking formal instruction in the course. The diploma exam mark will constitute 100% of the final mark.

**A mature student, for Alberta High School Diploma purposes, is one who is 19 years of age or older as of September 1 of the current school year, or who 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 exam course at an accredited Alberta high school, the final course mark will be blended **only** if the school-awarded mark is higher than the diploma exam mark. If the exam mark is higher than the school-awarded mark, the exam mark will become the final mark. A student who is uncertain about his/her eligibility as a mature student should contact the Client Services Help Desk (see *Contacts* section).

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 (e.g., 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.

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 exam 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 exam to be eligible for a final course mark and credit in that course.

Only individuals with mature student status may challenge a diploma exam course by writing the diploma exam 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 exam during any diploma exam session without having completed a course challenge for the school-awarded component will receive an “incomplete” as the final mark in the diploma exam course. If such students write a diploma exam at a November or April session, their diploma exam mark will be invalidated.

Course Level Transfers

Students who transfer their course level registration in diploma exam courses (e.g., transfer from ELA 30–1 to ELA 30–2) **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 exam courses must be registered to write their diploma exams by the dates specified by Alberta Education (see *Schedule & Significant Dates* section).

Consequently, all course level transfers for diploma exam 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 exam in the transferred course. No exemptions will be granted for students who write the wrong diploma exam because of late course transfers (see *Special Cases* section). Schools that permit students to change course levels after the deadline for registering for diploma exams may need to submit a [Supplemental Shipment](#) form (see *Exam Administration Forms* section) to order appropriate exam materials for those students.

French Versions of Diploma Exams

French versions of the Social Studies 30–1, Social Studies 30–2, Mathematics 30–1, Mathematics 30–2, Biology 30, Chemistry 30, Physics 30, and Science 30 diploma exams are available during administrations identified earlier in this section. Students who wish to write the French version of a diploma exam must inform their principals before the deadline established for each exam 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 version of a diploma exam must indicate this preference on the [Diploma Exam Registration/Rewrite](#) form.

Students writing French versions of Social Studies diploma exams must write both Part A and Part B in French. Marks cannot be calculated for students who write one part of an exam in French and one part in English.

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

Non-Funded Visiting Students

Non-funded visiting students are those who are not eligible to receive funding in Alberta and who have an enrolment type of 415 or 416. Non-funded visiting students seeking Alberta high school credits for official transcript purposes must write a diploma exam on the same terms as Albertan students.

Diploma Exam Fees for Non-Funded Visiting Students
*NEW

Non-funded visiting students are required to pay \$50.00 (includes GST) per diploma exam and the fee is non-refundable and non-transferrable to other exam sessions. Non-funded visiting students can pay this fee and register for diploma exams using *myPass*.

Writing Diploma Exams on Computers
*NEW

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 exams on the school’s computers. In addition, the following diploma exams will be administered in an exclusively digital format using Quest A+.

- April 2016: Mathematics 30-2
- April 2016: Science 30
- June 2016: Science 30 (French version)

Principals are expected to ensure the school’s computers are compliant with directives, rules, and procedures outlined in this Bulletin (see Using Computers section).

Return of Diploma Exam Materials

Diploma exam 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 \$20.00 per exam will be charged to schools for diploma exam materials returned to Exam Administration after a marking session is complete.

**Diploma Exam
Results
Statements
(myPass)
*NEW**

Students can access diploma exam marks online via [myPass](#). If assistance is required with *myPass*, students may contact the Client Services Help Desk, 780-427-5318.

**Special-Format
Practice Tests**

Alberta Education is making special-format practice tests available to provide students with an opportunity to practice diploma exam-style questions and content in Braille, audio, large print or coloured print versions. Tests are offered in all subjects with a corresponding diploma exam. Alberta schools with registered Alberta K–12 students may place orders for these tests. Braille tests are available in English, and by request in French. All tests are provided free of charge, but limits may be placed on order volumes to ensure access for everyone. For more information, contact 780-427-0010 (toll-free in Alberta by first dialing 310–0000). Order form is available in the *Forms* Section.

Multiple Forms

As part of Alberta Education’s commitment to fairness to students, and to expand flexibility in the writing of diploma exams, two distinct diploma exam forms may be administered during the January and June administrations. The two forms will be equated to baseline exams to ensure that the same standard applies to both forms. Both forms will adhere to the established blueprint specifications and will be subject to the same thorough review by a technical review committee.

To facilitate the analysis of school-level results, no school will receive more than one exam form per subject. In subjects offering a translated French-language exam, both forms will be administered in both English and in French.

For further information, please contact the Director, Diploma Exam Program Branch or the Director, Exam Administration Branch (see *Contacts* section).

**Digital and
Hybrid Format
Field Testing
*NEW**

For the 2015–2016 school year, diploma math and science field tests will be offered in both digital and hybrid delivery modes. Diploma humanities field tests will be available in paper, digital, and hybrid delivery modes.

A hybrid format humanities field test format consists of sources or supporting information provided in a paper format while field test questions are accessed and responded to online. Hybrid format field test materials are mailed to schools and the questions are accessed in the same manner as digital format field tests. After the administration of a hybrid format field test, **teachers must return all paper-format source materials to Alberta Education.** Like digital format field tests, hybrid field tests are administered by the teacher who requested the field test and may only be perused by this teacher. At all times, the paper-format materials must be kept secure while they are in the school.

A digital format humanities or math/science field test consists of both sources and questions provided in the online environment. Paper format source materials are not provided to students.

Digital and hybrid field tests offer advantages over conventional paper field tests, or the earlier online field tests. With the extra feedback data that is provided, digital and hybrid format field tests can be much more useful as a formative measurement of student progress and achievement.

Teachers will have a 24-hour window to peruse digital or hybrid field tests and will be provided with data on how students in their classes performed on the field test, including the proportion of students in the class who chose each alternative on the multiple-choice items and the proportion who left a numerical-response item blank. In addition, teachers will have greater flexibility in selecting the time and date when students write, rather than being bound to a pre-determined date.

Finally, digital and hybrid field tests mean that every school, large or small, can participate. Historically, it was impractical to send field test administrators to remotely located schools, or schools with small classes. Digital and hybrid field tests will offer all Alberta schools access to field tests.

It is important to note that the security of field test items remains vital to the administration of diploma exams. Participating teachers must make a commitment to maintaining the security of field test items. Teachers who administer hybrid format field tests must keep all the paper-format source materials secure, and return them to Alberta Education the next business day after the 24-hour perusal period.

For more information on how to sign up for field tests, please see the *Field Testing* section of this General Information Bulletin.

For more information about this policy change, please contact the Director, Diploma Programs Branch or the Director, Exam Administration Branch (see *Contacts* Section).

**Generalized
Anxiety and Test
Anxiety**
***NEW**

School authorities may review and approve accommodation requests for students with generalized anxiety disorder and test anxiety. Applications must include a **learning plan** and a **history of using the accommodation**. Detailed information regarding students with generalized anxiety disorder and test anxiety can be found in the *Accommodations* section.

**Teacher Perusal
of Diploma**

Starting in January 2016, teachers who will teach a course with a diploma exam at any point in the school year may participate in the perusal of that

Exams
***NEW**

particular diploma exam. For example, if a teacher will teach Biology 30 in the second semester but not the first, this teacher could peruse both the January and June Biology 30 diploma exams. Perusal of diploma exams may only take place in a digital format during the January and June exam administrations.

For more information on the perusal process, please see the *Security and Exam Rules* section of this General Information Bulletin.

Deferral of a Diploma Exam

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 deferments are the preferred response to extenuating circumstances that prevent a student from writing a diploma exam.

Principals of schools approve deferments of diploma exams. On the *List of Students*, the Principal should note any deferred diploma exams by recording “deferred” next to the name of the affected student(s). An example of how to note this on the *List of Students* is included in the *Special Cases* section.

Requests for exemptions from a diploma exam should be restricted to those exams that are not available in the next administration. For more information, refer to the *Special Cases* section.

Writing Centres

January and June diploma exams are administered in all accredited Alberta high schools that offer Grade 12 diploma exam courses.

August diploma exams are administered in the writing centres listed on the following page. Most summer-school students write their August diploma exams at their summer schools.

Provincial Diploma Exam Writing Centres
NEW

For each diploma exam administration, Alberta Education operates two provincial diploma exam writing centres in Calgary (SAIT, Symposium Room in the Campus Centre Building) and Edmonton (University of Alberta, Dentistry/Pharmacy Building). The provincial diploma exam writing centres were established to provide students who are not enrolled in a local high school with access to writing diploma exams.

Students who may write diploma exams at the provincial diploma exam writing centres are:

- mature students who are not enrolled in a local high school; or
- distance education students who are not enrolled in a local high school.

Examples of mature students who are not enrolled in a local high school include:

- adults who are challenging diploma exams;

- grade 12 students who are rewriting diploma exams in August and are no longer enrolled at a local high school.

Students who are enrolled in a distance education course and are also enrolled at a local high school are expected to write diploma exams at their local high school.

For August administrations of diploma exams, high schools that operate summer-school programs are also expected to administer diploma exams at their local high school.

Draft Marking Schedules

***NEW**

A draft marking schedule for the January 2016 and June 2016 diploma exam administrations is included in an appendix in the *Schedules and Significant Dates* section. The finalized marking schedules will be communicated later this school year.

Provincial Writing Centres for the August Administration

School Code	Town/City	School Name
2601	Athabasca	Edwin Parr Composite Community School
0099	Barrhead	Alberta Distance Learning Centre – 4601 63 Avenue
2950	Bonnyville	Bonnyville Centralized High School
6718	Brooks	Sunrise School
9996	Calgary	SAIT, Symposium Room in the Campus Centre Building
1780	Camrose	Battle River Summer School
5725	Drumheller	Drumheller Valley Secondary School
1223	Edmonton	*NEW U of A, Dentistry/Pharmacy Building 11304-89 Avenue NW (No longer at Financial Building)
1895 NEW	Fort McMurray	Keyano College
1153	Grande Prairie	Bridge Network Outreach School
1715	High Level	High Level Learning Store
2011	Hinton	Harry Collinge High School
2702	Lac La Biche	J.A. Williams High School
6449	Lethbridge	Victoria Park School
6844	Medicine Hat	Crescent Heights High School
1511	Peace River	Peace River High School
4433	Red Deer	Hunting Hills High School

Notes: To request the use of a computer to write the Part(ie) A portion of a humanities diploma exam, please contact the writing centre at which you plan to write prior to the date of administration.

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 2015–2016 School Year

The following major revisions and/or additions to Diploma Exam Program dates, directives, rules and/or processes have been made in the *General Information Bulletin* for 2015–2016. All major changes for the 2015–2016 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 exams in the 2015–2016 School Year.

Topic:	Changes made:	Section:
Eligibility to Write Diploma Exams	Schools providing instruction or allowing first time writers to write at their location must register students	Introduction & Revisions; pg. 1
<i>myPass</i>	Description of the secured self-service website.	Introduction & Revisions; pg. 2
August Administrations	Registration information	Introduction & Revisions; pg. 2
Diploma Exam Weighting	Change in weighting as of September 1, 2015.	Introduction & Revisions; pg. 2
Time Limits	Explanation of a change in official time of the exams and removal of the additional one-half hour; all Science diploma exams have a three hour time limit	Introduction & Revisions; pg. 2
Science 30 (French) Exam	Addition of French version for Science 30	Introduction & Revisions; pg. 3
Increased Administrations	Addition of exams for the November and April exam sessions	Introduction & Revisions; pg. 3
Rewriting Diploma Exams	Rewriters can register and pay for exam using <i>myPass</i>	Introduction & Revisions; pg. 4 & 5 Administration Directives, Guidelines & Procedures, pg. 18
Writing Diploma Exams on Computers	Exams that will be administered exclusively in digital format.	Introduction & Revisions; pg. 8
Digital and Hybrid Format Field Tests	New information on digital and hybrid field tests	Introduction & Revisions; pg. 9 & 10

Teacher Perusals	New information	Introduction & Revisions; pg. 10 and Security & Exam Rules, pg. 4
August Diploma Writing Centres	New location for Edmonton writing centre	Introduction & Revisions; pg. 12 Administration Directives, Guidelines & Procedures, pg. 22
Diploma Exam Schedules	Changes to reflect time limits	Schedules & Significant Dates, throughout
Diploma Exam Schedules	Draft 2017–2018 Schedule	Schedules & Significant Dates, pgs. 19–23
Draft Diploma Marking Schedule	Draft January and June 2016 marking schedules	Schedules & Significant Dates, pgs. 24–25
Couriers to return exam materials	Edmonton, St. Albert, and Sherwood Park – additional local courier information	Administration Directives, Guidelines & Procedures, pg. 22
Calculator policy	Updates throughout	Using Calculators, throughout
Computer use	Science 30 and Math 30-2 diploma exams on computers	Using Computers, pg. 7
Partial Exemptions	Mark calculation for a partial exemption	Special Cases, pg. 3
Generalized Anxiety and Test Anxiety	Approval process update	Accommodations, pg. 2, 4, 7
Extra writing time accommodation	Updated information	Accommodations, pg. 10
Diploma Exam Weighting	Information on the new weighting of school mark and diploma exam mark	Marks, Results and Appeals, pg. 1–10
Result Statements	Description and explanation of the results statements on <i>myPass</i>	Marks, Results and Appeals, pg. 1–10
Improving Marks for Courses with Diploma Exams	Scenarios	Marks, Results and Appeals, pg. 10–27
Benefits of Field Testing	How field tests are beneficial for teachers and students	Field Testing, pg. 1

Summary of Revisions – November Update

The following revisions and/or changes to Diploma Exam Program dates, directives, and/or processes presented in the 2015–2016 *General Information Bulletin* have been made in this November update. All pages which contain changes made in November have the ‘November 2015’ footer. Other minor updates may have been made throughout this bulletin but are not noted here.

Topic:	Changes made:	Section:
Diploma Exam fees for non-funded visiting students	Students pay the fee using their <i>myPass</i> Account	Various
Diploma exam schedules	Switching of selected exams for the 2016–2017 school year	Schedules & Significant Dates, pgs 14, 16, 18
Diploma exam schedules	Removed <i>Draft</i> on the exam schedules for the 2016–2017 school year	Schedules & Significant Dates, pgs 14–18
Rewriting Diploma Exams	Clarification of process	Introduction & Revisions, pgs 4 - 5

Summary of Revisions –Winter Update

The following revisions and/or changes to Diploma Exam Program dates, directives, and/or processes presented in the 2015–2016 *General Information Bulletin* have been made in this update. All pages which contain changes have the ‘[Winter 2016](#)’ footer. Other minor updates may have been made throughout this bulletin but are not noted here.

Topic:	Changes made:	Section:
Rewrite fee payment	Students should use <i>myPass</i> to register and pay for an exam rewrite	throughout
Diploma Exam fees for non-funded visiting students	Students pay the fee using their <i>myPass</i> Account	Various
Provincial Writing Centres	Information regarding the two centres	Introduction & Revisions, pg. 10
August Writing Centres	Changes to the August writing centres	Introduction & Revisions, pg. 12
Exam rewrite registration and fee payment deadline	Clarification	Schedules & Significant Dates, pgs. 6, 9, 12
Fee payment deadline	Deadline that students must pay fee	Schedules & Significant Dates, pgs. 7, 10, 13
View list of students registered to write diploma exams	Schools can view the list of registered student in PASIprep.	Administration Directives, Guidelines & Procedures, pg. 17
Exam sittings and Capacity	Establish sittings in PASIprep and determine capacity	Administration Directives, Guidelines & Procedures, pg. 18
Keystrokes to clear Calculator Memory	New HP Prime model instructions	Using Calculators, pg. 6
Adjusting school awarded marks after final official mark is calculated	Exemption cannot be modified	Special Cases, pg. 3

***NEW Diploma Exams Schedule: November 2015**

During the November session, all writers must be **pre-registered** to write or rewrite diploma exams (see Eligibility to Write in November and April Sessions in the *Security & Exam Rules* section).

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

All diploma exams remain secured after administration.		
Monday, November 2	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Tuesday, November 3	9:00 A.M. – 12:00 P.M. 9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Wednesday, November 4	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Thursday, November 5	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Friday, November 6	9:00 A.M. – 12:00 P.M. 1:00 P.M. – 4:00 P.M.	Mathematics 30–1 Chemistry 30
Monday, November 9	9:00 A.M. – 12:00 P.M. 1:00 P.M. – 4:00 P.M.	Biology 30 Physics 30

Significant Dates: November 2015 Administration

September 22, 2015	<ul style="list-style-type: none"> • Deadline for all November diploma exam sittings to be submitted via PASIprep
October 1, 2015	<ul style="list-style-type: none"> • Deadline for November diploma exam registrations and course transfers • Deadline for students who are rewriting diploma exams in November to register for the exam and pre-pay rewrite fees
October 7, 2015	<ul style="list-style-type: none"> • Deadline for receipt of accommodation requests to be reviewed by the Special Cases Team • Deadline for School-Authority approved special format material orders to be submitted to the Special Cases Team
October 13, 2015	<ul style="list-style-type: none"> • Exam Administration ships November diploma exam materials to schools
October 20, 2015	<ul style="list-style-type: none"> • Principals should contact Exam Administration if they have not yet received their diploma exam materials or if there are errors or omissions in a shipment
November 2 – 9, 2015	<ul style="list-style-type: none"> • Schools administer diploma exams according to the schedule

November 3, 2015 *NEW	<ul style="list-style-type: none"> • Superintendents/Principals must return, to Exam Administration, all Part A exam materials for English Language Arts 30–1, English Language Arts 30–2, Social Studies 30–1, and Social Studies 30–2
November 9, 2015	<ul style="list-style-type: none"> • Principals must return to Exam Administration, all Machine Scored exam materials
November 16, 2015	<ul style="list-style-type: none"> • School-awarded marks for students who have received instruction in diploma exam courses and who are registered to write the November diploma exams must be postmarked or transmitted to PASI and Student Records • Principals should have a method in place for informing students about their school-awarded marks that were submitted to PASI and Student Records
November 26, 2015	<ul style="list-style-type: none"> • Diploma exam marks from the November administration are available on <i>myPass</i>
November 27, 2015	<ul style="list-style-type: none"> • Deadline for students who did not pre-pay rewrite fees to submit payment
December 4, 2015	<ul style="list-style-type: none"> • Deadline for receiving rescore requests from the November session
December 9, 2015	<ul style="list-style-type: none"> • November rescore results are available on <i>myPass</i>

Diploma Exams Schedule: January 2016

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

All diploma exams, except those that are asterisked , remain secured after administration.		
Wednesday, January 13	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Thursday, January 14	9:00 A.M. – 12:00 P.M. 9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Friday, January 15	9:00 A.M. – 12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Part A*
Tuesday, January 19	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, January 20	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, January 21	9:00 A.M. – 11:30 A.M. 9:00 A.M. – 12:00 P.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Friday, January 22	9:00 A.M. – 12:00 P.M.	Biology 30
Monday, January 25	9:00 A.M. – 12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Tuesday, January 26	9:00 A.M. – 12:00 P.M.	Physics 30
Wednesday, January 27	9:00 A.M. – 12:00 P.M.	Chemistry 30
Thursday, January 28	9:00 A.M. – 12:00 P.M.	Science 30

Significant Dates: January 2016 Administration

October 15, 2015	<ul style="list-style-type: none"> • Deadline for all January diploma exam sittings to be submitted via PASIprep
October 29, 2015	<ul style="list-style-type: none"> • Deadline for January diploma exam registrations and course transfers
November 2, 2015	<ul style="list-style-type: none"> • Deadline for receipt of accommodation requests to be reviewed by the Special Cases Team
November 13, 2015	<ul style="list-style-type: none"> • Diploma exam shipping deadline. Diploma Exam Registrations should be submitted by this date in order to ensure a booklet is sent to the school.
November 16, 2015	<ul style="list-style-type: none"> • Deadline for School-Authority approved special format material orders to be submitted to the Special Cases Team
December 3, 4, & 7 2015	<ul style="list-style-type: none"> • Exam Administration ships Shipment 1 (humanities Part(ie) A and B) diploma exam materials to school authorities and schools
December 11, 2015	<ul style="list-style-type: none"> • Schools should contact their authority office or Exam Administration if they have not yet received their Shipment 1 diploma exam materials or if there are errors or omissions in a shipment
January 4 – 5, 2016	<ul style="list-style-type: none"> • Exam Administration ships Shipment 2 (mathematics and science) diploma exam materials to school authorities and schools
January 13 – 15, 2016	<ul style="list-style-type: none"> • Schools administer humanities Part(ie) A diploma exams according to the schedule
January 13, 2016*	<ul style="list-style-type: none"> • Superintendents/Principals must return, to Exam Administration, only written/used Part A exam materials 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 13, 2016	<ul style="list-style-type: none"> • Schools should contact their authority office or Exam Administration if they have not yet received their Shipment 2 diploma exam materials or if there are errors or omissions in a shipment
January 14, 2016*	<ul style="list-style-type: none"> • Superintendents/Principals must return only written/used Part(ie) A exam materials 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 15, 2016*	<ul style="list-style-type: none"> • Superintendents/Principals must return, to Exam Administration, only written/used Partie A exam materials for French Language Arts 30–1; unused/extra Partie A materials may be kept at the schools after the administration • Superintendents/Principals must return, to Exam Administration, all Partie A exam materials, used and unused, for Français 30–1
January 19 – 28, 2016	<ul style="list-style-type: none"> • Schools administer humanities Part(ie) B, mathematics, and sciences diploma exams according to the schedule

January 20, 2016*	<ul style="list-style-type: none"> • Superintendents/Principals must return, to Exam Administration, all Part B exam materials, used and unused, for English Language Arts 30–1 and English Language Arts 30–2
January 21, 2016*	<ul style="list-style-type: none"> • Superintendents/Principals must return, to Exam Administration, all Part(ie) B exam materials, used and unused, for Social Studies 30–1 and Social Studies 30–2
January 22, 2016*	<ul style="list-style-type: none"> • Superintendents/Principals must return, to Exam Administration, all exam materials, used and unused, for French Language Arts 30–1 Part B, Français 30–1 Partie B, and Biology 30
January 25, 2016	<ul style="list-style-type: none"> • School-awarded marks for students who have received instruction in diploma exam courses and who are registered to write the January diploma exams must be postmarked or transmitted to PASI and Student Records • Principals should have a method in place for informing students of their school-awarded marks that were submitted to PASI and Student Records
January 25, 2016*	<ul style="list-style-type: none"> • Superintendents/Principals must return, to Exam Administration, all exam materials, used and unused, for Mathematics 30–1 and Mathematics 30–2
January 28, 2016*	<ul style="list-style-type: none"> • Superintendents/Principals must return, to Exam Administration, all exam materials, used and unused, for Physics 30, Chemistry 30 and Science 30
January 29, 2015	<ul style="list-style-type: none"> • Deadline for students who did not pre-pay rewrite fees to submit payment
February 16, 2016	<ul style="list-style-type: none"> • Diploma exam marks from the January administration are available on <i>myPass</i>
March 1, 2016**	<ul style="list-style-type: none"> • Deadline for receiving rescore requests from the January session
March 11, 2016	<ul style="list-style-type: none"> • January school and school authority detailed reports are available on the Extranet
March 11, 2016	<ul style="list-style-type: none"> • January rescore results are available on <i>myPass</i>

*Return shipment dates are dependent upon courier schedules.

Requests for rescoring received after the deadline **will not be accepted.

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

Diploma Exams Schedule: April 2016

During the April session, all writers must be **registered** to write or rewrite diploma exams (see Eligibility to Write in November and April Sessions in the *Security & Exam Rules* section).

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

All diploma exams remain secured after administration.		
Wednesday, April 6	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Thursday, April 7	9:00 A.M. – 12:00 P.M. 9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Friday, April 8	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Monday, April 11	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Tuesday, April 12 *NEW	9:00 A.M. – 12:00 P.M. 1:00 P.M.–4:00 P.M.	Mathematics 30–1 Mathematics 30–2* Digital Only Chemistry 30
Wednesday, April 13	9:00 A.M. – 12:00 P.M. 1:00 P.M.– 4:00 P.M.	Biology 30 Physics 30
Thursday, April 14	9:00 A.M. – 12:00 P.M.	Science 30* Digital Only

Significant Dates: April 2016 Administration

February 10, 2016	<ul style="list-style-type: none"> • Deadline for all April diploma exam sittings to be submitted via PASIprep
February 24, 2016	<ul style="list-style-type: none"> • Deadline for April diploma exam registrations and course transfers • Deadline for students who are writing diploma exams and are required to pay a fee and register for the exam. Payment and registration on or before February 24 will ensure an exam booklet is sent to the school.
March 7, 2016 *NEW	<ul style="list-style-type: none"> • Deadline for receipt of accommodation requests to be reviewed by the Special Cases Team • Exam Administration will contact schools administering the digital-format Math 30-2 and Science 30 diploma exams and provide detailed instructions.
March 11, 2016 *NEW	<ul style="list-style-type: none"> • Deadline for School-Authority approved special format material orders to be submitted to the Special Cases Team
March 14 – 15, 2016	<ul style="list-style-type: none"> • Exam Administration ships April diploma exam materials to schools
March 21, 2016	<ul style="list-style-type: none"> • Principals should contact the Exam Administration if they have not yet received their diploma exam materials or if there are errors or

	omissions in a shipment
April 6 – 14, 2016	• Schools administer diploma exams according to the schedule
April 7, 2016 *NEW	• Superintendents/Principals must return, to Exam Administration, all Part A exam materials for English Language Arts 30–1, English Language Arts 30–2, Social Studies 30–1, and Social Studies 30–2.
April 14, 2016	<ul style="list-style-type: none"> • Principals must return to Exam Administration, all Machine Scored exam materials* (Math 30-2 and Science 30 are submitted digitally) • Deadline for students who did not pre-pay rewrite fees for Math 30-2 and Science 30 to submit payment via myPass.
April 18, 2016	<ul style="list-style-type: none"> • School-awarded marks for students who have received instruction in diploma exam courses and who are registered to write the April diploma exams must be postmarked or transmitted to PASI and Student Records • Principals should have a method in place for informing students about their school-awarded marks that were submitted to PASI and Student Records
April 18, 2016	• Diploma exam marks from the digital Math 30-2 and Science 30 exams are available on <i>myPass</i>
April 25, 2016	• Deadline for students who did not pre-pay rewrite fees for all other diploma exams to submit payment via myPass.
April 28, 2016	• Diploma exam marks from the April administration are available on myPASS
May 6, 2016	• Deadline for receiving rescore requests from the April session
May 12, 2016	• April rescore results are available on <i>myPass</i>

Diploma Exams Schedule: June 2016

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

All diploma exams, except those that are asterisked , remain secured after administration.		
Monday, June 13	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Tuesday, June 14	9:00 A.M. – 12:00 P.M. 9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Wednesday, June 15	9:00 A.M. – 12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Part A*
Thursday, June 16	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Friday, June 17	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Monday, June 20	9:00 A.M. – 11:30 A.M. 9:00 A.M. – 12:00 P.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Tuesday, June 21	National Aboriginal Day – No Exams Scheduled	
Wednesday, June 22	9:00 A.M. – 12:00 P.M.	Biology 30
Thursday, June 23	9:00 A.M. – 12:00 P.M.	Chemistry 30
Friday, June 24	9:00 A.M. – 12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Monday, June 27	9:00 A.M. – 12:00 P.M.	Physics 30
Tuesday, June 28	9:00 A.M. – 12:00 P.M.	Science 30 (Also available in French digital-format)

Note: Tuesday, June 21, 2016 is Aboriginal Day—no diploma exams are scheduled

Significant Dates: June 2016 Administration

March 31, 2016	<ul style="list-style-type: none"> • Deadline for all June diploma exam sittings to be submitted via PASIprep
April 14, 2016	<ul style="list-style-type: none"> • Deadline for June diploma exam registrations and course transfers • Deadline for receipt of accommodation requests to be reviewed by the Special Cases Team • Deadline for students who are writing diploma exams and are required to pay a fee and register for the exam. Payment and registration on or before April 14 will ensure an exam booklet is sent to the school.
April 22, 2016	<ul style="list-style-type: none"> • Deadline for School-Authority approved special format material orders to be submitted to the Special Cases Team
May 24 – 25, 2016	<ul style="list-style-type: none"> • Exam Administration ships Shipment 1 (humanities Part(ie) A and B) diploma exam materials to school authorities and schools
May 27, 2016	<ul style="list-style-type: none"> • Exam Administration will contact schools administering the digital-format French-language Science 30 diploma exam and provide detailed instructions.
May 31, 2016	<ul style="list-style-type: none"> • Schools should contact their authority office or Exam Administration if they have not yet received their Shipment 1 diploma exam materials or if there are errors or omissions in a shipment
June 1 – 2, 2016	<ul style="list-style-type: none"> • Exam Administration ships Shipment 2 (mathematics and science) diploma exam materials to school authorities and schools
June 8, 2016	<ul style="list-style-type: none"> • Schools should contact their authority office or Exam Administration if they have not yet received their Shipment 2 diploma exam materials or if there are errors or omissions in a shipment
June 13 – 15, 2016	<ul style="list-style-type: none"> • Schools administer humanities Part(ie) A diploma exams according to the schedule
June 13, 2016*	<ul style="list-style-type: none"> • Superintendents/Principals must return, to Exam Administration, only written/used Part A exam materials 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 14, 2016*	<ul style="list-style-type: none"> • Superintendents/Principals must return only written/used Part(ie) A exam materials 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 15, 2016*	<ul style="list-style-type: none"> • Superintendents/Principals must return, to Exam Administration, only written/used Partie A exam materials for French Language Arts 30–1; unused/extra Partie A materials may be kept at the schools after the administration • Superintendents/Principals must return, to Exam Administration, all Partie A exam materials, used and unused, for Français 30–1
June 16 – 28, 2016*	<ul style="list-style-type: none"> • Schools administer the humanities Part(ie) B, mathematics, and

	sciences diploma exams according to the schedule
June 16, 2016*	<ul style="list-style-type: none"> • Superintendents/Principals must return, to Exam Administration, all Part B exam materials, used and unused, for English Language Arts 30–1 and English Language Arts 30–2
June 17, 2016*	<ul style="list-style-type: none"> • Superintendents/Principals must return, to Exam Administration, all Part(ie) B exam materials, used and unused, for Social Studies 30–1 and Social Studies 30–2
June 23, 2016*	<ul style="list-style-type: none"> • Superintendents/Principals must return, to Exam Administration, all exam materials, used and unused, for Partie B Français 30–1 and French Language Arts 30–1, Biology 30, and Chemistry 30
June 24, 2016*	<ul style="list-style-type: none"> • Superintendents/Principals must return, to Exam Administration, all exam materials, used and unused, for Mathematics 30–1 and Mathematics 30–2
June 27, 2016	<ul style="list-style-type: none"> • School-awarded marks for students who have received instruction in diploma exam courses and who are registered to write the June diploma exams must be postmarked or transmitted to PASI and Student Records • Principals should have a method in place for informing students about their school-awarded marks that were submitted to PASI and Student Records
June 28, 2016*	<ul style="list-style-type: none"> • Superintendents/Principals must return, to Exam Administration, all exam materials, used and unused, for Physics 30 and Science 30
July 8, 2016	<ul style="list-style-type: none"> • Deadline for students who did not pre-pay rewrite fees to submit payment via myPass
July 14, 2016	<ul style="list-style-type: none"> • Diploma exam marks from the June administration are available on <i>myPass</i>
August 5, 2016**	<ul style="list-style-type: none"> • Deadline for receiving rescore requests from the June session
August 17, 2016	<ul style="list-style-type: none"> • June rescore results are available on <i>myPass</i>
August 23, 2016	<ul style="list-style-type: none"> • June school and school authority detailed reports are available on the Extranet

*Return shipment dates are dependent upon courier schedules.

Requests for rescoring received after the deadline **will not be accepted.

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

Diploma Exams Schedule: August 2016

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

All diploma exams remain secured after administration.		
Wednesday, August 3	9:00 A.M. – 12:00 P.M. 1:00 P.M. – 4:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A Français 30–1 Partie A French Language Arts 30–1 Partie A
Thursday, August 4	9:00 A.M. – 12:00 P.M. 9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Friday, August 5	9:00 A.M. – 12:00 P.M. 1:00 P.M. – 3:30 P.M. 1:00 P.M. – 4:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B Français 30–1 Partie B French Language Arts 30–1 Part B
Monday, August 8	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Tuesday, August 9	9:00 A.M. – 12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Wednesday, August 10	9:00 A.M. – 12:00 P.M. 1:00 P.M. – 4:00 P.M.	Biology 30 Physics 30
Thursday, August 11	9:00 A.M. – 12:00 P.M. 1:00 P.M. – 4:00 P.M.	Chemistry 30 Science 30

Significant Dates: August 2016 Administration

June 20, 2016	<ul style="list-style-type: none"> • Deadline for all August diploma exam sittings to be submitted via PASIprep
July 4, 2016	<ul style="list-style-type: none"> • Deadline for receipt from Summer Schools of all August registrations and course transfers • Deadline for students who are writing diploma exams and are required to pay a fee and register for the exam. Payment and registration on or before July 4 will ensure an exam booklet is sent to the school. • Deadline for receipt of accommodation requests to be reviewed by the Special Cases Team • Deadline for School-Authority approved special format material orders to be submitted to the Special Cases Team
July 14 – 15, 2016	<ul style="list-style-type: none"> • Exam Administration ships diploma exam materials to the designated writing centres
July 22, 2016	<ul style="list-style-type: none"> • Chief Presiding Examiners should contact Exam Administration if they have not yet received their diploma exam materials or if there are errors or omissions in a shipment (see <i>Contacts</i> section)
August 3 – 11, 2016	<ul style="list-style-type: none"> • Summer schools and August writing centres administer the diploma exams according to the schedule
August 4, 2016*	<ul style="list-style-type: none"> • All exam materials for 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 Part A exams must be returned to Exam Administration
August 8, 2016*	<ul style="list-style-type: none"> • All exam materials for English Language Arts, Français, French Language Arts, and Social Studies Part B exams must be returned to Exam Administration
August 9, 2016*	<ul style="list-style-type: none"> • All exam materials for Mathematics 30–1 and Mathematics 30–2 must be returned to Exam Administration
August 10, 2016*	<ul style="list-style-type: none"> • All exam materials for Biology 30 and Physics 30 must be returned to Exam Administration
August 11, 2016*	<ul style="list-style-type: none"> • All exam materials for Chemistry 30 and Science 30 must be returned to Exam Administration • School-awarded marks for students who have received instruction in diploma exam courses and who are registered to write the August diploma exams must be postmarked or transmitted to PASI and Student Records • Principals should have a method in place for informing students of their school-awarded marks that were submitted to PASI and Student Records

August 12, 2016*	• Deadline for students who did not pre-pay fees to submit payment via <i>myPass</i>
August 17, 2016	• Diploma exam marks from the August administration are available on <i>myPass</i>
September 2, 2016**	• Deadline for receiving rescoring requests for August diploma exams
September 8, 2016	• August rescoring results are available on <i>myPass</i>

*Return shipment dates are dependent upon courier schedules.

Requests for rescoring received after the deadline **will not be accepted.

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

***NEW Diploma Exams Schedule: November 2016**

During the November session, all writers must be **registered** to write or rewrite diploma exams (see Eligibility to Write in November and April Sessions in the *Security & Exam Rules* section).

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

All diploma exams remain secured after administration.		
Wednesday, November 2	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Thursday, November 3	9:00 A.M. – 12:00 P.M.	Social Studies 30–1 Part(ie) A
	9:00 A.M. – 11:30 A.M.	Social Studies 30–2 Part(ie) A
Friday, November 4	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B
		English Language Arts 30–2 Part B
Monday, November 7	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B
		Social Studies 30–2 Part(ie) B
Tuesday, November 8	9:00 A.M. – 12:00 P.M.	Mathematics 30–1
	1:00 P.M. – 4:00 P.M.	Chemistry 30
Wednesday, November 9	9:00 A.M. – 12:00 P.M.	Physics 30
	*NEW 1:00 P.M. – 4:00 P.M.	Biology 30

****NEW Diploma Exams Schedule: January 2017***

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

All diploma exams, except those that are asterisked , remain secured after administration.		
Monday, January 16	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Tuesday, January 17	9:00 A.M. – 12:00 P.M.	Social Studies 30–1 Part(ie) A*
	9:00 A.M. – 11:30 A.M.	Social Studies 30–2 Part(ie) A*
Wednesday, January 18	9:00 A.M. – 12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Part A*
	9:00 A.M. – 11:30 A.M.	Français 30–1 Partie B
Friday, January 20	9:00 A.M. – 12:00 P.M.	French Language Arts 30–1 Part B
	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Monday, January 23	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, January 24	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Wednesday, January 25	9:00 A.M. – 12:00 P.M.	Mathematics 30–1 Mathematics 30–2
	9:00 A.M. – 12:00 P.M.	Biology 30
Thursday, January 26	9:00 A.M. – 12:00 P.M.	Chemistry 30
Friday, January 27	9:00 A.M. – 12:00 P.M.	Physics 30
Monday, January 30	9:00 A.M. – 12:00 P.M.	Physics 30
	1:00 P.M. – 4:00 P.M.	Science 30

***NEW Diploma Exams Schedule: April 2017**

During the April session, all writers must be **registered** to write or rewrite diploma exams (see Eligibility to Write in November and April Sessions in the *Security & Exam Rules* section).

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

All diploma exams remain secured after administration.		
Wednesday, April 5	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Thursday, April 6	9:00 A.M. – 12:00 P.M. 9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Friday, April 7	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Monday, April 10	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Tuesday, April 11	9:00 A.M. – 12:00 P.M. 1:00 P.M. – 4:00 P.M.	Mathematics 30–1 Mathematics 30–2* Digital Only Chemistry 30
Wednesday, April 12	9:00 A.M. – 12:00 P.M. *NEW 1:00 P.M. – 4:00 P.M.	Biology 30 Science 30* Digital Only
Thursday, April 13 *NEW	9:00 A.M. – 12:00 P.M.	Physics 30

***NEW Diploma Exams Schedule: June 2017**

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

All diploma exams, except those that are asterisked , remain secured after administration.		
Thursday, June 15	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Friday, June 16	9:00 A.M. – 12:00 P.M.	Social Studies 30–1 Part(ie) A*
	9:00 A.M. – 11:30 A.M.	Social Studies 30–2 Part(ie) A*
Monday, June 19	9:00 A.M. – 12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Part A*
	9:00 A.M. – 11:30 A.M.	Français 30–1 Partie B
Tuesday, June 20	9:00 A.M. – 11:30 A.M.	Français 30–1 Partie B
	9:00 A.M. – 12:00 P.M.	French Language Arts 30–1 Part B
Wednesday, June 21	National Aboriginal Day – No Exams Scheduled	
Thursday, June 22	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Monday, June 26	9:00 A.M. – 12:00 P.M.	Mathematics 30–1 Mathematics 30–2
	9:00 A.M. – 12:00 P.M.	Chemistry 30
Wednesday, June 28	9:00 A.M. – 12:00 P.M.	Biology 30
Thursday, June 29	9:00 A.M. – 12:00 P.M.	Physics 30
	1:00 P.M. – 4:00 P.M.	Science 30* (French version is digital only)

Note: Wednesday, June 21, 2016 is Aboriginal Day—no diploma exams are scheduled

****NEW Diploma Exams Schedule: August 2017***

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

All diploma exams remain secured after administration.		
Tuesday, August 1	9:00 A.M. – 12:00 P.M. 1:00 P.M. – 4:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A Français 30–1 Partie A French Language Arts 30–1 Partie A
Wednesday, August 2	9:00 A.M. – 12:00 P.M. 9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Thursday, August 3	9:00 A.M. – 12:00 P.M. 1:00 P.M. – 3:30 P.M. 1:00 P.M. – 4:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B Français 30–1 Partie B French Language Arts 30–1 Part B
Friday, August 4	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Tuesday, August 8	9:00 A.M. – 12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Wednesday, August 9	9:00 A.M. – 12:00 P.M. *NEW 1:00 P.M. – 4:00 P.M.	Physics 30 Biology 30
Thursday, August 10	9:00 A.M. – 12:00 P.M. 1:00 P.M. – 4:00 P.M.	Chemistry 30 Science 30

***NEW Diploma Exams Schedule: November 2017 – Draft**

During the November session, all writers must be **registered** to write or rewrite diploma exams (see Eligibility to Write in November and April Sessions in the *Security & Exam Rules* section).

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

All diploma exams remain secured after administration.		
Wednesday, November 1	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Thursday, November 2	9:00 A.M. – 12:00 P.M. 9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Friday, November 3	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Monday, November 6	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Tuesday, November 7	9:00 A.M. – 12:00 P.M. 1:00 P.M. – 4:00 P.M.	Mathematics 30–1 Chemistry 30
Wednesday, November 8	9:00 A.M. – 12:00 P.M. 1:00 P.M. – 4:00 P.M.	Biology 30 Physics 30

Note: The Diploma Exam schedules for 2017–2018 are to be considered draft until confirmed in the November 2016 update. They may, however, be used as a planning tool when preparing the 2017–2018 school year calendar.

****NEW Diploma Exams Schedule: January 2018 – Draft***

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

All diploma exams, except those that are asterisked , remain secured after administration.		
Tuesday, January 16	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Wednesday, January 17	9:00 A.M. – 12:00 P.M.	Social Studies 30–1 Part(ie) A*
	9:00 A.M. – 11:30 A.M.	Social Studies 30–2 Part(ie) A*
Thursday, January 18	9:00 A.M. – 12:00 P.M.	Français 30–1 Partie A
		French Language Arts 30–1 Part A*
Monday, January 22	9:00 A.M. – 11:30 A.M.	Français 30–1 Partie B
	9:00 A.M. – 12:00 P.M.	French Language Arts 30–1 Part B
Tuesday, January 23	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B
		English Language Arts 30–2 Part B
Wednesday, January 24	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B
		Social Studies 30–2 Part(ie) B
Thursday, January 25	9:00 A.M. – 12:00 P.M.	Mathematics 30–1
		Mathematics 30–2
Friday, January 26	9:00 A.M. – 12:00 P.M.	Biology 30
Monday, January 29	9:00 A.M. – 12:00 P.M.	Chemistry 30
Tuesday, January 30	9:00 A.M. – 12:00 P.M.	Physics 30
	1:00 P.M. – 4:00 P.M.	Science 30

Note: The Diploma Exam schedules for 2017–2018 are to be considered draft until confirmed in the November 2016 update. They may, however, be used as a planning tool when preparing the 2017–2018 school year calendar.

****NEW Diploma Exams Schedule: April 2018 – Draft***

During the April session, all writers must be **registered** to write or rewrite diploma exams (see Eligibility to Write in November and April Sessions in the *Security & Exam Rules* section).

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

All diploma exams remain secured after administration.		
Monday, April 9	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Tuesday, April 10	9:00 A.M. – 12:00 P.M. 9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Wednesday, April 11	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Thursday, April 12	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Friday, April 13	9:00 A.M. – 12:00 P.M. 1:00 P.M. – 4:00 P.M.	Mathematics 30–1 Mathematics 30–2* Digital Only Chemistry 30
Monday, April 16	9:00 A.M. – 12:00 P.M. 1:00 P.M. – 4:00 P.M.	Biology 30 Physics 30
Tuesday, April 17	9:00 A.M. – 12:00 P.M.	Science 30* Digital Only

Note: The Diploma Exam schedules for 2017–2018 are to be considered draft until confirmed in the November 2016 update. They may, however, be used as a planning tool when preparing the 2017–2018 school year calendar.

****NEW Diploma Exams Schedule: June 2018 – Draft***

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

All diploma exams, except those that are asterisked , remain secured after administration.		
Thursday, June 14	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Friday, June 15	9:00 A.M. – 12:00 P.M.	Social Studies 30–1 Part(ie) A*
	9:00 A.M. – 11:30 A.M.	Social Studies 30–2 Part(ie) A*
Monday, June 18	9:00 A.M. – 12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Part A*
	9:00 A.M. – 11:30 A.M.	Français 30–1 Partie B
Tuesday, June 19	9:00 A.M. – 12:00 P.M.	French Language Arts 30–1 Part B
	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, June 20	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Thursday, June 21	National Aboriginal Day – No Exams Scheduled	
Friday, June 22	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
	9:00 A.M. – 12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Monday, June 25	9:00 A.M. – 12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Tuesday, June 26	9:00 A.M. – 12:00 P.M.	Chemistry 30
Wednesday, June 27	9:00 A.M. – 12:00 P.M.	Biology 30
Thursday, June 28	9:00 A.M. – 12:00 P.M.	Physics 30
	1:00 P.M. – 4:00 P.M.	Science 30* (French version is digital only)

Note: Thursday, June 21, 2016 is Aboriginal Day—no diploma exams are scheduled

Note: The Diploma Exam schedules for 2017–2018 are to be considered draft until confirmed in the November 2016 update. They may, however, be used as a planning tool when preparing the 2017–2018 school year calendar.

****NEW Diploma Exams Schedule: August 2018 – Draft***

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

All diploma exams remain secured after administration.		
Wednesday, August 1	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
	1:00 P.M. – 4:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Partie A
Thursday, August 2	9:00 A.M. – 12:00 P.M.	Social Studies 30–1 Part(ie) A
	9:00 A.M. – 11:30 A.M.	Social Studies 30–2 Part(ie) A
Friday, August 3	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
	1:00 P.M. – 3:30 P.M.	Français 30–1 Partie B
	1:00 P.M. – 4:00 P.M.	French Language Arts 30–1 Part B
Tuesday, August 7	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Wednesday, August 8	9:00 A.M. – 12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Thursday, August 9	9:00 A.M. – 12:00 P.M.	Biology 30
	1:00 P.M. – 4:00 P.M.	Physics 30
Friday, August 10	9:00 A.M. – 12:00 P.M.	Chemistry 30
	1:00 P.M. – 4:00 P.M.	Science 30

Note: The Diploma Exam schedules for 2017–2018 are to be considered draft until confirmed in the November 2016 update. They may, however, be used as a planning tool when preparing the 2017–2018 school year calendar.

***NEW APPENDIX**
Draft Diploma Exams Marking Session
January 2016

Diploma Exams – Humanities & French Language	
<i>Subject & Group</i>	<i>January 2016</i>
English Language Arts 30-1	
Confirming Standards	January 16–20
Group Leaders	January 22
Marking	January 23–28
Fifth Reads	January 29–30
English Language Arts 30-2	
Confirming Standards	January 16–20
Group Leaders	January 22
Marking	January 23–28
Fifth Reads	January 29–30
Français 30-1	
Confirming Standards/Leaders	January 24
Confirming Standards/Markers	January 25–27
French Language Arts 30-1	
Confirming Standards	January 18–22
Group Leaders	January 24
Marking	January 25–27
Fifth Reads	January 28
Social Studies 30-1/ Études sociales 30-1	
Confirming Standards	January 17–21
Group Leaders	January 23
Marking	January 24–29
Fifth Reads	January 30
Social Studies 30-2/ Études sociales 30-2	
Confirming Standards	January 17–21
Group Leaders	January 23
Marking	January 24–29
Fifth Reads	January 30

This is the current *draft* marking schedule. Specific marking dates will be communicated directly by mail to teachers who have been selected as markers.

***Draft Diploma Exams Marking Session
June 2016***

Diploma Exams – Humanities & French Language	
<i>Subject & Group</i>	<i>June 2016</i>
English Language Arts 30-1	
Confirming Standards	June 16–20
Group Leaders	June 22
Marking	June 23–29
Fifth Reads	June 30
English Language Arts 30-2	
Confirming Standards	June 16–20
Group Leaders	June 22
Marking	June 23–29
Fifth Reads	June 30
Français 30-1	
Confirming Standards/Leaders	June 24
Confirming Standards/Markers	June 25–27
French Language Arts 30-1	
Confirming Standards	June 18–22
Group Leaders	June 24
Marking	June 25–27
Fifth Reads	June 28
Social Studies 30-1/ Études sociales 30-1	
Confirming Standards	June 17–21
Group Leaders	June 23
Marking	June 24–29
Fifth Reads	June 30
Social Studies 30-2/ Études sociales 30-2	
Confirming Standards	June 17–21
Group Leaders	June 23
Marking	June 24–29
Fifth Reads	June 30

This is the current *draft* marking schedule. Specific marking dates will be communicated directly by mail to teachers who have been selected as markers.

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:

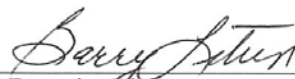
- Start the investigation as quickly as possible because the validity of results may be in question.
- Contact the Executive Director, Provincial Assessment Sector or the Director, Examination Administration, Provincial Assessment Sector at any time throughout an investigation for advice or clarification.
- 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

Diploma Exam Administration Directives

Diploma exam directives identify requirements and expectations related to the administration of diploma exams. 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 exams. These directives apply to all superintendents of schools, principals of private schools, principals of schools and writing centres, exam supervisors, teachers, and/or students/examinees who will be writing diploma exams. Additional directives related to the administration of diploma exams, 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

Exam Administration Preparation

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

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

4. Establish, and review with principals, appropriate procedures within the school authority or private school to investigate and report:
 - a. Exam administration anomalies (see *Security & Exam Rules* section)
 - b. Suspected security breaches (see *Security & Exam 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 exam are being written.

**Exam
Administration
Supervision**

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

1. Ensure that diploma exam 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 exam-related processes and procedures established within the school authority or private school.
2. Implement appropriate procedures, as required, to investigate and report:
 - a. Exam administration anomalies (see *Security & Exam Rules* section)
 - b. Suspected security breaches (see *Security & Exam Rules* section).
3. Implement an **exam administration contingency plan**, as required, to address unexpected issues or problems that arise while an exam is being written.

**Exam
Administration
Completion**

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

1. Notify the Director, Exam Administration, of any violations of exam rules (see *Security & Exam 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 exam.
2. Ensure that all secured exam 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

Exam Administration Preparation

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

1. Review this bulletin and update or modify diploma exam-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 exams (see *Exam Administration Guidelines* below).
3. Set up PASIprep diploma exam sittings by the established deadlines.
4. Establish and implement appropriate procedures and schedules within the school to:
 - a. Register students to write or rewrite diploma exams
 - b. Ensure students who are rewriting diploma exams have paid fees in advance. Students who have pre-paid writing fees will be shown on a list of students in PASIprep.
 - *NEW c. [Ensure non-funded visiting students have paid the \\$50 administration fee and registered for diploma exams via myPass.](#)
 - d. Enable students to access required writing accommodations
 - e. Submit school-awarded marks and changes to school-awarded marks.

[For more information regarding the exam sitting functionality in PASIprep, see the *Exam Sittings & Capacity* section below.](#)

5. Establish and implement appropriate procedures and schedules in the school to:
 - a. Maintain strict security of all exam materials while they are in the custody and control of the school
 - b. Immediately upon their receipt, inspect received exam materials for errors or deficiencies
 - c. Implement timely and appropriate remedies to correct exam shipment errors or deficiencies (see *Receiving and Inspecting Exam Materials* below).
6. Establish appropriate procedures within the school to:
 - a. Distribute and manage secured diploma exam materials before, during, and after an official scheduled exam administration
 - b. Prepare, package, and return exam materials to Alberta Education (see *Packaging and Returning Exam Materials* below).

7. Establish appropriate procedures within the school to investigate and report:
 - a. Exam administration anomalies (see *Security & Exam Rules* section).
 - b. Suspected security breaches (see *Security & Exam Rules* section).

Note: The *Security & Exam Rules* (p.8) requires the principal to take action in the cases of violation, security breach and possible eviction. Exam supervisors must be made aware in advance of the administration of the principal's responsibility and will notify the principal in all cases of a violation or security breach.
8. Establish an **exam administration contingency plan** that can be implemented, as required, to address unexpected issues or problems that arise while exams are being written.
9. Designate teachers to act as exam administration supervisors and ensure that they are appropriately prepared for that role (see *Exam Administration Guidelines* below).
10. Designate and schedule the facilities to be used as exam rooms when administering diploma exams (see *Exam Administration Guidelines* below).

Exam Administration Supervision

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

1. Ensure that diploma exams 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 exam-related processes and procedures established at that school.
2. Ensure that all facilities and materials that have been set up for exam writing purposes are secured and remain secured until after the exam writing session and follow-up administrative procedures are completed.
3. Implement appropriate procedures to ensure that all students writing diploma exams have and use valid Alberta Student Numbers.
4. Establish appropriate procedures within the school for digital-format diploma exam perusal sessions (see *Security & Exam 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 *Diploma Exam Accommodations* section).

6. Implement appropriate procedures, as required, to investigate and report:
 - a. Exam administration anomalies (see *Security & Exam Rules* section)
 - b. Suspected security breaches (see *Security & Exam Rules* section).

Note: The *Security & Exam Rules* require the Principal to take immediate action in the event of a violation, security breach, or eviction. The report must include reference to the procedure established and the actions which occurred.
7. Implement an **exam administration contingency plan**, as required, to address unexpected issues or problems that arise while an exam is being written.

Exam Administration Completion

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

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

Directives for Exam Supervisors

Exam Administration Preparation

Prior to each diploma exam session, exam supervisors shall:

1. Collaborate with the principal and other exam supervisors to review and update existing or establish new exam 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 exam 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 exams 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 exams using:
 - a. Calculators (see *Using Calculators* section)
 - b. Computers (see *Using Computers* section)
 - c. Writing accommodations (see *Diploma Exam Accommodations* section).
4. If the supervision duties of an upcoming scheduled diploma exam 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 *Exam Administration Guidelines* below).

Exam Administration Supervision

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

1. Ensure that the exam room is appropriately set up and free of materials or distractions that could affect the outcomes of the exam (see *Exam Administration Guidelines* below).
2. Ensure that all required exam materials, equipment, and forms are in the exam room and are kept secured before, during, and after the scheduled diploma exam session.
3. Verify the identity of each student and record their location in the exam room.
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 exam and their responsibilities for implementing them, prior to the commencement of the official scheduled exam administration.

6. Implement procedures to ensure that:
 - a. Authorized materials only are brought into and used by students in the exam room (see *Security & Exam 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 exam materials that are distributed to them while they are in the exam room.
 - d. Students who are rewriting diploma exams have paid fees in advance of the exam. Students who have pre-paid fees will be shown on a list of students in PASIprep.
7. Ensure that exams are administered during the official scheduled writing time (see *Schedules & Significant Dates* section).
8. Actively observe and supervise all students who are in the exam room before, during, and after the official scheduled writing time, to ensure that they are complying with all exam rules (see *Exam Administration Guidelines* below).

**Exam
Administration
Completion**

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

1. Document any unusual circumstances or violations of rules and/or directives that occurred during the exam administration and forward this information to the principal (see *Security & Exam Rules* section).
2. Document the use or non-use of writing accommodations available to students during the exam and forward this information to the principal.
3. Complete and sign all required exam administration forms.
4. Collate and appropriately prepare all used and unused exam materials, and other related equipment, forms, and documents, and return them to the principal (see *Packaging and Returning Exam Materials* below).
5. Remove all diploma exam information, including student responses, from all computers or other digital devices that were used for exam administration purposes.
6. In order to assist with potential investigations of student misconduct, a copy of the diploma exam seating plan must be retained by the school.

Directives for Teachers of Students Writing Diploma Exams

Exam Administration Preparation

Prior to each diploma exam session, teachers of students writing diploma exams shall:

1. Ensure that students are aware of and understand the rules and procedures related to writing a diploma exam and their responsibilities for complying with and/or implementing them (see *Exam Administration Guidelines* below).
2. Ensure that students who are rewriting diploma exams understand the procedure to pre-register and pre-pay fees in advance.
3. Ensure that students are aware that their diploma exam results will be available online via *myPass* instead of via mail.
4. Ensure that students understand the procedure to access diploma exam results via *myPass*.

Exam Administration Completion

Following each scheduled diploma exam administration, teachers of students writing diploma exams shall:

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

Directives for Students/Examinees Writing Diploma Exams

Exam Writing Preparation

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

1. Ensure that they are aware of and understand the rules, procedures, requirements, and deadlines related to writing a diploma exam and of their responsibilities for complying with and/or implementing them (see *Exam Administration Guidelines* below).
2. Ensure that they have communicated their intention to and are registered to write specific diploma exams.
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 *Diploma Exam Accommodations* section).

5. Discuss with school personnel their intentions with respect to the use of a computer to write Part(ie) A humanities diploma exams (see *Using Computers* section).
6. Complete and submit all required diploma exam-related forms and documents (see *Exam Administration Guidelines* below).
7. Pre-register for rewriting the diploma exam and pre-pay the administration fee. This fee is non-refundable and cannot be transferred to other diploma exam sessions.
8. Prior to registering for a rewrite via *myPass*, students must also confirm with the intended writing centre on exam sitting availability.
9. Students are aware that their diploma exam results will be available online via *myPass* instead of via mail.
10. Students understand the procedure to access diploma exam results via *myPass*.

Exam Writing

Immediately prior to and during each scheduled diploma exam administration, students writing diploma exams shall:

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

Exam Writing Completion

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

1. Ensure that they are aware of and understand the rules, procedures, requirements, and deadlines related to diploma exam rewrites, rescoring, and/or appeals and their responsibilities for complying with and/or implementing them (see *Exam Administration Guidelines* below).
2. If intending to make an appeal related to a diploma exam 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 exam 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. Students without mature status are only permitted to access diploma exams in November and April if the student has a final course mark.
 - b. All November and April diploma exams are administered in accordance with the directives and rules that follow.

- Principals**
1. Principals of schools administering diploma exams 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 exams.
 - b. Ensure that students without mature status registered to write diploma exams in November and April have a final course mark.
 - c. Ensure that students intending to write November and April diploma exams at a writing centre that differs from the school of instruction (e.g., an Authority-level writing centre) have indicated the **school of writing** on the registration.

- Teachers of Students Writing November or April Diploma Exams**
1. Teachers of students who intend to write diploma exams shall ensure that students are aware of and understand the rules and procedures related to writing a November or April diploma exam and their responsibilities for complying with them.
 2. Prior to the registration deadline for a November or April diploma exam, and in consultation with a student who intends to write the exam 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.

- Exam Supervisors**
1. Prior to the commencement of a November or April diploma exam, the Exam Supervisor shall confirm that students preparing to write the exam are eligible to do so.

- Students Writing November or April Diploma Exams**
1. Prior to the registration deadline for a November or April diploma exam, a student who intends to write an exam 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 without mature status shall only write a diploma exam at a November or April administration session if they have received a final course mark. 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).
3. **Mature students** must confirm with the writing centre that diploma exam supervision will be available.

Exam Administration Guidelines

Preparing Students

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

1. Exam schedules.
2. Diploma exam directives and rules.
3. Using calculators or computers when writing diploma exams.
4. Accessing and using writing accommodations.
5. Applying to set up a special writing centre.
6. Applying for a diploma exam rescore.
7. Requesting a separate (split) writing or an exemption from writing a diploma exam.
8. Transferring course levels.
9. Appealing school-awarded and diploma exam marks.
10. Pre-registering to rewrite diploma exams.
11. Diploma exam registration deadlines.
12. Pre-paying diploma exam administration fees (fees are non-fundable and non-transferrable to other exam session fees).
13. Student signup with *myPass*.
14. Diploma exam results available via *myPass*.

Preparing Exam Supervisors

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

1. Diploma exam directives and rules.
2. Diploma exam schedules and exam 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. confirm that all students have pre-paid administration fees. Students who have pre-paid administration fees will be on the comprehensive list of students in PASIprep.
 - c. maintain the security of exam materials, including knowing which

- materials to secure after exam administration
- d. actively observe and supervise examinee behaviour before, during, and after the officially scheduled exam administration
- e. identify and document exam administration anomalies
- f. administer diploma exams using writing accommodations and alternate format materials.

Selecting and Setting up Exam Writing Facilities

Exam writing facilities must ensure the security of all exam materials before, during, and after their administration and must be free of materials and/or distractions that could affect the outcome of an exam. When selecting and preparing exam 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 exam.
2. Active observation and supervision of examinee behaviour before, during, and after the officially scheduled exam 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 exam administration, if examinees are writing Part(ie) A exams using computers.
5. The seating of examinees in the room in a manner that protects their exam answers, whether on paper or in electronic form, from unauthorized observation during and after the official scheduled exam administration.
6. Secure custody and control of all exam materials before, during, and after the officially scheduled exam administration.

Setting Up and Communicating Exam Schedules

Exam 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 exam room at a **set time prior to** the official scheduled exam start time, to enable proper completion of all of the required pre-exam administration procedures.

Creating an Exam Administration Plan and Roster of Duties

An exam administration plan should be prepared prior to each exam administration session. This plan should define all of the steps and procedures required to prepare for, supervise, and complete the administration of a diploma exam. Roles and responsibilities related to these steps and procedures should be defined and assigned in advance of each exam administration session.

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

1. Publish the exam schedule (see above).
2. Register students to write diploma exam.

3. Inform students and school personnel of their diploma exam 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 exam room(s) and any required equipment.
7. Establish and implement procedures to maintain and supervise the secure storage of all exam materials while they are in the custody and control of the school.
8. Receive, inspect, and distribute exam materials prior to their administration.
9. Ensure students who are rewriting diploma exams have pre-paid fees.
10. Check PASIprep to see the list of first time writers and pre-paid re-writers.

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

1. Prepare a checklist of materials and equipment required for the exam administration.
2. Arrange furniture and equipment in the room so as to ensure the security and fairness of the exam administration.
3. Prepare a seating assignment plan that will ensure the security and fairness of the exam administration.
4. Remove or cover any instructional materials in the exam 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. Pick up unsecured materials required for the exam administration (e.g., forms, pencils, blank paper, calculators) and prepare them for distribution.
6. Pick up secure exam materials from the secure lock-up area and prepare them for distribution.
7. Secure the exam room and all materials and equipment in it until the scheduled exam administration.

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

1. Receive students/examinees, assign seating, and update seating plan.
2. Confirm student/examinee identity and ensure that all students/examinees have valid Alberta Student Numbers, and request that they complete a [*Diploma Exam Registration/Rewrite Form*](#), if required.
3. Review the following information with students/examinees:
 - a. diploma exam 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 exam is being administered
 - c. procedures for completing and returning exam materials to the exam supervisor at the end of the exam period
 - d. specific other procedures related to expected conduct before, during, and after the official scheduled exam period (e.g., procedures to follow if using computers and printers for exam writing purposes).
4. Check that no prohibited materials have been brought into the exam room (see *Security & Exam 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 exam, check that they are set up and functioning as required.
 7. Distribute secured and unsecured exam 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 exam booklets and answer sheets (e.g., names)
 - c. have students read and sign the declaration on the back page of their exam 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 exam administration instructions provided in the exam booklet(s).
 9. If a reader, scribe, or sign language interpreter is assisting a student/examinee, review the exam administration instructions that are pertinent to that form of exam administration assistance.
 10. Review time limits and the process that will be used to inform students about the time remaining in the exam session.

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

1. Commence and begin timing the exam.
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 exam administration assistance.
4. Supervise students/examinees who must leave and return to the exam room while the exam is being administered.
5. Receive students who arrive late and prepare them to write the exam.
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 exam time remaining.

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

1. Conclude the official scheduled exam administration.
2. Actively supervise examinees while they collect and return their exams and other distributed exam 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 exam materials, forms, and other exam administration materials, as required.
5. If computers or other digital devices were used for exam administration purposes, remove all diploma exam information, including student responses, from those devices.
6. Return all secured exams, exam 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.
8. Provide a copy of the seating plan to the Principal, which is to be retained by the school.

Active Supervision Active supervision refers to specific actions taken by supervisors to ensure that diploma exam directives and rules are appropriately enforced and that all students have a fair and equitable opportunity to write their diploma exam. Individuals who are active supervisors have a clear understanding of diploma exam 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 exam session.

Exam directives and rules are generally contravened through three types of behaviours.

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

Some specific strategies that can be employed to mitigate the opportunity to

contravene exam directives and rules include the following.

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 exam room are empty before, during, and after the exam.
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 exam materials.
4. Making and maintaining frequent eye contact with anyone whose behaviour appears to be suspicious.
5. Setting up the room and positioning exam 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 exam room
 - b. secure materials are removed from the exam room
 - c. exam materials have been deliberately destroyed or “lost” rather than handed in by the examinee at the end of the exam period.

Rewriting Diploma Exams

Rewriting Diploma Exams

When schools upload Diploma Exam Registration (DER) files to PASIprep, the system will identify students who are required to pay an administration fee. Alberta students who rewrite diploma exams are required to pay a fee of \$26.25. The fee for Non-Alberta students (i.e., non-funded, visiting students) is \$50.00. The administration fee is non-refundable and cannot be transferred to other diploma exam sessions.

*NEW The diploma exam administration fee must be paid **prior** to the registration deadline to ensure materials are shipped to the writing centre (see *Schedules & Significant Dates* section). If students require assistance with these processes, they can contact the Client Services Help Desk (see the *Contacts* section).

Information about how to pay diploma exam fees can be found at:
<https://education.alberta.ca/writing-diploma-exams/diploma-exam-rewrite-fees/>.

Schools can view a list of students registered to write exams in that session in their school via PASIprep. Students who will be rewriting diploma exams or are non-funded visiting students and have paid the administration fee will be included on this list.

To ensure a diploma exam booklet and label are sent to the school/writing centre, students who are rewriting diploma exams or are non-funded visiting students must pay and register by the established registration deadlines. After the registration deadline has passed, schools must submit a *Supplemental Shipment Form* for students who missed the registration deadline.

Students who missed the registration deadline must pay the fee:

- via *myPass* and bring the receipt to the writing centre
- via cheque/money order made out to Government of Alberta; mailing address: PASI Project and Student Records, 2nd floor 10044 – 108 Street, Edmonton, AB T5J 5E6
- in person to the address above and bring a receipt to the writing centre.

Exam Sitzings and Capacity

Using PASIprep to open available exam sittings and to identify school capacity ***NEW**

Schools that administer diploma exams must establish sittings in PASIprep. School may either create all exam sittings at the beginning of the school year or follow the exam sittings deadlines found in the *Schedule and Significant Dates* section.

Capacity denotes the number of exams a school is able to administer in an exam sitting and equals the total number of regular paper format booklets that will be shipped to a school.

The capacity field in PASIprep may be changed until the exam writing date. Alberta Education will ship exams to schools based on their information in PASIprep on the deadline date. If additional exams are required after the deadline, the school should order additional exams using the *Supplemental Shipment Form*.

myPass diploma exam registrations include a field to indicate the name of the school personnel who permitted the student to write at the selected exam centre. This will enable schools to validate that a non-enrolled student has received permission to write a diploma exam at the school. Schools will also be able to view a list of all students who are registered in a particular exam sitting in PASIprep, including the “authorized name” of the individual who provided approval for the student to write in a school/writing center that the student is not enrolled in.

Ordering Exam Materials

Registering Students/ Examinees to Write Diploma Exams

Diploma exam materials are ordered by registering students/ examinees to write diploma exams. Students/examinees are registered to write a diploma exam 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 exam.

1. Schools electronically submit diploma exam registrations for all students who are currently receiving instruction in a course for which they intend to write a diploma exam. These registrations are submitted to Alberta Education as a *Diploma Exam Registration* (DER) file prior to each administration session via PASIprep. 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 exam registration session (see *Schedules & Significant Dates* section).

***NEW**

2. Individuals who wish to write or rewrite a diploma exam during any diploma exam session without currently taking the diploma exam course, must register on *myPass*. For more info, visit myPass.alberta.ca.

Receiving and Inspecting Exam Materials

Receiving Exam Materials

Formal procedures for handling exam 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 exam 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 exam 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.

Note: Couriers, including Purolator, offer their customers a *No Signature Required (NSR)* option.

If this policy has been activated, your school will **not** be able to receive Alberta Education secured shipments, including test and exam booklets. Exam Administration strongly advises all administrators, especially those new to their positions, to make sure that an NSR policy is not in place. Your local courier driver, or agent of the courier company, can confirm if your school has a No Signature Required option in place.

2. A specific individual should be tasked with the responsibility of receiving all exam 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 exam materials are scheduled to be delivered
 - b. the exam shipment has not been received within **two or three days** of when it was expected to arrive.
3. When exam 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 exam 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.

After formally receiving a shipment of exam materials, the box(es) should immediately be moved to a secure location where they can be opened and inspected.

Shipment Contents

Depending on which exam 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. Exams and other exam materials (e.g., data booklets).
7. Instruction sheets for diploma exam label application and return packaging procedures.

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

Inspecting Exam Materials

All exam 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 exams.

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

1. Before inspecting an exam shipment, an updated list of exam material requirements, by course and including any special format materials that have been approved for that session, should be prepared and validated.
2. Exam shipments should be checked against this updated list of exam material requirements to determine if:
 - a. all required types and quantities of exam materials were ordered

- b. the required quantity of each type of exam material has been shipped (exam 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 exam material when it is sent back to Exam Administration).
3. Any identified errors or deficiencies in a shipment should be addressed immediately by submitting a [*Supplemental Shipment Form*](#) (see *Exam Administration Forms* section) to Exam Administration. This form should be forwarded, by email, to [*exam.admin@gov.ab.ca*](mailto: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 Exam Materials

Dates for Returning Exam Materials

All **secured exam 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 Exam Materials for Return

Formal procedures for preparing and packaging exam 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 exam 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 exam 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 exam materials sent to schools. These return envelopes and coloured address/identification labels **MUST** be used when packaging and returning exam materials back to Exam Administration.
4. Materials to be returned should be prepared as follows:
 - a. exam materials for registered and unregistered students should be bundled separately; all forms completed by a student should be returned along with his or her exam materials
 - b. used materials that **require marking or machine scoring** should be bundled separately from other secured materials (e.g., unused exams) that are being returned
 - c. each bundle of exam 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 exam 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

*NEW

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

Exam Administration
Alberta Education
University of Alberta – Dentistry/Pharmacy Building
11304 – 89 Ave NW
Edmonton AB T6G 2N8

Using Couriers for the Return of Exam Materials

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

Purolator

Dispatch Telephone Number: 1-800-387-3027

Loomis

Dispatch Telephone Number: 1-800-225-5345

Schools or school authorities located within Edmonton, St. Albert, or Sherwood Park can also return exam materials via:

Mr. Courier

Dispatch Telephone Number: (780) 464-5719

DV Delivery

Dispatch Telephone Number: (780) 868-5503

School Authority Procedures for the Return of Exam Materials

School authorities may choose to have schools return their exam 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 exam materials is being implemented within their school authority.

Unless given specific alternative directions by a school authority, all materials being returned to the Dentistry/Pharmacy 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 Dentistry/Pharmacy 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 Exams Using Calculators

OVERVIEW

Calculators are required to be used when writing mathematics and science diploma exams. To ensure fairness and equity, only calculators that have been approved by Alberta Education may be used when writing mathematics and science diploma exams.

At minimum, a **scientific** calculator, with no prohibited properties, (see *Calculator Use Rules*) is required when writing a science diploma exam. Both scientific and approved graphing calculators are permitted to be used for this purpose. An approved **graphing** calculator is required when writing mathematics diploma exams. To be approved by Alberta Education for diploma exam 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).
- Regression modeling functions.

Note: Students who use calculators that do not meet the minimum properties will be disadvantaged when writing mathematics diploma exams.

Alberta Education has **approved** the use of the following **graphing** calculators when writing diploma exams in 2015–2016 (this list is updated annually).

Casio

- fx 9750 G Plus
- fx 9750 GII
- fx 9860 GII

Hewlett-Packard

- HP Prime

Sharp (no longer manufactured or supplied to Canada)

- EL-9900
- EL-9600
- EL-9600C

Texas Instruments

- TI-*n*spire CX Handheld
- TI-83 Plus, TI-84 Plus, TI-84 Plus Silver, TI-84 Plus Pocket SE, or TI-84 Plus C Silver
- *NEW • TI-84 Plus CE
- TI-83 (no longer manufactured), TI-83 Plus Silver (no longer manufactured)
- TI-*n*spire (with Touchpad or Clickpad) (no longer manufactured)

DIRECTIVES

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

Principals

1. Principals shall ensure that, at the beginning of any mathematics or science diploma exam course, teachers and students are advised of the types of calculators that are currently approved for use when writing a diploma exam.
2. Prior to each diploma exam 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 exams
 - 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 exams are appropriately prepared for that role.
3. Prior to each diploma exam 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 exam room
 - 3.2. calculators used to write diploma exams are appropriately cleared and configured to safeguard test security and fairness and to minimize distraction to students (see *Calculator Clearing and Checking Procedures*).

Exam Supervisors

1. Exam supervisors who supervise mathematics and science diploma exam 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 exam room and that they have been appropriately cleared and configured **before** and **after** the official scheduled exam administration period.
2. Prior to the commencement of the exam administration, exam supervisors shall review with students the diploma exam calculator use directives, rules, and procedures, and students' responsibilities for implementing them.

Students

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

CALCULATOR USE RULES

1. Permitted Calculator Materials

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

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

2. Prohibited Calculator Materials and Properties for Scientific and Graphing Calculators

The following calculator properties and materials are **not** permitted on any scientific or graphing calculator used in the exam room:

- programmed memory content
- symbolic manipulation capabilities
- ability to provide trigonometric calculation exact values
- ability to simplify radicals and rationalize denominators
- wireless communication capabilities
- built-in notes, libraries, or formulae (e.g. definitions or explanations in alpha notation)
- downloaded programs
- 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 exam and **before leaving** the exam room, students must clear their calculators of all information that is stored in programmable or parametric memory and properly configure their calculators. Calculators must be set to operate in silent mode (see *Calculator Clearing and Checking Procedures*).

CALCULATOR CLEARING AND CHECKING PROCEDURES

The instructions required to clear the memories of approved graphing calculators and appropriately configure them 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 exam.

Teachers should ensure that the latest version of the calculator Operating System is used in their classrooms.

To prepare Hewlett-Packard calculators (HP Prime) for diploma exam writing purposes, the *Exam Mode* feature must be used. For more information, refer to http://h41112.www4.hp.com/ca/documents/HP_Prime_Custom_ExamMode_2015.pdf. If this link is broken, please refer to the Hewlett-Packard website or contact HP Calculators at calucaltors@hp.com. The following information for regression and the HP Prime may also be useful: Exponential Regression is in the form $y = B \cdot e^{M \cdot x}$ whereas Exponent Regression is in the form $y = B \cdot M^x$. When students are asked to determine an exponential regression function, they should pay attention to the “of the form” instruction in the question. Also, Logarithmic Regression on the HP Prime is in the form $y = m \cdot \ln x + b$, which is different than the form shown on the Mathematics 30-2 formula sheet.

***NEW** To prepare Texas Instruments calculators (TI-*n*spire and *n*spire CX models), for diploma exam writing purposes, the *Press-to-Test* feature **must** be used. Note: Press-To-Test disables specific programs and apps and allows them to be restored after the exam. To use the *Transfer Press-to-Test Feature* on TI-Nspire:

1. Teacher sets up one TI-Nspire unit in Press-to-Test. See the link below for more details on the initial set up.
 - **For Math**, the “disable log template and summation functions” line is **unchecked** and all other lines are checked.
 - **For Science**, all lines are checked.
2. When the unit reboots there is an option to Transfer Press-to-Test on the Press-to-Test Page.
3. Using the mini to mini cable, connect the unit that has been configured to a student handheld unit and select the transfer option.
4. You can then unplug and move on to the next student. It is not necessary to wait until the student calculator completes processing. Using this method, each calculator will be configured to the Press-to-Test format determined by the teacher.

***NEW** To prepare Texas Instruments calculators (TI-83 and 84 models) for diploma exam writing purposes, the APPS program TestGuard or the Press-to-Test feature in operating system 2.40 or higher should be used. For these models, calculator memory can also be completely reset instead using the steps outlined on the TI instruction page linked below.

To prepare Texas Instruments calculators for diploma exam writing purposes, we recommend referring to the step by step instructions for using TestGuard, Press-To-Test, or memory reset available at <http://education.ti.com/en/us/solutions/test-preparation-tools/tabs/exam-acceptance>. If this link is unavailable or you have questions, please contact 1-800-TI-CARES , ti-cares@ti.com, or your local representative.

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 exam.




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




Keystrokes to Clear, Configure, and Check Approved Graphing Calculators

Casio





Calculator Model	Keystrokes to Clear Memory	Keystrokes and Information Regarding Cleared Calculator
Fx-9750G Plus	Select Menu Cursor to MEM EXE Reset EXE F1 yes-Reset	Select Menu Cursor to MEM EXE Calculator will display: 28628 Bytes Free
Fx-9750 GII	Select Menu Cursor to SYSTEM ICON EXE F5 Reset menu F2 “Main Memory” F1 “reset memories yes” EXIT	Select Menu Cursor to MEM EXE Calculator will display: 61904 Bytes Free
Fx-9860 GIIs	Select Menu Cursor to SYSTEM EXE F5: Reset F6: Next Page F1: Main & Storage F1: Yes, reset main and storage memories: EXITMENU	Select Menu Cursor to MEM EXE Calculator will display: 61904 Bytes Free

*NEW Hewlett-Packard

Calculator Model	Keystrokes to Clear Memory	Information Regarding Cleared Calculator
HP Prime *Note: this is a touch screen calculator	<ol style="list-style-type: none"> Press Menu, 3: Messages, Shift, Clear, tap  Press On and then ESC simultaneously <p>Timeout: set an appropriate length of time, ensuring that the calculator will remain in Exam Mode for the entire writing period. Default Angle: No change Password: entered by exam supervisor and not shared with the student Check Erase Memory Check Blink LED</p> <p>Tap  on the menu bar on the bottom of the screen and check each line listed below to disable features</p> <p>A) System Apps: click  to expand this menu and check all lines except:</p> <ul style="list-style-type: none"> - Function - Statistics 1Var - Statistics 2Var - Spreadsheet <p>B) User Apps C) Physics D) Help E) Units F) Matrices G) Complex H) CAS I) USB</p>	Remaining memory may vary depending on the applications that are locked on the unit. These applications are inaccessible while in Exam Mode

	<p>J) Notes and Programs K) New Notes and Programs L) Mathematics: click  to expand this menu and check “Trigonometry” line</p> <p>Tap </p> <p>3. Tap  to begin Exam Mode LED lights on top of the handheld unit will be on</p>	
--	--	--

Notes: For HP Prime models



- Message screen does **not** get cleared when set in Exam Mode, therefore it is necessary to clear any information saved on the Message screen before **and** after the exam. (Please refer to Step 1 above.)
- To ensure the device remains in Exam Mode for the entire duration of the exam, it is suggested that the Timeout period be set longer than the allowable writing time for the student.
- To exit Exam Mode and clear all memory, use the following keystrokes:
 - To Exit Exam Mode: Press **On** and then **ESC** simultaneously
Input password, tap 
 - To Clear All Memory: Press **Shift**, , **Shift**, **Clear**, tap 
 - To Clear All Messages: Press **Menu**, 3: **Messages**, **Shift**, **Clear**, tap 

Sharp

Calculator Model	Keystrokes to Clear Memory	Keystrokes and Information Regarding Cleared Calculator
EL-9600 EL-9600C	2^{nd} XθTN (Option) Log (Reset) 2 (All Memory) CL (Clear all data)	2^{nd} XθTN (Option) ▼ Calculator will display: 18562 Bytes Free
EL-9900	2^{nd} $\frac{+}{\times}$ $\frac{-}{\div}$ (Option) Ln (Reset) 2 (All Memory) CL (Clear all data)	2^{nd} $\frac{+}{\times}$ $\frac{-}{\div}$ (Option) ▼ Calculator will display: 47447 Bytes Free

Texas Instruments

Recommended Operating Systems are indicated after each calculator in brackets. Students and teachers are encouraged to access the free updates to OS as needed using the TI website <http://education.ti.com>

Calculator Model	Keystrokes to Clear Memory	Information Regarding Cleared Calculator
TI-nspire (with Clickpad) (OS 3.9 or higher)	With handheld off, hold down the “esc”, and “on” keys until the Press-To-Test dialog is displayed For mathematics exams only, uncheck only the line “disable log _b x template and summation functions” then select Press-to-Test and then select “ok” The handheld will reboot. After rebooting, a “Press-To-Test invoked” dialog box will appear on the screen and the LED light will blink amber if set for a math exam and the LED light will blink green if set for a science exam	Remaining memory may vary depending on the documents that are locked These documents are inaccessible while in Press-to-Test
TI-nspire (with Touchpad) (OS 3.9 or higher) TI-nspire CX (OS 3.9 or higher)	With handheld off, hold down the “esc”, and “on” keys until the Press-To-Test dialog is displayed For mathematics exams only, uncheck only the line “disable log _b x template and summation functions” then select Press-to-Test and then select “ok” The handheld will reboot. After rebooting, a “Press-To-Test invoked” dialog box will appear on the screen and the LED light will blink amber if set for a math exam and the LED light will blink green if set for a science exam	Remaining memory may vary depending on the documents that are locked These documents are inaccessible while in Press-to-Test
<p>Notes: For TI-nspire models</p> <ul style="list-style-type: none"> • Check that the calculator is in Press-to-Test mode by watching for the flashing ‘amber’ LED for math exams or ‘green’ LED for science exams on the top of the handheld unit • The presence of an amber light does not ensure that the calculator has been correctly set for a math exam unless the calculator clearing instructions have been followed • To exit Press-to-Test, the calculator must be connected to another TI-nspire using a mini-USB cable. Use the following keystrokes: <p style="margin-left: 40px;"> Push key  and key  simultaneously Select 9 (Press-to-Test) Select 1 (Exit Press-to-Test) </p>		

Calculator Model	Keystrokes to Clear Memory	Keystrokes and Information Regarding Cleared Calculator
TI-83	2^{nd} + (MEM) 5 (Reset) 1 (All Memory) 2 (Reset)	2^{nd} + (MEM) 1 <p style="text-align: center;">Calculator will display: 61904 Bytes Free</p>
TI-83 Plus (OS 1.19) TI-83 Plus Silver (OS 1.19) TI-84 (OS 2.55 or higher) TI-84 Plus (OS 2.55 or higher)	2^{nd} + (MEM) 7 (Reset) >> (All) ** Enter 1 (Reset)	Remaining memory may vary depending on the model, operating system and age of the calculator.

<p>TI-84 Plus Silver (OS 2.55 or higher) ¹TI-84 Plus Pocket SE (OS 2.55 or higher)</p> <p>¹Not available for purchase in North America</p>		<p>2nd + (MEM) 2</p> <p>Currently most operating systems will display: RAM Free 24317</p>
<p>TI-84 Plus C Silver (OS 4.0 or higher)</p>	<p>2nd + (MEM) 7 (Reset) >> (All) ** Enter 1 (Reset)</p>	<p>Remaining memory may vary depending on the model, operating system and age of the calculator.</p> <p>2nd + (MEM) 2</p> <p>Currently most operating systems will display: RAM Free 21840</p>
<p>TI-84 Plus CE *NEW (OS 5.0 or higher)</p>	<p>2nd + (MEM) 7 (Reset) >> (All) ** Enter 1 (Reset)</p>	<p>Remaining memory may vary depending on the model, operating system and age of the calculator.</p> <p>2nd + (MEM) 2</p> <p>Currently most operating systems will display: RAM Free 152891</p>
<p>Notes:</p> <ul style="list-style-type: none"> • **The >> step above is very important: If not followed, the memory may not be properly cleared. • The application “Finance” is the only app that remains after following the clearing instructions. • If, after clearing the calculator, the screen is blank, the contrast needs to be reset. To do this, use the 2nd and then ▲ repeatedly. • Press-to-Test or Test Guard can be used rather than the directions above for some of these calculators in order to preserve stored programs, applications and other data if desired (for directions on these methods see information on page 5) 		

Writing Diploma Exams Using Computers ***Humanities Part(ie) A, Mathematics 30-2 and Science 30***

BACKGROUND

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

GUIDING PRINCIPLES

Computers and word processing applications may be used when administering the Part(ie) A portions of humanities diploma exams (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 exams 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 exams.

Students who choose to use computers and word-processing applications when writing a diploma exam are responsible for ensuring that they understand and follow all of the directives, rules, and procedures established for writing diploma exams 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 exams using computers. This decision shall be based on the principal's certainty that the school or designated writing centre can comply with all diploma exam 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 exams.
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 exams.

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 exams 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 Exam Administration for approval.
7. The principal shall ensure that computers used for exam writing purposes do not allow students to access resources such as websites, shared network folders, etc.
8. The use of Quest A+ on student-owned PC and Mac OS devices must be approved by Exam Administration. (See the Quest A+ section, below).
- *NEW 9. School-owned Google Chromebooks may be configured for diploma exams. The Quest A+ application or other solutions such as Google Docs may be used with school-owned Google Chromebooks. (See the School-Owned Google Chromebook section, below).**
10. The principal shall ensure that all computer equipment, applications, and printers used for diploma exam administration purposes are appropriately configured to safeguard test security and fairness and to minimize distraction to students.
11. The principal shall ensure that all facilities and computer equipment that have been set up for exam writing purposes are secured and remain secured until after the exam writing session and follow-up administrative procedures are completed.
12. Before implementing the use of computers for writing diploma exams, the principal shall establish technical and exam administration contingency plans and emergency procedures to address unexpected issues and problems that may arise.
13. The principal shall ensure that teachers who are designated to supervise the administration of diploma exams 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.
14. 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 exam 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 exam administration (see *Rules and Procedures* below).
2. Technical personnel shall develop and implement a system testing plan prior to each exam 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 exam 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 exam is written and, following the exam writing, until all printed work is correctly stapled into the appropriate exam booklets and all computers are cleared of all student work.

Diploma Exam Supervisors

1. Teachers who are designated to supervise the administration of diploma exams 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 exams using computers.
2. Exam supervisors shall develop and implement procedures for the pick-up and distribution of printing during and after the official scheduled exam 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, 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.
4. Exam supervisors shall ensure that students are aware of and understand the rules and procedures for writing a diploma exam using a computer, *and their responsibilities for implementing them*, prior to the commencement of the official scheduled exam administration.
5. Exam supervisors shall ensure that no student accesses the internet or other prohibited online or electronic resources while writing a diploma exam using a computer.
6. Exam 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 exam booklets.

Students

1. If a principal allows computers to be used when writing Part(ie) A diploma exams, the decision to participate shall be the individual student's.
2. Students who choose to write diploma exams 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 exams using computers shall be familiar with and *are responsible for implementing* all of required rules and procedures for writing a diploma exam 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 exam administration, all computers to be used for exam writing purposes must be networked and configured to:
 - enable secure and ready access to designated printers only, during and after the official scheduled exam 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 exam 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 exam administration, all word-processing applications to be used for exam 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 exam administration, all computers, printers, and word-processing applications must be online and ready for use.

Exam Administration

1. Students writing diploma exams on computer must be given a paper form of the exam prior to the commencement of the official scheduled exam administration and must staple a hard copy of their word-processed written work to that booklet at the end of the exam session.
2. Students writing diploma exams on computer may access all of the exam materials that are available to students who write paper forms of the exam (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 exam administration.
4. Students may do rough work or planning in whatever manner they choose (i.e., either in the exam booklet or on the computer).
5. Students may print interim hard copies of their written work at any time during the exam 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 exam 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 exam 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 exam **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 exams 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 exam booklet.
3. Each student must include his or her six-digit index number on every page of the finished work stapled into the exam booklet.
4. Students writing Part(ie) A diploma exams on computer must indicate in the space provided on the back cover of the exam that they have attached word-processed pages to the exam booklet.

5. Students writing Part(ie) A diploma exams must submit their final written work double-spaced and in an easy-to-read 12-point font. (See the instruction page in the specific exam for details.)
6. Each student writing Part(ie) A diploma exams must clearly label all word-processed rough work or early drafts as “rough” and must staple these documents into the exam booklets on pages designated “Planning.”
7. Final printing and stapling of written responses may occur after the officially scheduled time for exam 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 exam 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 exam 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 exam on computer in advance of the time scheduled to begin the exam. (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, Exam Administration, immediately by telephone at (780) 427-0010. For a toll-free connection, dial (780) 310-0000.

QUEST A+

The Quest A+ Application enables secure online exam administration on both student and school-owned PC and Mac OS devices. Its associated locked browser temporarily blocks access to hard drives, network locations, unauthorized applications, and websites. During a secure exam, the Locked Browser ensures only the Quest A+ Application is permitted.

Since the April 2015 diploma exam session, the use of Quest A+ has been capped to 4,000 simultaneous users for any given diploma exam. This is to help ensure the reliability and stability of the application. While Alberta Education is exploring the development and/or acquisition of a new system to better provide students with access to online diploma exams, priority for the use of the Quest A+ Application for Humanities Part A written response diploma exams is given to schools who cannot administer these exams with technology via alternate methods (i.e., exam accounts). Equity of access for school authorities to use the Quest A+ Application is also a consideration.

For example:

- A school has 100 students writing English Language Arts 30-1 and 30-2.
- This school has 80 available PC computers and 20 students have personally-owned PC or Mac OS devices.
- This school could use exam accounts for 80 students and the remainder of the students could access Quest A+ via personally-owned devices.

To apply for your school to use Quest A+ for Part A written response diploma exams, contact Pascal Couture, Team Leader, Digital Systems and Services at pascal.couture@gov.ab.ca or by telephone at (780) 492-1462 (toll-free by first dialing 310-0000). The request should include:

- School Name and Code
- contact person at the school
- how many students the school would like to use Quest A+ for each Part A written response exam
- the reason for using Quest A+ (e.g., student-owned devices)

***NEW** The deadlines for requests to use Quest A+ and the confirmation dates are as follows:

Diploma Exam Session	Quest A+ Request Deadline	Confirmation
November 2015	October 1, 2015	By October 16, 2015
January 2016	November 2, 2015	By November 20, 2015
April 2016	March 1, 2016	By March 18, 2015
June 2016	April 1, 2016	By April 29, 2015
August 2016	July 4, 2016	By July 8, 2015

***NEW SCHOOL-OWNED GOOGLE CHROMEBOOKS**

School-owned Google Chromebooks may be configured to enable secure administration of diploma exams. Online applications such as Quest A+ or Google Docs are examples of word processors that can be managed through the Google Admin Console.

Schools requesting to use Quest A+ with school-owned Google Chromebooks must follow the same criteria and deadlines indicated in the above Quest A+ section.

For more information regarding local configurations of school-owned Google Chromebooks to enable Google Docs to be used for diploma exams, please contact Pascal Couture at Pascal.Couture@gov.ab.ca.

SCIENCE 30

The April administration of the Science 30 diploma will be administered in an exclusively digital format. After the April diploma exam registration deadline (February 24, 2016), Exam Administration will contact schools that have students registered to write this exam and detailed instructions will be provided.

***NEW** The Science 30 Diploma exam will be offered in French for the first time in June 2016. This French version of the exam will be administered exclusively in a digital format.

MATHEMATICS 30-2

***NEW** The April administration of the Mathematics 30-2 diploma will be administered exclusively in a digital format. After the April diploma exam registration deadline (February 24, 2016), Exam Administration will contact schools that have students registered to write this exam and detailed instructions will be provided.

Diploma Exam Accommodations

OVERVIEW

Alberta Education is committed to providing fair and equitable access to educational opportunities for all students. Ensuring fair, equitable access to diploma exams and consistent application of exam standards requires standardized criteria for accommodations. Such accommodations are reserved for students with special diploma exam writing needs for whom the writing of a diploma exam would not be possible without a specific accommodation.

The goal of accommodation(s) is to provide equitable access to the exam, not to optimize or enhance performance. Therefore, accommodations are not intended to:

- alter the nature of the construct being assessed by an exam;
- provide accommodated students with an unfair advantage when compared to students taking exams under regular, standardized conditions; or
- compensate for a skill or knowledge deficit.

ACCOMMODATION TYPES

Diploma exams may be administered using one or more of the following accommodations:

- | | |
|---|------------------------------|
| 1) CD/MP3 version (for visual impairment) | 9) Sign-language interpreter |
| 2) CD/MP3 version (for learning or physical disability) | 10) Recorded response |
| 3) Extra writing time | 11) Franklin Language Master |
| 4) Frequent breaks | 12) Coloured Paper |
| 5) Scribe | 13) Text-to-speech software |
| 6) Large-print version | 14) Speech-to-text software |
| 7) Braille version | 15) Ambient Noise Audio |
| 8) Reader | |

Unique Accommodations

Unique accommodations are any accommodation not listed above (#1 – 15). Arrangements for students to receive unique accommodations may be possible through Alberta Education (see *Alberta Education Review Process* below). When students request unique accommodations, the school must submit a request for accommodations to the Special Cases and Accommodations Team. The Special Cases and Accommodations Team will review on a case-by-case basis.

Writing in Isolation and Use of Computers

Writing in isolation and the use of computers are not accommodations. Both are school decisions determined by internal school business processes, availability and supervision.

Note: No exemption or partial exemption will be approved for a student because they were not eligible for accommodations or have been denied a request for accommodations.

For additional information regarding the eligibility, process and directives regarding accommodations, see the appendix below.

Appendix: Accommodations Eligibility and Process

All accommodations must be based on demonstrated need and reviewed using a common set of standards across the province. Some accommodations are reviewed within the school authority, while others must be reviewed by Alberta Education’s Special Cases and Accommodations Team.

Population/Accommodation	School-Level	School Authority	Alberta Education
Student has been Coded (Exceptional Code or 710 K&E) and Uses Listed Accommodations (#1-15)		✓	
All ESL and Francisation Students (Coded and Non-Coded)		✓	
Generalized Anxiety and Test Anxiety: Student has a learning plan, medical documentation, and a history of using the accommodation *NEW		✓	
Student is not Coded			✓
Student Uses Unique Accommodations			✓
Sudden Physical Medical Conditions	✓		
Mature Students Not Registered for Instruction			✓

Eligibility Criteria

Evidence that the student routinely uses accommodations must be accessible in the official student record for all accommodation requests.

Population/Accommodation	Criteria	Notes
Student has been Coded (Exceptional Code or 710 K&E) and Uses Listed Accommodations (#1-15)	<ul style="list-style-type: none"> Student has an Alberta Education Exceptional Code (currently or in the past) or meets the criteria for <i>Knowledge and Employability</i> 	<ul style="list-style-type: none"> Students with Code 80: Must have a dual code indicating the student also has a

	<p>courses (710 K&E)</p> <ul style="list-style-type: none"> • Students are expected to meet the current <i>Special Education Coding Criteria</i> and programming must be in accordance with the <i>Standards for Special Education</i>. 	<p>learning disability. If the student does not have a dual code but has a non-coded learning disability a request for accommodation can be submitted to the Special Cases and Accommodations Team</p> <ul style="list-style-type: none"> • If the student is not coded in the current school year an assessment, a re-assessment and/or updated assessment within 5 years of the current school year must be on file supporting the current need for accommodations
<p>Student is identified locally as ESL or Francisation (Coded and Non-Coded)</p>	<ul style="list-style-type: none"> • Evidence that the student has not yet achieved grade 12 language development (no single test is specifically required; the following may be used to meet criteria) <ul style="list-style-type: none"> ▪ <i>Alberta Education ESL Benchmarks/Les appuis pédagogiques pour la Francisation: Seuils repères pour la Francisation</i>. Student has not yet achieved level 5 in reading and/or writing or has reached a long term (usually 18+ months at a constant benchmark) plateau of language development ▪ Canadian Test of Basic Skills (CTBS) ▪ Gates-MacGinitie Reading Tests, Canadian ▪ Woodcock-Munoz Language Survey Revised (WML-R) • Francisation is part of Francophone programming; it is not part of French Immersion programming. Students 	<ul style="list-style-type: none"> • Eligible for Extra time and/or CD with the exception of: CDs for English Language Arts 30-1 part B, English Language Arts 30-2 part B, Français 30-1 partie B • May use paper-format bilingual dictionaries (in all languages) when dictionaries are permitted for use by all students (see <i>Security & Exam Rules</i> section) • The documentation to support ESL and Francisation requests must be accessible in the official student record

	<p>in French Immersion are not eligible for Francisation accommodations. For further information, please see the <i>Guide to Education: ECS to Grade 12</i></p>	
<p>Student has not been Coded</p>	<ul style="list-style-type: none"> • A specialized assessment and/or other documentation which clearly identifies the diagnosis, condition or disability, information which reflects the current functional impact on academics and the current need for accommodations • See below (<i>Alberta Education Accommodation Criteria for Non-Coded Students and Documentation</i>) for criteria specific to conditions and required documentation 	<ul style="list-style-type: none"> • Current: Refers to the school year in which the student will be writing diploma exams • Assessment date (Re-Assessment and/or Updated Assessment): Within 5 years of the current school year
<p>Generalized Anxiety and Test Anxiety: Student has a learning plan, medical documentation, and a history of using the accommodation *NEW</p>	<ul style="list-style-type: none"> • Student has a learning plan, a history of using the accommodation, and documentation from a physician, psychologist or psychiatrist that supports using accommodations for diploma exams. 	<ul style="list-style-type: none"> • The Generalized Anxiety Disorder and Test Anxiety section below details the accommodations and criteria that apply to students with Generalized Anxiety Disorder and Test Anxiety.
<p>Student Uses Unique Accommodations</p>	<ul style="list-style-type: none"> • Criteria are dependent upon the request, however, in all cases the request for accommodation must directly correspond to the specialized assessment. 	<ul style="list-style-type: none"> • School administration should call Special Cases in advance of the request deadline to discuss unique accommodation options for students. Students with extraordinary accommodations in class or are believed to not achieve a diploma exam score comparable to the school-awarded mark are not exempt from writing diploma exams

Sudden Physical Medical Conditions	<ul style="list-style-type: none"> Evidence of the sudden physical medical condition will be observable and managed at the school-level. The accommodations provided must directly correspond with the condition. For example, a fractured arm may warrant a Scribe and Extra Time but not a Reader. 	<ul style="list-style-type: none"> Sudden: Event occurs two weeks or less prior to the beginning of the administration; end date – last exam date Examples but not limited to: Fractured/dislocated limb/joint, migraines, back pain, headaches Students with sudden physical medical conditions are not eligible for exemption
Mature Students Not Registered for Instruction	<ul style="list-style-type: none"> Special Cases and Accommodations Team will verify if the student requested accommodations in a previous administration. If there is no evidence of previous use as approved by the Special Cases Team a specialized assessment and/or other documentation which clearly identifies the diagnosis, condition or disability, information which reflects the current functional impact on academics and the current need for accommodations will be required See below (<i>Alberta Education Accommodation Criteria for Non-Coded Students and Documentation</i>) for criteria specific to conditions and required documentation 	

Terminology

- Process Manager:** Staff at school-level who organizes the requests and is the school contact.
- Deficiency Notification:** The accommodation request has been received; however, the supporting documentation is incomplete. Special Cases and Accommodations Team members will outline the specific materials needed to review the request.
- Case Suspended:** The material required for review has not been received by the deadline provided by the Special Cases and Accommodations Team. An official case decision has not been rendered. Cases can be reopened once all additional information requested has been submitted for review.
- Request to Reconsider a Case Decision:** The first step before formally appealing a case decision is to ask Special Cases and Accommodations Team to reconsider the original decision. The request to reconsider must include the *Request to Reconsider* form and **new** information not previously submitted.
- Appeal:** This is a formal appeal to the **Special Cases Committee** (see process below).

School Authority Accommodation Review Process

Step 1: Process Manager forwards to School Authority contact the list of students meeting requirements.

School Authorities must establish processes for identifying students.

Step 2: School Authority contact reviews the list of students against the criteria.

School Authorities must establish processes for reviewing requests. It is intended that the list of students is reviewed by the School Authority contact once per year. Therefore, the School Authority should be reviewing: (a) student eligibility for accommodations in general based on the criteria and (b) aligning the accommodation with accessibility to the exam. For example, a scribe may not be required for Mathematics but needed for part A Social Studies.

Step 3: School Authority contact sends list of approved and not approved accommodations back to the Process Manager.

School Authorities must establish processes for reporting approved and not approved accommodations back to schools and for Process Managers to report the request status back to students.

The Process Manager should **provide written evidence** of the accommodations approved by administration and course to each student.

Step 4: Prior to each exam session the Process Manager submits a [Request for Special Format Materials and School-Authority Approved Diploma Exam Accommodations](#) form to Alberta Education.

Step 5: Alberta Education receives, processes the form and provides Special Format Materials if required.

Step 6 (when required): The School Authorities must establish processes for petition of decisions that have been made at the School Authority level. The outcome of the **original** School Authority review process must be communicated to the school, and by extension, the student, in a timely manner thus allowing enough time for the entire appeal process to take place prior to the scheduled diploma exam date(s).

Special Cases and Accommodations Team will reconsider a request for accommodations originally made to the School Authority if the official decision following the appeal has not changed the status of the request. Special Cases and Accommodations Team will require the following documentation for reconsideration:

- a. All documentation provided by the process manager to the School Authority designate for the initial request and the appeal.
- b. *Request to Reconsider* form with all additional supporting documentation.

The student may **appeal** to Special Cases Committee (see below) if Special Cases and Accommodations Team does not change the status of the official decision following the reconsideration review.

Addendum: If new students not on the original School Authority diploma exam accommodation list are eligible for diploma exam accommodations in accordance with the criteria, the school can apply to the School Authority for these additional students to be considered. An additional [Request for Special Format Materials and School-Authority Approved Diploma Exam](#)

[Accommodations](#) form for the new students should then be submitted to Alberta Education.

Sudden Physical Medical Conditions: The condition and the accommodations are to be recorded on each related Principal's Statement.

Generalized Anxiety Disorder and Test Anxiety

Students experiencing anxiety may be one of two types: Test Anxiety and Generalized Anxiety Disorder. In both categories, students are eligible for accommodations.

Students experiencing Test Anxiety is quite common. As the administration of exams approach, students begin to experience anxiety related to the exam itself. Extra time is not the best accommodation as it can take a student time to work through anxiety management strategies. Therefore, Special Cases recommends that the clock is stopped (Frequent Breaks) and resumed once the student recommences writing. Special Cases also recommends that the student write in a private space. Students who are identified as having Test Anxiety are eligible for Frequent Breaks if the request for accommodation is supported by a physician's letter.

Generalized Anxiety Disorder is not specifically related to testing situations but is pervasive and unpredictable in occurrence. In collaboration with a professional, there is a plan to lessen the anxiety through medication, counselling or both. The plan is well-documented and included in the student's IPP or learning plan at the school. For students with Generalized Anxiety Disorder, accommodations other than Frequent Breaks can be considered (e.g. extra writing time) if supported by the student's physician, psychologist or psychiatrist with whom the student is receiving treatment for their anxiety. Documentation from the physician, psychologist, or psychiatrist must clearly identify and support the disorder, the current functional impact on academics and the current need for accommodation.

Students with anxiety disorders are **not eligible for exemption**.

Alberta Education Accommodation Criteria for Non-Coded Students /Unique Accommodations and Documentation

Requests for diploma exam accommodations submitted using the [Application for Accommodations for Students with Special Diploma Exam Writing Needs](#) form and with a **specialized assessment (no greater than 5 years old) and/or other documentation which clearly identifies the diagnosis, condition or disability, information which reflects the current functional impact and the current need for accommodations** by the deadline (see *Schedules and Significant Dates* section) will be processed and a response will be sent to the school prior to the exam session.

Step 1: The Process Manager collects all forms and supporting documentation for non-coded students and students who require unique accommodations.

Step 2: The Process Manager forwards forms and accompanying documentation to Alberta Education.

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 official documentation which meets the eligibility criteria and will assist the Team in their review to change the original status of the decision.

Step 6: (Appeal to Special Cases Committee if required) Special Cases Committee will make a final determination as to whether or not the student can be approved for the requested accommodation(s). 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*.

The Minister will only review the process undertaken in reviewing student cases including the Special Cases Committee process.

Documentation Required for Review:

Documentation must accompany the [*Application for Accommodations for Students with Special Diploma Exam Writing Needs*](#) form.

ADHD/ADD

The request must be supported with medical documentation provided by a professional able to diagnose and treat ADHD/ADD.

Unidentified academic difficulties or conditions that do not meet Alberta Education Exceptional Code standards

The request must include a recognized diagnostic or psycho-educational assessment. The assessment must include identification of the condition/disorder/academic weakness, the current functional impact on academics and the reason for the current need for accommodations. Readers will only be granted for students who are identified as having a severe reading disability accompanied by a physical or emotional condition which prevents the use of a CD/MP3 player someone who is professionally trained in assessment.

Ongoing medical conditions

Ongoing medical refers to a condition which persists for an extended period of time and can be one month but usually more than 2 consecutive months.

The accommodation request must be supported by medical documentation clearly identifying the condition, the current functional impact and the current need for accommodation.

Students with ongoing medical conditions are **not eligible for exemption**.

Mature Students

Mature students (students not currently taking instruction in the diploma exam course with a recognized Alberta school) must apply directly to Alberta Education by submitting the [Application for Accommodations for Students with Special Diploma Exam Writing Needs](#) form and supporting documentation (see above requirements).

ADMINISTRATION WITH ACCOMMODATIONS

All diploma exams administered with the support of an approved accommodation must comply with the general exam administration directives, the directives below, guidelines, procedures and the *Additional Specific Directives by Accommodations* of this section.

ADMINISTRATION DIRECTIVES

Prior to Administration

1. All rules and procedures related to the use of a specific accommodation must be explained and discussed with the student (and parent, if under the age of 18) before the officially scheduled exam period. This applies to both registered and non-registered students with permission to write at the school.
2. The principal shall ensure that Exam Supervisors are appropriately prepared for diploma exams that are being written with accommodations. Exam Supervisors must understand and implement all directives, rules, and procedures for the administration of diploma exams using accommodations.
3. The principal shall ensure that facilities, equipment, and materials (for example but not limited to recording devices, headphones, microphones, computers) used as diploma exam accommodations are supplied and appropriately configured to safeguard exam security and minimize distraction to other students.
4. The principal shall ensure that only those students who are approved to use an accommodation are permitted to do so.

After Administration

1. The principal shall ensure that all digitally recorded conversations and responses created during the administration of diploma exams are immediately deleted once they have been saved to a storage device for shipment to Alberta Education.
2. All Special Format Materials, including those in Audio, Large Print, and Braille format, must be returned to Exam Administration with the regular return shipment of other exam materials (including answer sheets) from the school.

3. Scribes, Readers, and Sign Language Interpreters who accommodate a student during the administration of a diploma exam, and Exam Supervisors who supervise such administrations, shall complete, sign a [Statement of Scribe, Reader, and/or Interpreter and Exam Supervisor](#) form at the end of the exam writing session and attach it to the Principal's Statement.
4. The principal shall record the use of all accommodations on the Principal's Statement.

ADDITIONAL SPECIFIC DIRECTIVES BY ACCOMMODATION AS REQUIRED

Accommodations 1 and 2 – CD/MP3 Version (for visual impairment, physical or learning disabilities)

If a student uses a personal CD/MP3 player when writing a CD/MP3 format exam, the Exam Supervisor must ensure that no prohibited material is brought into the exam room or used in that CD/MP3 player before or during the scheduled exam period.

Since many schools no longer have physical CD players, schools are able to request MP3 files. MP3 files can be requested using the [Special Format Materials Request](#) Form.

To enable student access to the MP3 files, school technical staff can either:

- create a secure network location to store the MP3 files, taking the necessary steps to ensure only students with the approved accommodation can access the files
- transfer the MP3 files to a device (e.g. MP3 player).

After the administration of the tests, technical staff must ensure that all MP3 files are removed from either the network locations or storage devices.

Accommodation 3 – Extra Writing Time

Students who have an extra time accommodation will be permitted twice the official time limit to write the diploma exam. For example, a student who is writing the English Language Arts 30-1 Part A diploma exam with an extra time accommodation will be permitted to write between 9:00 AM and 3:00 PM.

Accommodation 4 – Frequent Breaks

The student has permission to take breaks, as needed. The format of the break may reflect time and/or movement, however, the student must be supervised at all times. The total amount of time scheduled for the exam is the same as allotted for all students.

- The clock to begin writing may be started at any point as long as the student has been sequestered from the official start time.
- The administrator must stop the clock each time the student takes a break.
- The clock continues once the student is prepared to resume writing.
- The student must remain under supervision during each break, to ensure

exam security.

- The student must not be allowed access to any materials (for example but not limited to paper, notes, books, computers, phones, electronic devices). while on break, to ensure exam security.

**Accommodations
5, 8, 9 and 10:**

Exams that are administered with the support of a scribe, recorded response, reader or sign language interpreter must take place in a separate writing area (isolated space) so that other students writing the exam are not disturbed.

Scribe (#1 – 14)

1. Scribes, transcribers of recorded responses, readers, or sign language interpreters shall not be appointed when they are the relative, friend, a student peer at the school or attending another school, or a past or present teacher of the student writing the diploma exam.

**Reader (#1 – 7 and
15 – 17)**

**Recorded
Response (#1 – 7)**

2. Alberta Education is not responsible for the appointment of scribes, transcribers of recorded responses, readers, and sign language interpreters and for all expenses incurred in appointing these individuals on behalf of their students.

**Sign Language
Interpreter (#1 – 7
and 18 – 23)**

3. Once an exam administration session has commenced, a continuous recording of the entire communication that occurs between a scribe, reader and/or sign language interpreter and student must be made. This recording must be of sufficient sound quality to permit clear understanding of the communication between the scribe, sign language interpreter and student.

Note: If a reader and a scribe have been approved concurrently, one recording may be used to capture the readings completed by the reader and the response dictated to the scribe by the student. In this situation, the Exam Supervisor must ensure that all communications are clearly heard and understood.

4. To ensure anonymity during marking, the identity of a student must not be revealed during the recording of the communications with the scribe, sign language interpreter and/or reader.
5. Student responses and the recorded communication may be recorded using any audio format including digital audio files.
6. All storage devices containing scribe, recorded response or reader communication with a student must be clearly labeled:
 - Name of Student
 - Alberta Student Number
 - Index Number
 - Course Name
 - School Code
 - The words “scribe”, “recorded response”, “reader” or “scribe and reader”

7. All scribed, recorded responses, reader and sign language interpreter communications must be immediately deleted from the recording device once they have been saved to a storage device for shipment to Alberta Education.

Scribe

8. A scribe may record a student's response in handwriting or using a computer.
9. A scribe must record a student's response 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.
10. A scribe may confirm what the student has said by reading it back for clarification.
11. A scribe may not ask leading questions or provide suggestions or interpretations of any kind.
12. 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."
13. Students who are dictating their responses should be encouraged to do some rough work in the exam booklet. Rough work will not be marked but serves to guide the student as he or she dictates a response.
14. All student work dictated during an exam administration under a scribe or recorded response accommodation must be transcribed. Students must be able to read the transcribed version of their recorded exam response(s) during the allotted exam writing time to verify that the transcription accurately reflects what was vocalized.

Reader

15. 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.

16. A reader must read the exam verbatim; that is, exactly as it appears in the exam 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.
17. A reader may repeat readings as often as necessary and must read consistently each time.

Sign Language Interpreter

18. To be appointed to support a student writing a diploma exam, a sign language interpreter must be a person who is fluent in American Sign Language or the manually coded English systems used by the student.
19. For purposes of interpreting for a diploma exam, a sign language interpreter may:
 - voice what is signed by a student
 - interpret all words spoken during the exam period that are intended for all students.
20. A sign language interpreter must not record a student's responses. This is the role of a Scribe or an individual transcribing a recorded response and is a support that must be approved by as a separate accommodation.
21. A sign language interpreter must interpret consistently, 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/written message.
22. A sign language interpreter must not counsel, advise, interject personal opinions or ask leading questions, provide suggestions, or provide coaching of any kind.
23. During the administration of a diploma exam, all questions raised by the student must be directed to the Exam Supervisor. In this case, the interpreter must interpret spoken and signed messages between the student and the Exam Supervisor.

Accommodation 11 – Franklin Language Master

When using a Franklin Language Master as an approved accommodation, all memory, "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 exam writing room. Franklin Language Master may only be approved for part A of the Humanities exams (see dictionary eligibility *Security & Exam Rules* section).

**Accommodation
13 – Text-to-
Speech Software**

Exams that are administered with the support of text-to-speech must take place in a separate writing area (isolated space) so that other students writing the exam are not disturbed.

To ensure security, no secured exam material may be scanned for any purpose, including enabling the use of text-to-speech software.

When approved as a writing accommodation for Part(ie) A of the Language Arts and Social Studies Exams, students may use text-to-speech software *only to read back their own responses*. No other use of such software is permitted.

When using text-to-speech software as an approved accommodation, productivity features such as word prediction, word wizard, fact folder/finder, and scientific calculator must be disabled.

**Accommodation
14 – Speech-to-
Text Software**

Exams that are administered with the support of text-to-speech must take place in a separate writing area (isolated space) so that other students writing the exam are not disturbed.

For Speech-to-Text software (such as but not limited to Dragon Naturally Speaking) the technical personnel must ensure that no additional software is accessible to the student. The standard provisions for computer use apply (adjusted as necessary for the function of the Speech-to-Text software).

Security protocols (deletion of files after printing/submission) must be followed (see *Using Computers* section).

**Accommodation
15 – Ambient
Noise Audio**

Students using ambient-noise audio must use professionally/commercially recorded CDs intended for background sound (e.g. not lyrical music but rather nature sounds or similar).

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 <i>NW</i>		
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 <i>NW</i>	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 examn(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.

<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>	<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.
	<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</i>

		<p><i>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.</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"> • <i>Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam</i> 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

		<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>

		<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.

****NEW Marks, Results, and Appeals***

Diploma Exam Weighting

***NEW**

As of September 1, 2015 (the beginning of the 2015-2016 school year), diploma exam weighting will shift from a 50/50 weighting to a 70/30 weighting where school-awarded marks will be worth 70 per cent.

Improving Marks for Courses with Diploma Exams Completed Prior to September 1, 2015

***NEW**

Final marks for courses with diploma exams completed prior to September 1, 2015 were blended with a 50/50 weighting (school-awarded marks and diploma exam marks received an equal weighting). Students who would like to improve final marks for courses with diploma exams completed prior to September 1, 2015 may:

- re-take the course and/or
- rewrite the diploma exam.

Appendix 1 of the *Marks, Results, and Appeals* section contains detailed scenarios regarding students who would like to improve final marks for courses with diploma exams completed prior to September 1, 2015.

Students Who Have School-Awarded Marks And Did Not Write The Diploma Exam Prior To September 1, 2015

***NEW**

Students who have a school-awarded mark for a course with a diploma exam prior to September 1, 2015 and who did not yet write the diploma exam will be weighted at 70/30.

For example:

- A distance education student completed a course in July 2015 with a school-awarded mark of 75%.
- The student did not write the diploma exam in the August 2015 diploma exam session.
- The student writes the diploma exam in November 2015, and receives a diploma exam mark of 70%.
- The blended final mark (70/30 weighting) would be 74%.

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 exam 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 exams. 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 <https://education.alberta.ca/guide-to-education/>.

Processing Official Marks for Results Statements, Transcripts, and Diplomas

Students obtain diploma exam marks via *myPass*. The *Results Statement* shows the diploma exam mark received for the writing session specified, the school-awarded mark received for the writing session specified, and the highest official mark for the diploma exam course. Marks shown on *Results Statements* may or may not correspond to marks shown on the official transcript. The transcript reports the highest school-awarded mark, the highest diploma exam mark, and the highest official mark.

The manner in which official 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 exams are registered at either an accredited Alberta high school or at the Alberta Distance Learning Centre. The highest 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 exam courses, the school mark* (SM) and the exam mark** (EM), after September 1, 2015, are combined on a 70/30 basis to obtain the final mark.

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

**“exam mark” refers to a diploma exam mark.

b. Students with Mature Student Status

For mature students, the highest school mark is used in the 70/30 blending process only if it is higher than the diploma exam mark. If the highest school mark is lower than or equal to the diploma exam mark, the school mark is disregarded and the diploma exam mark becomes the final mark. In both cases, all three marks will appear on the *Results Statement*.

	School Mark	Exam Mark	Final Mark
Student A (Regular)	70	60	67
Student B (Mature)	80	70	77
Student C (Mature)	(65)	70	70

2. Students Not Registered for Classroom Instruction in the Current Session But Writing a Diploma Exam

Students rewriting an exam or mature students who are challenging a diploma exam belong in this group. If a school mark(s) has been assigned, the highest school mark is brought forward and used in the blending process, subject to the following distinctions:

a. *Regular Students who write a Diploma Exam for the first time After September 1, 2015*

For regular students, the school mark obtained is brought forward and combined with the exam mark on a 70/30 basis to obtain the final mark.

b. *Regular rewriters who wrote a Diploma Exam Prior to September 1, 2015*

For those rewriters, if they rewrite the diploma exam after September 1, 2015 and their new diploma exam mark is higher than the previous diploma exam mark(s), the school mark obtained previously is brought forward and combined with the new diploma exam mark on with 70/30 weighting to obtain the final mark.

c. *Students with Mature Student Status*

For mature students who write a diploma exam for the first time after September 1, 2015, the school mark is brought forward only if it is higher than the exam mark. It is then combined with the diploma exam mark on a 70/30 basis to obtain the final mark. If the exam mark is higher than the school mark, the school mark is disregarded and the diploma exam mark becomes the final mark.

	School Mark	Exam Mark	Final Mark
Student A (Regular)	70*	60	67
Student B (Mature)	80*	70	77
Student C (Mature)	(65)**	70	70

*School mark brought forward

**School mark not brought forward

If a student has written a diploma exam and no school mark exists the official mark is determined as follows:

a. *Regular Students*

For regular students, an “INC” (incomplete) is assigned as the official mark. Documents issued by Alberta Education will annotate the “INC” with further explanation in a footnote.

b. *Students with Mature Student Status*

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

	School Mark	Exam Mark	Official Mark
Student A (Regular)		70	INC ¹
Student B (Mature)	NA*	60	60

*Not applicable

¹ Both school and exam marks are required to be awarded an official mark for a diploma exam course.

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

If a student has been issued a school mark and does not have a current diploma exam mark, the achievement record is reviewed to determine if an exam mark is available. If an exam mark is found, that mark, or if more than one is found, the highest mark, is brought forward and combined with the school mark on a 70/30 basis, regardless of whether or not the student has mature status. Mature student status is only a factor when a diploma exam is written. If no eligible exam mark is found, the final mark is assigned as “INC” (incomplete). Documents issued by Alberta Education will annotate the “INC” with further explanation in a footnote.

	School Mark	Exam Mark	Final Mark
Student A (Regular)	70	60*	67
Student B (Mature)	50	60*	53
Student C (Mature)	80	70*	77
Student D (Mature)	65		INC ¹

*Exam mark brought forward

¹Both school mark and exam marks are required to be awarded an official mark for a diploma exam course.

NOTE: For more examples and details on how the final course mark is determined, see the examples in the Appendix of this section.

Rounding of Marks

Alberta Education does not award final marks of 48% or 49% for diploma exam courses. Students may receive a school mark or exam 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 exam 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 exams receive their results via *myPass* approximately three and one-half weeks after writing (see *Schedules & Significant Dates* section).

The results on *myPass* for all diploma exam administrations show three important marks:

- the school-awarded mark(s) submitted during the exam session specified
- the diploma exam mark(s) submitted during the exam session specified
- the highest blended official mark(s).

Using *myPass*, students can view or print diploma exam results on

demand. Should students require additional academic information, they will be able to obtain a *Detailed Academic Report* from *myPass*. This is also available for the student to view or print on demand. The *Detailed Academic Report* contains all high school courses taken by a student, and the marks and credits awarded. It does not, however, report the breakdown of humanities diploma exam marks (i.e., written-response and machine-scored raw scores).

Transcripts and Diplomas

Using *myPass*, students can request an official Alberta Transcript of High School Achievement. The transcript is a record of achievement and shows the following information:

- for each course reported: the course name, year completed, term complete, language of instruction, highest school mark, highest exam mark (if diploma exam course), credits earned, and the highest official mark achieved. School information will also be reported if the student consents to this disclosure
- for each diploma exam course the language of exam is also reported.

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 exam courses.

If a student repeats any course or rewrites a diploma exam, the transcript reports only the highest school mark, the highest exam mark, and the highest official mark achieved.

Once students have completed the prescribed requirements and have accumulated the required number credits, Alberta Education issues the appropriate high school credential. Alberta high school credentials are issued at the end of each semester (February and August). Refer to the [Guide to Education, ECS to Grade 12](#), for more information on the requirements to achieve an Alberta high school credential.

Reporting to Schools and School Authorities

Alberta Education provides multiyear reports on student achievement and participation on diploma exams 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 exams. 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 Through Equating

A goal of Alberta Education is to make diploma exam 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 exam 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 exam) are different in difficulty from the unique items on the baseline exam (the first exam to use anchor items). A statistical process, called equating, adjusts for differences in exam form difficulty. The resulting equated exam scores ensure that no matter when a student writes, the standard applied to the exam remains consistent.

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

When a diploma exam 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 exam is re-introduced following the initial administration cycles for that exam and the reestablishment of a stable baseline.

Note: Additional information on Maintaining Consistent Standards Through Equating available on the Alberta Education website at <http://education.alberta.ca/diploma-exam-administration/provincial-standards/>

Instructional Group Reports

School authorities have the option of having diploma exam 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 Exam 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 (cshelpdes@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 exam 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 exams 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 <https://education.alberta.ca/diploma-exam-administration/diploma-results/>. School administrators can also access the *Guidelines for Interpreting Diploma Exam Results* on the Alberta Education Extranet site.

Multi-year Reports

Multi-year reports of diploma exam results, which include results for the 2014–2015 school year, will be available on the Extranet in October 2015.

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
- re-take the course.

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

Retaking a Course

Students may re-take a course to obtain a new school-awarded mark. Students are not required to rewrite the diploma exam.

Concern About a Diploma Exam Mark

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

- request a rescore on [myPass](#) or by forwarding a completed [Diploma Exam Rescore Application Form](#)
- rewrite the exam at a later administration
- re-take the course and rewrite the exam, or
- appeal to Special Cases Committee.

Rescoring an Exam

A student who decides to have a diploma exam rescored must ensure that the application is received before the deadline (see *Schedules & Significant Dates* section). Students must pay a fee of \$26.25 for rescoring each exam. If a diploma exam 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 exam whether the mark is lowered, increases, or remains the same.

Payment for the rescore of a diploma exam can be made on [myPass](#) or complete and submit with payment the [Diploma Exam Rescore Application](#) form.

Rewriting an Exam

A student who wants to raise a diploma exam mark may rewrite that exam, whether or not he/she is retaking a course. Students must be **pre-registered** to write or rewrite diploma exams in November or April.

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

Students must register for rewriting diploma exams and pre-pay administration fees in advance of the diploma exam session.

Payment for the rewrite of a diploma exam can be made on [myPass](#).

Further information about rewriting diploma exams is available in the *Information for Students Planning to Write Diploma Examinations* brochure, which is available on the Alberta Education website at: <https://education.alberta.ca/writing-diploma-exams/diploma-exam-faqs/>

****NEW Appendix 1: Improving Marks for Diploma Courses and Diploma Exams Completed Prior to September 1, 2015***

Improving Marks for Courses with Diploma Exams Completed Prior to September 1, 2015

Final marks for courses with diploma exams completed prior to September 1, 2015 were blended with a 50/50 weighting (school-awarded marks and diploma exam marks received an equal weighting). Students who would like to improve final marks for courses with diploma exams completed prior to September 1, 2015 may:

- re-take the course and/or
- rewrite the diploma exam.

In order for the 70/30 weighting to take effect for courses with diploma exams completed prior to September 1, 2015, **either the new course mark or the new diploma exam mark after September 1, 2015 must be higher**. When a mark obtained prior to September 1, 2015 is blended with a mark obtained after September 1, 2015, this is referred to as cross-blending. For example, prior to September 1, 2015, a student has an 80% school-awarded mark and a 60% diploma exam mark (under the 50/50 blend, the final course mark is 70%). If this student rewrites the diploma exam after September 1, 2015 and achieves a 65%, cross-over blending of the 65% diploma exam mark and the 80% school-awarded mark with 70/30 weighting would occur. The student's final course mark would be 76%.

In all cases, to determine the final course mark, the following calculations that are applicable are done and then the highest result is reported on the student's transcript.

- The 50/50 blend obtained prior to September 1, 2015.
- If eligible, the 70/30 cross-over blend weighting.
- If a student has both new school-awarded and diploma exam marks obtained after September 1, 2015, 70/30 weighting applies.
- If the student has mature student status, the diploma exam mark will be the final course mark if this mark is achieved when the student has mature student status and it is higher than the school-awarded mark.

The first section below contains 14 examples that apply to students who do not have mature student status. The second section repeats the examples from the first section, but relate to students who have mature student status as of September 1, 2015.

Below is a quick reference for these examples:

	Scenario	Marks Achieved	Final Blend
Example 1	Retakes the course and rewrites the exam	Both marks are higher	70/30
Example 2	Retakes the course and rewrites the exam	Both marks are lower	50/50
Example 3	Retakes the course and rewrites the exam	Both marks are lower	70/30 **
Example 4	Retakes the course and rewrites the exam	Both marks are higher	50/50**
Example 5	Retakes the course and rewrites the exam	The SM is higher and the EM is lower	Cross-over blending with 70/30
Example 6	Retakes the course and rewrites the exam	The SM is lower and the EM is higher	Cross-over blending with 70/30
Example 7	Retakes the course and rewrites the exam	The SM is higher and the EM is lower	50/50**
Example 8	Retakes the course and rewrites the exam	The SM is lower and the EM is higher	50/50**
Example 9	Rewrites the exam	The EM is higher	Cross-over blending with 70/30
Example 10	Rewrites the exam	The EM is higher	50/50**
Example 11	Rewrites the exam	The EM is lower	50/50
Example 12	Retakes the course	The SM is higher	Cross-over blending with 70/30
Example 13	Retakes the course	The SM is higher	50/50**
Example 14	Retakes the course	The SM is lower	50/50

**Highest blend used to determine final mark.

Students who do not have mature student status as of September 1, 2015

Example 1:

- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 80% and 60%, respectively.
- A student re-takes the course, rewrites the diploma exam, and receives higher marks in both components.
- In this example, the final course mark would be 82%.

School Year	School Mark	Exam Mark	Blending Timeframe	Blending Rate	Student Mark
Best Before September 1, 2015	80	60	Before September 1, 2015	50/50	70
Best After September 1, 2015	85	75	Cross-Over Blending	70/30	N/A
			After September 1, 2015	70/30	82

The 70/30 blend is used instead of the cross-over blending since the 70/30 blend is the highest result.

Example 2:

- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 80% and 60%, respectively.
- A student re-takes the course, rewrites the diploma exam, and receives lower marks in both components.
- Since both marks are lower, neither of the marks is eligible to be carried forward for cross-over blending.
- In this example, the final course mark would remain 70%.

School Year	School Mark	Exam Mark	Blending Timeframe	Blending Rate	Student Mark
Best Before September 1, 2015	80	60	Before September 1, 2015	50/50	70
Best After September 1, 2015	70	55	Cross-Over Blending	70/30	N/A
			After September 1, 2015	70/30	66

Example 3:

- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 80% and 60%, respectively.
- A student re-takes the course, rewrites the diploma exam, and receives lower marks in both components.
- Since both marks are lower, neither of the marks is eligible to be carried forward for cross-over blending.
- In this example, the final mark would be 73%.

School Year	School Mark	Exam Mark	Blending Timeframe	Blending Rate	Student Mark
Best Before September 1, 2015	80	60	Before September 1, 2015	50/50	70
Best After September 1, 2015	79	59	Cross-Over Blending	70/30	N/A
			After September 1, 2015	70/30	73

Example 4:

- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 60% and 80%, respectively.
- A student re-takes the course, rewrites the diploma exam, and receives higher marks in both components.
- Since the 50/50 blend for the marks obtained before September 1, 2015 is higher than the 70/30 blend for the marks obtained after September 1, 2015, the final course mark will remain 70%.

School Year	School Mark	Exam Mark	Blending Timeframe	Blending Rate	Student Mark
Best Before September 1, 2015	60	80	Before September 1, 2015	50/50	70
Best After September 1, 2015	61	81	Cross-Over Blending	70/30	N/A
			After September 1, 2015	70/30	67

Example 5:

- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 80% and 60%, respectively.
- A student re-takes the course, rewrites the diploma exam, and receives a higher school-awarded mark and a lower diploma exam mark.
- Since one of the two marks (in this case, the school-awarded mark) is higher than marks obtained before September 1, 2015, the marks are eligible for cross-blending.
- In this example, the final course mark is 78%.

School Year	School Mark	Exam Mark	Blending Timeframe	Blending Rate	Student Mark
Best Before September 1, 2015	80	60	Before September 1, 2015	50/50	70
Best After September 1, 2015	85	55	Cross-Over Blending	70/30	78
			After September 1, 2015	70/30	76

Example 6:

- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 80% and 60%, respectively.
- A student re-takes the course, rewrites the diploma exam, and receives a lower school-awarded mark and a higher diploma exam mark.
- Since one of the two marks (in this case, the diploma exam mark) is higher than marks obtained before September 1, 2015, the marks are eligible for cross-blending.
- In this example, the final course mark is 76%.

School Year	School Mark	Exam Mark	Blending Timeframe	Blending Rate	Student Mark
Best Before September 1, 2015	80	60	Before September 1, 2015	50/50	70
Best After September 1, 2015	75	65	Cross-Over Blending	70/30	76
			After September 1, 2015	70/30	72

Example 7:

- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 60% and 80%, respectively.
- A student re-takes the course, rewrites the diploma exam, and receives a higher school-awarded mark and a lower diploma exam mark.
- Since one of the two marks (in this case, the school-awarded mark) is higher than marks obtained before September 1, 2015, the marks are eligible for cross-blending. However, the final mark derived from the 50/50 blend before September 1, 2015 is higher than the other blend scenarios.
- In this example, the final course mark remains 70%.

School Year	School Mark	Exam Mark
Best Before September 1, 2015	60	80
Best After September 1, 2015	62	60

Blending Timeframe	Blending Rate	Student Mark
Before September 1, 2015	50/50	70
Cross-Over Blending	70/30	67
After September 1, 2015	70/30	61

Example 8:

- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 60% and 80%, respectively.
- A student re-takes the course, rewrites the diploma exam, and receives a lower school-awarded mark and a higher diploma exam mark.
- Since one of the two marks (in this case, the diploma exam mark) is higher than marks obtained before September 1, 2015, the marks are eligible for cross-blending. However, the final mark derived from the 50/50 blend before September 1, 2015 is higher than the other blend scenarios.
- In this example, the final course mark remains 70%.

School Year	School Mark	Exam Mark
Best Before September 1, 2015	60	80
Best After September 1, 2015	55	85

Blending Timeframe	Blending Rate	Student Mark
Before September 1, 2015	50/50	70
Cross-Over Blending	70/30	68
After September 1, 2015	70/30	64

Example 9:

- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 80% and 60%, respectively.
- A student does not re-take the course but rewrites the diploma exam. A higher mark is obtained on the diploma exam.
- Since the diploma exam mark is higher than the mark obtained before September 1, 2015, the marks are eligible for cross-blending.
- In this example, the final course mark would be 76%.

School Year	School Mark	Exam Mark	Blending Timeframe	Blending Rate	Student Mark
Best Before September 1, 2015	80	60	Before September 1, 2015	50/50	70
Best After September 1, 2015	N/A	65	Cross-Over Blending	70/30	76
			After September 1, 2015	70/30	N/A

Example 10:

- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 60% and 80%, respectively.
- A student does not re-take the course but rewrites the diploma exam. A higher mark is obtained on the diploma exam.
- Since the diploma exam mark is higher than the mark obtained before September 1, 2015, the marks are eligible for cross-blending. However, the final mark derived from the 50/50 blend before September 1, 2015 is higher than the other blend scenarios.
- In this example, the final course mark remains 70%.

School Year	School Mark	Exam Mark	Blending Timeframe	Blending Rate	Student Mark
Best Before September 1, 2015	60	80	Before September 1, 2015	50/50	70
Best After September 1, 2015	N/A	85	Cross-Over Blending	70/30	68
			After September 1, 2015	70/30	N/A

Example 11:

- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 80% and 60%, respectively.
- A student does not re-take the course but rewrites the diploma exam. A lower mark is obtained on the diploma exam.
- Since the diploma exam mark is not higher than the mark obtained before September 1, 2015, the marks are not eligible for cross-blending.
- In this example, the final course mark would remain 70%.

School Year	School Mark	Exam Mark	Blending Timeframe	Blending Rate	Student Mark
Best Before September 1, 2015	80	60	Before September 1, 2015	50/50	70
Best After September 1, 2015	N/A	55	Cross-Over Blending	70/30	N/A
			After September 1, 2015	70/30	N/A

Example 12:

- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 80% and 60%, respectively.
- A student re-takes the course but does not rewrite the diploma exam. The student obtains a higher school-awarded mark.
- Since the school-awarded mark is higher than the mark obtained before September 1, 2015, the marks are eligible for cross-blending.
- In this example, the final course mark would be 78%.

School Year	School Mark	Exam Mark	Blending Timeframe	Blending Rate	Student Mark
Best Before September 1, 2015	80	60	Before September 1, 2015	50/50	70
Best After September 1, 2015	85	N/A	Cross-Over Blending	70/30	78
			After September 1, 2015	70/30	N/A

Example 13:

- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 60% and 80%, respectively.
- A student re-takes the course but does not rewrite the diploma exam. The student obtains a higher school-awarded mark.
- Since the school-awarded mark is higher than the mark obtained before September 1, 2015, the marks are eligible for cross-blending. However, the final mark derived from the 50/50 blend before September 1, 2015 is higher than the other blend scenarios.
- In this example, the final course mark would remain 70%.

School Year	School Mark	Exam Mark	Blending Timeframe	Blending Rate	Student Mark
Best Before September 1, 2015	60	80	Before September 1, 2015	50/50	70
Best After September 1, 2015	64	N/A	Cross-Over Blending	70/30	69
			After September 1, 2015	70/30	N/A

Example 14:

- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 80% and 60%, respectively.
- A student re-takes the course but does not rewrite the diploma exam. The student obtains a lower school-awarded mark.
- Since the school-awarded mark is lower than the mark obtained before September 1, 2015, the marks are not eligible for cross-blending.
- In this example, the final course mark would remain 70%.

School Year	School Mark	Exam Mark	Blending Timeframe	Blending Rate	Student Mark
Best Before September 1, 2015	80	60	Before September 1, 2015	50/50	70
Best After September 1, 2015	75	N/A	Cross-Over Blending	70/30	N/A
			After September 1, 2015	70/30	N/A

Example 15:

- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 60% and 80%, respectively.
- A student re-takes the course but does not rewrite the diploma exam. The student obtains a lower school-awarded mark.
- Since the school-awarded mark is lower than the mark obtained before September 1, 2015, the marks are not eligible for cross-blending.
- In this example, the final course mark would remain 70%.

School Year	School Mark	Exam Mark
Best Before September 1, 2015	60	80
Best After September 1, 2015	55	N/A

Blending Timeframe	Blending Rate	Student Mark
Before September 1, 2015	50/50	70
Cross-Over Blending	70/30	N/A
After September 1, 2015	70/30	N/A

Students who have mature student status as of September 1, 2015

The examples below are repeated from the section above, and in each example the student has mature student status as of September 1, 2015. For the Mature Student blending rate in the tables below, 0/100, means the school awarded mark weighting is 0% and the diploma exam weighting is 100%. The Mature Student blending rate is only applicable to students with Mature Student status whose diploma exam mark is higher than their school-awarded mark.

Example 1:

- The student has mature student status as of September 1, 2015.
- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 80% and 60%, respectively.
- A student re-takes the course, rewrites the diploma exam, and receives higher marks in both components.
- The mature status is not applicable because the school mark is higher than the exam mark.
- In this example, the final course mark would be 82%.

School Year	School Mark	Exam Mark	Blending Timeframe	Blending Rate	Student Mark
Best Before September 1, 2015	80	60	Before September 1, 2015	50/50	70
Best After September 1, 2015	85	75	Cross-Over Blending	70/30	N/A
			After September 1, 2015	70/30	82
			Mature Student	0/100	N/A

Example 2:

- The student has mature student status as of September 1, 2015.
- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 80% and 60%, respectively.
- A student re-takes the course, rewrites the diploma exam, and receives lower marks in both components.
- Since both marks are lower, neither of the marks is eligible to be carried forward for cross-over blending.
- The mature status is not applicable because the school mark is higher than the exam mark.
- In this example, the final course mark would remain 70%.

School Year	School Mark	Exam Mark	Blending Timeframe	Blending Rate	Student Mark
Best Before September 1, 2015	80	60	Before September 1, 2015	50/50	70
Best After September 1, 2015	70	55	Cross-Over Blending	70/30	N/A
			After September 1, 2015	70/30	66
			Mature Student	0/100	N/A

Example 3:

- The student has mature student status as of September 1, 2015.
- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 80% and 60%, respectively.
- A student re-takes the course, rewrites the diploma exam, and receives lower marks in both components.
- Since both marks are lower, neither of the marks is eligible to be carried forward for cross-over blending.
- The mature status is not applicable because the school mark is higher than the exam mark.
- In this example, the final mark would be 73%.

School Year	School Mark	Exam Mark	Blending Timeframe	Blending Rate	Student Mark
Best Before September 1, 2015	80	60	Before September 1, 2015	50/50	70
Best After September 1, 2015	79	59	Cross-Over Blending	70/30	N/A
			After September 1, 2015	70/30	73
			Mature Student	0/100	N/A

Example 4:

- The student has mature student status as of September 1, 2015.
- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 60% and 80%, respectively.
- A student re-takes the course, rewrites the diploma exam, and receives higher marks in both components.
- Since the diploma exam mark is higher than the school-awarded mark and the student has mature student status, the final course mark will be equal to the diploma exam mark, 81%.

School Year	School Mark	Exam Mark
Best Before September 1, 2015	60	80
Best After September 1, 2015	61	81

Blending Timeframe	Blending Rate	Student Mark
Before September 1, 2015	50/50	70
Cross-Over Blending	70/30	N/A
After September 1, 2015	70/30	67
Mature Student	0/100	81

Example 5:

- The student has mature student status as of September 1, 2015.
- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 80% and 60%, respectively.
- A student re-takes the course, rewrites the diploma exam, and receives a higher school-awarded mark and a lower diploma exam mark.
- Since one of the two marks (in this case, the school-awarded mark) is higher than marks obtained before September 1, 2015, the marks are eligible for cross-blending.
- The mature status is not applicable because the school mark is higher than the exam mark.
- In this example, the final course mark is 78%.

School Year	School Mark	Exam Mark
Best Before September 1, 2015	80	60
Best After September 1, 2015	85	55

Blending Timeframe	Blending Rate	Student Mark
Before September 1, 2015	50/50	70
Cross-Over Blending	70/30	78
After September 1, 2015	70/30	76
Mature Student	0/100	N/A

Example 6:

- The student has mature student status as of September 1, 2015.
- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 80% and 60%, respectively.
- A student re-takes the course, rewrites the diploma exam, and receives a lower school-awarded mark and a higher diploma exam mark.
- Since one of the two marks (in this case, the diploma exam mark) is higher than marks obtained before September 1, 2015, the marks are eligible for cross-blending.
- The mature status is not applicable because the school mark is higher than the exam mark
- In this example, the final course mark is 76%.

School Year	School Mark	Exam Mark	Blending Timeframe	Blending Rate	Student Mark
Best Before September 1, 2015	80	60	Before September 1, 2015	50/50	70
Best After September 1, 2015	75	65	Cross-Over Blending	70/30	76
			After September 1, 2015	70/30	72
			Mature Student	0/100	N/A

Example 7:

- The student has mature student status as of September 1, 2015.
- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 60% and 80%, respectively.
- A student re-takes the course, rewrites the diploma exam, and receives a higher school-awarded mark and a lower diploma exam mark.
- Since one of the two marks (in this case, the school-awarded mark) is higher than marks obtained before September 1, 2015, the marks are eligible for cross-blending. However, the final mark derived from the 50/50 blend before September 1, 2015 is higher than the other blend scenarios.
- Since the diploma exam mark that was higher than the school-awarded mark was obtained prior to receiving mature student status, the mature status is not applicable to this situation.
- In this example, the final course mark remains 70%.

School Year	School Mark	Exam Mark
Best Before September 1, 2015	60	80
Best After September 1, 2015	62	60

Blending Timeframe	Blending Rate	Student Mark
Before September 1, 2015	50/50	70
Cross-Over Blending	70/30	67
After September 1, 2015	70/30	61
Mature Student	0/100	N/A

Example 8:

- The student has mature student status as of September 1, 2015.
- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 60% and 80%, respectively.
- A student re-takes the course, rewrites the diploma exam, and receives a lower school-awarded mark and a higher diploma exam mark.
- Since the diploma exam mark is higher than the school-awarded mark and the student has mature student status, the final course mark will be equal to the diploma exam mark, 85%.

School Year	School Mark	Exam Mark
Best Before September 1, 2015	60	80
Best After September 1, 2015	55	85

Blending Timeframe	Blending Rate	Student Mark
Before September 1, 2015	50/50	70
Cross-Over Blending	70/30	68
After September 1, 2015	70/30	64
Mature Student	0/100	85

Example 9:

- The student has mature student status as of September 1, 2015.
- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 80% and 60%, respectively.
- A student does not re-take the course but rewrites the diploma exam. A higher mark is obtained on the diploma exam.
- Since the diploma exam mark is higher than the mark obtained before September 1, 2015, the marks are eligible for cross-blending.
- The mature status is not applicable because the school mark is higher than the exam mark
- In this example, the final course mark would be 76%.

School Year	School Mark	Exam Mark
Best Before September 1, 2015	80	60
Best After September 1, 2015	N/A	65

Blending Timeframe	Blending Rate	Student Mark
Before September 1, 2015	50/50	70
Cross-Over Blending	70/30	76
After September 1, 2015	70/30	N/A
Mature Student	0/100	N/A

Example 10:

- The student has mature student status as of September 1, 2015.
- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 60% and 80%, respectively.
- A student does not re-take the course but rewrites the diploma exam. A higher mark is obtained on the diploma exam.
- Since the diploma exam mark is higher than the school-awarded mark and the student has mature student status, the final course mark will be equal to the diploma exam mark, 85%.

School Year	School Mark	Exam Mark
Best Before September 1, 2015	60	80
Best After September 1, 2015	N/A	85

Blending Timeframe	Blending Rate	Student Mark
Before September 1, 2015	50/50	70
Cross-Over Blending	70/30	68
After September 1, 2015	70/30	N/A
Mature Student	0/100	85

Example 11:

- The student has mature student status as of September 1, 2015.
- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 80% and 60%, respectively.
- A student does not re-take the course but rewrites the diploma exam. A lower mark is obtained on the diploma exam.
- Since the diploma exam mark is not higher than the mark obtained before September 1, 2015, the marks are not eligible for cross-blending.
- The mature status is not applicable because the school mark is higher than the exam mark.
- In this example, the final course mark would remain 70%.

School Year	School Mark	Exam Mark
Best Before September 1, 2015	80	60
Best After September 1, 2015	N/A	55

Blending Timeframe	Blending Rate	Student Mark
Before September 1, 2015	50/50	70
Cross-Over Blending	70/30	N/A
After September 1, 2015	70/30	N/A
Mature Student	0/100	N/A

Example 12:

- The student has mature student status as of September 1, 2015.
- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 80% and 60%, respectively.
- A student re-takes the course but does not rewrite the diploma exam. The student obtains a higher school-awarded mark.
- Since the school-awarded mark is higher than the mark obtained before September 1, 2015, the marks are eligible for cross-blending.
- The mature status is not applicable because the school mark is higher than the exam mark.
- In this example, the final course mark would be 78%.

School Year	School Mark	Exam Mark
Best Before September 1, 2015	80	60
Best After September 1, 2015	85	N/A

Blending Timeframe	Blending Rate	Student Mark
Before September 1, 2015	50/50	70
Cross-Over Blending	70/30	78
After September 1, 2015	70/30	N/A
Mature Student	0/100	N/A

Example 13:

- The student has mature student status as of September 1, 2015.
- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 60% and 80%, respectively.
- A student re-takes the course but does not rewrite the diploma exam. The student obtains a higher school-awarded mark.
- Since the school-awarded mark is higher than the mark obtained before September 1, 2015, the marks are eligible for cross-blending. However, the final mark derived from the 50/50 blend before September 1, 2015 is higher than the other blend scenarios.
- Since the diploma exam mark that was higher than the school-awarded mark was obtained prior to receiving mature student status, the mature status is not applicable to this situation.
- In this example, the final course mark would remain 70%.

School Year	School Mark	Exam Mark
Best Before September 1, 2015	60	80
Best After September 1, 2015	64	N/A

Blending Timeframe	Blending Rate	Student Mark
Before September 1, 2015	50/50	70
Cross-Over Blending	70/30	69
After September 1, 2015	70/30	N/A
Mature Student	0/100	N/A

Example 14:

- The student has mature student status as of September 1, 2015.
- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 80% and 60%, respectively.
- A student re-takes the course but does not rewrite the diploma exam. The student obtains a lower school-awarded mark.
- Since the school-awarded mark is lower than the mark obtained before September 1, 2015, the marks are not eligible for cross-blending.
- The mature status is not applicable because the school mark is higher than the exam mark.
- In this example, the final course mark would remain 70%.

School Year	School Mark	Exam Mark
Best Before September 1, 2015	80	60
Best After September 1, 2015	75	N/A

Blending Timeframe	Blending Rate	Student Mark
Before September 1, 2015	50/50	70
Cross-Over Blending	70/30	N/A
After September 1, 2015	70/30	N/A
Mature Student	0/100	N/A

Field Testing

**NEW Benefits of Field Testing*

How do Field Tests Help Teachers and Students?

Teachers receive each student's marks promptly, gaining useful, immediate information about their students' levels of expertise and knowledge. Students also benefit from writing a test that is similar to the experience of writing a diploma exam. Field tests provide students and teachers with good examples of the style and content of questions that may appear on diploma exams. Finally, because of field testing, students, teachers, and parents can be reassured that the questions on diploma exams have undergone a rigorous process of development, improvement, and validation.

Why are Field Tests Necessary?

Field testing is an absolutely essential stage in the development of fair, valid, and reliable provincial exams. Field testing is basically a process of "testing a test" and "testing questions" before they become part of a diploma exam. Potential diploma exam questions are administered to students in diploma exam courses throughout the province to determine their difficulty level and appropriateness. Ideally, each field test requires a large student sample to provide the exam developers with reliable information (statistical data and written validation comments from teachers and students).

How are Field Test Data Used?

The data received from field tests show the reliability of each question. Sometimes, after one field test round, it is clear that certain questions work very well in terms of fairness, validity, and appropriateness to course content. These questions then move into the diploma exam bank to be used at a future date.

Other questions or sets of questions may not perform as well as we require. These questions are subject to revision and review, then retested in a second or third field test with the aim of generating questions that meet our standards. These changes are influenced by the written comments of students and teachers, who provide valuable advice about the appropriateness of the questions, adequacy of writing time limits, test length, text readability, artwork/graphics clarity and suitability, and question difficulty.

Field Testing

Description of the Field Testing Program

Alberta Education prepares and administers field tests prior to the January and June diploma exam 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 exam. As well, teachers are able to provide comments about potential test questions, thereby contributing to the development of fair, valid, and reliable provincial exams. Teachers are asked to consider the following points when commenting on specific questions and the overall field 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 exams, are designed to assess outcomes from entire programs of study. However, some of the field tests that Alberta Education administers are “unit” tests that assess learning outcomes from only portions or sections of those programs of study.

Diploma exam program field tests are available in paper, digital, or hybrid formats. A hybrid field test consists of sources provided in a paper format while field test questions are accessed and responded to online. The Humanities Diploma Examination Program Field Tests are available in paper, digital, and hybrid formats. The Math/Science Diploma Examination Program Field Tests are available in digital and hybrid formats.

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 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 <http://questaplus.alberta.ca/help/requirements.html>.

Hybrid format field test source materials are mailed to schools and the questions are accessed in the same manner as digital format field tests. Prior to the hybrid format field test, the paper-format source materials must be kept secure by the school principal. After the administration of a hybrid format field test, **teachers must mail the paper-format source materials back to Alberta Education after the 24 hour perusal period.**

Field tests for both the Humanities and Math/Science are not available in special formats. Writing accommodations such as extra time, reader, or scribe may be permitted. If these accommodations are required for paper format field tests, please indicate this at the time of the field test request. In some circumstances, additional field test supervisor support may be required for these instances, and this requires advance notification and planning.

If writing accommodations such as extra time, reader, or scribe are required for **digital or hybrid format** field tests, the school is responsible for providing the necessary support. The extra time accommodation on Quest A+ can be unlocked by using the Supervisor PIN. Additional information regarding this process is included in the Digital Format Field Test Instructions.

All field tests are secure before, during, and after administration.

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.

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. The teacher must submit a request for a field test by the published deadline. **Field test requests can be submitted through an online request system:**
<http://public.education.alberta.ca/FieldTestScheduler> or by using the form located at the bottom of this website:
<http://education.alberta.ca/admin/testing/forms/>.
2. 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 fair, valid and reliable, field tests must be administered under conditions that are similar to the administration of diploma exams. Consequently, all of the directives and rules that are specified in this bulletin for the administration of diploma exams 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 and hybrid 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 and hybrid format field tests must submit a declaration to Alberta Education concerning the security of the testing material and its administration. The declaration is submitted online at this link: <https://questaplus.alberta.ca/teachertools.html>.
5. Teachers whose students are writing paper format field tests must remain present in the exam room for the duration of the field test and are expected 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 paper format field test must occur in the exam room where the field test is being administered.
9. Validation of a digital or hybrid format field test may occur within a 24-hour period following the field test administration. Digital and hybrid format field test contents are secure, and must not be copied or replicated in any manner.
- *NEW** 10. After the 24-hour perusal period, **source material for hybrid format field tests must be mailed back to Alberta Education.**

11. No paper, digital, or hybrid format field test question or answer key may be copied, either by hand or mechanically, for any purpose.
12. 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.
13. Students must be made aware of the purpose and importance of a field test prior to its administration.
14. Students who arrive late are not permitted to write a field test if there is insufficient time to complete it within the scheduled administration time.

Field Test Marking

Machine-scored digital and hybrid format field tests 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. In addition to a raw score, digital and hybrid format field test results will also contain additional information, including the proportion of students in the class who chose each alternative on the multiple-choice items and the proportion who left a numerical-response item blank. The items will be blueprinted to program of studies outcomes so that the teacher can use field test results to learn more about the strengths and weaknesses of their students. Teachers may use this report during the digital or hybrid field test perusal window.

The machine-scored 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.

Field Test Request and Administration Dates

In 2015–2016, Alberta Education will be administering paper, digital, and hybrid format field tests for diploma exam courses within the following timeframes.

Paper Format Field Test Administration Sessions		
	Session 1	Session 2
Year End Field Tests:	<ul style="list-style-type: none"> • December 7–18 • January 4–12 	<ul style="list-style-type: none"> • May 16–June 10

Digital Format Field Test Administration Sessions		
	Session 1	Session 2
Unit Tests:	<ul style="list-style-type: none"> • September 21–December 18 • January 4–27 	<ul style="list-style-type: none"> • February 1–June 27
Year End Field Tests:	<ul style="list-style-type: none"> • December 7–18 • January 4–27 	<ul style="list-style-type: none"> • May 16–June 27

Hybrid Format Field Test Administration Sessions		
	Session 1	Session 2
Year End Field Tests:	<ul style="list-style-type: none"> • December 7–18 • January 4–27 	<ul style="list-style-type: none"> • May 16–June 27

Notes:

- Hybrid format Math/Science field tests are only available for **year-end** field test types.
- Social Studies field tests (paper, hybrid, digital) should only be administered from January 4–12 and June 1–10.
- Requests for **paper and hybrid** format field tests must be submitted to Alberta Education by **October 16** for Session 1 administrations and by **March 18** for Session 2 administrations.
- Requests for **digital** format field tests must be submitted to Alberta Education at least **5 working days** prior to the preferred field test administration date.
- All field test requests that are submitted using the paper-based form must be submitted by **October 16** for Session 1 administrations and by **March 18** for Session 2 administrations. The paper-based field test request form is located at the bottom of this webpage: <http://education.alberta.ca/admin/testing/forms/>.

Participation Approval and Request Process

A 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. If a superintendent has previously provided authorization for Alberta Education to conduct field tests in within his or her school authority, the consent will automatically be carried forward to subsequent years. If a superintendent does not permit its schools to participate in field testing or would like to verify or change the status of authorization, please notify field.test@gov.ab.ca expressing this intention.
2. If a school principal has previously provided consent for teachers within his or her school to participate in the Field Testing Program, the consent will be carried over to subsequent years. If a school principal would like to remove this consent or would like to verify or change the status of consent, please notify field.test@gov.ab.ca expressing this intention.
 - 2.1. Via the Extranet, Principals authorize individual teachers to access the Field Test Request System. When teachers sign up for the Field Test Request System service, an email will be sent to the Principal indicating authorization is required.
 - 2.2. If a Principal has previously provided authorization for a teacher to access the Field Test Request System, the authorization will be carried forward indefinitely. Via the Field Test Request System, a Principal can remove authorization for a teacher to access this application.
 - 2.3. At any time, Principals can monitor field test requests for the school via the Extranet.
3. Teachers submit field test requests:
 - 3.1. Self-service: Field test requests are submitted using the Field Test Request System.
<http://public.education.alberta.ca/FieldTestScheduler>
 - 3.2. Paper-based process: Teachers may also request field tests by submitting a field test request form. The field test request form is located at the bottom of this webpage:
<http://education.alberta.ca/admin/testing/forms/>.
 - 3.3. Two field test sessions are run within each school year, September-January (Session 1) and February-June (Session 2). Schools must submit separate field test requests for each of these field test sessions.
 - 3.4. Teachers who intend on requesting field tests either through the self-service or field test request form processes must obtain an Alberta Education account. Instructions regarding this process can be found at this link: <http://goo.gl/aTGB8F>.

4. Alberta Education schedules field test placements:
 - 4.1. Submitted field test requests are reviewed.
 - 4.2. The individual field test requests are reviewed to determine if (a) they match the participation requirements and (b) there are any available field tests for administration; where a match is found, a field test placement is scheduled.

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 email to selected teachers communicating pertinent details of the paper-format field test.
 - 5.2. When **digital** and **hybrid** format field tests are placed, 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 or hybrid format field test. For hybrid field tests, Alberta Education will send information regarding the shipment of paper-format source materials.
 - 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

August 31, 2015	First day teachers may submit Session 1 and Session 2 paper, digital, and hybrid format field test requests. Field test requests are submitted via the <i>Field Test Request Application</i> or by using the Field Test Request Form.
October 16, 2015	Last day for teachers to submit Session 1 paper or hybrid format field test requests.
March 18, 2016	Last day for teachers to submit Session 2 paper or hybrid format field test requests.

Note: Requests for **digital-format unit and year-end field tests** must be submitted at least five business days prior to the preferred field test administration date.

Please also refer to the Field Test Request and Administration Dates on page 6 of this section for dates when field tests will be administered.

Resources—Printed and Web Documents

Diploma Exam Administration Forms	All forms related to the administration of diploma exams in 2015–2016 (see <i>Exam Administration Forms</i> section) are available from the Alberta Education website at http://education.alberta.ca/diploma-exam-administration/forms/ .
Information for Students Planning to Write Diploma Exams	The <i>Information for Students Planning to Write Diploma Examinations</i> 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/writing-diploma-exams/diploma-exam-faqs/ .
Information for Parents About Writing Diploma Exams	The <i>Information for Parents About Writing Diploma Examinations</i> brochure is a document that answers general questions and addresses concerns that parents may have about the Diploma Examinations Program. Copies are available on the Alberta Education website at http://education.alberta.ca/writing-diploma-exams/diploma-exam-faqs/ .
Subject Information Bulletins	Diploma exams are based on the Alberta's provincially mandated Programs of Study. At the start of each school year, Alberta Education makes available subject information bulletins. The bulletins provide detailed descriptions of the exams, 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. The Math and Sciences information bulletins at http://education.alberta.ca/science-10-12/diploma-exam-info/ ; the English Language Arts information bulletins at http://education.alberta.ca/english-language-arts-10-12/diploma-exam-info/ ; and the Social Studies information bulletins at http://education.alberta.ca/social-studies-10-12/diploma-exam-info/ . 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 exams. The Data Booklets may be retained at the school after the administration of both parts of the exam.
Released and Unsecured Diploma Exam Materials	The written-response part of some humanities diploma exams, i.e., Part(ie) A, are released immediately following their administration in the January and June sessions (see <i>Security & Examination Rules</i> section for further details). Unused copies of released Part(ie) A diploma exams, and other non-secure exam materials such as data booklets, may be kept in the schools following administration.
Released Items and Diploma Exams	Occasionally, entire diploma exams or selected items from previously secured diploma exams are released. Because of third-party copyright issues, all released humanities item sets or exams are distributed to schools in a paper

format document. Released mathematics and science diploma exams or item sets are posted to the Alberta Education website at <http://education.alberta.ca/writing-diploma-exams/diploma-exam-exemplars/> and are available at <http://questaplus.alberta.ca>.

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

Information of importance to teachers and students writing mathematics and diploma exams is available on the Alberta Education website at <http://education.alberta.ca/science-10-12/diploma-exam-info/> (see *Information for all Science Diploma Exams*). This information addresses issues and concerns specific to mathematics and science diploma exams 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 their diploma exams. These documents are available on the Alberta Education website at <http://education.alberta.ca/writing-diploma-exams/guides-for-students/>.

Examples of the Standards for Students' Writing

Occasionally, examples of student responses to written response questions on Part(ie) A portions of humanities diploma exams 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 exams 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 exam assignments.

On-line Services for Students

Alberta students can save time by accessing on-line student services at <http://education.alberta.ca/transcripts/overview/>.

These on-line services include:

- requesting an official high school transcript.

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

These on-line services include:

- applying for post-secondary admission
- applying for Alberta student financial assistance.

Exam Administration Forms

Nature and Purpose of Exam Administration Forms

School administrators, exam supervisors, and students/examinees are required to complete and submit a variety of forms before, during, and/or after each diploma exam administration session. The purpose of completing and submitting these forms is to initiate an exam administration related process and/or to enable one to occur.

All diploma exam administration forms are **deadline sensitive** because their submission has consequences related to the production, scheduling, and delivery of exam 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 exam-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 Exam Form Types and Names

Diploma exam 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 Exam Registration/Rewrite Fee Payment Form*
 - b. *Diploma Exam Rescore Application Form*
2. Forms that relate to special cases and circumstances
 - a. *Request for Special Format Materials and School Authority Approved Accommodations*
 - b. *Application for Accommodations for Students with Special Diploma Exam Writing Needs*
 - c. *Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam*
 - d. *Accommodation Request Transfer Form*
 - e. *Notification of Separate Writing*
 - f. *Application to Serve as a Special Writing Centre Supervisor*
 - g. *Registration to Write a Diploma Exam at a Special Writing Centre*
 - h. *Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Special Writing Centre*
 - i. *Application to Establish a Pre-Approved Distance Learning Special Writing Centre*
 - j. *Application to Serve as a Distance Learning Special Writing Centre Supervisor*

- k. *Registration to Write a Diploma Exam at a Distance Learning Special Writing Centre*
 - l. *Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Distance Learning Special Writing Centre*
 - m. *Request for Exemption from Writing Diploma Exams*
 - n. *Examinee Appeal Form: Eviction from a Diploma Exam*
 - o. *Examinee Appeal Form: Invalidation of a Diploma Exam*
3. Forms commonly completed by administrators, exam supervisors, and other personnel before or after a diploma exam administration
- a. *Request for Supplemental Shipment Form*
 - b. *Diploma Exam Special Format Practice Test Order Form*
 - c. *Statement of Scribe, Reader, and/or Interpreter and Exam Supervisor*
 - d. *Principal's Statement*
 - e. *List of Students*

**Field Test Form
Type and Name**
***NEW**

The following form is used in relation to the requesting of field tests:

- 1. *Field Test Request Form*

Form Availability

All forms and links related to the administration of diploma exams in 2015–2016 are available from the Alberta Education website at <http://education.alberta.ca/diploma-exam-administration/forms/>.

Sample Diploma Exam 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 exams in 2015–2016.

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://education.alberta.ca/diploma-exam-administration/forms/>.

**Diploma Exam Registration/
Rewrite Fee Payment Form**
***NEW**

The [Diploma Exam Registration/Rewrite Fee Payment Form](#) is deadline sensitive and to be used by students/examinees who intend to:

- write a diploma exam for the first time in a course for which they are **not currently receiving instruction**.

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

- rewrite a diploma exam that was previously written any time since September 1, 2013 and where payment is required and who are not able to use the on-line system to make payment for the rewrite.



Diploma Exam Registration/Rewrite Form
November 2015

The personal information as defined in the Freedom of Information and Protection of Privacy Act (FOIPPA) that is collected on this form is collected pursuant to section 33(c) of the FOIPPA Act. The purpose of this collection will be used to administer and process the writing and/or rewriting of the diploma exam. Questions about the collection of this information may be directed to the Director, Exam Administration at 780 427-0010 or Toll free outside of Edmonton within Alberta by first dialing 310-0000.

Rewrite registration and payment can be completed online using myPass: myPass.alberta.ca

NOTE: All persons writing a diploma examination **must** provide a valid Alberta Student Number.

Student Personal Information (Please PRINT)

Surname (Last Name)		Given Name(s)	
Previous Names (if applicable)		Date of Birth (yyyy/mm/dd)	Gender
Alberta Student Number	Phone Number	Email Address	
Current Mailing Address			
City/Town	Province	Postal Code	

Please update my current mailing address.

Select the Diploma Exam and Language of choice (X)	First Time		Rewrite
	English	French	
			Writing
Biology 30			
Chemistry 30			
English Language Arts 30-1			
English Language Arts 30-2			
Français 30-1			
French Language Arts 30-1			
Mathematics 30-1			
Mathematics 30-2			
Physics 30			
Science 30			
Social Studies 30-1			
Social Studies 30-2			

*Humanities exams consist of 2 parts: Part A is the Written Response component and Part B is the Multiple Choice component.

NOTE: You must contact the principal/designate of the school at which you intend to write. Requests for use of a computer should be made with the staff at the writing centre well in advance of the writing date. You must notify and provide the Chief Supervisor with official evidence of accommodations approved for provincial exams for the current school year. Accommodation information can be found at: http://education.alberta.ca/media/15307902/2015-16-dip-gib-entire_20150923.pdf Some schools may not be able to accommodate your request for computer or accommodations.

- Are you currently receiving course instruction for this diploma exam? Yes No
If yes, please provide name of school: _____
- **You must provide** the Writing Centre where you intend to write the exam:
Writing Centre Name: _____ Code: _____

I have permission from the school principal or assistant principal of the writing centre to write at this centre.

A non-refundable and non-transferrable to other exam sessions fee of \$26.25 is required if you are a rewriter (\$50.00 for Foreign students). Only cheques or money order in Canadian dollars are accepted made payable to **Government of Alberta**. Rewrite registrations received without payment will be rejected. **Faxes are not acceptable.**


There is no payment if you are writing for the first time.

This form must be mailed to:

Alberta Education
PASI and Student Records
2nd Floor, 10044 - 108 Street
Edmonton, AB T5J 5E6

**Diploma Exam
Rescore
Application Form**
***NEW**

The [Diploma Exam Rescore Application Form](#) is deadline sensitive and to be used by students/examinees who want to have one or more diploma exams rescored and who are not able to use the on-line system to make payment for the rescore.



Diploma Exam Rescore Application Form 2015–2016
Rescore Application and payment can be completed online using [myPass](#).

ALBERTA STUDENT NUMBER	<input type="text"/>	Rescore Application Deadlines: November 2015 rescore—December 4, 2015 January 2016 rescore—March 1, 2016 April 2016 rescore—May 6, 2016 June 2016 rescore—August 5, 2016 August 2016 rescore—September 2, 2016					
SURNAME	<input type="text"/>						
LEGAL FIRST AND MIDDLE NAMES	<input type="text"/>						
OTHER NAME(S) KNOWN BY	<input type="text"/>						
BIRTH DATE	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">Year</td> <td style="text-align: center;">Month</td> <td style="text-align: center;">Day</td> </tr> <tr> <td style="text-align: center;">(e.g., 96 Jul 20)</td> <td></td> <td></td> </tr> </table>		Year	Month	Day	(e.g., 96 Jul 20)	
Year	Month	Day					
(e.g., 96 Jul 20)							
E-MAIL	<input type="text"/>						

Select the Diploma Exam(s) that you want rescored.	Select the exam session in which it was written.	Important
Biology 30 <input type="checkbox"/>	November <input type="checkbox"/> January <input type="checkbox"/> April <input type="checkbox"/> June <input type="checkbox"/> August <input type="checkbox"/>	<p>Exam Administration must receive this rescore request by the deadline date specified above.</p> <p>Rescore requests will be denied if the examinee fails to:</p> <ul style="list-style-type: none"> • submit payment • sign the Declaration <p>I am requesting the rescoring of _____ diploma exams, at \$26.25 (includes GST) each, for a total of \$_____.</p> <p>Declaration: I acknowledge that a rescore mark will be the final mark for that particular exam whether the mark is raised, lowered, or remains the same.</p> <p style="text-align: center;">_____ Signature of Student (Required)</p> <p style="text-align: center;">_____ Signature of Parent/Guardian (if student is under 18 yrs of age)</p> <p style="text-align: center;">_____ Date</p>
Chemistry 30 <input type="checkbox"/>		
ELA 30–1 <input type="checkbox"/>		
ELA 30–2 <input type="checkbox"/>		
Français 30–1 <input type="checkbox"/>		
French Language Arts 30–1 <input type="checkbox"/>		
Mathematics 30–1 <input type="checkbox"/>		
Mathematics 30–2 <input type="checkbox"/>		
Physics 30 <input type="checkbox"/>		
Science 30 <input type="checkbox"/>		
Social Studies 30–1 <input type="checkbox"/>		
Social Studies 30–2 <input type="checkbox"/>		

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 rescoring of diploma exam(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).

Payment

Payment must be made by cheque/money order made payable to the **Government of Alberta**. Do not postdate the cheque/money order. Do not send cash by mail.

Submit this form and the rescore fee(s) by mail to:
 Exam Administration Branch
 6th Floor, 44 Capital Boulevard
 10044 – 108 Street, Edmonton, TSJ 5E6
 Phone: 780-492-1400


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

Please email or fax a COPY of the form to
Email: exam.admin@gov.ab.ca
Fax: 780-492-1451

Request for Special Format Materials and School Authority Approved Accommodations

The [Request for Special Format Materials and School Authority Approved Accommodations](#) form is deadline sensitive and to be used by process managers to notify to request special format materials and notify Alberta Education of approved accommodations at the school-authority level. Before submitting this form to Alberta Education, the process manager must **have already applied for and received superintendent approval** for the student to use the special format material and accommodation in question (see *Diploma Exam Accommodations* section).

REQUEST FOR SPECIAL FORMAT MATERIALS and School-Authority Approved Diploma Exam Accommodations



Diploma Examination Program 2015–2016

Session: November January April June August

SCHOOL: _____ SCHOOL CODE: _____

JURISDICTION: _____ JURISDICTION CODE: _____

NAME OF PERSON PLACING ORDER (PLEASE TYPE): _____

EMAIL OF PERSON PLACING ORDER (PLEASE TYPE): _____

For each subject, indicate the types and quantities of accommodations and special format materials required (accommodations, non-SFM type are tracked for reporting purposes):

Please annotate any Special Format Materials in French (F)


Accommodation	ELA 30-1	ELA 30-2	Social 30-1	Social 30-2	Français 30-1	ELA 30-1	Bio 30	Chem 30	Math 30-1	Math 30-2	Physics 30	Science 30
CD1 (visual impairment)												
CD2 (learning or physical disability)												
MP3*												
Extra writing time												
Frequent breaks												
Scribe												
Large print												
Braille												
Reader												
Sign-language interpreter												
Recorded response												
Franklin Language Master												
Text-to-Speech												
Speech-to-Text												
Ambient Noise												

*Only 1 MP3 file/test will be sent as it can be distributed to a number of devices or via a network.

Page 1 of 2

Application for Accommodations for Students with Special Diploma Exam Writing Needs

The [Application for Accommodations for Students with Special Diploma Exam Writing Needs](#) form is deadline sensitive and to be used by process managers, 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 [Diploma Exam Accommodations](#) section).



Application for Accommodations for Students with Special Diploma Exam Writing Needs 2015–2016

ALBERTA STUDENT NUMBER

SURNAME

LEGAL FIRST AND MIDDLE NAMES

BIRTH DATE

Year	Month	Day
------	-------	-----

 SEX
 M–Male
F–Female
 TELEPHONE

(e.g., 95 Jul 20)

PERMANENT ADDRESS

Appt/Street/Avn/Rd. Box/Route

Village/Town/City

Province Postal Code

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

November 2015; deadline for application: October 7, 2015
 June 2016; deadline for application: April 14, 2016
 January 2016; deadline for application: November 2, 2015
 August 2016; deadline for application: July 4, 2016
 April 2016; deadline for application: March 7, 2016

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. 9 Sign Language Interpreter
No. 2 CD for Students with Learning or Physical Disability	No. 10 Recorded Response
No. 3 Extra Time	No. 11 Franklin Language Master
No. 4 Frequent Breaks	No. 12 Coloured Paper
No. 5 Scribe	No. 13 Text-to-speech software
No. 6 Large print	No. 14 Speech-to-text software
No. 7 Braille	No. 15 Ambient noise
No. 8 Reader	No. 16 Miscellaneous (specify) _____


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

- School where the course(s) are or were taken
 School Name _____ School Code: _____
- Writing centre where the exam(s) will be written.
 Writing Centre Name _____ School Code: _____

Page 1 of 2

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

The [Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of A Diploma Exam](#) form is to be used when a student/examinee is requesting an exemption on the basis of an acute medical illness. If a student with a chronic condition has an acute episode, this form is also used (see *Special Cases* section).



Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam

To Be Completed by the Student/Patient

Student/Patient's First and Last Name _____

Student/Patient's Alberta Student Number (ASN) _____

Student/Patient's School Name and School Code _____

Parent (Guardian) First and Last Name _____

S P/G

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 **will be denied** if I/we refuse to authorize the release of relevant personal medical information.

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 exam(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).

The information provided to the physician to enable the accurate completion of this confirmation form is true and complete.

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

To Be Completed by the Physician

Part 1: Symptoms, Diagnosis, Treatment, Prognosis

1. Date and time of the medical appointment

2. Major symptoms reported by the patient and reported date of onset of those symptoms

3. Major symptoms clinically observed

4. Diagnosis


5. Treatment plan (e.g. medications) and prognosis relative to the Diploma Exam administration schedule

Diploma exam schedules for the 2015–2016 school year can be found in the *Schedules & Significant Dates* section of the Diploma Examination Program *General Information Bulletin*. This document is available on the Alberta Education website at: <http://education.alberta.ca/admin/testing/diplomaexams/diplomabulletin.aspx>.

Page 1 of 2

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 Exam Writing Needs* form or an *ESL/Francisation Request for Extra Time to Write a Diploma Exam* form has been submitted for the course in which he/she was originally registered.



Accommodation Request Transfer Form 2015–2016

ALBERTA STUDENT NUMBER

SURNAME

LEGAL FIRST AND MIDDLE NAMES

BIRTH DATE

Year	Month	Day
------	-------	-----

 SEX M-Male F-Female TELEPHONE

(e.g., 95 Jul 20)

E-mail ADDRESS

Note: This form should only be submitted when a student has transferred courses after the accommodation request deadline. Submission of this form will ensure that the student receives the special format materials, which were requested earlier, for the correct diploma exam.

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

<input type="checkbox"/> November 2015 Administration October 8, 2015	<input type="checkbox"/> January 2016 Administration November 17, 2015	<input type="checkbox"/> April 2016 Administration March 12, 2016
<input type="checkbox"/> June 2016 Administration April 23, 2016	<input type="checkbox"/> August 2016 Administration July 5, 2016	

Student was originally registered in [please check <input type="checkbox"/>]: <input type="checkbox"/> Social Studies 30–1 <input type="checkbox"/> Social Studies 30–2 <input type="checkbox"/> English Language Arts 30–1 <input type="checkbox"/> English Language Arts 30–2 <input type="checkbox"/> Mathematics 30–1 <input type="checkbox"/> Mathematics 30–2 <input type="checkbox"/> Other (Specify): _____	Student has transferred to [please check <input type="checkbox"/>]: <input type="checkbox"/> Social Studies 30–1 <input type="checkbox"/> Social Studies 30–2 <input type="checkbox"/> English Language Arts 30–1 <input type="checkbox"/> English Language Arts 30–2 <input type="checkbox"/> Mathematics 30–1 <input type="checkbox"/> Mathematics 30–2 <input type="checkbox"/> Other (Specify): _____
---	---

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 exam(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
 Phone: (780) 427-0010 Fax: (780) 492-1153
 To be connected toll-free within Alberta, dial 310-0000

Notification of Separate Writing

The *Notification of Separate Writing* form is used when a student/examinee needs to notify Alberta Education that he/she has written the Part(ie) A and B portions of a humanities (i.e., English, Français, or French language arts, or social studies) diploma exam in different administration sessions (see *Special Cases* section).



Notification of Separate Writing
For Part A/B of the Humanities Diploma Exams

ALBERTA STUDENT NUMBER

SURNAME

LEGAL FIRST AND MIDDLE NAMES

BIRTH DATE

Year	Month	Day
------	-------	-----

 SEX M-Male F-Female TELEPHONE

(e.g., 95 Jul 20)

PERMANENT ADDRESS
Ap/US/Intl/Avail/F.O. Box/Route

Village/Town/City

Province Postal Code

School: _____
(Name) (School Code) (City/Town)

Indicate at which session the written part was completed and when the missed part will be written.

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

Reason for separate writing (Please be specific): _____

Note: The missing part of a diploma exam must be written within one year of the writing of the first part.

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 exam(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 Exam Registration Form* must be submitted, prior to writing the missed part of an exam.

This form must be submitted to:

Alberta Education, Exam Administration
 44 Capital Blvd.
 10044 – 108 Street
 Edmonton AB T5J 5E6

E-mail: exam.admin@gov.ab.ca
 Phone: (780) 427-0010 Fax: (780) 492-1451
 To be connected toll-free within Alberta, dial 310-0000

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 exam outside of the province on behalf of a student who is **receiving instruction** for a course **within Alberta** (see *Special Cases* section). This form must be submitted with the [Registration to Write a Diploma Exam at a Special Writing Centre](#); and [Teacher Confirmation of Student Readiness to Write A Diploma Exam at a Special Writing Centre](#) forms.

<i>Application to Serve as a Special Writing Centre Supervisor 2015–2016</i>		 Alberta Education																		
1. Student Information STUDENT'S ALBERTA STUDENTNUMBER <input style="width: 100%;" type="text"/> STUDENT'S FIRST NAME AND SURNAME <input style="width: 100%;" type="text"/>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">For Office Use Only</p> <p>Approved <input type="checkbox"/> Denied <input type="checkbox"/></p> <p>Signature _____ SWC# _____</p> <p>SWCE# _____ SWCS# _____</p> </div>																			
2. Applicant's Name and Contact Information at the Proposed Special Writing Centre																				
<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																				
<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																				
3. Confirmation of Ability to Serve as a Special Writing Centre Supervisor																				
<input type="checkbox"/> I fluently read and write the language of the exam(s) to be administered (English and/or French, depending on the exam)																				
<input type="checkbox"/> I have read and understand the directives, rules, and procedures associated with the establishment and writing of a diploma exam at a Special Writing Centre																				
I have reviewed the diploma exam schedule for the session in which the student is proposed to write, and will be available to:																				
<input type="checkbox"/> receive all diploma exam materials in the two week period prior to the scheduled diploma exam date																				
<input type="checkbox"/> administer the designated exam(s) on the officially scheduled day(s) and time(s)																				
<input type="checkbox"/> package and return all diploma exam materials to Alberta Education, as per the published deadlines for those returns																				
4. Proposed Special Writing Centre Site Information																				
<input type="checkbox"/> Space appropriate for the secure and appropriate storage and administration of diploma exams is available at my place of employment, which has been identified above																				
Detailed description of the proposed secure storage site (include room or office number):																				
<hr/> <hr/> <hr/> <hr/>																				
<input type="checkbox"/> Photograph(s) of the proposed secure storage site are attached																				
Detailed description of the room where the exam(s) would be securely and appropriately administered (include room or office number):																				
<hr/> <hr/> <hr/> <hr/>																				
<input type="checkbox"/> Photograph(s) of the proposed secure exam writing room are attached.																				
<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																				
First Name and Surname of Person Authorized to Approve the Use of This Space		Title/Role in the Organization																		
Telephone Number		Email Address																		
<i>Page 1 of 2</i>																				

Registration to Write a Diploma Exam at a Special Writing Centre

The [Registration to Write a Diploma Exam 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 exam at a Special Writing Centre (see *Special Cases* section). This form must be submitted with the *Application to Serve as a Special Writing Centre Supervisor*; and [Teacher Confirmation of Student Readiness to Write A Diploma Exam at a Special Writing Centre](#) forms.

**Registration to Write a Diploma Exam at Special Writing Centre
2015-2016**

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
Apartment/Unit/F.O. Box/Route

Village/Town/City

Province Postal Code

STUDENT E-mail ADDRESS

PARENT e-mail ADDRESS

For Office Use Only

SWCE#

SWCS#

SWC#

Approved All Partial

Denied

Signature _____

2. Exam administration session for which this registration applies and application deadlines

November 2015; deadline for application: October 1, 2015 **June 2016**; deadline for application: April 14, 2016

January 2016; deadline for application: October 29, 2015 **August 2016**; deadline for application: July 4, 2016

April 2016; deadline for application: February 24, 2016

3. Exam(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"/> 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"/> Mathematics 30-1
<input type="checkbox"/> FLA 30-1 Pt. B		<input type="checkbox"/> <input type="checkbox"/> Mathematics 30-2
<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 exam(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 Exam form is attached for each course listed above

5. Course completion information for exam(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) _____


Page 1 of 3

Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Special Writing Centre

The [Teacher Confirmation of Student Readiness to Write a Diploma Exam 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 exam at a Special Writing Centre (see *Special Cases* section). This form must be submitted with the [Application to Serve as a Special Writing Centre Supervisor; and Registration to Write a Diploma Exam at a Special Writing Centre](#) forms.

Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Special Writing Centre 2015–2016

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 exam at a Special Writing Centre



1. Exam administration session for which this confirmation applies:

November 2015
 January 2016
 April 2016
 June 2016
 August 2016

2. Student Information

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"/>					
LEGAL FIRST AND MIDDLE NAMES	<input type="text"/>					
CURRENT ADDRESS	<input type="text"/>					
	<input type="text"/>					
	<input type="text"/>					
	<input type="text"/>					

For Office Use Only

SWCE#

SWCS#

SWC#

Signature

3. Student's Course Progress Information

COURSE NAME	<input type="text"/>	SCHOOL FINAL EXAM DATE	Day and Month <input type="text"/>	DIPLOMA EXAM DATE	Day and Month <input type="text"/>
COURSE ENROLMENT DATE	Month and Year <input type="text"/>	% 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 exam mark if the exam is written in the proposed exam writing session	<input type="checkbox"/> <input type="checkbox"/>

4. Teacher Declaration and Information

This student's reason for being out of the province when the aforementioned diploma exam is scheduled to be written meets the criteria that would enable him/her to be approved to establish a Special Writing Centre
 I support this student's request to write the aforementioned diploma exam at a Special Writing Centre
 If this student is approved to write the aforementioned diploma exam at the requested exam administration session and Special Writing Centre, I will submit his/her final school awarded mark for that course by the published submission deadline date
 I have discussed the information I am providing on this form with the student before submitting my response

Teacher's First Name Teacher's Surname School Name and School Code

Telephone Number Email Address

Teacher's Signature Date

5. Principal's Information

Principal's Name Principal's Signature Date

Telephone Number Email Address

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 exam(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).


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

specialcases@gov.ab.ca
Phone: (780) 427-0010 Fax: (780) 492-1153
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 exam course through **distance learning outside Alberta** (see *Special Cases* section). This form must be submitted with the [Application to Serve as a Distance Learning Special Writing Centre Supervisor](#) form.

Application to Establish a Pre-Approved Distance Learning Special Writing Centre 2015–2016



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 exam 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 Appt/Street/Box/P.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# _____

SWC# _____

3. Diploma exam 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"/> Science 30		
<input type="checkbox"/> Social Studies 30–1			<input type="checkbox"/> Mathematics 30–1		
<input type="checkbox"/> Social Studies 30–2			<input type="checkbox"/> Mathematics 30–2		

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

**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 exam outside of the province on behalf of a student who is registering to take a diploma exam course through **distance learning outside Alberta** (see *Special Cases* section). This form must be submitted with the [Application to Establish a Pre-Approved Distance Learning Diploma Exam Special Writing Centre](#) form.

<p><i>Application to Serve as a Distance Learning Special Writing Centre Supervisor 2015–2016</i></p>										
<p>1. Student Information</p> <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>	<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>2. Proposed Diploma Exam Session for Which This Request Applies (Month/Year) _____</p>										
<p>3. Applicant's Name and Contact Information at the Proposed Special Writing Centre</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>4. Confirmation of Ability to Serve as a Special Writing Centre Supervisor</p> <p><input type="checkbox"/> I fluently read and write the language of the exam(s) to be administered (English and/or French, depending on the exam)</p> <p><input type="checkbox"/> I have read and understand the directives, rules, and procedures associated with the establishment and writing of a diploma exam at a Special Writing Centre</p> <p>I have reviewed the diploma exam 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 exam materials in the two week period prior to the scheduled diploma exam date</p> <p><input type="checkbox"/> administer the designated exam(s) on the officially scheduled day(s) and time(s)</p> <p><input type="checkbox"/> package and return all diploma exam materials to Alberta Education, as per the published deadlines for those returns</p>										
<p>5. Proposed Writing Centre</p> <p><input type="checkbox"/> Space that will enable the secure and appropriate storage and administration of diploma exams is available at the proposed Special Writing Centre Supervisor's place of employment, which is 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 exam(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 exam 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>_____ Title/Role in the Organization</p>								
<p><i>Page 1 of 2</i></p>										

Registration to Write a Diploma Exam at a Distance Learning Special Writing Centre

The [Registration to Write a Diploma Exam at a Distance Learning Special Writing Centre](#) form is deadline sensitive and to be used by a student who is taking a diploma exam course through **distance learning outside Alberta** and is requesting to write his/her diploma exam at a pre-approved Distance Learning Special Writing Centre (see *Special Cases* section). This form must be submitted with the [Teacher Confirmation of Student Readiness to Write A Diploma Exam at a Distance Learning Special Writing Centre](#) form.

Registration to Write a Diploma Exam at a Distance Learning Special Writing Centre 2015–2016

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

 SEX (M/F)

LEGAL FIRST AND MIDDLE NAMES

PERMANENT ADDRESS

apt/Street/Ave/F St. 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. Exam administration session for which this registration applies

November 2015; deadline for application: October 1, 2015 June 2016; deadline for application: April 14, 2016

January 2016; deadline for application: October 29, 2015 August 2016; deadline for application: July 4, 2016

April 2016; deadline for application: February 24, 2016

3. Exam(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"/> Social Studies 30–1 Pt. A	<input type="checkbox"/> Biology 30
<input type="checkbox"/> ELA 30–1 Pt. B	<input type="checkbox"/> Social Studies 30–1 Pt. B	<input type="checkbox"/> Chemistry 30
<input type="checkbox"/> ELA 30–2 Pt. A	<input type="checkbox"/> Social Studies 30–2 Pt. A	<input type="checkbox"/> Physics 30
<input type="checkbox"/> ELA 30–2 Pt. B	<input type="checkbox"/> Social Studies 30–2 Pt. B	<input type="checkbox"/> Science 30
<input type="checkbox"/> FLA 30–1 Pt. A		<input type="checkbox"/> Mathematics 30–1
<input type="checkbox"/> FLA 30–1 Pt. B		<input type="checkbox"/> Mathematics 30–2
<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 exam(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 Exam form is attached for each course listed above

5. Course completion information for exam(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 Exam at a Distance Learning Special Writing Centre

The [Teacher Confirmation of Student Readiness to Write a Diploma Exam 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 exam course through **distance learning outside Alberta** and is requesting to write his/her diploma exam at a pre-approved Distance Learning Special Writing Centre (see *Special Cases* section). This form must be submitted with the [Registration to Write a Diploma Exam at a Distance Learning Special Writing Centre](#) form.



Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Distance Learning Special Writing Centre 2015–2016

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 exam at a pre-approved Special Writing Centre

1. Exam Administration session for which this confirmation applies

November 2015
 January 2016
 April 2016
 June 2016
 August 2016

2. Student Information

ALBERTA STUDENT NUMBER	<input type="text"/>	BIRTH DATE	Year	Month	Day	SEX (M/F)	<input type="checkbox"/>
SURNAME	<input type="text"/>						
LEGAL FIRST AND MIDDLE NAMES	<input type="text"/>						
CURRENT ADDRESS	<input type="text"/>						
	<input type="text"/>						
	<input type="text"/>						
	<input type="text"/>						

For Office Use Only

SWCE#

SWCS#

PSWC#

Signature

3. Student's Course Progress Information

COURSE NAME	<input type="text"/>	SCHOOL FINAL EXAM DATE	Day and Month	DIPLOMA EXAM DATE	Day and Month
COURSE ENROLMENT DATE	<input type="text"/>	% 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 exam mark if the exam is written in the proposed exam writing session	<input type="checkbox"/>	<input type="checkbox"/>

4. Teacher Declaration

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 exams at a Special Writing Centre.

I support this student's request to write the aforementioned diploma exam at the proposed writing session

If this student is approved to write the aforementioned diploma exam at the requested exam administration session and Special Writing Centre, I will submit his/her final school awarded mark for that course by the published submission deadline date

I have discussed the information I am providing on this form with the student before submitting my response

Teacher's First Name
 Teacher's Surname
 School Name and School Code

Telephone Number
 Email Address

Teacher's Signature
 Date

5. Principal's Information

Principal's Name
 Principal's Signature
 Date

Telephone Number
 Email Address


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 exam(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).

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

specialcases@gov.ab.ca
 Phone: (780) 427-0010 Fax: (780) 492-1153
 To be connected toll-free within Alberta, dial 310-0000

Request for Exemption from Writing Diploma Exams

The [Request for Exemption from Writing Diploma Exams](#) form is deadline sensitive and to be used when a student/examinee or group of students need to request an exemption or partial exemption from writing a diploma exam (see *Special Cases* section).



Request for Exemption from Writing Diploma Exams

Student Information:

ALBERTA STUDENT NUMBER

SURNAME

LEGAL FIRST AND MIDDLE NAMES

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

(e.g., 89 Jul 20)

PERMANENT ADDRESS Apt/Street/Ave/F.O. Box/Route

Village/Town/City

Province Postal Code

E-mail ADDRESS

Indicate the administration that this request applies to by marking with a check (✓).

November 2015
 January 2016
 April 2016
 June 2016
 August 2016

If a community crisis has impacted a group of students, please submit one Request for Exemption form with a list of students (Alberta Student Number, Last Name, First Name).

Reason for Exemption Request:
 (see *Special Cases* Section regarding Exemptions)

- Medical (eg. Acute Illness, Surgery/Critical Treatment, acute episode of chronic condition; attach the *Physician Confirmation Form*)
- Inclement Weather (attach *supporting documentation*)
- Administrative Error (attach *copy of Principal's Statement*)
- Court appearance (attach *supporting documentation*)
- Bereavement _____ (Relationship to Student) (attach *supporting documentation*)
- Other: (Specify) _____ (attach *supporting documentation*)

To be completed by PRINCIPAL or designate:

I, _____ am aware of this student's circumstance related to the request for exemption.
Name / Role (Please Print)

Based on that knowledge, the diploma exam exemption criteria, and the belief that this request is consistent with those principles and rules, as well as other supporting information provided or attached to this form, I recommend that he/she:


- be granted an exemption from writing the _____ diploma exam(s)
- be granted a partial exemption from writing the Part(ie) A or B _____ diploma exam(s)

If the student plans to write the exam at a later administration, he/she must register for that administration.

Page 1 of 2

Examinee Appeal Form: Eviction from a Diploma Exam

The [Examinee Appeal Form: Eviction from a Diploma Exam](#) form is deadline sensitive and to be used by students/examinees who want to appeal an eviction from a diploma exam (see *Security & Exam Rules* section).



Examinee Appeal Form

Eviction from a Diploma Exam

Student's Name: _____ Alberta Student Number: _____

Appellant's Name: _____ Tel. No.: _____

Mailing Address: _____

Appeal:

Exam and Date Written: _____

What events led to the eviction from the diploma exam and on what basis are you appealing that eviction? (Attach addition sheets if more space required)

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 eviction to:

Dan Karas, Director
 Exam Administration, Alberta Education,
 Mailing Address: 6th Floor, 44 Capital Boulevard
 10044 – 108 Street, Edmonton AB T5J 5E6

Fax: (780) 492-1451
 Email: Dan.Karas@gov.ab.ca

**Examinee Appeal Form:
Invalidation of a Diploma Exam**

The [Examinee Appeal Form: Invalidation of a Diploma Exam](#) form is deadline sensitive and to be used by students/examinees who want to appeal an invalidation of a diploma exam (see *Security & Exam Rules* section).



Examinee Appeal Form

Invalidation of a Diploma Exam

Student's Name: _____ Alberta Student Number: _____

Appellant's Name: _____ Tel. No.: _____

Mailing Address: _____

Appeal:

Exam and Date Written: _____

What events led to the invalidation of the diploma exam and on what basis are you appealing that invalidation? (Attach addition sheets if more space required)

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 30 days** of written notice of the invalidation to:


Ellen Hambrook, Assistant Deputy Minister
Student Learning Standards Division, Alberta Education,
Mailing Address: 8th Floor, 44 Capital Boulevard
10044 – 108 Street, Edmonton AB T5J 5E6

Fax: (780) 422-1400
Email: louise.antoine@gov.ab.ca

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 exam materials (see *Administration Directives, Guidelines, & Procedures* section).

Request for Supplemental Shipment Form
Diploma Exams 2015–2016



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) _____

Authority Code: _____ _____

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"/>	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"/>	Mathematics 30–1	
<input type="checkbox"/>	Mathematics 30–2	
<input type="checkbox"/>	Physics 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"/>	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"/>	Mathématiques 30–1	
<input type="checkbox"/>	Mathématiques 30–2	
<input type="checkbox"/>	Physique 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 exams have two parts.

Notes/Special Requests:


Email this form to: exam.admin@gov.ab.ca

Use the subject line: **DE Supplemental Shipment - your school name - school code** (e.g. DE Supplemental Shipment - Ben Hur High School - 9999).

**Diploma Exam
Special Format
Practice Test
Order Form**

The [Diploma Exam Special Format Practice Test Order Form](#) is to be used by administrators to request the shipment of Special Format Practice Test materials (see *Administration Directives, Guidelines, & Procedures* section).

Diploma Exam Special-Format Practice Test Order Form



Send this form to Exam Administration to request the Special Format Practice Tests

School Name, Contact Person and Mailing Address (Materials will be shipped via Canada Post)

School Code: _____

Authority Code: _____

School Phone: _____

School Fax: _____

Please allow 6 – 8 weeks for delivery

Please check the course(s) and indicate the number of copies required for each special format:

- Braille and Large Print (black/white)
- Large Print/Coloured Paper copies – indicate the number of tests and colour of tests required
- Coloured paper – indicate the number of tests and colour of tests required
- Audio CD – indicate the number of tests required

Subject	Braille	Large Print	Large Print/ Coloured Paper	Coloured Paper	Audio CD
*Biology 30					
*Chemistry 30					
*ELA 30–1					
ELA 30–2					
*Mathematics 30–1					
*Mathematics 30–2					
*Physics 30					
*Science 30					
*Social Studies 30–1					
Social Studies 30–2					
*Biologie 30					
*Chimie 30					
FLA 30–1					
Français 30–1					
*Mathématiques 30–1					
*Mathématiques 30–2					
*Physique 30					
*Études sociales 30–1					
Études sociales 30–2					

* Schools may freely make copies of these Diploma Exam Special-Format Practice Tests. In these subjects, Alberta Education may supply in limited quantities, on the understanding that schools may make their own copies as needed. Due to copyright restrictions, Diploma Exam Special-Format Practice Tests in all other subjects **must not** be duplicated.

Email this form to: exam.admin@gov.ab.ca

Use the subject line: **DE SFPTests- your school name - school code** (e.g. DE SFPT - Ben Hur High School - 9999).

Statement of Scribe, Reader, and/or Interpreter and Exam Supervisor

The [Statement of Scribe, Reader, and/or Interpreter and Exam Supervisor](#) form is used by scribes, readers, and/or interpreters to report on the conditions under which a diploma exam was administered. This form must be signed by the scribe, reader, or interpreter providing assistance to a student and the Exam Supervisor who supervised the administration of the exam. It must be returned with the Principal's Statement.

Statement of Scribe, Reader, or Interpreter and Examination Supervisor: Diploma Exams

I, _____ and _____
Scribe/Reader/Interpreter (please print) *Exam 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 exam(s) in _____
Subject(s)

held at _____ during the _____, 2015/16
School *month*

exam 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 exam information, including student responses, have been removed from that/those device(s)

Dated this _____ day of _____, 2015/2016

Scribe's/Reader's/Interpreter's Signature

Exam 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

The Principal's Statement is deadline sensitive and contains school and exam session specific information; therefore it is not available on Alberta Education's website. This form is sent as part of each diploma exam shipment of materials. It must be completed at the end of an exam administration session and included in the return shipment of the diploma exams to which it applies.

Note: Alberta Student Numbers must be provided for ALL Students who write.



Principal's Statement #9 June 2016 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, 2015-2016*. 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, 2015-2016* 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, 2015-2016*
 - 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 Type(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). If the violation of the exam rules may result in a negative consequence for one or more student(s), include an account of the incident signed by the student(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

The List of Students is deadline sensitive and contains school and exam session specific information, therefore it is not available on Alberta Education’s website. This form is sent as part of each diploma exam shipment of materials. It must be completed at the end of an exam administration session and included in the return shipment of the diploma exams to which it applies.

Note: Alberta Student Numbers must be provided for ALL Students who write.



**June 2016 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					
Mathematics 30-2	<u>2</u>	<u>1</u>	+	<u>7</u>	+	=	<u>10</u>
Bio 30	<u>2</u>	<u>3</u>	+	<u>5</u>	+	=	<u>10</u>
Chem	<u>4</u>	<u>0</u>	+	<u>6</u>	+	=	<u>10</u>
Physics 30	<u>1</u>	<u>1</u>	+	<u>8</u>	+	=	<u>10</u>
Mathematics 30-1	<u>2</u>	<u>1</u>	+	<u>7</u>	+	=	<u>10</u>

“+” 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.



**June 2016 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 <i>Nil</i>		
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 <i>Nil</i>	Deferred		
9999-9999-8	<i>Skywalker, Luke</i>	M	<i>2990-05-01</i>			✓	
9999-9999-9	<i>McCoy, Leonard</i>	M	<i>2990-07-17</i>		✓		
9999-9999-9	<i>Parker, Peter</i>	M	<i>2990-10-31</i>				✓

These three students were not registered to write the diploma examination and have been added to the List of Students.

Field Test Request Form

The *Field Test Request Form* is deadline sensitive and to be used by teachers to request one or more field-test placements. This form must be completed using a current *Field Test Request Guide* (see *Field Testing* section).

Diploma Exam Field Test Request Form



NOTE: Prior to submitting field test request:

- please read the **current** *Field Test Request Guide*, which is available at: <http://education.alberta.ca/admin/testing/forms.aspx>
- Teachers must have an Alberta Education account and be approved by their school principal to request field tests.

<p>Diploma Field Request Deadline: Session 1</p> <p>Unit Test – digital only – 5 business day prior to the preferred field test administration date.</p> <p>Year End Test – digital – 5 business day prior to the preferred field test administration date.</p> <p>Year End Tests – Paper and hybrid – October 16, 2015</p>	<p>Diploma Field Test Request Deadline: Session 2</p> <p>Unit Test – digital only – 5 business day prior to the preferred field test administration date.</p> <p>Year End Test – digital – 5 business day prior to the preferred field test administration date.</p> <p>Year End Tests – Paper and hybrid – March 18, 2016</p>
--	---

School Information:

School Name School Code School Location (City or Town Name)

Teacher Name

Phone Number

Teacher Email Address

Field Tests Requested:

SUBJECT Field test name	Format	Time Limit	Preferred Field Test Date	Class To Be Tested (Class Name or ID #)	# of Students In Class	Teacher Name	Class Start Time	Class Finish Time
Example								
<i>Science 30 Unit A</i>	<i>Digital</i>	<i>50</i>	<i>January 8</i>	12D	25	Patricia Smith	10:20	11:20
<i>Biology 30 Year-End</i>	<i>Hybrid</i>	<i>50</i>	<i>January 8</i>	12D	25	Patricia Smith	10:20	11:20

Please return this form via e-mail to 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 2015–2016
August 2015

CONTACTS

Provincial Assessment Sector

Paul Lamoureux, Executive Director
Provincial Assessment Sector
Paul.Lamoureux@gov.ab.ca

Exam security, exam rules, scheduling, policy issues

Dan Karas, Director
Exam Administration
Dan.Karas@gov.ab.ca

Marking Centre Manager

Pam Klebanov, Team Leader
Business Operations and Special Cases
Pamela.Klebanov@gov.ab.ca

Packing, shipping of exam materials

Exam Administration Team
exam.admin@gov.ab.ca

Result statements and rescoring

Rita Boonstra, Administrative Assistant
Marking Centre
exam.admin@gov.ab.ca

Field testing

Steven Diachuk
Business Coordinator (Field Testing,
Special Cases and Accommodations)
Steven.Diachuk@gov.ab.ca

Field Testing Team
field.test@gov.ab.ca

Digital exam administration and website

Pascal Couture, Team Lead
Digital Systems & Services
Pascal.Couture@gov.ab.ca

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) 492-1153
special.cases@gov.ab.ca

Pam Klebanov
Business Operations and Special Cases
Pamela.Klebanov@gov.ab.ca

Steven Diachuk
Business Coordinator (Field Testing,
Special Cases and Accommodations)
Steven.Diachuk@gov.ab.ca

Special Cases & Accommodations Team
Special.Cases@gov.ab.ca

Diploma Exam format, content, confirming standards, marking, results reporting

Deanna Shostak, Director
Diploma Examinations
Deanna.Shostak@gov.ab.ca

Diploma Exam format, content, French version, confirming standards, marking, results reporting

Nicole Lamarre, Director
French Assessment
Nicole.Lamarre@gov.ab.ca

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

Gary Hoogers
English Language Arts 30–1
Gary.Hoogers@gov.ab.ca

Philip Taranger
English Language Arts 30–2
Philip.Taranger@gov.ab.ca

Monique Belanger
Français 30–1, French Language Arts 30–1
Monique.Belanger@gov.ab.ca

Dwayne Girard
Social Studies 30–1
Dwayne.Girard@gov.ab.ca

Patrick Roy
Social Studies 30–2
Patrick.Roy@gov.ab.ca

Shannon Mitchell
Biology 30
Shannon.Mitchell@gov.ab.ca

Brenda Elder
Chemistry 30
Brenda.Elder@gov.ab.ca

Jenny Kim
Mathematics 30–2
Jenny.Kim@gov.ab.ca

Ross Marian
Mathematics 30–1
Ross.Marian@gov.ab.ca

Laura Pankratz
Physics 30
Laura.Pankratz@gov.ab.ca

Stan Bissell
Science 30
Stan.Bissell@gov.ab.ca

Provincial Assessment Sector Address

Provincial Assessment Sector
Alberta Education
6th Floor, 44 Capital Boulevard
10044 – 108 Street
Edmonton AB T5J 5E6

Telephone: (780) 427-0010
For a toll free connection, dial
(780) 310-0000
Fax: (780) 422-4200
Email: lacontact@edc.gov.ab.ca
Alberta Education website:
<http://education.alberta.ca>

For a toll-free connection, dial
(780) 310-0000.

Diploma exam registration
Client Services Help Desk
(780) 427-5318
Email: cshelpdesk@gov.ab.ca
10th Floor, 44 Capital Boulevard
10044 – 108 Street
Edmonton AB T5J 5E6

*Inquiries about Transcripts, Detailed
Academic Reports, and rewrite fees*
Telephone: (780) 427-5732
Email: TAD@gov.ab.ca

*Inquiries about school marks and mature
student status*
Telephone: (780) 422-9337
Fax: (780) 427-4708

Inquiries about diploma certificates
Telephone: (780) 427-5732
Email: TAD@gov.ab.ca

Student enrolment and marks
Telephone: (780) 422-9337
Email: SEAM@gov.ab.ca