Diploma Exam Administration Registration

Diploma Exam Registration Deadlines

All diploma exam registrations must be entered into PASIprep by the dates specified in the *Schedules and Significant Dates* section in order to ensure that students have labels for their exam booklets and are included on the *List of Students*. These processes increase accuracy, efficacy and reduce school workload.

Late registrations, beyond the diploma exam administration date, may occur as a result of the deadline for payment of rewrite fees. Schools can view a list of students registered to write diploma exams in that session in their school using PASIprep. Students who are rewriting diploma exams and have paid the rewrite fee will be included on this list.

School staff members are encouraged to print out a copy of the students registered in PASIprep just before the writing of the exam so that they may consolidate the most up-to-date registration information. This printout is not to be used as a replacement of the *List of Students*.

Registration – First Time Writers

The school providing instruction in diploma exam courses must ensure that staff register students for the diploma exam if the student is writing the diploma exam in that course for the first time. Students must be registered to write at the school in which they are enrolled.
Students that intend to write a diploma exam for the first time without receiving instruction (mature students or students who are not enrolled in that school) are directed to contact the writing centre where they wish to write to be registered.

If students require assistance with registration, they can contact the Client Services Help Desk (see the *Contacts* section).

Registration – Rewriters

Students who intend to rewrite a diploma exam must pay the registration fee and register to write the diploma exam:
- Using their *myPass* account at *myPasss*.alberta.ca (see *myPass* in this section for more information), or
- By submitting a *Diploma Exam Registration/Rewrite* form to Alberta Education with a cheque/money order enclosed. The cheque/money order must be made out to Government of Alberta and mailed to: PASI Project and Student Records, 10044 – 108 Street, Edmonton, AB T5J 5E6

If students require assistance with registration, they can contact the Client Services Help Desk (see the *Contacts* section).

Duplicate Registration	In any one semester, only one school-awarded mark per diploma exam course will be accepted and added to a student's academic record. Students are asked to withdraw duplicate registrations when they are registered in the same diploma 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.
Registration for French Versions of Diploma Exams	Students who wish to write the French version of a diploma exam must inform their principals before the deadline established for each exam registration. 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 or using *myPass*.
Course Level Transfers	All course level transfers for diploma exam courses must be completed by the deadline specified by Alberta Education (see *Schedules & Significant Dates* section). Students that transfer courses after the deadline must be registered in the new diploma exam. They will not be issued a label and they will not be included on the *List of Students*. School staff that permit students to change course levels after the deadline for registering for diploma exams may need to submit a *Supplemental Shipment* form if late course transfers were not included in their capacity calculations. **Note**: Students who transfer their course level registration in diploma exam courses must receive a final school-awarded mark that is based on the course into which they transfer.
myPass	myPass.alberta.ca is a secure self-service website for Alberta high school students to pay diploma exam registration fees, register for diploma exams, obtain their diploma exam results and order transcripts. For assistance with *myPass*, contact the Client Services Help Desk at 780-427-5318. Using *myPass*, students can view or print diploma exam results and their *Detailed Academic Report* as required. The *Detailed Academic Report* is comprised of all high school courses taken by the student, the marks achieved and the credits awarded.
Diploma Exam Results Statements (*myPass*)	Students must access their diploma exam marks online using *myPass*.

Rewriting Diploma Exams

Rewriting Diploma Exams Registering Students/ Examinees to Write Diploma Exams

When schools upload the Diploma Exam Registration (DER) file to PASIprep, the system will identify students who are required to pay an administration fee. The administration fee is non-refundable and is not transferable to other diploma exam administrations.

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). Registration after the deadline has passed may warrant school staff to submit a *Supplemental Shipment* Form if the additional registrations exceed the current capacity entered into PASIprep.

Information regarding payment of diploma exam administration fees is located on the Alberta Education website: https://education.alberta.ca/writing-diploma-exams/diploma-exam-rewrite-fees/. If students require additional assistance with the registration and payment processes, contact the Client Services Help Desk (see the *Contacts* section).

Schools are able to view a current list of students registered to write diploma exams in their school using *Managing Diploma Exam Registrations* on PASIprep. Students rewriting diploma exams and non-funded visiting students who have completed the administration fee payment will be included on the registration list.

Students must pay the administration fee by either:
- Using *myPass*
- Sending in a cheque or money order made out to *Government of Alberta*; mailing address: PASI Project and Student Records, 10044 – 108 Street, Edmonton, AB T5J 5E6

Diploma Exam Fees

Rewrite Fee
- For Alberta-resident students there is a non-refundable, non-transferable administration fee of $26.25 (GST included) for each diploma exam re-written (see *Schedules & Significant Dates* for payment deadline).
- For non-funded visiting students there is a non-refundable, non-transferable administration fee of $50.00 (GST included) for each diploma exam re-written (see *Schedules & Significant Dates* for payment deadline).

Rescore Fee

There is a non-refundable, non-transferable administration fee of $26.25 (GST included) for each diploma exam rescored.

Note: If a diploma exam mark is increased by 5% or more as a result of rescoring, the fee is fully refunded.

Non-Funded Visiting Students

There is a non-refundable, non-transferable administration fee of $50 (GST included) for first time diploma exam writing and for re-writing each diploma exam

Payment for Rewrite, Rescore and Non-Funded Visiting Students

Payment and registration can be submitted one of two ways:
- Online using the student's *myPass* account at *myPass.alberta.ca,* or
- By mailing in a *Diploma Exam Registration/Rewrite* form to Alberta Education with a cheque/money order enclosed. The cheque/money order must be made out to *Government of Alberta* and mailed to: PASI Project and Student Records, 10044 – 108 Street, Edmonton, AB T5J 5E6.

Students must send in a *Diploma Exam Registration/Rewrite* form well in advance of the registration and payment deadline to allow for receipt and processing (see *Schedules & Significant Dates* for payment deadline).

Return of Diploma Exam Materials

Diploma exam materials must be returned to Alberta Education in accordance with 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 may be charged to schools for diploma exam materials returned to Exam Administration after the marking session has ended and the markers have returned to their school authorities