# General Information Bulletin

## Diploma Examinations Program

**2016–2017**
**School Year**

Alberta Government

This bulletin is written primarily for

| | |
|---|---|
| Students | |
| Teachers | ✓ |
| Administrators | ✓ |
| Parents | |
| General Audience | |
| Others | |

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**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.

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# *General Information Bulletin*
# *Introduction to the Diploma Exam 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.

Diploma courses are required components to achieve an Alberta High School Diploma (English/Francophone) or an Alberta High School Equivalency Diploma:

| **Certificate** | **Certificate Diploma Course Requirements** |
|---|---|
| Alberta High School Diploma | English Language Arts 30-level or Français 30-1 **and** Social Studies or études sociales 30-niveau |
| Alberta High School Equivalency Diploma | English Language Arts 30-level |

**Eligibility to Write Diploma Exams**

- 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 is not currently receiving instruction and 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.

**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.*

- 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. 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 diploma exam administrations. Non-funded visiting students must pay this fee and register for diploma exams using *myPass*.

**Multiple Forms**

As part of Alberta Education's commitment to increase opportunity for students writing diploma exams, two distinct diploma exam forms may be administered during the January and June administrations.

The two forms will be equated to baseline diploma 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 thorough review by a technical review committee.

To facilitate the analysis of school-level results, schools will not receive more than one exam form per diploma exam course. In diploma exam courses offering a translated French-language diploma exam, both forms will be administered in both English and in French.

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

**Student and Parent/Guardian Notification**
***NEW**

During the administration of Diploma Exams, Alberta Education collects personal information, including student legal name, Alberta Student Number (ASN), and student responses. The personal information is collected pursuant to section 33(c) of the ***Freedom of Information and Privacy Act*** (RSA 2000, C. F-25). At the beginning of the school year, **school staff are required to notify parents/guardians that their child will be writing Diploma Exams**. A Quick Facts for Students and Parents/Guardians document is included *Administration Directives, Guidelines and Procedures* section for school staff to share with parents/guardians.

School authorities should direct questions from staff or parents regarding Alberta Education's collection to Deanna Shostak, Director, Diploma Exams, Provincial Assessment Sector, Alberta Education, 6th Floor, 44 Capital Boulevard, 10044 -108 Street, Edmonton, AB T5J 5E6, or at deanna.shostak@gov.ab.ca or by telephone at 780-422-5160. (Dial 310-0000 to be connected toll-free.)

## *Summary of Revisions for the 2016–2017 School Year*

The following major revisions and/or changes to dates, directives, rules and/or processes have been made in the *General Information Bulletin* for 2016–2017. All changes for the 2016–2017 school year are indicated by *NEW. Other minor changes and updates have been made throughout this Bulletin, however, they 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 2016–2017 School Year.

| **Topic:** | **Changes made:** | **Section:** |
|---|---|---|
| Diploma Exam Student/Parent/Guardian Information Sheet | School staff must distribute to parents/guardians of all students eligible to write Diploma Exams the Quick Facts for Students and Parents/Guardians information sheet | Administration Directives, Guidelines & Procedures |
| Hybrid format diploma exams; paper diploma exam materials are provided to students and responses are entered online using Quest A+ | April 2017 Mathematics 30-2 and Science 30 in hybrid format only | • Schedules & Significant Dates<br>• Using Computers |

## Summary of Revisions – Winter Update

The following major revisions and/or changes to dates, directives and/or processes have been made in this update. All pages which contain changes are annotated *Winter 2016* in the footer. Other minor changes and updates have been made throughout the Bulletin, however, they are not noted here.

| **Topic:** | **Changes made:** | **Section:** |
|---|---|---|
| Field Testing | Links updated | Field Testing, pg. 3 |
| Technical personnel | Length of time to retain student work on computers | Using Computers, pg. 3 |
| Exam Schedules | Changes to the January and June 2018 and November 2018, January and June 2019 schedules | Schedules & Significant Dates, pgs. 15, 17, 19, 20, & 22 |
| 2017-2018 Exam Schedules | DRAFT removed | Schedules & Significant Dates, pgs. 14 to 18 |
| Using Calculator Overview | Changes to clarify | Using Calculators, pg. 1 |

# *Diploma Exams Schedule: November 2016*

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.** | | |
|---|---|---|
| Wednesday, November 2 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part A<br>English Language Arts 30–2 Part A |
| Thursday, November 3 | 9:00 A.M. – 12:00 P.M.<br>9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) A<br>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<br>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<br>Social Studies 30–2 Part(ie) B |
| Tuesday, November 8 | 9:00 A.M. – 12:00 P.M.<br>1:00 P.M. – 4:00 P.M. | Mathematics 30–1<br>Chemistry 30 |
| Wednesday, November 9 | 9:00 A.M. – 12:00 P.M.<br>1:00 P.M. – 4:00 P.M. | Physics 30<br>Biology 30 |

# *Significant Dates: November 2016 Administration*

| | |
|---|---|
| September 12, 2016 | • School authority staff to coordinate November writing centres and communicate available writing centres to high school principals |
| September 19, 2016 | • Deadline for all November writing centres to enter diploma exam sittings and capacity into PASIprep |
| October 3, 2016 | • Deadline for November diploma exam registrations and course transfers<br>• Deadline for students who are rewriting diploma exams in November to register for the exam and pay rewrite fees. Registration and fee payment by October 3rd will ensure a label for the student is sent to the school<br>• Deadline for schools to request the use of Quest A+ for November 2016 written response diploma exams |
| October 11, 2016 | • Deadline for receipt of accommodation requests to be reviewed by the Special Cases and Accommodations team<br>• Deadline for School Authority approved special format material orders to be submitted to the Special Cases and Accommodations team |
| October 17–18, 2016 | • Exam Administration ships November diploma exam materials to schools |

| | |
|---|---|
| October 19 – 26, 2016 | • Exam Administration will confirm the use of Quest A+ for those schools that have applied<br>• Exam Administration distributes MP3 files and Quest A+ codes to schools |
| October 21, 2016 | • 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, 2016 | • Schools administer diploma exams in accordance with the schedule |
| November 2, 2016 | • Superintendents/Principals must return, to Exam Administration, **all Part A exam materials** for English Language Arts 30–1 and English Language Arts 30–2 |
| November 3, 2016 | • Superintendents/Principals must return, to Exam Administration, **all Part A exam materials** for Social Studies 30–1 and Social Studies 30–2 |
| November 9, 2016 | • Principals must return to Exam Administration, all **Machine Scored exam materials**<br>• Data booklets for Chemistry 30 and Science 30 may remain in the school after those diploma exams have been administered |
| November 14, 2016 | • 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 transmitted to PASI<br>• Principals should have a method in place for informing students about their school awarded marks that were submitted to PASI and Student Records |
| November 22, 2016 | • Deadline for students to pay rewrite fees |
| November 24, 2016 | • Diploma exam marks from the November administration are available on *myPass* |
| December 2, 2016** | • Deadline for receiving rescore requests from the November session |
| December 6, 2016 | • November rescore results are available on *myPass* |

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

# *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*<br>English Language Arts 30–2 Part A* |
| Tuesday, January 17 | 9:00 A.M. – 12:00 P.M.<br>9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) A*<br>Social Studies 30–2 Part(ie) A* |
| Wednesday, January 18 | 9:00 A.M. – 12:00 P.M. | Français 30–1 Partie A<br>French Language Arts 30–1 Part A* |
| Friday, January 20 | 9:00 A.M. – 11:30 A.M.<br>9:00 A.M. – 12:00 P.M. | Français 30–1 Partie B<br>French Language Arts 30–1 Part B |
| Monday, January 23 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part B<br>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<br>Social Studies 30–2 Part(ie) B |
| Wednesday, January 25 | 9:00 A.M. – 12:00 P.M. | Mathematics 30–1<br>Mathematics 30–2 |
| Thursday, January 26 | 9:00 A.M. – 12:00 P.M. | Biology 30 |
| Friday, January 27 | 9:00 A.M. – 12:00 P.M. | Chemistry 30 |
| Monday, January 30 | 9:00 A.M. – 12:00 P.M.<br>1:00 P.M. – 4:00 P.M. | Physics 30<br>Science 30 |

# *Significant Dates: January 2017 Administration*

| | |
|---|---|
| October 20, 2016 | • Deadline for all January writing centres to enter diploma exam sittings and capacity into PASIprep |
| November 2, 2016 | • Deadline for receipt of accommodation requests to be reviewed by the Special Cases and Accommodations team |
| November 3, 2016 | • Deadline for January diploma exam registrations and course transfers<br>• Deadline for students who are rewriting diploma exams in January to register for the exam and pay rewrite fees. Registration and fee payment by November 3rd will ensure a label for the student is sent to the school<br>• Deadline for schools to request the use of Quest A+ for January 2017 written response diploma exams |
| November 14, 2016 | • Deadline for School Authority approved special format material orders to be submitted to the Special Cases and Accommodations team |
| December 2 – 6, 2016 | • Exam Administration ships **Shipment 1** (humanities Part(ie) A and B) diploma exam materials to school authorities and schools |
| December 12, 2016 | • 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 3 – 4, 2017 | • Exam Administration ships **Shipment 2** (mathematics and science) diploma exam materials to school authorities and schools |
| January 3 – 9, 2017 | • Exam Administration will confirm the use of Quest A+ for those schools that have applied<br>• Exam Administration distributes MP3 files and Quest A+ codes to schools |
| January 10, 2017 | • 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 16 – 18, 2017 | • Schools administer humanities Part(ie) A diploma exams in accordance with the schedule |
| January 16, 2017 | • 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 17, 2017 | • 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 18, 2017 | • 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 20 – 30, 2017 | • Schools administer humanities Part(ie) B, mathematics and sciences diploma exams in accordance with the schedule |
| January 20, 2017 | • Superintendents/Principals must return, to Exam Administration, **all exam materials**, used and unused, for French Language Arts 30–1 Part B and Français 30–1 Partie B |
| January 23, 2017 | • 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 must be transmitted to PASI<br>• Principals should have a method in place for informing students of their school awarded marks that were submitted to PASI and Student Records |
| January 23, 2017 | • Superintendents/Principals must return, to Exam Administration, **all Part(ie) B exam materials**, used and unused, for English Language Arts 30-1 and English Language Arts 30-2 |
| January 24, 2017 | • 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 26, 2017 | • Superintendents/Principals must return, to Exam Administration, **all exam materials**, used and unused, for Mathematics 30–1, Mathematics 30–2 and Biology 30. |
| January 30, 2017 | • Superintendents/Principals must return, to Exam Administration, **all exam materials**, used and unused, for Chemistry 30, Physics 30 and Science 30.<br>• Data booklets for Chemistry 30 and Science 30 may remain in the school after those diploma exams have been administered |
| February 1, 2017 | • Deadline for students to pay rewrite fees |
| February 17, 2017 | • Diploma exam marks from the January administration are available on *myPass* |
| February 28, 2017 | • Deadline for receiving rescore requests from the January administration |
| March 15, 2017 | • January school and school authority detailed reports are available on the Extranet |
| March 9, 2017 | • January rescore results are available on *myPass* |

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

# *Diploma Exams Schedule: April 2017*

During the April 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.** | | |
|---|---|---|
| Wednesday, April 5 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part A<br>English Language Arts 30–2 Part A |
| Thursday, April 6 | 9:00 A.M. – 12:00 P.M.<br>9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) A<br>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<br>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<br>Social Studies 30–2 Part(ie) B |
| Tuesday, April 11 | 9:00 A.M. – 12:00 P.M.<br><br>1:00 P.M. – 4:00 P.M. | Mathematics 30–1<br>Mathematics 30–2 Hybrid format<br>Chemistry 30 |
| Wednesday, April 12 | 9:00 A.M. – 12:00 P.M.<br>1:00 P.M. – 4:00 P.M. | Biology 30<br>Science 30 Hybrid format |
| Thursday, April 13 | 9:00 A.M. – 12:00 P.M. | Physics 30 |

# *Significant Dates: April 2017 Administration*

| | |
|---|---|
| February 1, 2017 | • School authority staff to coordinate April writing centres and communicate available writing centres to high school principals |
| February 8, 2017 | • Deadline for all April writing centres to enter diploma exam sittings and capacity into PASIprep |
| February 22, 2017 | • Deadline for April diploma exam registrations and course transfers<br>• Deadline for students who are rewriting diploma exams in April to register for the exam and pay rewrite fees. Registration and fee payment by February 22nd will ensure a label for the student is sent to the school<br>• Deadline for schools to request the use of Quest A+ for April 2017 written response diploma exams |
| February 27, 2017 | • Deadline for receipt of accommodation requests to be reviewed by the Special Cases and Accommodations team<br>• Exam Administration will contact schools administering the digital-format Math 30-2 and Science 30 diploma exams and provide detailed instructions<br>• Deadline for School Authority approved special format material orders to be submitted to the Special Cases and Accommodations |

| | |
|---|---|
| | team |
| March 13 – 14, 2017 | • Exam Administration ships April diploma exam materials to schools |
| March 21, 2017 | • 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 |
| March 22 – 29, 2017 | • Exam Administration will confirm the use of Quest A+ for those schools that have applied<br>• Exam Administration distributes MP3 files and Quest A+ codes to schools |
| April 5 – 13, 2017 | • Schools administer diploma exams in accordance with the schedule |
| April 5, 2017 | • Superintendents/Principals must return, to Exam Administration, **all Part A exam materials** for English Language Arts 30–1 and English Language Arts 30–2 |
| April 6, 2017 | • Superintendents/Principals must return, to Exam Administration, **all Part A exam materials** for Social Studies 30–1 and Social Studies 30–2 |
| April 13, 2017 | • Principals must return to Exam Administration, **all Machine Scored exam materials**<br>• Data booklets for Chemistry 30 and Science 30 may remain in the school after those diploma exams have been administered |
| April 18, 2017 | • 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 must be transmitted to PASI<br>• Principals should have a method in place for informing students about their school-awarded marks that were submitted to PASI and Student Records<br>• Deadline for students to pay rewrite fees |
| April 19, 2017 | • Diploma exam marks from the hybrid format Mathematics 30-2 and Science 30 exams are available on *myPass* |
| April 27, 2017 | • Diploma exam marks from the April administration are available on *myPass* |
| May 4, 2017** | • Deadline for receiving rescore requests from the April session |
| May 11, 2017 | • April rescore results are available on *myPass* |

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

# *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*<br>English Language Arts 30–2 Part A* |
| Friday, June 16 | 9:00 A.M. – 12:00 P.M.<br>9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) A*<br>Social Studies 30–2 Part(ie) A* |
| Monday, June 19 | 9:00 A.M. – 12:00 P.M. | Français 30–1 Partie A<br>French Language Arts 30–1 Part A* |
| Tuesday, June 20 | 9:00 A.M. – 11:30 A.M.<br>9:00 A.M. – 12:00 P.M. | Français 30–1 Partie B<br>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<br>English Language Arts 30–2 Part B |
| Friday, June 23 | 9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) B<br>Social Studies 30–2 Part(ie) B |
| Monday, June 26 | 9:00 A.M. – 12:00 P.M. | Mathematics 30–1<br>Mathematics 30–2 |
| Tuesday, June 27 | 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** |

**Note:** Wednesday, June 21, 2017 is Aboriginal Day—no diploma exams are scheduled

**June 2017 is the only diploma exam administration in which *sciences 30* in French is administered

# *Significant Dates: June 2017 Administration*

| | |
|---|---|
| March 30, 2017 | • Deadline for all June writing centres to enter diploma exam sittings and capacity into PASIprep |
| April 7, 2017 | • Deadline for receipt of accommodation requests to be reviewed by the Special Cases and Accommodations team |
| April 13, 2017 | • Deadline for June diploma exam registrations and course transfers<br>• Deadline for School Authority approved special format material orders to be submitted to the Special Cases and Accommodations team<br>• Deadline for students who are rewriting diploma exams in June to register for the exam and pay rewrite fees. Registration and fee payment by April 13th will ensure a label for the student is sent to the school<br>• Deadline for schools to request the use of Quest A+ for June 2017 written response diploma exams |
| May 23 – 24, 2017 | • Exam Administration ships **Shipment 1** (humanities Part(ie) A and B) diploma exam materials to school authorities and schools |
| May 31, 2017 | • 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 |
| May 31 – June 1, 2017 | • Exam Administration ships **Shipment 2** (mathematics and science) diploma exam materials to school authorities and schools |
| June 1 – 8, 2017 | • Exam Administration will confirm the use of Quest A+ for those schools that have applied<br>• Exam Administration distributes MP3 files and Quest A+ codes to schools |
| June 8, 2017 | • 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 15 – 19, 2017 | • Schools administer humanities Part(ie) A diploma exams in accordance with the schedule |
| June 15, 2017 | • 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 16, 2017 | • 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 19, 2017 | • 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 |

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|---|---|
| | kept at the schools after the administration<br>• Superintendents/Principals must return, to Exam Administration, **all Partie A exam materials**, used and unused, for Français 30–1 |
| June 20 – 29, 2017 | • Schools administer the humanities Part(ie) B, mathematics and sciences diploma exams in accordance with the schedule |
| June 20, 2017 | • 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 |
| June 22, 2017 | • 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 23, 2017 | • Superintendents/Principals must return, to Exam Administration, **all Part B exam materials**, used and unused, for Social Studies 30–1 and Social Studies 30–2 |
| June 26, 2017 | • 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 must be transmitted to PASI<br>• Principals should have a method in place for informing students about their school awarded marks that were submitted to PASI and Student Records |
| June 27, 2017 | • Superintendents/Principals must return, to Exam Administration, **all exam materials**, used and unused, for Mathematics 30–1, Mathematics 30–2 and Chemistry 30<br>• Data booklets for Chemistry 30 may remain in the school after this diploma exam has been administered |
| June 29, 2017 | • Superintendents/Principals must return, to Exam Administration, **all exam materials**, used and unused, for Biology 30, Physics 30 and Science 30<br>• Data booklets for Science 30 may remain in the school after this diploma exam has been administered |
| July 7, 2017 | • Deadline for students to pay rewrite fees |
| July 20, 2017 | • Diploma exam marks from the June administration are available on *myPass* |
| August 4, 2017** | • Deadline for receiving rescore requests from the June session |
| August 18, 2017 | • June rescore results are available on *myPass* |
| August 23, 2017 | • June school and school authority detailed reports are available on the Extranet |

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

# *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. | English Language Arts 30–1 Part A<br>English Language Arts 30–2 Part A |
| | 1:00 P.M. – 4:00 P.M. | Français 30–1 Partie A<br>French Language Arts 30–1 Partie A |
| Wednesday, August 2 | 9:00 A.M. – 12:00 P.M.<br>9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) A<br>Social Studies 30–2 Part(ie) A |
| Thursday, August 3 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part B<br>English Language Arts 30–2 Part B |
| | 1:00 P.M. – 3:30 P.M.<br>1:00 P.M. – 4:00 P.M. | Français 30–1 Partie B<br>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<br>Social Studies 30–2 Part(ie) B |
| Tuesday, August 8 | 9:00 A.M. – 12:00 P.M. | Mathematics 30–1<br>Mathematics 30–2 |
| Wednesday, August 9 | 9:00 A.M. – 12:00 P.M.<br>1:00 P.M. – 4:00 P.M. | Physics 30<br>Biology 30 |
| Thursday, August 10 | 9:00 A.M. – 12:00 P.M.<br>1:00 P.M. – 4:00 P.M. | Chemistry 30<br>Science 30 |

# *Significant Dates: August 2017 Administration*

| | |
|---|---|
| May 11, 2017 | • Exam Administration sends summer-school list to school authorities for review, confirmation and shipping instructions |
| June 15, 2017 | • Deadline for school authority staff to coordinate August writing centres and communicate available writing centres to high school principals and to Alberta Education |
| June 19, 2017 | • Deadline for all August writing centres to enter diploma exam sittings and capacity into PASIprep |
| July 4, 2017 | • Deadline for summer school staff to enter all August registrations and course transfers<br>• Deadline for students who are rewriting diploma exams in August to register for the exam and pay rewrite fees. Registration and fee payment by July 3rd will ensure a label for the student is sent to the school<br>• Deadline for schools to request the use of Quest A+ for August 2017 written response diploma exams |
| July 11, 2017 | • Deadline for receipt of accommodation requests to be reviewed by the Special Cases and Accommodations team<br>• Deadline for School Authority approved special format material orders to be submitted to the Special Cases and Accommodations team |
| July 17 – 18, 2017 | • Exam Administration ships diploma exam materials to the designated writing centres |
| July 18 – 25, 2017 | • Exam Administration will confirm the use of Quest A+ for those schools that have applied<br>• Exam Administration distributes MP3 files and Quest A+ codes to schools |
| July 25, 2017 | • 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 |
| August 1 – 10, 2017 | • Summer schools and August writing centres administer the diploma exams in accordance with the schedule |
| August 1, 2017 | • **All exam materials** for English Language Arts 30-1, English Language Arts 30-2, Français 30-1 and French Language Arts 30-1 Part(ie) A exams must be returned to Exam Administration |
| August 2, 2017 | • **All exam materials** for Social Studies 30-1 and Social Studies 30-2 Part(ie) A exams must be returned to Exam Administration |
| August 4, 2017 | • **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(ie) B exams must be returned to Exam Administration |
| August 8, 2017 | • **All exam materials** Mathematics 30–1 and Mathematics 30–2 must be |

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|---|---|
| | returned to Exam Administration<br>• 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 must be transmitted to PASI<br>• Principals should have a method in place for informing students of their school awarded marks that were submitted to PASI and Student Records |
| August 9, 2017 | • Deadline for students to pay rewrite fees |
| August 10, 2017 | • **All exam materials** for Physics 30, Biology 30, Chemistry 30 and Science 30 must be returned to Exam Administration<br>• Data booklets for Chemistry 30 and Science 30 may remain in the school after those diploma exams have been administered |
| August 18, 2017 | • Diploma exam marks from the August administration are available on *myPass* |
| September 1, 2017** | • Deadline for receiving rescoring requests for August diploma exams |
| September 8, 2017 | • August rescoring results are available on *myPass* |

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

# *Diploma Exams Schedule: November 2017*

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.** | | |
|---|---|---|
| Wednesday, November 1 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part A<br>English Language Arts 30–2 Part A |
| Thursday, November 2 | 9:00 A.M. – 12:00 P.M.<br>9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) A<br>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<br>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<br>Social Studies 30–2 Part(ie) B |
| Tuesday, November 7 | 9:00 A.M. – 12:00 P.M.<br>1:00 P.M. – 4:00 P.M. | Mathematics 30–1<br>Chemistry 30 |
| Wednesday, November 8 | 9:00 A.M. – 12:00 P.M.<br>1:00 P.M. – 4:00 P.M. | Biology 30<br>Physics 30 |

# **NEW* *Diploma Exams Schedule: January 2018*

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, January 11 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part A*<br>English Language Arts 30–2 Part A* |
| Friday, January 12 | 9:00 A.M. – 12:00 P.M.<br>9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) A*<br>Social Studies 30–2 Part(ie) A* |
| Monday, January 15 | 9:00 A.M. – 12:00 P.M. | Français 30–1 Partie A<br>French Language Arts 30–1 Part A* |
| Monday, January 22 | 9:00 A.M. – 11:30 A.M.<br>9:00 A.M. – 12:00 P.M. | Français 30–1 Partie B<br>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<br>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<br>Social Studies 30–2 Part(ie) B |
| Thursday, January 25 | 9:00 A.M. – 12:00 P.M. | Mathematics 30–1<br>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 |

# *NEW Diploma Exams Schedule: April 2018

During the April 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, April 9 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part A<br>English Language Arts 30–2 Part A |
| Tuesday, April 10 | 9:00 A.M. – 12:00 P.M.<br>9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) A<br>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<br>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<br>Social Studies 30–2 Part(ie) B |
| Friday, April 13 | 9:00 A.M. – 12:00 P.M.<br><br>1:00 P.M. – 4:00 P.M. | Mathematics 30–1<br>Mathematics 30–2 Hybrid format<br>Chemistry 30 |
| Monday, April 16 | 9:00 A.M. – 12:00 P.M.<br>1:00 P.M. – 4:00 P.M. | Biology 30<br>Physics 30 |
| Tuesday, April 17 | 9:00 A.M. – 12:00 P.M. | Science 30 Hybrid format |

# *NEW Diploma Exams Schedule: June 2018

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, June 13 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part A*<br>English Language Arts 30–2 Part A* |
| Thursday, June 14 | 9:00 A.M. – 12:00 P.M.<br>9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) A*<br>Social Studies 30–2 Part(ie) A* |
| Monday, June 18 | 9:00 A.M. – 12:00 P.M. | Français 30–1 Partie A<br>French Language Arts 30–1 Part A* |
| Tuesday, June 19 | 9:00 A.M. – 11:30 A.M.<br>9:00 A.M. – 12:00 P.M. | Français 30–1 Partie B<br>French Language Arts 30–1 Part B |
| Wednesday, June 20 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part B<br>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<br>Social Studies 30–2 Part(ie) B |
| Monday, June 25 | 9:00 A.M. – 12:00 P.M. | Mathematics 30–1<br>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** |

**Note:** Thursday, June 21, 2018 is Aboriginal Day—no diploma exams are scheduled

**June 2018 is the only diploma exam administration in which *Sciences 30* in French is administered

# *NEW Diploma Exams Schedule: August 2018

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<br>English Language Arts 30–2 Part A |
| | 1:00 P.M. – 4:00 P.M. | Français 30–1 Partie A<br>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<br>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<br>Social Studies 30–2 Part(ie) B |
| Wednesday, August 8 | 9:00 A.M. – 12:00 P.M. | Mathematics 30–1<br>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 |

# *NEW Diploma Exams Schedule: November 2018 – Draft

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

| **All diploma exams remain secured after administration.** | | |
|---|---|---|
| Friday, November 2 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part A<br>English Language Arts 30–2 Part A |
| Monday, November 5 | 9:00 A.M. – 12:00 P.M.<br>9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) A<br>Social Studies 30–2 Part(ie) A |
| Tuesday, November 6 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part B<br>English Language Arts 30–2 Part B |
| Wednesday, November 7 | 9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) B<br>Social Studies 30–2 Part(ie) B |
| Thursday, November 8 | 9:00 A.M. – 12:00 P.M.<br>1:00 P.M. – 4:00 P.M. | Mathematics 30–1<br>Chemistry 30 |
| Friday, November 9 | 9:00 A.M. – 12:00 P.M.<br>1:00 P.M. – 4:00 P.M. | Biology 30<br>Physics 30 |

**Note:** The diploma exam schedules for 2018–2019 are to be considered draft until confirmed in the November 2017 update. These dates may, however, be used as a planning tool when preparing the 2018–2019 school year calendar.

# *NEW Diploma Exams Schedule: January 2019 – 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. | | |
|---|---|---|
| Monday, January 14 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part A*<br>English Language Arts 30–2 Part A* |
| Tuesday, January 15 | 9:00 A.M. – 12:00 P.M.<br>9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) A*<br>Social Studies 30–2 Part(ie) A* |
| Wednesday, January 16 | 9:00 A.M. – 12:00 P.M. | Mathematics 30–1<br>Mathematics 30–2 |
| Thursday, January 17 | 9:00 A.M. – 12:00 P.M. | Français 30–1 Partie A<br>French Language Arts 30–1 Part A* |
| Wednesday, January 23 | 9:00 A.M. – 11:30 A.M.<br>9:00 A.M. – 12:00 P.M. | Français 30–1 Partie B<br>French Language Arts 30–1 Part B |
| Thursday, January 24 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part B<br>English Language Arts 30–2 Part B |
| Friday, January 25 | 9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) B<br>Social Studies 30–2 Part(ie) B |
| Monday, January 28 | 9:00 A.M. – 12:00 P.M. | Biology 30 |
| Tuesday, January 29 | 9:00 A.M. – 12:00 P.M. | Chemistry 30 |
| Wednesday, 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 2018–2019 are to be considered draft until confirmed in the November 2017 update. These dates may, however, be used as a planning tool when preparing the 2018–2019 school year calendar.

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# *NEW Diploma Exams Schedule: April 2019 – Draft

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

| **All diploma exams remain secured after administration.** | | |
|---|---|---|
| Monday, April 1 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part A<br>English Language Arts 30–2 Part A |
| Tuesday, April 2 | 9:00 A.M. – 12:00 P.M.<br>9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) A<br>Social Studies 30–2 Part(ie) A |
| Wednesday, April 3 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part B<br>English Language Arts 30–2 Part B |
| Thursday, April 4 | 9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) B<br>Social Studies 30–2 Part(ie) B |
| Friday, April 5 | 9:00 A.M. – 12:00 P.M.<br><br>1:00 P.M. – 4:00 P.M. | Mathematics 30–1<br>Mathematics 30–2 Hybrid format<br>Chemistry 30 |
| Monday, April 8 | 9:00 A.M. – 12:00 P.M.<br>1:00 P.M. – 4:00 P.M. | Biology 30<br>Physics 30 |
| Tuesday, April 9 | 9:00 A.M. – 12:00 P.M. | Science 30 Hybrid format |

**Note:** The diploma exam schedules for 2018–2019 are to be considered draft until confirmed in the November 2017 update. These dates may, however, be used as a planning tool when preparing the 2018–2019 school year calendar.

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# *NEW Diploma Exams Schedule: June 2019 – 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 13 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part A*<br>English Language Arts 30–2 Part A* |
| Friday, June 14 | 9:00 A.M. – 12:00 P.M.<br>9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) A*<br>Social Studies 30–2 Part(ie) A* |
| Monday, June 17 | 9:00 A.M. – 12:00 P.M. | Mathematics 30–1<br>Mathematics 30–2 |
| Tuesday, June 18 | 9:00 A.M. – 12:00 P.M. | Français 30–1 Partie A<br>French Language Arts 30–1 Part A* |
| Wednesday, June 19 | 9:00 A.M. – 11:30 A.M.<br>9:00 A.M. – 12:00 P.M. | Français 30–1 Partie B<br>French Language Arts 30–1 Part B |
| Thursday, June 20 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part B<br>English Language Arts 30–2 Part B |
| Friday, June 21 | National Aboriginal Day – No Exams Scheduled | |
| Monday, June 24 | 9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) B<br>Social Studies 30–2 Part(ie) B |
| Tuesday, June 25 | 9:00 A.M. – 12:00 P.M. | Biology 30 |
| Wednesday, June 26 | 9:00 A.M. – 12:00 P.M. | Chemistry 30 |
| Thursday, June 27 | 9:00 A.M. – 12:00 P.M. | Physics 30 |
| | 1:00 P.M. – 4:00 P.M. | Science 30** |

**Note:** Thursday, June 21, 2019 is Aboriginal Day—no diploma exams are scheduled
**June 2019 is the only diploma exam administration in which *sciences 30* in French is administered

**Note:** The diploma exam schedules for 2018–2019 are to be considered draft until confirmed in the November 2017 update. These dates may, however, be used as a planning tool when preparing the 2018–2019 school year calendar.

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# *NEW Diploma Exams Schedule: August 2019 – Draft

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

| **All diploma exams remain secured after administration.** | | |
|---|---|---|
| Thursday, August 1 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part A<br>English Language Arts 30–2 Part A |
| | 1:00 P.M. – 4:00 P.M. | Français 30–1 Partie A<br>French Language Arts 30–1 Partie A |
| Friday, 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 |
| Tuesday, August 6 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part B<br>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 |
| Wednesday, August 7 | 9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) B<br>Social Studies 30–2 Part(ie) B |
| Thursday, August 8 | 9:00 A.M. – 12:00 P.M. | Mathematics 30–1<br>Mathematics 30–2 |
| Friday, August 9 | 9:00 A.M. – 12:00 P.M. | Biology 30 |
| | 1:00 P.M. – 4:00 P.M. | Physics 30 |
| Monday, August 12 | 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 2018–2019 are to be considered draft until confirmed in the November 2017 update. These dates may, however, be used as a planning tool when preparing the 2018–2019 school year calendar.

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# *NEW Draft Diploma Exams Marking Sessions – 2016 – 2017

The marking of diploma exam writing assignments takes place shortly after the diploma exam has been administered. All writing assignments are marked by teachers selected from among those who have been recommended as markers by their superintendents to the Provincial Assessment Sector. Teachers who wish to be recommended as markers for the January or June diploma exams should inform their principals. A teacher must clearly indicate to the principal which diploma exam he or she wishes to mark. Teachers may also be nominated to participate in Provincial Assessment working groups.

Letters to petition for marker and working group nominations are distributed to school authorities on the dates below. Nomination recommendations must be returned to Alberta Education by the deadline date.

| | **Nomination Letters are Sent to School Authorities** | **Deadline for Nomination Recommendations to be returned to Alberta Education** |
|---|---|---|
| Working group nomination | Mid-August | Last week of September |
| January Marking | Mid-August | Mid-October |
| June Marking | Beginning of February | Third week of March |

The following marking schedules are ***draft***. Specific marking dates will be communicated directly by mail to teachers who have been selected as markers.
** Note that these dates are contingent upon the number of marker nominations received.

# *Draft Diploma Exams Marking Session January 2017*

| Diploma Exams – Humanities & French Language | |
|---|---|
| *Subject & Group* | *January 2017* |
| **English Language Arts 30-1** | |
| Confirming Standards | January 19–23 |
| Group Leader Training | January 25 |
| Marking | January 26–February 1** |
| Fifth Reads | February 4–5** |
| **English Language Arts 30-2** | |
| Confirming Standards | January 19–23 |
| Group Leader Training | January 25 |
| Marking | January 26–31** |
| Fifth Reads | February 1** |
| **Français 30-1** | |
| Group Leader Training | January 27 |
| Confirming Standards/Marking | January 28–30 |
| **French Language Arts 30-1** | |
| Confirming Standards | January 21–25 |
| Group Leader Training | January 27 |
| Marking | January 28–30 |
| Fifth Reads | January 31 |
| **Social Studies 30-1/ études sociales 30-1** | |
| Confirming Standards | January 20–24 |
| Group Leader Training | January 26 |
| Marking | January 27–February 1** |
| Fifth Reads | February 4–5** |
| **Social Studies 30-2/ études sociales 30-2** | |
| Confirming Standards | January 20–24 |
| Group Leader Training | January 26 |
| Marking | January 27–February 1 |
| Fifth Reads | February 4–5** |

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# *Draft Diploma Exams Marking Session June 2017*

| Diploma Exams – Humanities & French Language | |
|---|---|
| *Subject & Group* | *June 2017* |
| **English Language Arts 30-1** | |
| Confirming Standards | June 19–23 |
| Group Leader Training | June 25 |
| Marking | June 26–July 2 |
| Fifth Reads | July 3** |
| **English Language Arts 30-2** | |
| Confirming Standards | June 19–23 |
| Group Leader Training | June 25 |
| Marking | June 26–July 1 |
| Fifth Reads | July 2** |
| **Français 30-1** | |
| Group Leader Training | June 28 |
| Confirming Standards/Marking | June 29–July 1 |
| **French Language Arts 30-1** | |
| Confirming Standards | June 22–26 |
| Group Leader Training | June 28 |
| Marking | June 29–July 1 |
| Fifth Reads | July 2 |
| **Social Studies 30-1/ études sociales 30-1** | |
| Confirming Standards | June 21-25 |
| Group Leader Training | June 27 |
| Marking | June 28 – July 3** |
| Fifth Reads | July 4 – 5 |
| **Social Studies 30-2/ études sociales 30-2** | |
| Confirming Standards | June 21-25 |
| Group Leader Training | June 27 |
| Marking | June 28 – July 3** |
| Fifth Reads | July 4 – 5 |

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# *Diploma Exam Administration Rules and Directives*

The following diploma exam administration rules and directives are related specifically to before, during, and after the administration of diploma exams. Diploma exam rules and directives associated with specialized business processes will be noted within each of the appropriate business process sections.

## Security, Perusal and General Rules

**1. 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 diploma exam or other secured diploma exam material may be kept at a school or school authority office following exam administration**. Copying of any secured diploma exam or diploma exam material in whole or in part is prohibited.

Student work, including rough draft copies, must be sent to Alberta Education with the returned exam materials.

A principal must sign the declaration that is part of the *Principal's Statement* attesting that these security requirements have been met.

**2. Security Status of 2016–2017 Exams After Administration**

In January and June 2017, 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 diploma exams remain secured after their administration.

For all diploma exam sessions, data booklets for Chemistry 30 and Science 30 may remain in the school after those exams have been administered.

**Quick Reference: Secured Exams in 2016–2017**

| Secured Exams in January 2017 | | |
|---|---|---|
| **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 |

| Secured Exams in June 2017 | | |
|---|---|---|
| **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 |

**3. Diploma Exam Supervision**

Teachers must not supervise the administration of diploma exams for any courses for which they have provided instruction during the current administration. Teachers of the diploma exam course are not permitted to enter the diploma exam writing room while that diploma exam is being administered.

**4. Discussion and Sharing**

Students must not discuss the diploma exam with the supervising examiner unless the exam booklet is incomplete or illegible. Students must not talk, whisper, or exchange information or exam writing tools and materials, including calculators, with another student.

**Note:** Alberta Education uses technology to compare student response patterns to ensure that students have not fraudulently represented their performance.

**5. Machine-**

Students must use an HB pencil to record their answers on the machine-

| | |
|---|---|
| **scorable Answer Sheets** | scorable answer sheets. |
| **6. Alberta Student Number** | All students, including mature students, must have and use a valid Alberta Student Number when writing diploma exams. |
| **7. Student Identification** | All students must have photo identification with them when they arrive to write a diploma exam.<br><br>Students who are unknown to the supervisor will be asked to present photo identification that includes their signature at the time of writing a diploma exam.<br><br>Any of the following identification documents may be acceptable: driver's license, passport or student identification card. An unknown student who cannot produce appropriate photo identification will not be permitted to write the diploma exam. |
| **8. Identification on Diploma 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. |
| **9. Admittance to the Exam Room** | Students may not enter or leave the exam room without the consent of the supervisor. |
| **10. Exam Administration and Writing Times** | Students are not permitted to leave the diploma exam room before:<br>a. For all AM diploma exams – 10:00 A.M.;<br>b. For all PM diploma exams – 2:00 P.M.. |
| **11. Late Arrivals** | Late students may be permitted to begin writing diploma exams up to one hour after the diploma exam start time. These students must be provided the same allocated time for the diploma exam as per the schedule:<br>a. For all AM diploma exams – up to 10:00 A.M.;<br>b. For all PM diploma exams – up to 2:00 P.M.<br><br>Students who arrive more than one hour after a diploma exam has started will not be permitted to write the diploma exam. The name of students arriving after the diploma exam has started must be recorded on the *Principal's Statement* or the *Special Writing Centre Supervisor's Statement.* |
| **12. Teacher Perusal of Diploma Exams** | a. For January and June administrations, Grade 12 teachers who will teach a diploma course within the current school year are eligible to peruse that diploma exam in the same language of instruction.<br>b. Perusal copies are only permitted in digital format. Only one perusal copy may be accessed per school. Access will be granted using Quest A+. |

c. A projector may be used.
d. School authorities may organize a centralized perusal session.
e. Login must occur between 10AM and 1PM. The duration, once logged in, is 3 hours.
f. All perusal copies must be reviewed under the supervision of the principal.
g. Under all circumstances perusal sessions must not
    i. use paper versions of the diploma exams;
    ii. occur during the November, April or August diploma exam administrations.
h. At the conclusion of the perusal session, all notes must be collected and shredded and the principal must complete an exit on-line declaration.

**NOTE**: The security of diploma exam questions before, during and after a perusal session is equivalent to the security of diploma exams administration itself.

**13. Teacher-Generated Answers**

Teacher-generated answers to actual diploma exam questions or modified versions of diploma exam questions must not be generated, posted or discussed with students.

**14. Diploma Course Credit**

Before course credit can be awarded, a student must write the diploma exam.

**15. Humanities Diploma Exams**

Students must write both components of humanities diploma exams before a diploma exam mark for the humanities course can be calculated.

**16. Inappropriate Use of Diploma Exams**

Diploma exams during all administrations cannot serve as practice diploma writing administrations. Where diploma exam registration data indicates administrations are being used as a practice, authority access to diploma exams may be restricted.

**17. November and April Eligibility**

Students eligible to write in November and April administrations:

a. A mature student (see *Introduction & Revisions* section for definition);
b. Students without mature student status must have a final school-awarded mark.

All students, including mature students, must be **pre-registered** to write diploma exams in November and April. The deadlines for schools to submit November 2016 and April 2017 diploma exam registrations are found in the *Schedules and Significant* dates section of this bulletin. Unregistered students are not permitted to write diploma exams at a November or April session.

Students without mature student status who write a November or April diploma exam without receiving a school-awarded mark are considered

ineligible and may have their diploma exam mark invalidated**.**

Students may rewrite diploma exams in November and April without retaking instruction in the course during the November or April administrations. 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.

**18. November and April Availability**

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

School authorities must coordinate available writing centres for students within their jurisdiction to ensure that students, including mature students and students rewriting diploma exams, may access these opportunities to write diploma exams.

**19. Dual Language and Permitted Diploma exam Materials**

Students who choose to write the French version of a diploma exam are not permitted an English version of the diploma 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 part B diploma exams or other courses are not permitted to use a bilingual dictionary.

Although permissible, it is not advised for students to write one component in English and the other component in French.

**Materials Permitted in Diploma Exam Writing Rooms**

**20. General Information**

Students who bring authorized materials into the diploma exam room are responsible for ensuring that they are completely free of notes or other prohibited material and must ensure notes and other prohibited materials are not brought into the diploma exam writing room.

**The following materials may be used during the administration of diploma exams:**

**21. Mathematics 30–1, Mathematics 30–2, Biology 30, Physics 30, Chemistry 30, Science 30**

Approved calculators (see *Using Calculators* section), rulers and protractors are permitted in the diploma exam room.

**22. Français 30–1,**

For Partie A only, all students may use a print dictionary (French and/or

**French Language Arts 30–1**

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).

**23. 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. Valleau), 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)

**24. 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 are limited to the following:

- *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)

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*

**The following materials are not permitted in diploma exam rooms:**

**25. Materials Not Permitted In Diploma Exam Rooms**

The following materials are **not** permitted in diploma exam rooms:

***Print Materials***

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

Students are not permitted to bring in blank pieces of paper for rough draft work. All additional paper must be provided to students by the supervisors or alternately, students can prepare their rough draft work in the provided diploma exam booklet. All extraneous paper provided by the supervisors must be collected at the end of the diploma exam administration and returned with the diploma exam materials to Alberta Education.

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

***Electronic Devices, Tools, and Materials***

Students may not bring any electronic device into the diploma exam writing room including, but not limited to, headsets, digital audio players, cell phones, pagers, or wearable electronic devices. Hand-held electronic dictionaries, electronic or paper templates and/or graphic organizers are not permitted. Students may not bring prohibited calculator materials into the diploma exam room (see *Using Calculators* section).

**26. Materials Not to be Removed from the Diploma Exam Room**

Students may not remove any diploma exams or other diploma exam materials from the diploma exam room. This includes any tear-out pages from the diploma exam booklets and any rough draft materials produced by students.

## *Breaches of Security and Violations of Diploma Exam Rules*

Unauthorized materials must be immediately removed from the diploma exam room. In all circumstances below, if the alleged contravention of diploma exam rule occurs during the writing of the diploma exam, exam supervisors must permit the student to continue to write unless direction has been given by the Director, Exam Administration.

**Managing Breaches of Security and Violation of Diploma Exam Rules**

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

- 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;
- be evicted from the diploma exam room if the student, or other students, are at risk of harm.

If a breach of security or violation of diploma exam rules occurs or is suspected, the school principal must remove all unauthorized materials immediately, if applicable, or rearrange the students to prevent collusion. To manage the breach of security or violation of diploma exam rules the school principal must follow the *Protocol for Superintendents Investigating Allegations of Inappropriate Examination/Test Administration And/Or Alleged Contravention of the Examination/Test Rules* (located at the end of this section).

**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 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 *Diploma Exam Administration Forms* section.

**Appealing a Diploma 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 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 Provincial 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 Provincial 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 an allegation of unprofessional conduct appears to be appropriate, contact the Alberta Teachers' Association (ATA) and provide 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, Provincial 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, Provincial 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 Provincial 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 Diploma Examination have been declared invalid and informing him or her about any consequences. The letter also informs the student about the right to appeal to the Assistant Deputy Minister, Student Learning Standards Division, Alberta Education.

  The consequences for students will vary, as appropriate. A maximum consequence would have the student wait one calendar year before rewriting the Diploma 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.

Barry Litun
Barry Litun
Executive Director
College of Alberta School Superintendents

2016.07.29
Date

Paul Lamoureux Acting E/D
Paul Lamoureux
Executive Director
Provincial Sector

July 29, 2016
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 expectations, in accordance with diploma exam rules, about what must occur in preparation for, supervision of, and the completion of 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 in other sections of this Bulletin.

## *Directives for Superintendents of Schools and Board of Directors of Private Schools*

**Diploma Exam Administration Preparation**

Prior to each diploma exam session, the superintendent of schools or board of directors 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. Inspect received exam materials for errors or deficiencies immediately upon their receipt;
   c. Address exam shipment errors or deficiencies in a timely manner;
   d. Coordinate school authority writing centres for November and April administrations;
   e. Enter diploma exam sittings and capacities for all diploma exam administrations;
   f. Permit students rewriting the diploma exam(s) and mature students to access diploma exam administrations.

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 diploma exam administration;
   b. Prepare, package and return diploma exam materials to Alberta Education.

4. Establish, and review with principals, appropriate procedures within the school authority or private school to investigate and report:
   a. Diploma exam administration anomalies;
   b. Suspected security breaches.

5. Establish, and review with principals, diploma exam administration emergent response protocols that may be implemented, as required, to address emergent and/or unexpected issues or problems that arise during the diploma exam administration.

**Diploma Exam Administration Completion**

If possible, during the administration or immediately following each diploma exam administration, the superintendent of schools or board of directors of a private school shall notify the Director, Exam Administration, of any violations of diploma exam rules that occurred (see *Breaches of Security and Violations of Diploma Exam Rules*, *Security & Exam Rules* section).

## *Directives for Principals of Schools and Designated Writing Centres*

**Diploma Exam Administration Preparation**

Prior to each diploma exam administration, 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, supervisors and teachers their roles, responsibilities and deadline-related information pertaining to the administration of diploma exams.

3. Enter PASIprep diploma exam sittings and capacities for each course by the deadlines.

4. Establish and implement appropriate procedures and schedules within the school to:
   a. Register students to write diploma exams;
   b. Ensure students who are rewriting diploma exams have paid the administration fee and registered to write diploma exams using *myPass* by the deadline. Students who have paid writing fees will appear on the list of students in PASIprep; if paid and registered by the deadline the student will have a label for the diploma exam(s).
   c. Ensure non-funded visiting students have paid the administration fee and registered to write diploma exams using *myPass.*
   d. Ensure that diploma exams are administered:

- According to the dates and times published in this bulletin (see *Schedules & Significant Dates* section);
- In accordance with the policies, directives, rules and procedures outlined in this bulletin;
- In accordance with the specific diploma exam-related processes and procedures established at that school and within the jurisdiction.

e. Ensure all students writing diploma exams have a valid Alberta Student Number;
f. Ensure all students have photo identification with them when they arrive to write the diploma exam;
g. Align with diploma exam rules related to teacher perusal copies of diploma exams;
h. Ensure students and supervisors adhere to the diploma exam rules when using calculators, computers and are explicitly informed of permitted and prohibited materials in the writing rooms;
i. Enable students to access required writing accommodations;
j. Submit school-awarded marks by the deadline;
k. Maintain strict security of all diploma exam materials while they are in the custody and control of the school;
l. Immediately upon their receipt, inspect received diploma exam materials for errors or deficiencies;
m. Address diploma exam shipment errors or deficiencies in a timely manner;
n. distribute and manage secured diploma exam materials before the official scheduled diploma exam administration.

5. Designate teachers to act as diploma exam administration supervisors and ensure that they are appropriately prepared for that role.

6. Communicate to supervisors procedures within the school to investigate and report:
   a. Diploma exam administration anomalies;
   b. Suspected security breaches.

   **Note:** The *Security & Exam Rules* requires the principal to take action in the cases of violation, security breach and possible eviction. Diploma 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.

7. Communicate established diploma exam administration emergent response protocols to diploma exam supervisors. Ensure that all diploma exam supervisors are prepared to implement the established emergent response protocols with accuracy and confidence.

8. Designate and schedule the facilities to be used as diploma exam rooms when administering diploma exams. These facilities must be set up for diploma exam writing purposes conducive to supervision, mitigating

acts of cheating and diploma exam security.

**Diploma 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. In accordance with the dates and times published in this bulletin;
    b. In accordance with the policies, directives, rules and procedures outlined in this bulletin.

2. Ensure that all facilities and materials that have been set up for diploma exam writing purposes are secured and remain secured until after the diploma exam administration 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 and unknown students have presented photo identification.

4. Review with school staff the established diploma exam administration emergent response protocol, if required, to address unexpected issues or problems that may arise while a diploma exam is being administered. All events are reported on the Principal's Statement.

**Diploma Exam Administration Completion**

If possible, during the administration or immediately following each diploma exam administration, 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* that occurred.

2. Complete the *List of Students* and sign the *Principal's Statement.*

3. Ensure that all test accommodations used by students are indicated on their written-response booklet(s) and/or answer sheets and are recorded on the *Principal's Statement.*

4. Ensure that all diploma exam materials and associated documents and forms are accounted for, appropriately prepared for return shipment and shipped to Alberta Education.

5. Ensure that if computers and/or other digital devices were used for diploma exam administration purposes, all diploma exam information, including student responses, have been removed from those devices;

6. Following June and August diploma exam administration sessions, provide a summer contact name and phone number other than the school

phone number.

7. Implement appropriate procedures, as required, to investigate and report:
    a. Diploma exam administration anomalies;
    b. Suspected security breaches.

**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. The student(s) must provide a signed written statement related to the allegation.

## *Directives for Diploma Exam Supervisors*

**Diploma Exam Administration Preparation**

Prior to each diploma exam administration, diploma exam supervisors shall:

1. Collaborate with the principal and other diploma exam supervisors to review and update existing diploma exam administration supervision procedures and processes or establish new ones, to ensure that they adhere to current Alberta Education and school authority expectations and requirements.

2. Collaborate with the principal and other diploma exam supervisors to review and update the school's diploma exam administration emergent response protocol that may be implemented, as required, to address unexpected issues or problems that arise while exams are administered.

3. Review and, where applicable, implement the directives, rules, processes and procedures that relate to the administration of diploma exams for using:
    a. Calculators;
    b. Computers;
    c. Writing accommodations.

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, in order to ensure that all required diploma exam administration processes and procedures will be implemented as planned.

**Diploma Exam Administration Supervision**

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

1. Ensure that the diploma exam room is appropriately set up and free of materials or distractions that could affect the outcomes of the diploma exam.

2. Ensure that all required diploma exam materials, equipment and forms

are kept secured before, during and after the scheduled diploma exam session.

3. Verify that each student has and uses a valid Alberta Student Number and has photo identification if the student is unknown to school staff. Record the student's writing location in the diploma exam room.

4. Ensure that students are proficient in their understanding of diploma exam rules and procedures for writing a diploma exam and their responsibilities for implementing them, prior to the commencement of the official scheduled diploma exam administration.

5. Ensure students have access to and have read the diploma exam rules for students document.

6. Implement procedures to ensure that:
   a. Maintain strict security of all diploma exam materials while they are in the custody and control of the school;
   b. Only authorized materials are brought into and used by students in the diploma exam room;
   c. Students and supervisors adhere to the diploma exam rules;
   d. Appropriate materials are distributed to and returned by students before and after the official scheduled writing time ;
   e. Students understand and adhere to all requirements related to the use of all documents, forms and diploma exam materials that are distributed to them while they are in the diploma exam room;
   f. Enable authorized students to use writing accommodations.

7. Ensure that diploma exams are administered during the official scheduled writing time with the correct specified time for writing.

8. Actively observe and supervise all students who are in the diploma exam room before, during and after the official scheduled writing time, to ensure that they are adhering to all diploma exam rules.

**Diploma Exam Administration Completion**

If possible, during the administration or immediately following each diploma exam administration, the diploma exam supervisor shall:

1. Document any unusual circumstances or violations of rules and/or directives that occurred during the diploma exam administration and forward this information to the principal. Students involved in an alleged contravention of diploma exam rules or eviction must provide a written and signed statement to be included with the *Principal's Statement* or the *Special Writing Centre Supervisor's Statement*. If the student opts to not submit a statement, the principal must document and include this on the *Principal's Statement*.

2. Document the use or non-use of writing accommodations available to

students during the diploma exam on the *Principal's Statement* or the *Special Writing Centre Supervisor's Statement* and forward this information to the principal.

3. Complete and sign all required diploma exam administration forms.

4. Collate and appropriately prepare all used and unused diploma exam materials, and other related equipment, forms and documents, and return them to the principal.

5. Remove all diploma exam information, including student responses, from all computers or other digital devices that were used for diploma exam administration purposes.

6. In order to assist with potential investigations of alleged contravention of diploma exam rules, a copy of the diploma exam seating plan must be retained by the school

## *Directives for Teachers of Students Writing Diploma Exams*

**Diploma 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. Notify students who are rewriting diploma exams to pay the registration fee and register using *myPass.*

3. Notify students that their diploma exam results will be available online and is accessible using *myPass.*

**During the Exam Administration**

For January and June administrations, Grade 12 teachers who will teach a diploma course within the current school year is eligible to peruse that diploma exam in the same language of instruction (see *Exam Administration Rules* for rules governing perusals).

Paper format perusal copies are not permitted. Teachers can access the perusal using Quest A+ and the following procedure must be implemented:

- Teachers may only access the perusal session using one computer at the school or centralized office;
- 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;

- Login must occur between 10AM and 1PM. The duration, once logged in, is 3 hours;
- The designated computer can be projected for group viewing to facilitate professional conversation. School authorities with small high schools should consider organizing a centralized perusal session to include all of their high schools;
- Instructions for the perusal sessions will be included in the shipment with diploma exam booklets and administration materials;
- During the login process, the principal (or designate) must complete an online declaration regarding the perusal process;
- The online perusal copy will provide opportunity for teachers to comment on the diploma exam.

To assist with familiarizing students with diploma exam question types, teachers can 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.

**Diploma Exam Administration Completion**

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

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*

**Diploma 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 proficient in their understanding of the rules, procedures, requirements and deadlines related to writing a diploma exam and of their responsibilities for complying with and/or implementing them. Students must be aware that all diploma exams are to be written at an accredited Alberta High School or a provincially designated writing centre.

2. Ensure that they have communicated their intention and are registered to write specific diploma exams. Diploma exam administration fees are non-refundable and cannot be transferred to other diploma exam sessions.

3. If a fee is required related to the writing of diploma exams, ensure that they have paid that fee.

4. Ensure that they have and use a valid Alberta Student Number.

5. Discuss with school personnel their needs and intentions with respect to the use of writing accommodations.

6. Discuss with school personnel their intentions with respect to the use of a computer to write Part(ie) A humanities diploma exams.

7. Register to rewrite the diploma exam and pay the administration fee. This fee is non-refundable and cannot be transferred to other diploma exam administrations.

8. Prior to registering for a rewrite using *myPass*, students must confirm, with the intended writing centre, diploma exam sitting availability and request permission to write at that location.

9. Students are aware that their diploma exam results are accessible using *myPass.*

**Diploma Exam Writing**

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

1. Complete both parts of a humanities diploma exam to obtain credit for the course.

2. Adhere to all directives, rules and procedures related to the writing of diploma exams.

**Diploma Exam Writing Completion**

Following a diploma exam administration, 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 and rescores and their responsibilities for adhering to, and/or, implementing them.

2. Review the process for managing appeals in the *Security & Exam Rules* section if intending to make an appeal related to an alleged contravention of diploma exam rules or an eviction.

# *Exam Administration Guidelines*

**Preparing Students**

To prepare students to write diploma exams and gain access to their results and diploma exam options, school staff should communicate to students their roles and responsibilities, and deadline related information, pertaining to:

1. Diploma exam schedules.
2. Diploma exam rules and directives.
3. Diploma exam registration deadlines.
4. Using calculators when writing diploma exams.
5. Accessing and using writing accommodations.
6. Application to establish a special writing centre.
7. Registering to rewrite a diploma exam.
8. Paying diploma exam administration fees.
9. Understanding and applying for a diploma exam rescore.
10. Notifying the Special Cases and Accommodations team of a separate writing.
11. Notifying the Special Cases and Accommodations team of an exemption from writing a diploma exam.
12. Accessing diploma exam results using *myPass.*

**Preparing Exam Supervisors**

Appropriate preparation to serve as an exam administration supervisor includes being proficient in understanding diploma exam rules and directives and being able to implement:

1. Diploma exam rules and directives.
2. Diploma exam schedules and diploma exam administration instructions.
3. Use of calculator and computer rules and procedures.
4. Emergent response plans and protocols.
5. Procedures to:
    a. confirm student identification and track seating arrangements;
    b. maintain the security of diploma exam materials, including knowing which materials to secure after diploma exam administration;
    c. actively observe and supervise examinee behaviour before, during and after the officially scheduled diploma exam administration;
    d. identify and document diploma exam administration anomalies;
    e. administer diploma exams using writing accommodations and alternate format materials.

**Selecting and Setting up Diploma Exam Writing Facilities**

Diploma exam writing facilities must ensure the security of all diploma exam materials before, during and after their administration and must be free of materials and/or distractions that could affect the outcome of the diploma exam. When selecting and preparing diploma exam rooms it is important to ensure that they enable:

1. Determining the room capacity; the number of students/examinees who can be appropriately supervised in accordance with the diploma exam rules included in this *Bulletin.*
2. The removal or covering of any instructional materials in the room that

may be of direct assistance to students writing a diploma exam.
3. Active observation and supervision of examinee behaviour before, during, and after the officially scheduled diploma exam administration.
4. The appropriate use of writing accommodations and special format materials without distraction to other examinees.
5. Quiet and secure printing of examinee work, during and after the official scheduled diploma exam administration, if examinees are writing Part(ie) A diploma exams using computers.
6. The seating of examinees in the room in a manner that protects their diploma exam answers, whether on paper or in electronic form, from unauthorized observation during and after the official scheduled diploma exam administration.
7. Secure custody and control of all diploma exam materials before, during and after the officially scheduled diploma exam administration.

**Setting Up and Communicating Diploma Exam Schedules and Other Important Information**

Diploma exam rules, schedules and significant information 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. Students should arrive to write the diploma exam before the official scheduled diploma exam start time.
2. The official scheduled diploma exam start and completion times.
3. Practices for ensuring student responses to written response diploma exam are properly printed.
4. Emergency protocols for fire, evacuation, power outages or health emergencies.
5. Students are encouraged to compose all rough draft work in their diploma exam booklets or school-supplied blank paper and must return all rough draft work to Alberta Education.

**Creating an Diploma Exam Administration Plan and Roster of Duties**

A diploma exam administration plan should be prepared prior to each diploma 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 diploma exam administration session.

A typical roster of duties to **initiate and prepare for a diploma exam administration session** might include, but is not limited to, the following:

1. Publish the diploma 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 diploma exam room(s) and any required

equipment.
7. Establish and implement procedures to maintain and supervise the secure storage of all diploma exam materials while they are in the custody and control of the school.
8. Receive, inspect and distribute diploma exam materials prior to their administration.
9. Ensure students who are rewriting diploma exams have paid fees.
10. Check PASIprep to see the list of first time writers and paid rewriters.

A typical roster of duties to **set up diploma exam administration facilities, materials, and equipment** prior to the administration of a diploma exam might include, but is not limited to, the following:

1. Prepare a checklist of materials and equipment required for the diploma exam administration.
2. Prepare a seating assignment plan and arrange furniture/equipment that will ensure the security of the diploma exam, promote supervision and mitigate collusion during the diploma exam administration.
3. Remove or cover any instructional materials in the diploma exam room that may be of direct assistance to examinees.
4. Configure all computers, word processing applications, printers, and other electronic equipment, as required, and check their functionality. Pick up unsecured materials required for the diploma exam administration (e.g., forms, pencils, blank paper, calculators) and prepare them for distribution.
5. Pick up secure diploma exam materials from the secure lock-up area and prepare them for distribution.
6. Secure the diploma exam room and all materials and equipment in it until the scheduled diploma exam administration.

A typical roster of duties to **receive students into the diploma 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 diploma exam is being administered;
   c. procedures for completing and returning diploma exam materials to the diploma exam supervisor at the end of the diploma exam period;
   d. specific other procedures, such as but not limited to, calculator clearing and computer use, related to expected conduct before, during and after the official scheduled diploma exam period.

4. Check that no prohibited materials have been brought into the diploma exam room (see *Security & Exam Rules* section).
5. If calculators are permitted, check that students/examinees have cleared them, in accordance with the instructions in the *Using Calculator* section.
6. If computers and printers are being used to write a Part(ie) A diploma exam, check that they are set up and functioning as required.
7. Distribute secured and unsecured diploma 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 diploma exam booklets and answer sheets;
   c. have students read and sign the declaration on the back page of their diploma exam booklets;
   d. remove all tear-out sheets;
   e. review the diploma exam materials for errors or deficiencies, including but not limited to, misprinted booklets and missing pages.
   f. if approved writing accommodations are being used, ensure that they are distributed and set up as required.
8. Review the diploma exam administration instructions provided in the diploma exam booklet(s).
9. If a reader, scribe, or sign language interpreter is assisting a student/examinee, review the diploma exam administration instructions related to that accommodation.
10. Review time limits and the process that will be used to inform students about the time remaining in the diploma exam administration.

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

1. Commence and begin timing the diploma 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 diploma exam administration assistance.
4. Supervise students/examinees who must leave and return to the diploma exam room during the diploma exam administration.
5. Receive students who arrive late and prepare them to write the diploma exam; provide late students with the prescribed allotted time for that diploma 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. Students must annotate used accommodations on their diploma exam booklets where designated.
8. Provide ongoing information about diploma exam time remaining.

A typical roster of duties for **collecting materials** and **completing a diploma exam administration** might include the following:

1. Conclude the official scheduled diploma exam administration.
2. Actively supervise examinees while they collect and return their diploma exams and other distributed diploma exam materials or equipment, and ensure that students have cleared their calculators, as required.
3. Sort and bundle all secured and unsecured diploma exam materials, forms and other diploma exam administration materials, as required.
4. If computers or other digital devices, including calculators, were used for diploma exam administration purposes, remove all diploma exam information, including student responses, from those devices.
5. Return all secured diploma exams, diploma exam materials and forms to the secure lock-up area.
6. 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.
7. 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 rules and directives are appropriately enforced and that all students have an impartial and equitable opportunity to write their diploma exam. Individuals who are active supervisors have a clear understanding of diploma exam rules and directives. 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 diploma exam session.

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

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

Some specific strategies that can be employed to mitigate the opportunity to contravene diploma exam rules and directives include the following:

1. Randomizing and assigning seating so that examinees cannot choose or know in advance where they will be sitting, and then document where each examinee is seated.
2. Ensuring that all desks in the diploma exam room are empty before,

during and after the diploma exam.
3. Creating, communicating and enforcing diploma exam rules.
4. Making and maintaining frequent eye contact with students/examinees.
5. Setting up the room and positioning diploma 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:
   a. No prohibited materials have been brought into the test room;
   b. No materials are removed from the diploma exam room;
   c. Student work has been removed from all computers, calculators and rough drafts are sent with the diploma exam booklets and materials to Alberta Education.

## *Diploma Exam Sittings and Capacity*

**Diploma Exam Sittings, Identifying Diploma Exam Sitting Capacity and Ordering Diploma Exam Materials**

Schools that administer diploma exams must establish sittings, or writing rooms, for each administration in PASIprep. School staff may either create all diploma exam sittings at the beginning of the school year or in accordance with the diploma exam sitting by administration deadlines located in the *Schedules and Significant Dates* section.

Diploma exam sittings should not be established:

a) If the school is not a designated writing centre for that administration, or;
b) The school does not offer a specific diploma course in that administration.

Principals should communicate with their school authority or board of directors to determine which schools, within that jurisdiction, will be available to offer writing locations for students rewriting diploma exams and mature students.

Capacity denotes the number of diploma exams school staff are able to administer in a diploma exam sitting and equals the total number of regular paper format booklets that will be shipped to that school. Schools must, in their diploma exam sitting capacity quantities factor in students who are rewriting the diploma exam and students not enrolled in that school; it is recommended that school staff examine trends of students who wrote in the same administration over the previous three years and estimate for similar trend.

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

# *Receiving and Inspecting Diploma Exam Materials*

**Receiving Diploma Exam Materials**

Formal procedures for handling diploma exam materials when they are delivered to the school by the courier should be established in order 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 diploma 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.

   **Important 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 diploma exam booklets and materials. Exam Administration Branch 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 NSR option in place.

2. Principals should identify one staff member at the school to be the sole responsible for receiving all diploma exam materials when they are delivered by the courier. This staff member must know when those materials are expected to arrive (see *Schedules & Significant Dates* section) and must contact Exam Administration if:
   a. No one will be at the school when the diploma exam materials are scheduled to be delivered;
   b. The diploma exam shipment has not been received within two or three days of when it was expected to arrive.

3. When diploma exam materials are delivered by a courier, the staff member at the school must immediately conduct a surface inspection of the shipment 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 diploma 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*. It is also advised to contact Exam Administration branch immediately to discuss this potential threat to security.

After formally receiving a shipment of diploma 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 diploma exam is 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. Diploma exams and other diploma 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 Diploma Exam Materials**

All diploma exam material shipment boxes should be opened and inspected immediately upon their receipt, without opening the shrink-wrapped diploma 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 diploma exams. The diploma exam packages must remain shrink-wrapped until the day the diploma exam is scheduled to be written.

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

1. Before inspecting a diploma exam shipment, an updated list of diploma exam material requirements, by course and including any special format materials that have been approved for that administration, should be prepared by school staff and validated by the principal.

2. Diploma exam shipments should be checked against this updated list of diploma exam material requirements to determine if:
   a. All required types and quantities of diploma exam materials were

ordered by verifying *capacity* numbers against the packing slip(s);
b. The required quantity of each type of diploma exam material has been shipped; diploma exam booklets must be counted without opening the shrink wrap and reconciled with the packing slip(s);
c. The packing slip(s) must be set aside for safekeeping as they need to be returned with the diploma exam material to Exam Administration.

3. Any identified errors or deficiencies in a shipment must be addressed immediately by sending an email to Exam Administration exam.admin@gov.ab.ca using the subject line: **DE Shipment Error or Deficiency – your school name and school code** (e.g., **DE Shipment Error or Deficiency – Ben Hur High School, 9999**)
If school staff have changed the diploma exam sitting capacity, they may submit a *Supplemental Shipment Form* to Exam Administration by email 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 Diploma exam Materials*

**Dates for Returning Diploma Exam Materials**

All secured diploma exam materials, *Principal's Statements*, *Lists of Students* and other administration supporting documents must be returned to Alberta Education in accordance with the dates specified in the *Schedules & Significant Dates* section of this Bulletin.

**Preparing Diploma Exam Materials for Return**

Formal procedures for preparing and packaging diploma exam materials for return to Alberta Education must 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 diploma 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. Principals should identify one staff member at the school to be the sole responsible for preparing and packaging all diploma exam materials for return to Exam Administration. This staff member must be proficient in his or her understanding of 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 diploma exam materials sent to

schools. These return envelopes and coloured address/identification labels **must** be used when packaging and returning diploma exam materials back to Exam Administration.

4. Materials to be returned should be prepared as follows:
   a. Diploma 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 diploma exam materials;
   b. Used materials that require marking or machine scoring should be bundled separately from other secured materials, i.e., unused diploma exams and supporting documentation, that are being returned;
   c. Each bundle of diploma 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 diploma exam materials will be shipped to Exam Administration in boxes that have been previously used, all previous address information on those boxes must 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 must be identified as a set by numbering them as such, for example, 1/3, 2/3, 3/3. Each box must be firmly sealed and a coloured return address/identification label should be affixed to it in a prominent location.

**Return Shipment Location**

All diploma exam materials should be returned to:

Exam Administration
Alberta Education
Room 2-2074, Dentistry/Pharmacy Building
11304 – 89 Ave NW
Edmonton, AB T6G 2N8

**Using Couriers for the Return of Diploma Exam Materials**

The following courier services may be used to return diploma 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 diploma exam materials by:

***Mr. Courier***
Dispatch Telephone Number: (780) 464-5719

***DV Delivery***
Dispatch Telephone Number: (780) 868-5503

**School Authority Procedures for the Return of Diploma Exam Materials**

School authorities may choose to have schools return their diploma 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 diploma 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 Exam Administration team (see *Contacts* section) for the receipt of shipments outside of these hours.

## Grade 12 Diploma Exams

# Quick Facts for Students and Parents/Guardians

### What are Diploma Exams?

Diploma Exams are administered to students in select grade 12 courses and have 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.

### When are Diploma Exams administered?

Diploma Exams are administered annually in January, April, June, August, and November according to the schedule posted in the *General Information Bulletin* at https://education.alberta.ca/diploma-exam-administration/general-information-bulletin.

### Are there any practice questions available to students before writing Diploma Exams?

Yes. Students can try out the released questions from previous Diploma Exams that are located at https://questaplus.alberta.ca/PracticeMain.html.

### How will results from Diploma Exams be shared with students?

Approximately 3 weeks after the administration of Diploma Exams, student results are available on myPass at https://mypass.alberta.ca. For assistance with myPass, contact the Client Services Help Desk at 780-427-5318 (Dial 310-0000 to be connected toll-free from outside the Edmonton area.)

### Want to know more?

More information and resources for Diploma Exams are available on the Alberta Education website at http://education.alberta.ca.

The personal information collected in the Diploma Examination program is collected pursuant to section 33(c) of the ***Freedom of Information and Protection of Privacy Act*** (RSA 2000, C. F-25). This information will be used for the purpose of administering the Diploma Examination program as well as support programs and policy evaluation and measurement.

Questions regarding the program and the collection, use and disclosure of information may be directed to the Director, Diploma Examination Program, Student Learning Standards, Alberta Education, 6th Floor, 10044 -108 Street, 44 Capital Boulevard, Edmonton, AB T5J 5E6 or by telephone at 780-422-5160. (Dial 310-0000 to be connected toll-free from outside the Edmonton area.)

## Examens en vue de l'obtention du diplôme de 12e année

# Points saillants à l'intention des élèves, des parents ou des tuteurs

**Qu'est-ce que les examens en vue de l'obtention du diplôme?**

Les examens en vue de l'obtention du diplôme sont administrés aux élèves de 12e année dans des cours choisis. Ils ont trois objectifs principaux :

- certifier le niveau de rendement individuel des élèves dans des cours de 12e année choisis;
- assurer le maintien des normes de rendement à l'échelle de la province;
- communiquer les résultats individuels et collectifs.

**Quand les élèves passent-ils les examens en vue de l'obtention du diplôme?**

Les examens en vue de l'obtention du diplôme de 12e année sont administrés chaque année en janvier, en avril, en juin, en aout et en novembre selon le calendrier affiché dans le General Information Bulletin à https://education.alberta.ca/diploma-exam-administration/general-information-bulletin/.

**Existe-t-il des modèles de questions avec lesquels les élèves peuvent s'exercer avant de passer les examens en vue de l'obtention du diplôme?**

Oui. Les élèves peuvent s'exercer avec les questions rendues publiques des examens en vue de l'obtention du diplôme, qui se trouvent à https://questaplus.alberta.ca/PracticeMain.html.

**Comment les résultats obtenus aux examens en vue de l'obtention du diplôme seront-ils communiqués aux élèves?**

Environ 3 semaines après l'administration des examens en vue de l'obtention du diplôme, les résultats des élèves sont disponibles à https://mypass.alberta.ca/. Pour obtenir de l'aide concernant myPass, contacter le Client Services Help Desk en appelant le 780-427-5318 (sans frais en Alberta en composant le 310-0000).

**Comment obtenir plus d'information?**

Vous trouverez de l'information détaillée et des ressources concernant les examens en vue de l'obtention du diplôme à http://education.alberta.ca.

Les renseignements personnels recueillis dans le cadre du programme d'examens en vue de l'obtention du diplôme le sont conformément à l'alinéa 33(c) de la ***Freedom of Information and Protection of Privacy Act*** (RSA 2000, C. F-25). Ces renseignements serviront à administrer le programme d'examens en vue de l'obtention du diplôme et à appuyer l'évaluation et la mesure des programmes et des politiques.

Si vous avez des questions concernant le programme ainsi que la collecte, l'utilisation et la communication des renseignements personnels, vous pouvez les adresser à Deanna Shostak, Director, Diploma Examination Program, Student Learning Standards, Alberta Education, 6th Floor, 10044 -108 Street, 44 Capital Boulevard, Edmonton, AB T5J 5E6 à Deanna.Shostak@gov.ab.ca ou appeler le 780-422-5160 (sans frais en Alberta en composant le 310-0000).

# *Writing Diploma Exams Using Calculators*

## OVERVIEW

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

Both **scientific** and **graphing** calculators, with no prohibited properties, (see *Calculator Use Rules*) may be used when writing mathematics or science diploma exam. 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.

The following graphing calculator properties are permitted for math and science diploma exams:

- 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

Alberta Education has **approved** the use of the following **graphing** calculators when writing math and science diploma exams; this list is updated annually.

**Casio**
- fx 9750 GII
- fx 9860 GIIs

*NEW
- fx 9750 G Plus (no longer manufactured)

**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, or TI-84 Plus Pocket SE
- 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)

*NEW
- TI-84 Plus C Silver (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, the principal of a school or designated writing centre shall:
   - 2.1. communicate to students and teachers the expectations 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, 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 equity 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
   - 1.3. ensure that students are not sharing calculators

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. only 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 HP Inc. 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 calculators@hp.com. The following information for regression and the HP Prime may also be useful: Exponential Regression is in the form $y = B*e^{M*x}$ whereas Exponent Regression is in the form $y = B*M^x$. 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 $y = m*\ln x + b$, which is different than the form shown on the Mathematics 30-2 formula sheet.

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 can be used in the latest operating system indicated:

- Press-to-Test (2.55 or higher)
- TestGuard (5.0 for CE models; 4.2 for all other TI-83 and 84 models)

For these models, calculator memory can also be completely reset instead using the steps outlined on pages 8 and 9.

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-9750 GII** | Select **Menu**<br>Cursor to **SYSTEM ICON**<br>EXE<br>Reset menu **F2 "Main Memory"**<br>**F1 "reset memories yes"**<br>**EXIT** | Select **Menu**<br>Cursor to **MEM**<br>**EXE**<br>**Calculator will display:**<br>61904 Bytes Free |
| **Fx-9860 GIIs** | Select **Menu**<br>Cursor to **SYSTEM**<br>EXE F5: **Reset**<br>F6: **Next Page**<br>F1: **Main &Storage**<br>F1: Yes, reset main and storage memories: **EXITMENU** | Select **Menu**<br>Cursor to **MEM**<br>**EXE**<br>F1: **Main Memory**<br>**Calculator will display:**<br>61904 Bytes Free |
| **Fx-9750G Plus** | Select **Menu**<br>Cursor to **MEM**<br>EXE **Reset**<br>EXE<br>F1 **yes-Reset** | Select **Menu**<br>Cursor to **MEM**<br>**EXE**<br>**Calculator will display:**<br>28628 Bytes Free |

### Hewlett-Packard

| Calculator Model | Keystrokes to Clear Memory | Information Regarding Cleared Calculator |
|---|---|---|
| **HP Prime**<br>(firmware 1.3 or greater)<br><br>*Note: this is a touch screen calculator | 1. Press **Menu**, 3: **Messages**, **Shift**, **Clear**, tap OK<br>2. Press **On** and then **ESC** simultaneously<br>**Configuration:** Use the drop down menu to select Custom Mode<br>**Timeout**: Set an appropriate length of time, ensuring that the calculator will remain in Exam Mode for the entire writing period<br>**Default Angle**: No change<br>**Password**: Entered by exam supervisor and **not** shared with the student<br>Check **Blink LED**<br><br>Tap Config on the menu bar on the bottom of the screen and check each line listed below to disable features<br>A) **System Apps**: click ⊞ to expand this menu and check all lines **except:**<br>- Function<br>- Statistics 1Var<br>- Statistics 2Var<br>- Spreadsheet<br>B) **User Apps**<br>C) **Physics**<br>D) **Help**<br>E) **Units**<br>F) **Matrices**<br>G) **Complex** | Remaining memory may vary depending on the applications that are locked on the unit. These applications are inaccessible while in Exam Mode |

| | | |
|---|---|---|
| | H) **CAS**<br>I) **USB**<br>J) **Notes and Programs**<br>K) **New Notes and Programs**<br>L) **Mathematics**: click ⊞ to expand this menu and check "Trigonometry" line<br>Tap OK<br>3. Tap Start and swipe the lock icon to the right to begin Exam Mode<br>LED lights on top of the handheld unit will be on | |

**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 OK
  - To Clear All Memory: Press **Shift**, , **Shift**, **Clear**, tap OK
  - To Clear All Messages: Press **Menu**, 3: **Messages**, **Shift**, **Clear**, tap OK

## Sharp

| Calculator Model | Keystrokes to Clear Memory | Keystrokes and Information Regarding Cleared Calculator |
|---|---|---|
| **EL-9600**<br>**EL-9600C** | **2nd** **XθTN** (Option)<br>**Log** (Reset)<br>**2** (All Memory)<br>**CL** (Clear all data) | **2nd** **XθTN** (Option)<br>▼<br>**Calculator will display:**<br>18562 Bytes Free |
| **EL-9900** | **2nd** + − × ÷ (Option)<br>**Ln** (Reset)<br>**2** (All Memory)<br>**CL** (Clear all data) | **2nd** + − × ÷ (Option)<br>▼<br>**Calculator will display:**<br>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)**<br>(OS 3.9) | With handheld off, hold down the "esc", and "on" keys until the Press-To-Test dialog is displayed<br><br>For mathematics exams only, uncheck only the line "disable $\log_b x$ template and summation functions"<br><br>then select Press-to-Test and then select "ok"<br><br>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<br>These documents are inaccessible while in Press-to-Test |
| **TI-nspire (with Touchpad)**<br>(OS 3.9)<br><br>**TI-nspire CX**<br>(OS 4.2 or higher) | With handheld off, hold down the "esc", and "on" keys until the Press-To-Test dialog is displayed<br><br>For mathematics exams only, uncheck only the line "disable $\log_b x$ template and summation functions"<br><br>then select Press-to-Test and then select "ok"<br><br>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<br>These documents are inaccessible while in Press-to-Test |

**Notes: For TI-nspire models**

- Resetting the memory on TI-*n*Spire models is **not** sufficient as it fails to disable prohibited features
- 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:

  Push key and key simultaneously
  Select **9** (Press-to-Test)
  Select **1** **(**Exit Press-to-Test)

| Calculator Model | Keystrokes to Clear Memory | Keystrokes and Information Regarding Cleared Calculator |
|---|---|---|
| **TI-83**<br>(OS 1.19) | $2^{nd}$ + (MEM)<br>5 (Reset)<br>1 (All Memory)<br>2 (Reset) | $2^{nd}$ + (MEM)<br>1<br>**Calculator will display:**<br>61904 Bytes Free |
| **TI-83** Plus<br>(OS 1.19)<br>**TI-83 Plus Silver**<br>(OS 1.19)<br>**TI-84 Plus**<br>(OS 2.55) | $2^{nd}$ + (MEM)<br>7 (Reset)<br>➤➤ (All) **<br>Enter<br>1 (Reset) | Remaining memory may vary depending on the model, operating system and age of the calculator. |

| | | |
|---|---|---|
| **TI-84 Plus Silver**<br>(OS 2.55)<br>**[1]TI-84 Plus Pocket SE**<br>(OS 2.55 or higher)<br><br>[1]Not available for purchase in North America | | 2nd + (MEM)<br>2<br><br>**Currently most operating systems will display:**<br>RAM Free 24317 |
| **TI-84** Plus **C Silver**<br>(OS 4.0) | 2nd + (MEM)<br>7 (Reset)<br>➤➤ (All) **<br>Enter<br>1 (Reset) | Remaining memory may vary depending on the model, operating system and age of the calculator.<br><br>2nd + (MEM)<br>2<br><br>**Currently most operating systems will display:**<br>RAM Free 21840 |
| **TI-84 Plus CE**<br>(OS 5.1 or higher) | 2nd + (MEM)<br>7 (Reset)<br>➤➤ (All) **<br>Enter<br>1 (Reset) | Remaining memory may vary depending on the model, operating system and age of the calculator.<br><br>2nd + (MEM)<br>2<br><br>**Currently most operating systems will display:**<br>RAM Free 152891 |

Notes**:**

- **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)
- On the TI-84 Plus models, Press-to-Test can also be enabled with the following keystrokes:

  With the calculator off, press the left arrow, right arrow, and On key simultaneously

  Select NO disable logBASE

  Select NO disable Σ(

  Press ZOOM (OK)

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

## BACKGROUND

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

## GUIDING PRINCIPLES

Computing devices 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 technology for this purpose must not compromise the validity of the exams or security of their administration.

A school principal may allow a student who normally produces extended written work on a computing device, and who is proficient at using that school's or writing centre's devices and word processing application, to use them when writing any of the aforementioned diploma exams.

Students who choose to use technology 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 technology. 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 shall communicate to students and teachers the availability of and requirements related to the use of computing devices and word processing applications when writing the Part(ie) A portion of humanities diploma exams.

3. 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 technology are permitted to do so.

4. If a school or designated writing centre has more students who request this option than it has devices, 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.

5. The principal shall ensure that only computers that have been properly configured are used for exam writing purposes with the exception of those used with Quest A+ and its Locked Browser. **Student-owned** PC and Mac OS devices may be used with Quest A+. (See Quest A+ and the Use of Personally Owned Devices, below).

8. In relation to the Quest A+ website, **school-owned** Google Chromebooks are permitted for diploma exams (See *Quest A+ and the Use of School-Owned Google Chromebooks*, below).

9. The principal shall ensure that all computing devices, applications, and printers used for diploma exam administration purposes are appropriately configured to safeguard test security and validity and to minimize distraction to students.

10. The principal shall ensure that all facilities and 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.

11. Before implementing the use of technology 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.

12. The principal shall ensure that teachers who are designated to supervise the administration of diploma exams that are being written using technology are appropriately prepared for that role, including being aware of and able to implement contingency plans and emergency procedures, should the need arise.

13. The principal shall ensure that no student responses, including rough work, remain on devices or accessible network locations once students have stapled their printed copies into their exam booklets.

## Technical Personnel

1. Technical personnel shall configure all devices, word processing applications, and printers so as to ensure the security and validity 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 cooperation with the principal and exam supervisors, technical personnel shall develop a **technical contingency plan** that can be implemented, as required, to address unexpected network, device, 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.

5. Following the exam, technical personnel shall ensure that **devices are cleared of all student work and individual devices can no longer access student responses.**

6. Following the test administration, technical personnel **in schools using local word-processing solutions** shall ensure that student work is archived securely for a period of 3 months from the date the exam is written. Archived files must only be accessible to a school authority network administrator.

7. After marking has been finalized, technical personnel shall ensure that all archived student work is permanently deleted.

8. If Quest A+ is used for Part(ie) A, April Mathematics 30-2, or Science 30 diploma exams, the Quest A+ Locked Browser is installed and tested in advance of the testing session. https://questaplus.alberta.ca/help/requirements.html.

## Diploma Exam Supervisors

1. Teachers who are designated to supervise the administration of diploma exams that are being written electronically shall be familiar with and able to implement the guiding principles, directives, rules, and procedures related to the administration of diploma exams using technology.

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 validity and minimize distraction to students.

3. In cooperation 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 technology.

4. Exam supervisors shall ensure that students are aware of and understand the rules and procedures for writing a diploma exam using technology, 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 search engines, research tools, online dictionaries or other prohibited online or electronic resources while writing a diploma exam using technology.

6. Exam supervisors shall ensure that no student responses, including rough work, remain on any devices or student-accessible network locations once students have stapled their printed copies into their exam booklets.

**Students**

1. If a principal allows technology 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 technology shall be proficient at using those devices 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 technology (see *Rules and Procedures* below).

4. Students are encouraged to print assignments for written response diploma exams in a single-sided format.

## RULES AND PROCEDURES

### Technical and Administrative Set-up

1. Prior to the commencement of the official scheduled exam administration, all devices 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 search engines, research tools, online dictionaries 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:

   - 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 processing 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.** For local word-processing solutions, **online dictionaries and online thesauri are not permitted**.

3. Prior to the commencement of the official scheduled exam administration, all computing devices, printers, and word-processing applications must be online and ready for use.

## Exam Administration

1. Students writing Part(ie) A diploma exams using technology 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 using technology 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 device).

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 search engines, research tools or other prohibited online or electronic resources while writing a diploma exam using technology. 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 using technology 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 using technology 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 using technology 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 using technology 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 using technology only if:
   - the participating students normally compose extended written work electronically;
   - each participating student knows how to use the school's or designated writing centre's network and equipment;
   - technical expertise is available before, during, and after exam writing to ensure smooth and secure system functioning;
   - security, validity, and confidentiality will in no way be compromised.

2. Students should be given sufficient time to log on to the system and review the rules and procedures for writing Part(ie) A diploma exam using technology 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) 492-1400.

## QUEST A+ AND THE USE OF PERSONALLY OWNED DEVICES

Schools are permitted to allow students to use personally owned computers (PC or Mac OS) when writing Part(ie) A diploma exams. Due to device management requirements, personally owned Chromebooks or Chrome OS devices are not permitted. When used for exam writing purposes, *Quest A+* and its associated Locked Browser application temporarily block access to hard drives, network drives, and online resources by restricting users to the Quest A+ test environment.

## ACCESS TO QUEST A+

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 in conjunction with local word-processing solutions). 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+ using personally-owned devices.

To apply for your school to use Quest A+ and obtain access codes for Humanities Part A written response diploma exams, complete the online request form located at: http://surveys.education.gov.ab.ca/novi/n/QuestDiploma.aspx.

The deadlines for requests to use Quest A+ are as follows.

| Diploma Exam Session | Quest A+ Request Deadline |
|---|---|
| November 2016 | October 3, 2016 |
| January 2017 | November 3, 2016 |
| April 2017 | February 22, 2017 |
| June 2017 | April 13, 2017 |
| August 2017 | July 4, 2017 |

## APRIL 2017 MATHEMATICS 30-2 AND SCIENCE 30

The April 2017 administration of the Mathematics 30-2 and Science 30 diploma exams will be administered in a hybrid format. Students writing hybrid format diploma exams will receive paper format diploma exam booklets and responses will be entered via Quest A+.
After the April diploma exam registration deadline (February 22, 2017), Exam Administration will contact schools that have students registered to write this exam and detailed instructions will be provided.

## ADDITIONAL INFORMATION ON USING TECHNOLOGY FOR DIPLOMA EXAMS

A document, *Using Technology to Administer Provincial Achievement Tests and Diploma Exams*, is available to assist school and technical personnel with decisions regarding the use of technology for students to write diploma exams. This document will be updated throughout the school year.

# *Diploma Exam Accommodations*

## Accommodations: Overview, Eligibility, Process and Administration

Alberta Education is committed to providing access to educational opportunities for all students. Ensuring 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 ensure 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 advantage when compared to students taking exams under regular, standardized conditions; or
- compensate for a skill or knowledge deficit.

**Note:** Exemptions or partial exemptions will not be granted for students because they were not eligible for accommodations at the time of writing or denied their request for accommodations.

### Accommodation Types

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

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

### 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 and the Special Cases and Accommodations Team will review on a case-by-case basis (see *Alberta Education Review Process* below).

### 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.

## Terminology

- **Process Manager:** Staff at school-level who organizes the requests and operates as school contact for all communication related to the requests.
- **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 complete the review the request by email.
- **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.
- **Request to Reconsider a Case Decision:** Prior to appealing a case decision to Special Cases Committee, Special Cases and Accommodations team may reconsider the original decision with submission of new official documentation to support the request. Process Managers must submit a *Request to Reconsider* form with the new information. This form can be obtained by emailing Special.Cases@gov.ab.ca.
- **Appeal:** This is a formal appeal to the Special Cases Committee.

## 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** | | ✔ | |
| Student is **not Coded** | | | ✔ |
| Student Uses **Unique Accommodations** | | | ✔ |
| Sudden Physical Medical Conditions | ✔ | | |
| Mature Students **Not** Registered for Instruction | | | ✔ |

**Eligibility Criteria**

Evidence that there is a demonstrated need for accommodation(s) and the student routinely uses accommodation(s) 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) | • Student has an Alberta Education Exceptional Code (currently or in the past) or meets the criteria for *Knowledge and Employability* courses (710 K&E)<br>• Student uses the listed accommodations on page 1 of this section (#1 – 15)<br>• Students are expected to meet the current Special Education Coding Criteria and programming must be in accordance with the Standards for Special Education | • **Students with Code 80:** Must have a dual code indicating the student also has a 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<br>• 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 |
| Student is identified locally as ESL or Francisation (Coded and Non-Coded) | • Evidence that the student working to achieve grade 12 language development (no single test is specifically required; the following may be used to meet criteria)<br>▪ *Alberta Education ESL Benchmarks*/*Les appuis pédagogiques pour la Francisation: Seuils repères pour la Francisation*. 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. Unless the student meets the outcomes of the level he or she is still eligible as a student identified as ESL or Francisation<br>▪ Wechsler Individual Achievement Test (WIAT)<br>▪ Fountas & Pinnell | • Eligible for Extra time and/or audio version<br>• Not eligible for an audio version for English Language Arts 30-1 part B, English Language Arts 30-2 part B, Français 30-1 partie B<br>• May use paper-format bilingual dictionaries (in all languages) when dictionaries are permitted for use by all students (see *Exam Administration Rules* section)<br>• The documentation to support ESL and Francisation requests must be accessible in the official student record |

| | | |
|---|---|---|
| | ▪ Woodcock-Munoz Language Survey Revised<br>▪ (WML-R)<br>• Francisation is part of Francophone programming; it is not part of French Immersion programming. Students in French Immersion are not eligible for Francisation accommodations. For further information, please see the *Guide to Education: ECS to Grade 12* | |
| Student has not been Coded | • 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<br>• See below (*Alberta Education Accommodation Criteria for Non-Coded Students and Documentation*) for criteria specific to conditions and required documentation | • **Current:** Refers to the school year in which the student will be writing diploma exams<br>• **Assessment date (Re-Assessment and/or Updated Assessment):** Within **5 years** of the current school year |
| Generalized Anxiety and Test Anxiety | • 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<br>• Student has a learning plan which includes strategies to manage symptoms | • 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 |
| Student Uses Unique Accommodations | • Criteria are dependent upon the request, however, in all cases the request for unique accommodation must directly correspond to the specialized assessment | • School administration should call the Special Cases and Accommodations team well in advance of the request deadline to discuss unique accommodation options. 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 | • 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. | • **Sudden:** Event occurs two weeks or less prior to the beginning of the administration; end date – last exam date<br>• **Examples but not limited to:** Fractured/ dislocated limb/joint, migraines, back pain, headaches<br>• The accommodations should correspond with the condition, for example, a fractured arm may warrant a Scribe and Extra writing time but not a Reader.<br>• Students with sudden physical medical conditions are not eligible for exemption |
| Mature Students **Not** Registered for Classroom Instruction | • 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 and Accommodations 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<br>• See below for criteria specific to conditions and required documentation | |

## Accommodation Request Processes

**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 in this section.
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.
**Step 3:** School Authority Contact sends the list of students who have been granted and not granted accommodations back to the Process Manager.
School Authorities must establish processes for reporting granted and not granted accommodations back to schools and for Process Managers to report the request status back to students.
The Process Manager must provide written evidence of the granted accommodations by administration and course to every student.
The Process Manager should **provide written evidence** of the accommodations approved by administration and course to each student.
**Step 4:** Prior to each exam administration 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 distributes Special Format Materials if required.
**Step 6 (when required):** The School Authorities must establish processes for objection of decisions that have been made at the School Authority level.
If unresolved following an appeal to the School Authority, Special Cases and Accommodations team will review a request for accommodations originally rendered by the School Authority for the purpose of ensuring access to diploma exams and the consistent application of standardized criteria for accommodations. Special Cases and Accommodations team will require all documentation submitted by the Process Manager to the School Authority Contact for the initial request. The student may appeal to Special Cases Committee if the Special Cases and Accommodations team does not change the status of the official decision following the review.

**Addendum:** When submitting additional *Request for Special Format Materials and School-Authority Approved Diploma Exam Accommodations* forms to the Special Cases and Accommodations team to communicate new or modified information, Process Managers must identify only additions to the form and annotate the form as *supplemental*.

**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. They are provided access to diploma exams with appropriate accommodations.

**Alberta Education Accommodation Criteria for Non-Coded Students /Unique Accommodations, Documentation and Review Process**

**Step 1:** The Process Manager collects all *Application for Accommodations for Students with Special Diploma Exam Writing Needs* forms and supporting documentation.
**Step 2:** The Process Manager forwards forms and supporting 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)** Special Cases and Accommodations team will only reconsider an official case decision if the reconsideration request includes (a) The *Request to Reconsider* form and (b) new supporting official documentation which meets the eligibility criteria and will assist the Special Cases and Accommodations team in the review to change the original status of the decision. This form can be obtained by emailing Special.Cases@gov.ab.ca.
**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.

**School-Level Accommodation Request Process; for Sudden Physical Medical Conditions Only**

**Step 1:** School staff determine appropriate accommodations.
**Step 2:** The Process Manager provides written evidence of the granted accommodations by administration and course to the student.
**Step 3:** The condition and the accommodation(s) are recorded on the Principal's Statement(s) for each diploma exam written.

**Specific Accommodation Criteria**

**ADHD/ADD**

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

**Ongoing medical conditions**

Ongoing medical conditions refer 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**.

**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. This identification must be done by someone who is professionally trained in assessment.

**Post-Concussion Syndrome**

Every concussion is unique and symptoms will vary from student to student; therefore, managing a student's return to the classroom following a concussion will require an individualized approach.

The American Academy of Pediatrics recommends the following accommodations for students experiencing post-concussion syndrome symptoms:

| Symptom | Potential Accommodation/Adjustment |
|---|---|
| Headache | • Frequent Breaks |
| Dizziness | • Frequent Breaks |
| Visual symptoms: light sensitivity, double vision, blurry vision | • Reduce exposure to computers and digital devices<br>• Reduce brightness on screens<br>• Audio version<br>• Turn off fluorescent lighting |
| Noise sensitivity | • Consider the use of earplugs<br>• Isolated writing space |
| Difficulty concentrating or remembering | • Extra writing time<br>• Defer exam until recovery |
| Sleep disturbances | • Late start of exam writing<br>• Frequent Breaks |

**Mature Students**

Mature students (students not currently taking classroom instruction in the diploma exam course with a recognized Alberta high 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 eligibility criteria).

## ADMINSTRATION WITH ACCOMMODATIONS

All diploma exams administered with the support of a granted accommodation must comply with the general Exam Administration Directives, the Exam Administration directives below, review processes, exam procedures and the *Additional Specific Directives by Accommodations* in 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 all 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 as well as all emergent situation protocols specifically related to, or not specifically related to, students with 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 develop and implement processes to ensure that only those students who are granted an accommodation are permitted to do so.

**During the Administration**

1. Exam supervisors only permit students with granted accommodations the use of those accommodations.

2. Exam supervisors administer the diploma exam in accordance with the directives specific to the accommodation and in accordance with the general Exam Administration Directives in this bulletin.

**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. All accommodations used must be recorded on the back of the student's booklet and initialed by the supervisor.

*4.* The principal shall record the use or the abstention 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 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 or
- transfer the MP3 files to a portable device.

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 writing time accommodation will be permitted twice the official time limit to write the diploma exam.

**Accommodation 4 – Frequent Breaks**

The student has permission to take breaks, as required. The format of the break may reflect time and/or movement; however, the student must be supervised by an approved supervisor 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 exam supervisor must stop the clock each time the student takes a break.
- The clock continues once the student resumes writing.
- The student must remain under supervision during each break, to ensure all exam administration directives and rules are adhered.
- 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 all exam administration directives and rules are followed.

**Accommodation 12 – Coloured Paper *NEW**

Students who use coloured overlays for classroom instruction may use the same overlays for writing diploma exams. Requests for coloured paper overlays should be managed at the local level.

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

Exams that are administered with the support of a Scribe, recorded response and Transcriber of Recorded Response, Reader or Sign Language Interpreter must take place in a separate writing area so that other students writing the exam are not disrupted.

**Scribe and Recorded Response (#1 – 14)**

**Reader (#1 – 7 and 15 – 17)**

**Transcribers of Recorded Response (#1 – 7)**

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

1. Scribes, Transcribers of Recorded Responses, Readers, or Sign Language Interpreters must 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.

2. Alberta Education is not responsible for the appointment of any support staff including Scribes, Transcribers of Recorded Response, Readers, and Sign Language Interpreters nor is Alberta Education responsible for expenses incurred in appointing these individuals.

3. Once an exam administration has commenced, a continuous recording of the complete communication that occurs between a Scribe, Transcriber of Recorded Response, 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, Transcriber of Recorded Response, Reader and/or 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, Transcriber of Recorded Response, Reader and/or Sign Language Interpreter and student.

5. Student responses and the recorded communication may be recorded using any audio format including digital audio files.

6. All storage devices containing Scribe, Transcriber of Recorded Response, Recorded Response, Reader and/or Sign Language Interpreter communication with a student must be clearly labeled:
   - Name of Student
   - Alberta Student Number
   - Index Number
   - Course Name
   - School Code
   - The words Scribe, Transcriber of Recorded Response, Reader and/or Sign Language Interpreter

7. All scribed, transcribed 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 and Recorded Response**

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.

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.

**Transcriber of Scribed and Recorded Response**

24. Scribed and recorded responses must be transcribed before returning the student's exam materials to Alberta Education. The time required for transcription does not count toward the allocated writing time.

25. The student must verify, and edit if required, the text transcribed. The time required for verification and editing must be included in the allocated writing time.

**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 disrupted.

**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. For specific exam administration requirements related to the use of technology see *Using Computers* Section.

**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 disrupted.

All student work, immediately following the writing of the diploma exam, must be deleted.

For specific exam administration requirements related to the use of technology see *Using Computers* Section.

**Accommodation 15 – Ambient Noise Audio**

Students using ambient-noise audio must use professionally/commercially recorded CDs intended for background sound.

# *Separate Writing*

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

- Write both part(ie) A and part(ie) B of the diploma exam at a subsequent administration, or
- Write one part(ie) of the exam in one administration and defer the second part(ie) to a subsequent administration. This is referred to as a ***Separate Writing***.

**SEPARATE WRITING DIRECTIVES**

1. The student, using *myPasss*, or the Process Manager must register the student in the suitable administration on or before the registration deadline
2. The Process Manager or student must submit a *Notification of Separate Writing* form. This form informs the Special Cases and Accommodations team to blend the Part(ie) A and Part(ie) B results from the separate administrations. The transcript will be marked *incomplete* until the entire diploma exam has been written or blended and the official final mark is calculated.

# *Special Writing Centres*

## OVERVIEW AND SPECIAL WRITING CENTRES RULES

A Special Writing Centre is a site outside of Alberta that is temporarily approved to serve as a diploma exam writing centre for students outside of Alberta during the diploma exam administration. 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:** Special Writing Centres will not be established for 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.

- 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, Special Writing Centres will not be established for international students 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 elective writing locations.

1. Special Writing Centres will not be established in jurisdictions in which there is an existing diploma exam writing centre. Alberta diploma exams are administered at writing centres throughout Northwest Territories, Nunavut and internationally at Alberta Accredited International Schools. Students located in those areas during the diploma exam administration schedule are expected to write at an established diploma exam writing centre.

2. Students 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 before the student can be approved to write at a Special Writing Centre. Students who write diploma exams at Special Writing Centres in courses for which they have no school awarded mark will have those diploma exams invalidated.

3. 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.

4. A proposed site must meet the conditions required to ensure the administration of diploma exams will be in accordance with exam rules and written proof that the site has been procured for that purpose must be provided.

5. 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 and in adherence to all diploma exam rules in this Bulletin.

6. 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 diploma exam(s) to be administered.

7. 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.

8. To adjust for national and international time differences the following Special Writing Centre writing schedule will apply to all requests:

| | **Time Zone 1hr behind Alberta (i.e., BC, west coast USA)** | **Canadian or American Time Zone is ahead of Alberta (i.e., Ottawa, Montréal, New York, Florida, Virginia)** | **Outside of Canadian and American Time Zones (Overseas)** |
|---|---|---|---|
| **Writing time** | 9am local time (10am MDT) | 9am MDT | Next day (24 hrs from scheduled exam date) at 9am local time to the student |

9. All exams administered at a Special Writing Centre will be administered in a digital format using Quest A+.

   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 diploma 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.

10. 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 and Accommodations team and the Special Writing Centre Supervisor, immediately.

11. If a Special Writing Centre Supervisor fails to adhere to the exam rules and Special Writing Centre rules specified in this Bulletin, any future request to serve in that capacity will not be granted.

12. 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 adhere to all of the directives, rules and procedures associated with that approval, all diploma exams written at that Special Writing Centre may be invalidated and any further requests to establish a Special Writing Centre by that student may not be granted.

13. 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 adhere to the directives, rules and procedures outlined in this Bulletin and by the Special Cases and Accommodations team.

## SPECIAL WRITING CENTRE DIRECTIVES AND PROCEDURES

**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 and procedures associated with the handling and administration of diploma exams at a Special Writing Centre.
    1.2. 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 a 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 team, are available for that student by submitting the following forms to the Special Cases and Accommodations 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 and Accommodations team does not 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 coordinating 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 and Accommodations 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 to the Process Manager:
   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 to the Process Manager:
   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, diploma exam administration rules and procedures associated with the establishment of a Special Writing Centre and the writing of a diploma exam. In the event of a contravention of rules, directives or procedures Special Cases and Accommodations team may invalidate the exam mark(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 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 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 and Accommodations team and submit the appropriate forms.

**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 and procedures associated with the management 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 and procedures specified in this Bulletin
3. A person approved to serve as a Special Writing Centre Supervisor must become proficient in utilizing Quest A+

**Submission of Special Writing Centre Request Applications**

All requests to establish a Special Writing Centre must be made using the appropriate application forms. All Special Writing Centre enquiries should be forwarded by email to special.cases@gov.ab.ca.

# *Deferments, Partial Deferments, Exemptions and Partial Exemptions*

**Deferments and Partial Deferments Principles**

The Diploma Program is dedicated to increasing opportunity and choice while maintaining excellence in the Alberta Education system. The increased frequency of exam administrations means that deferring an exam to a subsequent administration should, in most cases, be the primary response for students who are unable to participate in the current exam administration.

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*:

Alberta Education

**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.**

E – wrote English/F – wrote French

| Alberta Student Number | Student Name Surname, Given Names | Sex | Birth Date | 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 NW | | |
| 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 NW Deffered | | | |

Students who defer writing to the next exam administration must register for the diploma exam by the registration deadline.

**Exemption Business Rules**

1. All exemptions applications are reviewed by, and official decisions are rendered by, Alberta Education only. School authorities and/or school administration staff are not eligible to grant exemptions from the writing of diploma exams.

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

3. 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 administration.

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

5. 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.

6. 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.

**Full Exemption Business Rules**

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 a full 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 diploma exam. The final official mark for the course will reflect the failing school-awarded mark.

**Partial Exemption Business Rules**

For partial exemptions from writing either the Part(ie) A or B of a English Language Arts/Français/French Language Arts or Social Studies diploma exam, to derive the component exempted from writing, the average between the mark from the component completed and the student's school-awarded mark from the course is calculated.

For example,

- A student has a school-awarded mark of 80%
- The student wrote the written response component (Part A) of the diploma exam and achieved a mark of 70%
- School-awarded mark 80% + written response component mark 70% /2 = 75% multiple choice component (Part B)
- The diploma exam mark is calculated by taking the average between the written component and the multiple choice component 70% + 75% /2 = 73% diploma exam mark
- The official mark for the course is calculated to be 56% school-awarded mark + 21.9% diploma exam mark = 77.9% rounded-up to 78%

If a student would like to improve his or her overall diploma exam mark the

entire diploma exam must be rewritten.

**Terminology**

- **Process Manager:** Staff at school-level who organizes the requests and operates as school contact for all communication related to the requests
- **Deficiency Notification:** The exemption request has been received; however, the supporting documentation is incomplete. Special Cases and Accommodations team members will outline the specific materials needed to complete the review the request by email
- **Official Case Decision:** A decision to grant or not grant the request for exemption has been rendered and communicated to the Process Manager
- **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:** Prior to appealing a case decision to Special Cases Committee, Special Cases and Accommodations team may reconsider the original decision with submission of new official documentation to support the request. Process Managers must submit a *Request to Reconsider* form with the new information. This form can be obtained by emailing Special.Cases@gov.ab.ca.
- **Appeal:** This is a formal appeal to the Special Cases Committee

**Exemption Eligibility and Process**

All applications for exemption from writing diploma exams must include the *Request for Exemption from Writing Diploma Exam* form and supporting documentation. The Special Cases and Accommodations team will not render an official decision until all required supporting documentation has been submitted for review. Specific information outlining the supporting documents requirements are detailed in the *Required Documents* section.

**Process for Applying for an Exemption from Writing a Diploma Exam**

**Step 1:** The Process Manager collects all forms and supporting documentation.

**Step 2:** The Process Manager forwards the forms and supporting documentation to the Special Cases and Accommodations team.

**Step 3:** The Special Cases and Accommodations team reviews, processes and communicates a response for each application.

**Step 4:** The Process Manager communicates the response to the student **in writing.**

**Step 5:** **(Request for Reconsideration if required)** For the Special Cases and Accommodations 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.

**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.*

The Minister may review the process undertaken regarding a specific case heard through the Special Cases Committee process. Further information regarding the operations of the Special Cases Committee is located in the *Guide to Education, ECS to Grade 12* or contact the Special Cases Committee Executive Secretary by email at special.cases@gov.ab.ca.

**Group Applications**

In the event that a group of students are impacted and unable to access the writing of a diploma exam, a group application may be submitted to the Special Cases and Accommodations team. The group application must include the school code and school name, reason for the request for exemption, the 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 cannot apply for exemption on behalf of a student without consent.

## 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 above). 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** | An acute illness has a:<br>1. Rapid onset and<br>2. Short course (as opposed to an ongoing course)<br><br>The *Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam* 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 original medical appointment must be supported with a follow-up consultation and the *Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam* form must accurately reflect the follow-up appointment. | • *Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam* form.<br>• **Important Note**: If a student becomes ill during the writing of the diploma exam at the school, a comment referencing the student's illness on the *Principal's Statement* will suffice as evidence of the illness. Students who are ill and call the school the morning of the diploma exam must complete and submit the *Physician's Confirmation of Acute Medical Illness* form. |

**Administrative Error**

Administrative error refers to an error in the administration of the diploma exam.

An example includes incorrect time permitted to write the exam. For advice regarding *what constitutes an administrative error*, contact the Special Cases and Accommodations team.

Principals are expected to establish, implement and communicate emergent response protocols which promote effective and efficient management of unexpected non-crisis events such as loss of power or a misprinted exam booklet in accordance with the exam administration rules.

If a school receives misprinted booklets with missing pages or questions, the school is permitted to:

- 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

If an intact copy is not available at the school, contact Exam Administration and a team member will work to resolve the issue

Students who receive a misprinted booklet are not eligible for an exemption from the diploma exam.

For the above circumstances, the principal shall document on the *Principal's Statement*.

- 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 could be submitted to Alberta Education.

**Bereavement**

**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 exams in that administration.

**Death of a Non- Immediate Family Member and Friends**
Students who experience the death of a non-immediate family member (grandparents, uncles, aunts and cousins) or friend may be eligible for an exemption and may take up to three consecutive days starting from the day of passing for grieving.

In addition to the three days for grieving, students may take one day for the funeral services.
**Important Note:** The services must conflict with the scheduled exam to be an eligible reason for exemption from writing.
Additional consideration will be made for distance travelled for funeral services.
For the death of a classmate, Special Cases and Accommodations team will take into consideration the relationship between the deceased and the bereaved.

- Obituary/death certificate/funeral announcement and/or,
- Funeral arrangement/services documentation outlining the date and time and/or,
- Travel information/flight itinerary

If outside of the identified business rule timelines, supporting documentation must clearly outline the current academic functional mental state of the bereaved student. To ensure the application for exemption for bereavement outside of the identified business rule timelines is complete, it is recommended that the *Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam* form is used a guideline for the physician.

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| **Concussion** | The Special Cases and Accommodations team evaluates and considers the mechanism of the concussion and the severity and symptoms experienced by the student. Exams written over the extent of the administration may be considered separately depending upon the mechanism of the concussion. | |
| | **If the concussion or a post-concussion event occurred within three weeks of the scheduled diploma exam:** | • *Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam* 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. |
| | **If the student is experiencing symptoms more than three weeks prior to the scheduled diploma exam:** | • *Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam* 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.<br>• 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.<br>• An up-to-date academic progress report. |
| **Inclement Weather** | 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 | • 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.<br>• **Note:** In the event that a group of students are impacted and unable to access the writing of a diploma exam as a result of inclement weather, a group application could be submitted to Alberta Education. |

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| **Parent Illness** | 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. | • *Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam* form indicating the academic functional and/or cognitive limitations of the student at the time of writing.<br>• The learning plan created by the school personnel to assist the student during this period of crisis. This learning plan must contain a list of the accommodations provided to this student.<br>• Statement regarding parent's illness including the date of onset, the diagnosis and prognosis.<br>• An up-to-date academic progress report. |
| **School or community emergency or crisis** | School or community emergency or crises 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 students from the writing location is temporary, school personnel are expected to maintain security of diploma exam materials 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. | • If a group of students has been impacted, a group application could be submitted to the Special Cases and Accommodations team.<br>• Principals must notify the Director of Exam Administration and/or the Team Lead, 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 the Special Cases and Accommodations team. |

**Subpoena to attend court**

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.

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.

a. **Civil Court (adults only):** *Notice of Hearing* and *Notice to Attend*, 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.
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 authority commensurate with a court clerk, judge or lawyer.
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.
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.

| | | |
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| **Surgery** | Students who are scheduled to have surgery are eligible for exemption if the surgery is scheduled at the same time as the exam, occurs as planned and is not re-scheduled.<br><br>Students may also be eligible for an exemption if the recovery from the surgical procedure covers the time during the exam administration. Medical guidelines for recovery should be followed. | Supporting documentation must validate that surgery took place at the same time as the exam<br><br>• **For surgery:** *Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam* form or medical discharge papers indicating the surgery took place on the scheduled date.<br>• **For recovery from surgery:** *Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam* form indicating the:<br>  ◦ anticipated recovery period<br>  ◦ functional limitations of the student following surgery and<br>  ◦ medication and number of refills permitted. |

## REASONS NOT ELIGIBLE FOR EXEMPTION

| | | |
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| **Ongoing Medical Conditions** | | 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* above. |
| **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 the writing of diploma exam(s). The |

| | |
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| | writing of the diploma exam must be deferred to a subsequent administration. |
| **Sudden Physical Medical Conditions** | See *Diploma Exam Accommodations* above. |
| **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.<br><br>In the event of a power or computer/network failure, students are to be directed to complete the exam by handwriting. |
| **Late Course Transfer** | Exemptions will not be granted for students who write the incorrect diploma exam because they transferred courses after the deadline and were not registered in the diploma exam by the registration deadline. |

# *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**

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.

**Registering Students/ Examinees to Write Diploma Exams**

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

# *Provincial Writing Centres and August Writing Centres*

**Provincial Diploma Exam Writing Centres**

For each diploma exam administration, Alberta Education operates two provincial diploma exam writing centres, one in Calgary (SAIT, Symposium Room in the Campus Centre Building) and one in 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.

Technology is limited at both the Edmonton and Calgary provincial writing centres. Computing devices are distributed for the written component of the diploma exams on a first-come-first-serve basis.

**August Provincial Writing Centres**

In August diploma exams are administered in provincial writing centres across the province listed below. High schools that operate summer-school programs are expected to administer diploma exams at their local high school and summer-school students must write their August diploma exams at their summer schools or a school authority designated summer-school writing centre.

**August Shipping Process for School Authorities**

Exam Administration staff will send to each school authority a form with a list of schools within the authority that are identified, in Alberta Education School Authority Database System (SADS), as Summer Schools for the current school year. School authority staff must coordinate the August writing centres and notify Exam Admin by returning the form to Exam.Admin@gov.ab.ca. The form is necessary to (a) identify the correct summer-school writing centres and (b) indicate unique shipping instructions for the August administration.

August diploma exams will not be shipped to locations that are not a designated Provincial Writing Centre (see *Provincial Writing Centres list for the August Administration*) or on the list of identified summer-school writing centres.

# Provincial Writing Centres for the August 2017 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 | U of A, Dentistry/Pharmacy Building<br>11304-89 Avenue NW |
| 1857 | Fort McMurray | Westwood High School |
| 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 |
| 1648 | Medicine Hat | Medicine Hat School District Summer School at Crescent Heights High School |
| 1511 | Peace River | Peace River High School |
| 4462 | Red Deer | Community Programs at Hunting Hills High School |

**Notes:** Students (1) may request the use of a computer to write the Part(ie) A component of humanities diploma exams; **computer policies at each writing centre may differ, permission is often granted on a first-come-first-serve basis** and (2) must notify the Provincial Writing Centre staff of approved accommodations.

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.

# *Marks, Results and Appeals*

**Diploma Exam Weighting**

Diploma exams are worth 30% of the overall mark for the diploma course. The school-awarded mark is worth 70%.

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

Final marks for diploma courses 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 diploma courses completed prior to September 1, 2015 may:

- retake 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 diploma courses completed prior to September 1, 2015.

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

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

**Course Challenges**

Course challenge is a provision that allows senior high school students to challenge the expectations of a course by participating in a formal assessment process in lieu of taking instruction in the course. Course challenge is intended for students who have the required knowledge, skills and attitudes, as defined by the Programs of Study, to successfully complete the course. A student must apply for course challenge with the principal of the high school at which he or she is attending.

For diploma courses, this opportunity only applies to the school-awarded mark component (refer to the *Guide to Education, ECS to Grade 12*). Students who successfully achieve course challenge for diploma courses must still write the diploma exam to be eligible for a final course mark and credit in that course.

**Diploma Exam Challenge**

Only individuals with mature student status may challenge a diploma course without taking instruction in the course or by successfully completing course challenge. Mature students may choose to challenge the diploma exam to achieve a final mark in the diploma course without taking instruction in the course or completing course challenge. If the mature student achieves a passing diploma exam mark that mark will be calculated as the final mark in the diploma course.

Individuals who write the diploma exam during any diploma exam administration, do not have mature student status and do not have a school-awarded mark will receive have their detailed academic record annotated as incomplete in the diploma course.

Students who write the diploma exam during the November or April diploma exam administration, do not have mature student status and do not have a school-awarded mark may have the diploma exam mark invalidated.

**Submitting School-Awarded Marks**

School staff must submit school-awarded marks to Alberta Education for students who have completed diploma course instruction or a challenge assessment of the diploma course.

School-awarded marks for all diploma exam administrations must be transmitted to PASI in accordance with the dates specified in the *Schedules & Significant Dates* section.

Principals must inform all students of 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 their diploma exam marks using *myPass*. The *Results Statement* shows the diploma exam mark received for the exam administration specified, the school-awarded mark received for the exam administration specified, and the highest official mark for the diploma 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 an approved Alberta distance learning facility. 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 courses, the school-awarded mark (SM) and the diploma exam mark (DM), after September 1, 2015, are blended with 70/30 weighting to calculate a final official 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-awarded mark is discounted and the diploma exam mark becomes the final official mark. In both cases, all three marks will appear on the *Results Statement*.

| | School-Awarded Mark | Diploma Exam Mark | Final Official Mark |
|---|---|---|---|
| Student A (Regular) | 70 | 60 | 67 |
| Student B (Mature) | 70 | 60 | 67 |
| Student C (Mature) | (55) | 60 | 60 |

**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-awarded mark has been assigned, the highest school-awarded mark is brought forward and used in the blending process, subject to the following distinctions:

*a. 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, the school-awarded mark achieved previously is brought forward and blended with the new diploma exam mark with 70/30 weighting to obtain the final official mark.

*b. Students with Mature Student Status*

For mature students who write a diploma exam for the first time after September 1, 2015, the school-awarded mark is used to calculate the final official mark, using 70/30 weighting, only if it is higher than the diploma exam mark. If the diploma exam mark is higher than the school-awarded mark, the school-awarded mark is discounted and the diploma exam mark becomes the final official mark.

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

*a. Regular Students*

For regular students, documents issued by Alberta Education will annotate *INC* (incomplete) as the final official mark with further explanation in a footnote.

*b. Students with Mature Student Status*

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

| | School-Awarded Mark | Diploma Exam Mark | Final Official Mark |
|---|---|---|---|
| Student A (Regular) | | 70 | INC[1] |
| Student B (Mature) | NA* | 60 | 60 |

*Not applicable

[1] Both the school-awarded mark and diploma exam mark are required to achieve a final official mark for a diploma course

### 3. Students Registered for Classroom Instruction But Not Writing the Diploma Exam in the Current Administration

If a student has been issued a school-awarded mark and does not have a current diploma exam mark in the current administration, PASI searches for an available diploma exam mark for that course. If a diploma exam mark is found, it is blended with the school-awarded mark using 70/30 weighting.

If more than one diploma exam mark is found, the highest mark is blended with the school-awarded mark using 70/30 weighting.

If no eligible diploma exam mark is found, documents issued by Alberta Education will be annotated *INC* (incomplete) with further explanation in a footnote.

**Note:** For more examples and details on how the final official mark is calculated, see the examples in the Appendix of this section

**Rounding of Marks**

Alberta Education does not award final official marks of 48% or 49% for diploma courses. Students may receive a school-awarded mark or diploma exam mark of 48% or 49%, but in the blending process, a final official mark of 48% or 49% is raised to 50%.

**Note:** If the school-awarded 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 official mark of 50%.

**Reporting to Students**

Students who write diploma exams can access their results using *myPass* (see *Schedules & Significant Dates* section).

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

- The submitted school-awarded mark correlated to the diploma exam administration
- The diploma exam mark achieved during the diploma exam administration
- The highest blended final official mark

Students may access the breakdown of humanities diploma exam marks (i.e., written-response and machine-scored raw scores) on the *Results Statement* in *myPass*.

**Transcripts**

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

(a) For each course reported:
- The course name
- Year completed
- Term completed
- Language of instruction
- Highest school-awarded mark
- Highest diploma exam mark (if diploma course)
- Credits earned
- The highest final official mark achieved
- School information (if the student consents to this disclosure)

(b) For each diploma course the language of the diploma exam is also reported

Transcripts 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 courses

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

**Alberta Education Credentials**

Once students have met the credential requirements, Alberta Education will issue a 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 must provide 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 administration to administration, thereby enhancing equity to students across administrations. To achieve this goal a number of questions, called anchor items, remain the same from one diploma 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 diploma exam) are different in difficulty from the unique items on the baseline diploma exam (the first exam to use anchor items). A statistical process, called equating, adjusts for differences in diploma exam form difficulty. The resulting equated diploma exam scores ensure that no matter when a student writes, the standard applied to the diploma exam remains consistent.

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

When a diploma exam is redesigned in response to a change in the program of studies for that course, the equating process may be temporarily suspended. In such a case, the equating process for that diploma exam is reintroduced following the initial administration cycles for that diploma exam and the reestablishment of a stable baseline.

**Note:** Additional information on Maintaining Consistent Standards Through Equating is 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. Through 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 2015–2016 school year, will be available on the Extranet in October 2016.

**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
- retake the course

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

**Retaking a Course**

Students may retake instruction in a course to achieve 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 diploma exam

- Retake instruction in the course and rewrite the diploma exam

**Rescoring an Exam**

An exam rescore is a request to have the diploma exam remarked at Alberta Education. The previous marks are deleted and the diploma exam is remarked by teachers without knowledge of the original marks. For the written component all assignments are rescored. For all rescores **the rescore mark is the final diploma mark** for that particular diploma exam whether the mark is raised, lowered or remains the same.

Rescore requests must be submitted before the deadline using *myPass* (see *Schedules & Significant Dates* for payment deadline).

Rescore requests will be denied if the examinee fails to:

- Submit payment
- Sign the Declaration

There is an administration fee for each diploma exam rescored. If a diploma exam mark is increased by 5% or more as a result of rescoring, the fee is fully refunded.

**Rewriting an Exam**

Students must be pay and register to rewrite a diploma exam.

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/

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

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

In all cases, the following calculations are executed and the highest final official mark is reported on the student's transcript:

- The 50/50 blend achieved prior to September 1, 2015
- If eligible, the 70/30 blend
- If the student has mature student status, the diploma exam mark will be the final official mark if this mark 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:
SMK = school-awarded mark
DMK = diploma exam mark

| | **Scenario** | **Marks Achieved** | **Final Blend** |
|---|---|---|---|
| Example 1 | Retakes instruction in the course and rewrites the diploma exam | Both marks are higher | 70/30 |
| Example 2 | Retakes instruction in the course and rewrites the diploma exam | Both marks are lower | 50/50 |
| Example 3 | Retakes instruction in the course and rewrites the diploma exam | Both marks are lower | 70/30 ** |
| Example 4 | Retakes instruction in the course and rewrites the diploma exam | Both marks are higher | 50/50** |
| Example 5 | Retakes the course and rewrites the diploma exam | The SMK is higher and the DMK is lower | 70/30 |
| Example 6 | Retakes instruction in the course and rewrites the diploma exam | The SMK is lower and the DMKis higher | 70/30 |
| Example 7 | Retakes instruction in the course and rewrites the diploma exam | The SMK is higher and the DMK is lower | 50/50** |
| Example 8 | Retakes instruction in the course and rewrites the diploma exam | The SMK is lower and the DMK is higher | 50/50** |

| | | | |
|---|---|---|---|
| Example 9 | Rewrites the diploma exam | The DMK is higher | 70/30 |
| Example 10 | Rewrites the diploma exam | The DMK is higher | 50/50** |
| Example 11 | Rewrites the diploma exam | The DMK is lower | 50/50 |
| Example 12 | Retakes instruction in the course | The SMK is higher | 70/30 |
| Example 13 | Retakes instruction in the course | The SM is higher | 50/50** |
| Example 14 | Retakes instruction in the course | The SM is lower | 50/50 |

**Highest blend used to determine final official 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 retakes instruction in the course, rewrites the diploma exam, and receives higher marks in both components
- In this example, the final official mark is 82%

| School Year | School – Awarded Mark | Diploma Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 80 | 60 |
| Best marks after September 1, 2015 | 85 | 75 |

| Blending Timeframe | Weighting To Blend | Final Official Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for Blending | 70/30 | N/A |
| After September 1, 2015 | 70/30 | 82* |

* Calculation of the best marks after September 1, 2015

**Example 2:**

- Prior to September 1, 2015, the highest school-awarded mark and diploma exam marks were 80% and 60%, respectively
- A student retakes instruction in 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 70/30 blending
- In this example, the final official mark remains 70%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 80 | 60 |
| Best marks after September 1, 2015 | 70 | 55 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retakes instruction in 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 70/30 blending
- In this example, the final mark is 73%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 80 | 60 |
| Best marks after September 1, 2015 | 79 | 59 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retakes instruction in the course, rewrites the diploma exam, and receives higher marks in both components
- Since the 50/50 blend for the marks achieved before September 1, 2015 is higher than the 70/30 blend for the marks achieved after September 1, 2015, the final course mark remains 70%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 60 | 80 |
| Best marks after September 1, 2015 | 61 | 81 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 achieved 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 |
|---|---|---|
| Best marks before September 1, 2015 | 80 | 60 |
| Best marks after September 1, 2015 | 85 | 55 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retakes instruction in 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 is higher than marks achieved prior to September 1, 2015, the marks are eligible for 70/30 blending.
- In this example, the final official mark is 76%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 80 | 60 |
| Best marks after September 1, 2015 | 75 | 65 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retakes instruction in 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 is higher than marks achieved before September 1, 2015, the marks are eligible for 70/30 blending. However, the final official mark calculated using the 50/50 blending prior to September 1, 2015 is higher than 70/30 blending
- In this example, the final course mark remains 70%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 60 | 80 |
| Best marks after September 1, 2015 | 62 | 60 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retakes instruction in 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 is higher than marks achieved prior to September 1, 2015, the marks are eligible for 70/30 blending. However, the final mark calculated using the 50/50 blend prior to September 1, 2015 is higher than 70/30 blending
- In this example, the final course mark remains 70%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 60 | 80 |
| Best marks after September 1, 2015 | 55 | 85 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retake instruction in the course but rewrites the diploma exam. A higher mark is achieved on the diploma exam
- Since the diploma exam mark is higher than the mark achieved before September 1, 2015, the marks are eligible for 70/30 blending
- In this example, the final official mark is 76%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 80 | 60 |
| Best marks after September 1, 2015 | N/A | 65 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retake instruction in the course but rewrites the diploma exam. A higher mark is achieved on the diploma exam
- Since the diploma exam mark is higher than the mark achieved prior to September 1, 2015, the marks are eligible for 70/30 blending. However, the final mark derived from the 50/50 blend before September 1, 2015 is higher than the 70/30 blend
- In this example, the final official mark remains 70%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 60 | 80 |
| Best marks after September 1, 2015 | N/A | 85 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retake instruction in the course but rewrites the diploma exam. A lower mark is achieved on the diploma exam
- Since the diploma exam mark is not higher than the mark achieved before September 1, 2015, the marks are not eligible for 70/30 blending
- In this example, the final official mark remains 70%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 80 | 60 |
| Best marks after September 1, 2015 | N/A | 55 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retakes instruction in 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 achieved prior to September 1, 2015, the marks are eligible for 70/30 blending
- In this example, the final official mark is 78%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 80 | 60 |
| Best marks after September 1, 2015 | 85 | N/A |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retakes instruction in 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 achieved prior to September 1, 2015, the marks are eligible for 70/30 blending However, the final official mark calculated using 50/50 blend prior to September 1, 2015 is higher than 70/30 blend
- In this example, the final official mark remains 70%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 60 | 80 |
| Best marks after September 1, 2015 | 64 | N/A |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retakes instruction in 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 achieved prior to September 1, 2015, the marks are not eligible for 70/30 blending
- In this example, the final official mark remains 70%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 80 | 60 |
| Best marks after September 1, 2015 | 75 | N/A |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retakes instruction in 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 achieved prior to September 1, 2015, the marks are not eligible for 70/30 blending
- In this example, the final official mark remains 70%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 60 | 80 |
| Best marks after September 1, 2015 | 55 | N/A |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 scenarios below are repeated from the section above, however, in each example now the student has mature student status as of September 1, 2015. A 0/100 blending rate, means the school-awarded mark weighting is 0% and the diploma exam weighting is 100%. The 0/100 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 retakes instruction in the course, rewrites the diploma exam, and achieves higher marks in both components
- The 0/100 blending rate is not applicable because the school-awarded mark is higher than the diploma exam mark
- In this example, the final official mark is 82%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 80 | 60 |
| Best marks after September 1, 2015 | 85 | 75 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retakes instruction in the course, rewrites the diploma exam, and achieves lower marks in both components
- Since both marks are lower, neither of the marks is eligible to be carried forward for 70/30 blending
- The 0/100 blending rate is not applicable because the school-awarded mark is higher than the diploma exam mark
- In this example, the final official mark remains 70%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 80 | 60 |
| Best marks after September 1, 2015 | 70 | 55 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retakes instruction in the course, rewrites the diploma exam, and achieves lower marks in both components
- Since both marks are lower, neither of the marks is eligible to be carried forward for 70/30 blending.
- The 0/100 blending rate is not applicable because the school-awarded mark is higher than the diploma exam mark
- In this example, the final official mark is 73%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 80 | 60 |
| Best marks after September 1, 2015 | 79 | 59 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retakes instruction in the course, rewrites the diploma exam, and achieves 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 official mark is equal to the diploma exam mark: 81%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 60 | 80 |
| Best marks after September 1, 2015 | 61 | 81 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retakes instruction in the course, rewrites the diploma exam, and achieves a higher school-awarded mark and a lower diploma exam mark
- Since one of the two marks is higher than marks achieved prior to September 1, 2015, the marks are eligible for 70/30 blending
- The 0/100 blending rate is not applicable because the school-awarded mark is higher than the diploma exam mark
- In this example, the final official mark is 78%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 80 | 60 |
| Best marks after September 1, 2015 | 85 | 55 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retakes instruction in the course, rewrites the diploma exam, and achieves a lower school-awarded mark and a higher diploma exam mark
- Since one of the two marks is higher than marks achieved prior to September 1, 2015, the marks are eligible for 70/30 blending
- The 0/100 blending rate is not applicable because the school-awarded mark is higher than the diploma exam mark
- In this example, the final course mark is 76%.

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 80 | 60 |
| Best marks after September 1, 2015 | 75 | 65 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retakes instruction in the course, rewrites the diploma exam, and achieves a higher school-awarded mark and a lower diploma exam mark
- Since one of the two marks is higher than marks achieved before September 1, 2015, the marks are eligible for 70/30 blending. However, the final official mark calculated using the 50/50 blend before September 1, 2015 is higher than 70/30 blend
- Since the higher diploma exam mark was achieved prior to activating mature student status, 0/100 blending rate is not applicable to this situation
- In this example, the final official mark remains 70%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 60 | 80 |
| Best marks after September 1, 2015 | 62 | 60 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retakes instruction in the course, rewrites the diploma exam, and achieves 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 official mark is equal to the diploma exam mark: 85%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 60 | 80 |
| Best marks after September 1, 2015 | 55 | 85 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retake instruction in the course but rewrites the diploma exam. A higher mark is achieved on the diploma exam
- Since the diploma exam mark is higher than the mark achieved before September 1, 2015, the marks are eligible for 70/30 blending
- The 0/100 blending rate is not applicable because the school-awarded mark is higher than the diploma exam mark
- In this example, the final official mark is 76%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 80 | 60 |
| Best marks after September 1, 2015 | N/A | 65 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retake instruction in the course but rewrites the diploma exam. A higher mark is achieved 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 official mark is equal to the diploma exam mark: 85%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 60 | 80 |
| Best marks after September 1, 2015 | N/A | 85 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retake instruction in the course but rewrites the diploma exam. A lower mark is achieved on the diploma exam
- Since the diploma exam mark is not higher than the mark achieved before September 1, 2015, the marks are not eligible for 70/30 blending
- The 0/100 blending rate is not applicable because the school-awarded mark is higher than the diploma exam mark
- In this example, the final official mark remains 70%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 80 | 60 |
| Best marks after September 1, 2015 | N/A | 55 |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retakes instruction in 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 achieved before September 1, 2015, the marks are eligible for 70/30 blending
- The 0/100 blending rate is not applicable because the school-awarded mark is higher than the diploma exam mark
- In this example, the final official mark is 78%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 80 | 60 |
| Best marks after September 1, 2015 | 85 | N/A |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retakes instruction in 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 achieved before September 1, 2015, the marks are eligible for 70/30 blending. However, the final mark calculated using the 50/50 blend before September 1, 2015 is higher than 70/30 blending
- Since the diploma exam mark that was higher than the school-awarded mark was achieved prior to receiving mature student status, the 0/100 blending rate is not applicable to this situation
- In this example, the final course mark remains 70%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 60 | 80 |
| Best marks after September 1, 2015 | 64 | N/A |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for 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 retakes instruction in 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 achieved before September 1, 2015, the marks are not eligible for 70/30 blending
- The 0/100 blending rate is not applicable because the school-awarded mark is higher than the diploma exam mark
- In this example, the final course mark remains 70%

| School Year | School Mark | Exam Mark |
|---|---|---|
| Best marks before September 1, 2015 | 80 | 60 |
| Best marks after September 1, 2015 | 75 | N/A |

| Blending Timeframe | Blending Rate | Student Mark |
|---|---|---|
| Before September 1, 2015 | 50/50 | 70 |
| New Weighting for Blending | 70/30 | N/A |
| After September 1, 2015 | 70/30 | N/A |
| Mature Student | 0/100 | N/A |

# *Benefits of Field Testing*

**How do Field Tests Benefit Teachers and Students?**

Teachers receive each student's marks promptly, gaining useful, immediate information about their students' levels of knowledge, skills and attitudes. 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 items that may appear on diploma exams. Finally, because of field testing, students, teachers, and parents can be reassured that the items on diploma exams have undergone a rigorous process of development, improvement and validation.

**Why is Field Testing Necessary?**

Field testing is an absolutely essential stage in the development of valid and reliable provincial exams. Field testing is essentially the process of *testing a test* and testing the items before they become part of a diploma exam. Potential diploma exam items are administered to students in diploma courses throughout the province to determine their level of difficulty and appropriateness. Each field test requires a large student sample to provide the exam developers with reliable information including, but not limited to, statistical data and comments from teachers and students.

**How is Field Test Data Used? Validity and Reliability**

The data received from field tests indicates the reliability of each item. Reliability is the overall consistency of how an item measures in the field. An item has high reliability if it produces similar results under consistent conditions. Items are also examined for validity and appropriateness with regard to course content. Validity means that the item tests the material that it was designed to test. Items strong in validity and reliability move into the diploma exam bank to be used at a future date.

To ensure the reliability of the field test administration scores and feedback, field tests are administered to a prescribed number of students in classes that are selected to ensure a representative sample from across the province.

Other items, or sets of items, which do not perform as well as required are subject to revision and review and retested with the objective of generating items that meet Alberta Education standards. These changes are influenced by the written comments of students and teachers, who provide valuable advice about the appropriateness of the items, adequacy of writing time limits, test length, text readability, artwork/graphics clarity and suitability, and item difficulty.

# *Field Testing*

**Description of the Field Testing Program**

Alberta Education prepares and administers field tests prior to the January and June diploma exam administrations.

Teachers and students are to consider the following points when

commenting on individual items 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

Depending on the diploma course and type of field test being administered, the field test will be comprised of multiple-choice and/or numerical-response items.

Generally, field tests, like diploma exams, are designed to assess outcomes from the entire programs of study. However, Alberta Education also administers *unit* tests which assess learning outcomes from components within the programs of study.

Diploma exam program field tests are available in paper, digital, or hybrid formats:

**Paper format**: field tests are shipped to, and administered by, an Alberta Education field test supervisor. The humanities diploma courses are available in paper format field tests.
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.

**Digital format**: field tests are delivered to, and administered by, students using computers under the supervision of the teacher who requested the field test. 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. The humanities, mathematics and all science diploma courses are available in digital format field tests

**Hybrid format**: field test source materials are shipped to the school and the items are accessed in the same manner as digital format field tests. Prior to the hybrid format field test administration, the paper-format source materials must remain secured at the school by the school principal. Teachers may peruse the hybrid field tests for up to 24 hours after the administration. Immediately following the perusal period, **teachers must return the paper-format source materials to Alberta Education.** The humanities, mathematics and all science diploma courses are available in digital format field tests.

**Field Test Accommodations**

Humanities, mathematics and all science field tests are not available in special formats. Writing accommodations such as extra time, reader, or scribe may be permitted.

If extra time is required for **digital or hybrid format** field tests, 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*.

**Participation Requirements**

For a class of students to be selected to have a field test administered in their class, the following conditions must be met:

1. The teacher must submit a request for a field test by the deadline. Field test requests can be submitted through an online request system: http://public.education.alberta.ca/FieldTestScheduler or by using the following form: https://education.alberta.ca/media/3272811/20-paper-format-field-test-request.pdf

   The following presentation will walk staff though the field test request process: https://prezi.com/6klnbxqfgloy/field-test-request-help/?utm_campaign=share&utm_medium=copy

2. A field test placement of the type specified by the teacher must be available for scheduling

**Field Test Security and Administration Rules**

For field test results to have validity and reliability, 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:

The security of all field test materials must be maintained before, during and after their administration

1. Paper format field tests must be administered by, and remain in the custody and control of, the Alberta Education field test supervisor at all times

2. 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

3. 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, review and validate test items

4. Prior to reviewing and validating a paper format field test, a teacher must review and sign a declaration regarding the security of the field test materials

5. Only teachers whose students are writing a particular field test may examine its contents

6. Validation of a paper format field test must occur in the exam room where the field test is being administered

7. 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

8. After the 24-hour perusal period, **source material for hybrid format field tests must be returned to Alberta Education**

9. No paper, digital, or hybrid format field test item or answer key may be copied, either by hand or mechanically, for any purpose

10. Discussion of field test items after their administration must be limited to a review of the concepts being assessed rather than to details of specific items

11. Students must be made aware of the purpose and importance of a field test prior to its administration

12. 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 at Alberta Education. Student scores will be emailed to the teacher who supervised its administration. In addition to a raw score, digital and hybrid format field test results will also contain supplementary information, including the proportion of students in the class who chose each alternative on the multiple-choice items and the proportion that left a numerical-response item blank. For mathematics and all science field tests, the items will be blueprinted to the programs of study outcomes. Teachers are then able to meaningfully use field test results to learn more about the strengths and weaknesses of their students. Teachers may use the report during the digital or hybrid field test perusal.

The machine-scored items 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 2016–2017, Alberta Education will be administering paper, digital and hybrid format field tests for diploma courses within the following timeframes:

| **Paper Format Field Test Administration Sessions** | | |
|---|---|---|
| | **Session 1** | **Session 2** |
| **Year End Field Tests:** | • December 5–23*<br>• January 3–19 | • May 15–June 16** |

| **Digital Format Field Test Administration Sessions** | | |
|---|---|---|
| | **Session 1** | **Session 2** |
| **Unit Tests:** | • September 19–December 23<br>• January 3–24 | • February 1–June 14<br>• June 20–28 |
| **Year End Field Tests:** | • December 5–23<br>• January 3–24 | • May 15–June 14<br>• June 20–28*** |

| **Hybrid Format Field Test Administration Sessions** | | |
|---|---|---|
| | **Session 1** | **Session 2** |
| **Year End Field Tests:** | • December 5–23<br>• January 3–19 | • May 15–June 16 |

***** Social Studies **must not** be administered in **December**
******Social Studies **must not** be administered between **May 15 and May 27**
*******Social Studies **must** be administered between **May 29 – June 14** and **June 20 – 28**

**Notes:**

- Hybrid format mathematics and all science field tests are not available for **unit tests**
- Requests for **paper and hybrid** format field tests must be submitted to Alberta Education online or using the request form by **October 31** for Session 1 administrations and by **April 14** 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

**Participation Approval and Request Process**

A deadline-sensitive process is used by Alberta Education to schedule field test administrations 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 intent

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 intent
   2.1. Through 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. Using 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 through Extranet

3. Teachers submit field test requests:
   3.1. Online 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 http://education.alberta.ca/admin/testing/forms/ and must be completed using a current *Field Test Request Guide*
   3.3. Two field test administrations 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 online self-service or *field test request form* process 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: Submitted 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 teachers communicating relevant 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

**Special-Format Practice Tests**

Alberta Education has made Special-Format Practice Tests available to provide students with an opportunity to prepare for diploma exam-style questions in Braille, audio, large print or coloured print versions. Special-Format Practice Tests are offered in all subjects with a corresponding diploma exam. Braille tests are available in English and by request in French. All tests are provided free of charge, however, limits may be placed on order volumes to ensure access for everyone. For more information, contact 780-492-1644. The order form is available on the Alberta Education website.

## *Significant Dates*

| | |
|---|---|
| August 31, 2016 | 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 *Field Test Request Application* or by using the *Field Test Request Form* |
| October 31, 2016 | Last day for teachers to submit **Session 1** paper or hybrid format field test requests |
| April 14, 2017 | Last day for teachers to submit **Session 2** paper or hybrid format field test requests |

**Refer to the dates listed earlier in this section for field test request and administration dates.**

# *Resources—Printed and Web Documents*

**Diploma Exam Administration Forms**

All forms related to the administration of diploma exams in 2016–2017 (see *Exam Administration Forms* section) are available on the Alberta Education website at http://education.alberta.ca/diploma-exam-administration/forms/

**Information for Students Planning to Write Diploma Exams**

The *Information for Students Planning to Write Diploma Examinations* 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 *Information for Parents About Writing Diploma Examinations* 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:

- mathematics and sciences information bulletins http://education.alberta.ca/science-10-12/diploma-exam-info/
- English Language Arts information bulletins http://education.alberta.ca/english-language-arts-10-12/diploma-exam-info/
- Social Studies information bulletins http://education.alberta.ca/social-studies-10-12/diploma-exam-info/

School administrators should ensure that students and teachers have access to the information within 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 the diploma exams

**Released and Unsecured Diploma Exam Materials**

The written-response component (Part(ie) A) of some humanities diploma exams are released immediately following their administration in January and June (see *Security & Examination Rules* section for further details)

Unused copies of released Part(ie) A diploma exams, and other non-secure exam materials such as data booklets, may remain at the school following administration

**Released Items and Diploma Exams**

Occasionally, entire diploma exams or selected items from previously secured diploma exams are released. On account 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 on Quest A+: 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 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.

**Online Services for Students**

Alberta students can access the following online student services at: http://alis.alberta.ca/

- 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. 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**; 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, 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, accommodations and appeals:
   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. *Principal's Statement*
   d. *List of Students*

**Field Test Form Type and Name**

The following form is used to request field tests:
*Field Test Request Form*

**Form Availability**

All forms and links related to the administration of diploma exams in 2016–2017 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 2016–2017.

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-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**

The *Diploma Exam Registration/Rewrite Fee Payment Form* is 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
- Rewrite a diploma exam that was previously written; payment is required

* Students should use *myPass* for all diploma exam registrations and fee payment; the form is only intended for students who do not have access to a credit card

Alberta Government

## Diploma Exam Registration/Rewrite Form
## January 2017

The personal information as defined in the **Freedom of Information and Protection of Privacy Act** (FOIPP Act) that is collected on this form is collected pursuant to section 33(c) of the FOIPP 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) 492-1425.

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

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

**Student Personal Information (Please PRINT)**

| | | |
|---|---|---|
| Surname (Last Name) | Given Name(s) | |
| Previous Names (if applicable) | Date of Birth (yyyy/mmm/dd) | |
| 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 exam being written (X) | | | First Time Writing | Rewrite |
|---|---|---|---|---|
| | English | French | | |
| 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 components: Part A is the Written Response component and Part B is the Multiple Choice component. Both components must be written to achieve a final official mark in the diploma course**

**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: https://education.alberta.ca/diploma-exam-administration/general-information-bulletin/. 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 administrations fee of $26.25 is required if you are a rewriter** ($50.00 for non-funded, visiting 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
10044 - 108 Street
Edmonton, AB T5J 5E6

**Diploma Exam Rescore Application Form**

The *Diploma Exam Rescore Application Form* is to be used by students/examinees who want to have one or more diploma exams rescored and who do not have access to a credit card

## *Diploma Exam Rescore Application Form 2016–2017*

Alberta Education

Rescore Application and payment can be completed online using myPass: myPass.alberta.ca

ALBERTA STUDENT NUMBER

SURNAME

LEGAL FIRST AND MIDDLE NAMES

OTHER NAME(S) KNOWN BY

BIRTH DATE Year Month Day (e.g., 96 Jul 20)

E-MAIL

**Rescore Application Deadlines**:
November 2016 rescore–**December 1, 2016**
January 2017 rescore–**February 28, 2017**
April 2017 rescore–**May 4, 2017**
June 2017 rescore–**August 4, 2017**
August 2017 rescore–**September 1, 2017**

| Select the Diploma Exam(s) that you want rescored. | | Select the exam session in which it was written. |
|---|---|---|
| Biology 30 | | November ☐ |
| Chemistry 30 | | January ☐ |
| ELA 30–1 | | April ☐ |
| ELA 30–2 | | June ☐ |
| Français 30–1 | | August ☐ |
| French Language Arts 30–1 | | |
| Mathematics 30–1 | | |
| Mathematics 30–2 | | |
| Physics 30 | | |
| Science 30 | | |
| Social Studies 30–1 | | |
| Social Studies 30–2 | | |

**Important**

Exam Administration **must** receive this rescore request by the deadline date specified above.

Rescore requests will be denied if the examinee fails to:
- submit payment
- sign the Declaration

I am requesting the rescoring of _____ (number) diploma exams, at $26.25 (includes GST) each, for a total of $_____.

**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.

Signature of Student (Required)

Signature of Parent/Guardian (if student is under 18 yrs of age)

Date

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, T5J 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**

Alberta Education – Rescore Application for School Year 2016–2017 August 2016

**Request for Special Format Materials and School Authority Approved Accommodations**

The *Request for Special Format Materials and School Authority Approved Accommodations* form is to be used by Process Managers 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 and Special Cases* section)

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

Alberta Education

**Diploma Examination Program 2016–2017**

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 | FLA 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 | | | | | | | | | | | | |

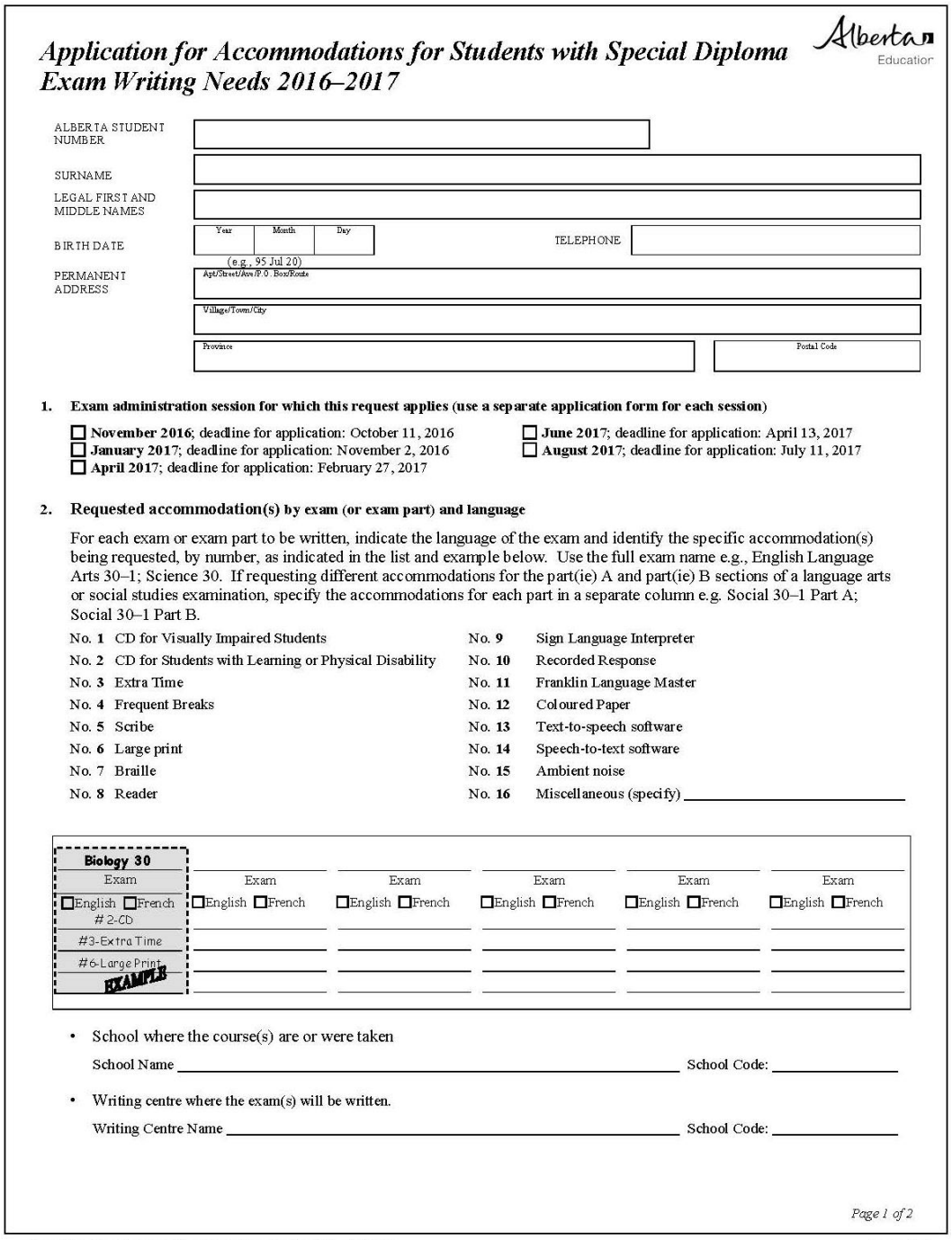
*Only 1 MP3 file/test will be sent as it can be distributed to a number of devices or via a network.

*Page 1 of 2*

Alberta Education – Request for Special Format Material 2016–2017 August 2016

**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 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 to use one or more writing accommodations (see *Diploma Exam Accommodations and Special Cases* section)



***Application for Accommodations for Students with Special Diploma Exam Writing Needs 2016–2017***

Alberta Education

ALBERTA STUDENT NUMBER

SURNAME

LEGAL FIRST AND MIDDLE NAMES

BIRTH DATE — Year | Month | Day (e.g., 95 Jul 20)

TELEPHONE

PERMANENT ADDRESS — Apt/Street/Ave/P.O. 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 2016**; deadline for application: October 11, 2016
- ☐ **January 2017**; deadline for application: November 2, 2016
- ☐ **April 2017**; deadline for application: February 27, 2017
- ☐ **June 2017**; deadline for application: April 13, 2017
- ☐ **August 2017**; deadline for application: July 11, 2017

**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 | Exam |
|---|---|---|---|---|---|
| ☐English ☐French | ☐English ☐French | ☐English ☐French | ☐English ☐French | ☐English ☐French | ☐English ☐French |
| # 2-CD | | | | | |
| #3-Extra Time | | | | | |
| #6-Large Print | | | | | |
| EXAMPLE | | | | | |

- 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*

Alberta Education – Accommodation Request Form for School Year 2016–17 August 2016

**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 or in support of an accommodation application (see *Diploma Exam Accommodations and Special Cases* section).

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

Alberta Education

**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 2016–2017 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: https://education.alberta.ca/diploma-exam-administration/information-bulletin/

*Page 1 of 2*

Alberta Education – Physician Confirmation Form for School Year 2016-17 August 2016

**Accommodation Request Transfer Form**

The *Accommodation Request Transfer Form* is to be used when a student has transferred courses after an *Application for Accommodations for Students with Special Diploma Exam Writing Needs* form or a *Request for Special Format Materials and School Authority Approved Accommodations* form has been submitted for the course in which he/she was originally registered

## *Accommodation Request Transfer Form 2016–2017*

Alberta Education

ALBERTA STUDENT NUMBER

SURNAME

LEGAL FIRST AND MIDDLE NAMES

BIRTH DATE Year Month Day (e.g., 95 Jul 20)

TELEPHONE

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:**

| | | |
|---|---|---|
| ☐ November 2016 Administration **October 11, 2016** | ☐ January 2017 Administration **November 2, 2016** | ☐ April 2017 Administration **February 27, 2017** |
| ☐ June 2017 Administration **April 13, 2017** | ☐ August 2017 Administration **July 11 , 2017** | |

| Student was **originally registered** in [please check ☑ ]: | Student has **transferred to** [please check ☑ ]: |
|---|---|
| ☐ Social Studies 30–1 ☐ Social Studies 30–2 | ☐ Social Studies 30–1 ☐ Social Studies 30–2 |
| ☐ English Language Arts 30–1 ☐ English Language Arts 30–2 | ☐ English Language Arts 30–1 ☐ English Language Arts 30–2 |
| ☐ Mathematics 30–1 ☐ Mathematics 30–2 | ☐ Mathematics 30–1 ☐ Mathematics 30–2 |
| ☐ Other (Specify): _____ | ☐ 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

Alberta Education – Accommodation Request Transfer Form 2016–2017 August 2016

**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 components of the humanities diploma exam in different administrations (see *Diploma Exam Accommodations and Special Cases* section)

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

Alberta Education

ALBERTA STUDENT NUMBER

SURNAME

LEGAL FIRST AND MIDDLE NAMES

BIRTH DATE — Year / Month / Day (e.g., 95 Jul 20)

TELEPHONE

PERMANENT ADDRESS — Apt/Street/Ave/P. 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 |
|---|---|---|---|---|---|---|---|
| | A | ☐ November | ☐ January | ☐ April | ☐ June | ☐ August | |
| | B | ☐ November | ☐ January | ☐ April | ☐ June | ☐ August | |

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:**

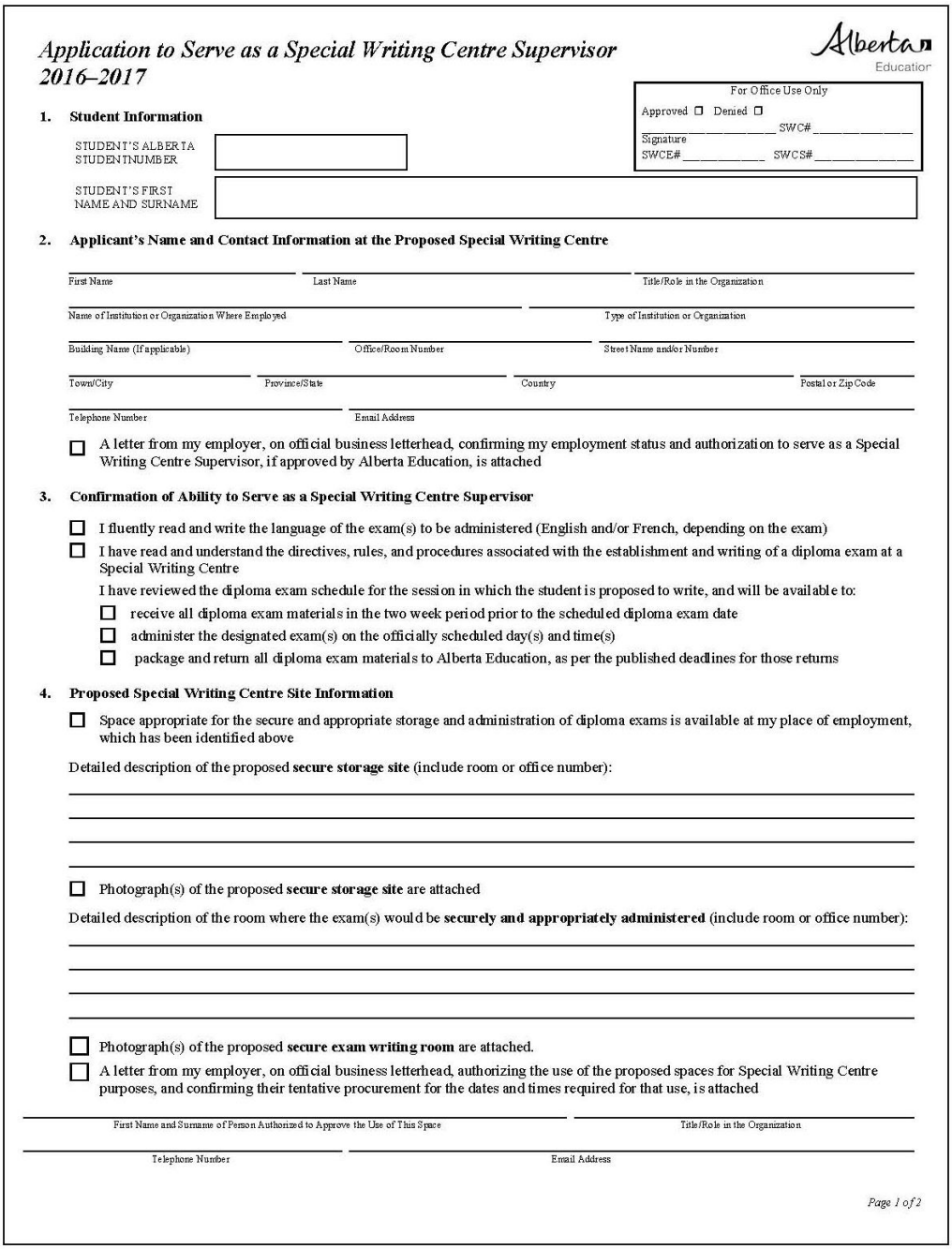
Alberta Education, Exam Administration
44 Capital Blvd.
10044 – 108 Street
Edmonton AB T5J 5E6

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

Alberta Education – Notification of Separate Writing For Part A/B of the Humanities Diploma Exams August 2016

**Application to Serve as a Special Writing Centre Supervisor**

The *Application to Serve as a Special Writing Centre Supervisor* form is to be used 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 *Diploma Exam Accommodations and 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



*Application to Serve as a Special Writing Centre Supervisor*
*2016–2017*

Alberta Education

For Office Use Only
Approved ☐ Denied ☐
_____ SWC# _____
Signature
SWCE# _____ SWCS# _____

1. **Student Information**

STUDENT'S ALBERTA STUDENT NUMBER

STUDENT'S FIRST NAME AND SURNAME

2. **Applicant's 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

☐ 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**

☐ I fluently read and write the language of the exam(s) to be administered (English and/or French, depending on the exam)
☐ 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:
☐ receive all diploma exam materials in the two week period prior to the scheduled diploma exam date
☐ administer the designated exam(s) on the officially scheduled day(s) and time(s)
☐ 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**

☐ 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):

☐ 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):

☐ Photograph(s) of the proposed **secure exam writing room** are attached.
☐ 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

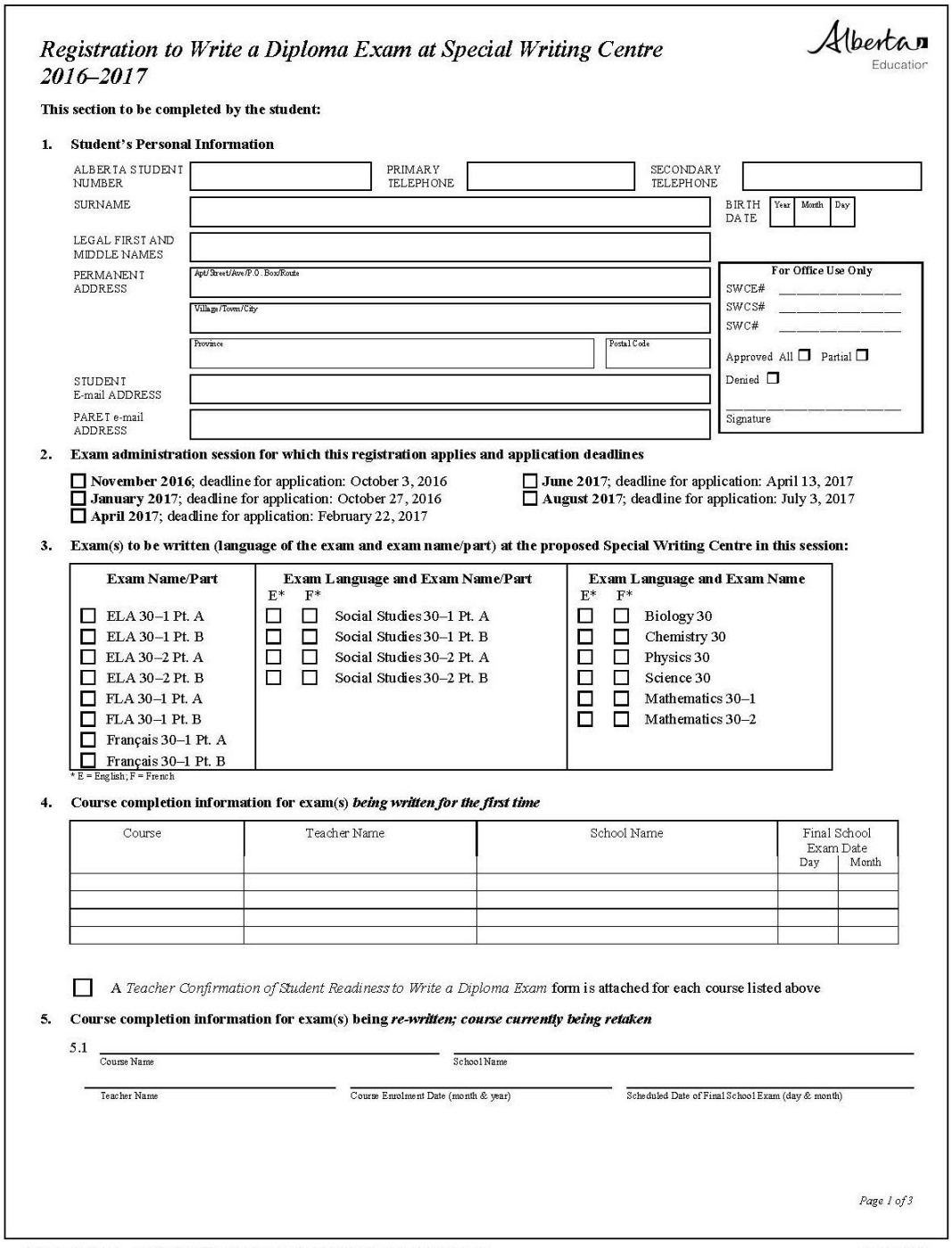
Telephone Number | Email Address

*Page 1 of 2*

Alberta Education – Application to Supervise a SWC for School Year 2016–2017 August 2016

**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 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 *Diploma Exam Accommodations and 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 2016–2017*

Alberta Education

**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)

LEGAL FIRST AND MIDDLE NAMES

PERMANENT ADDRESS (Apt/Street/Ave/P.O. Box/Route; Village/Town/City; Province; Postal Code)

STUDENT E-mail ADDRESS

PARET 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 2016**; deadline for application: October 3, 2016
☐ **January 2017**; deadline for application: October 27, 2016
☐ **April 2017**; deadline for application: February 22, 2017
☐ **June 2017**; deadline for application: April 13, 2017
☐ **August 2017**; deadline for application: July 3, 2017

**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 (E* F*) | Exam Language and Exam Name (E* F*) |
|---|---|---|
| ☐ ELA 30–1 Pt. A | ☐ ☐ Social Studies 30–1 Pt. A | ☐ ☐ Biology 30 |
| ☐ ELA 30–1 Pt. B | ☐ ☐ Social Studies 30–1 Pt. B | ☐ ☐ Chemistry 30 |
| ☐ ELA 30–2 Pt. A | ☐ ☐ Social Studies 30–2 Pt. A | ☐ ☐ Physics 30 |
| ☐ ELA 30–2 Pt. B | ☐ ☐ Social Studies 30–2 Pt. B | ☐ ☐ Science 30 |
| ☐ FLA 30–1 Pt. A | | ☐ ☐ Mathematics 30–1 |
| ☐ FLA 30–1 Pt. B | | ☐ ☐ Mathematics 30–2 |
| ☐ Français 30–1 Pt. A | | |
| ☐ 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)

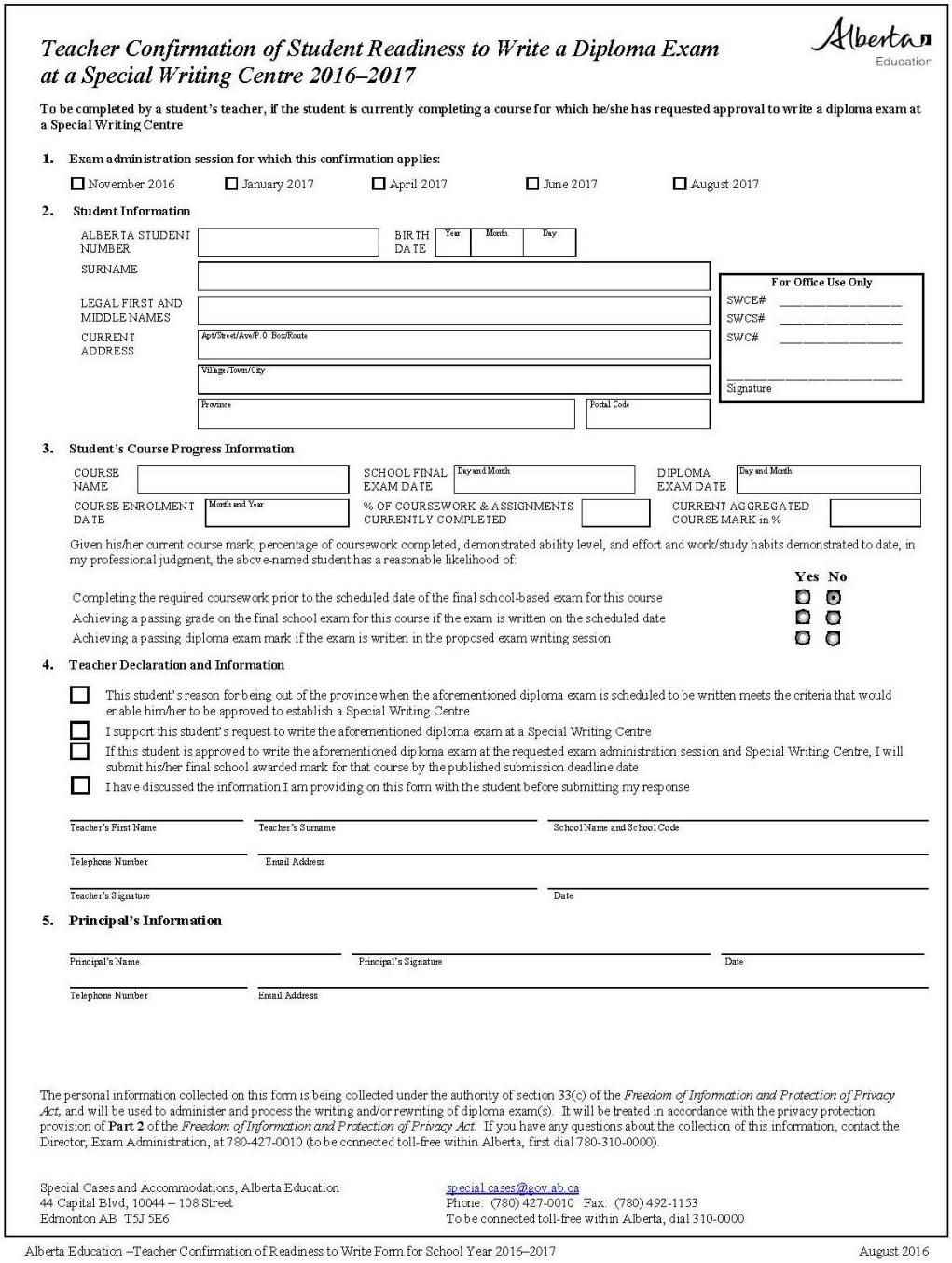
_____ (Teacher Name) _____ (Course Enrolment Date (month & year)) _____ (Scheduled Date of Final School Exam (day & month))

*Page 1 of 3*

Alberta Education – Registration to Write at a SWC Form for School Year 2016–2017 August 2016

**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 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 *Diploma Exam Accommodations and 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 2016–2017*

Alberta Education

**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 2016 ☐ January 2017 ☐ April 2017 ☐ June 2017 ☐ August 2017

**2. Student Information**

ALBERTA STUDENT NUMBER

BIRTH DATE Year Month Day

SURNAME

LEGAL FIRST AND MIDDLE NAMES

CURRENT ADDRESS

Apt/Street/Ave/P. O. Box/Route

Village/Town/City

Province

Postal Code

**For Office Use Only**

SWCE# _____

SWCS# _____

SWC# _____

_____

Signature

**3. Student's Course Progress Information**

COURSE NAME

SCHOOL FINAL EXAM DATE Day and Month

DIPLOMA EXAM DATE Day and Month

COURSE ENROLMENT DATE Month and Year

% OF COURSEWORK & ASSIGNMENTS CURRENTLY COMPLETED

CURRENT AGGREGATED COURSE MARK in %

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:

| | Yes | No |
|---|---|---|
| Completing the required coursework prior to the scheduled date of the final school-based exam for this course | ☐ | ☐ |
| Achieving a passing grade on the final school exam for this course if the exam is written on the scheduled date | ☐ | ☐ |
| Achieving a passing diploma exam mark if the exam is written in the proposed exam writing session | ☐ | ☐ |

**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).

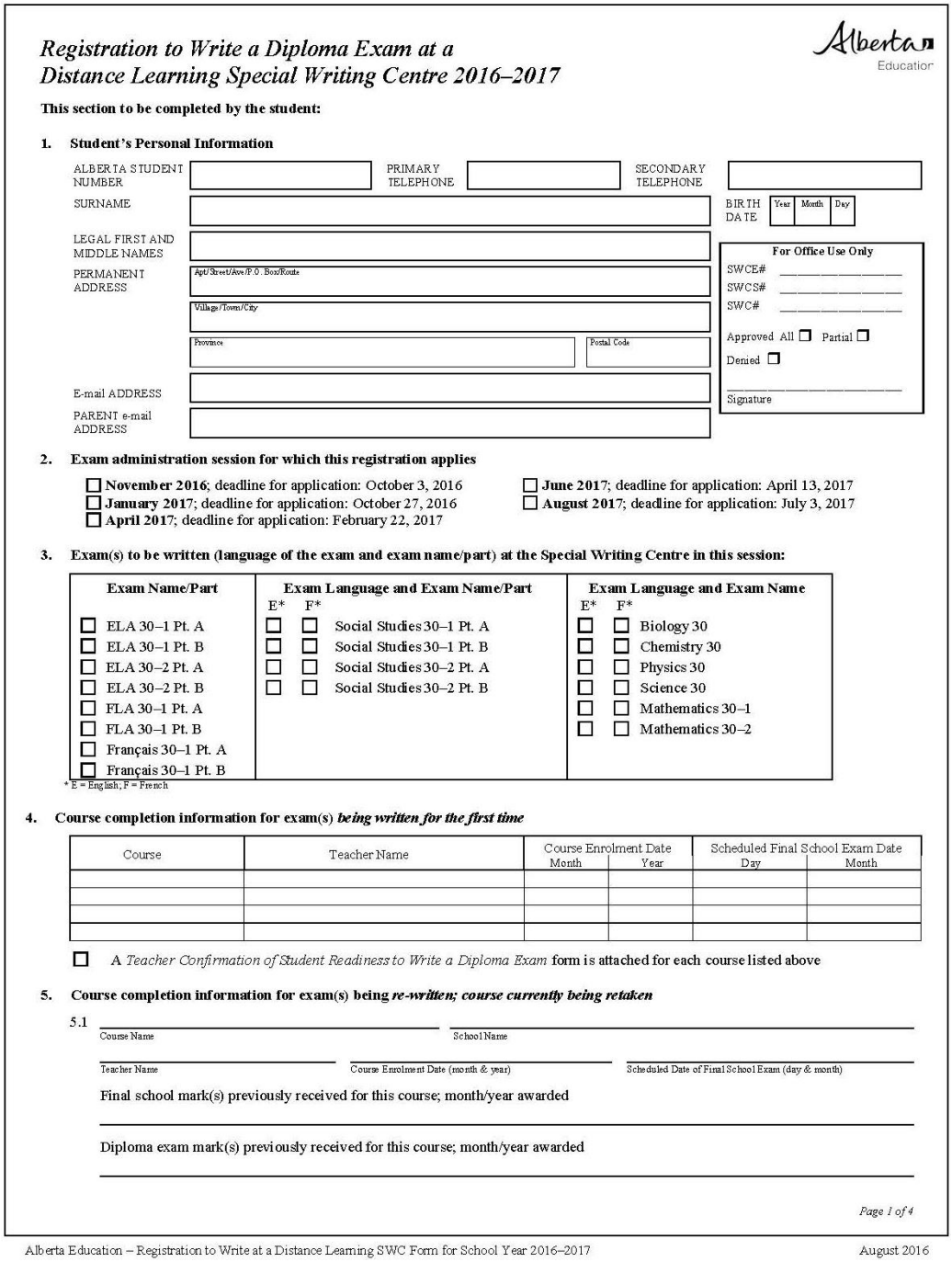
Special Cases and Accommodations, Alberta Education
44 Capital Blvd, 10044 – 108 Street
Edmonton AB T5J 5E6

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

Alberta Education –Teacher Confirmation of Readiness to Write Form for School Year 2016–2017 August 2016

**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 *Diploma Exam Accommodations and Special Cases* section). This form must be submitted with the *Application to Serve as a Distance Learning Special Writing Centre Supervisor* form.



*Registration to Write a Diploma Exam at a Distance Learning Special Writing Centre 2016–2017*

Alberta Education

**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)

LEGAL FIRST AND MIDDLE NAMES

PERMANENT ADDRESS — Apt/Street/Ave/P.O. Box/Route; 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 2016**; deadline for application: October 3, 2016
- ☐ **January 2017**; deadline for application: October 27, 2016
- ☐ **April 2017**; deadline for application: February 22, 2017
- ☐ **June 2017**; deadline for application: April 13, 2017
- ☐ **August 2017**; deadline for application: July 3, 2017

**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 E* F* | Exam Language and Exam Name E* F* |
|---|---|---|
| ☐ ELA 30–1 Pt. A | ☐ ☐ Social Studies 30–1 Pt. A | ☐ ☐ Biology 30 |
| ☐ ELA 30–1 Pt. B | ☐ ☐ Social Studies 30–1 Pt. B | ☐ ☐ Chemistry 30 |
| ☐ ELA 30–2 Pt. A | ☐ ☐ Social Studies 30–2 Pt. A | ☐ ☐ Physics 30 |
| ☐ ELA 30–2 Pt. B | ☐ ☐ Social Studies 30–2 Pt. B | ☐ ☐ Science 30 |
| ☐ FLA 30–1 Pt. A | | ☐ ☐ Mathematics 30–1 |
| ☐ FLA 30–1 Pt. B | | ☐ ☐ Mathematics 30–2 |
| ☐ Français 30–1 Pt. A | | |
| ☐ 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 Month | Course Enrolment Date Year | Scheduled Final School Exam Date Day | Scheduled Final School Exam Date 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

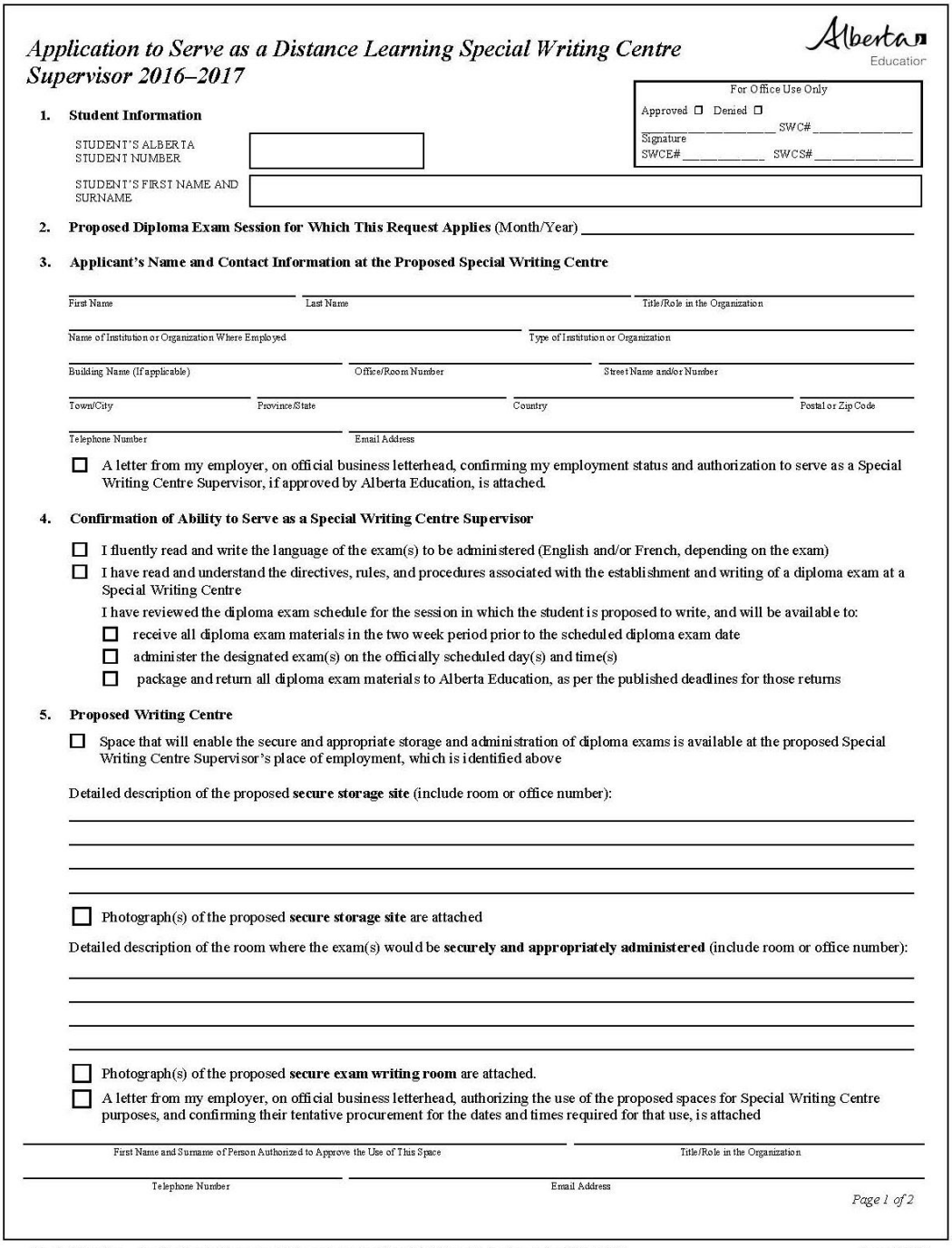
_____

*Page 1 of 4*

Alberta Education – Registration to Write at a Distance Learning SWC Form for School Year 2016–2017 August 2016

**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 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 *Diploma Exam Accomodations and Special Cases* section). This form must be submitted with the *Application to Establish a Pre-Approved Distance Learning Diploma Exam Special Writing Centre* form.



*Application to Serve as a Distance Learning Special Writing Centre Supervisor 2016–2017*

Alberta Education

For Office Use Only
Approved ☐ Denied ☐
_____ SWC#_____
Signature
SWCE#_____ SWCS#_____

1. **Student Information**

STUDENT'S ALBERTA STUDENT NUMBER

STUDENT'S FIRST NAME AND SURNAME

2. **Proposed Diploma Exam Session for Which This Request Applies** (Month/Year) _____

3. **Applicant's 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

☐ 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.

4. **Confirmation of Ability to Serve as a Special Writing Centre Supervisor**

☐ I fluently read and write the language of the exam(s) to be administered (English and/or French, depending on the exam)
☐ 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:
☐ receive all diploma exam materials in the two week period prior to the scheduled diploma exam date
☐ administer the designated exam(s) on the officially scheduled day(s) and time(s)
☐ package and return all diploma exam materials to Alberta Education, as per the published deadlines for those returns

5. **Proposed Writing Centre**

☐ 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

Detailed description of the proposed **secure storage site** (include room or office number):

☐ 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):

☐ Photograph(s) of the proposed **secure exam writing room** are attached.
☐ 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

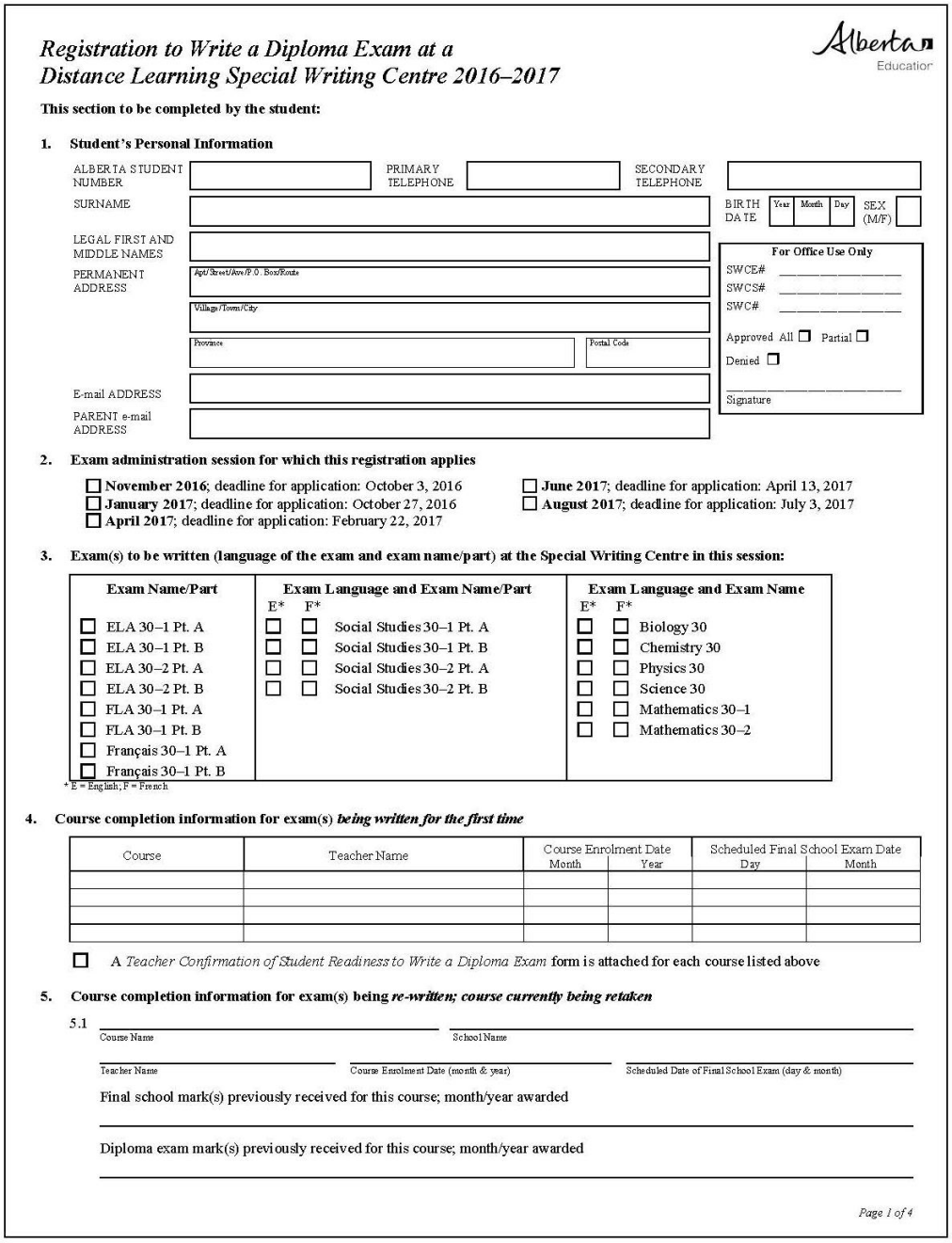
Telephone Number | Email Address

*Page 1 of 2*

Alberta Education – Application to Serve as a Distance Learning Special Writing Centre Supervisor 2016–2017 August 2016

**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 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 *Diploma Exam Accommodations and 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 2016–2017*

Alberta Education

**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 (Apt/Street/Ave/P.O. Box/Route; 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 2016**; deadline for application: October 3, 2016
☐ **January 2017**; deadline for application: October 27, 2016
☐ **April 2017**; deadline for application: February 22, 2017
☐ **June 2017**; deadline for application: April 13, 2017
☐ **August 2017**; deadline for application: July 3, 2017

**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* |
| ☐ ELA 30–1 Pt. A | ☐ | ☐ Social Studies 30–1 Pt. A | ☐ | ☐ Biology 30 |
| ☐ ELA 30–1 Pt. B | ☐ | ☐ Social Studies 30–1 Pt. B | ☐ | ☐ Chemistry 30 |
| ☐ ELA 30–2 Pt. A | ☐ | ☐ Social Studies 30–2 Pt. A | ☐ | ☐ Physics 30 |
| ☐ ELA 30–2 Pt. B | ☐ | ☐ Social Studies 30–2 Pt. B | ☐ | ☐ Science 30 |
| ☐ FLA 30–1 Pt. A | | | ☐ | ☐ Mathematics 30–1 |
| ☐ FLA 30–1 Pt. B | | | ☐ | ☐ Mathematics 30–2 |
| ☐ Français 30–1 Pt. A | | | | |
| ☐ 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 Month | Course Enrolment Date Year | Scheduled Final School Exam Date Day | Scheduled Final School Exam Date 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 _____

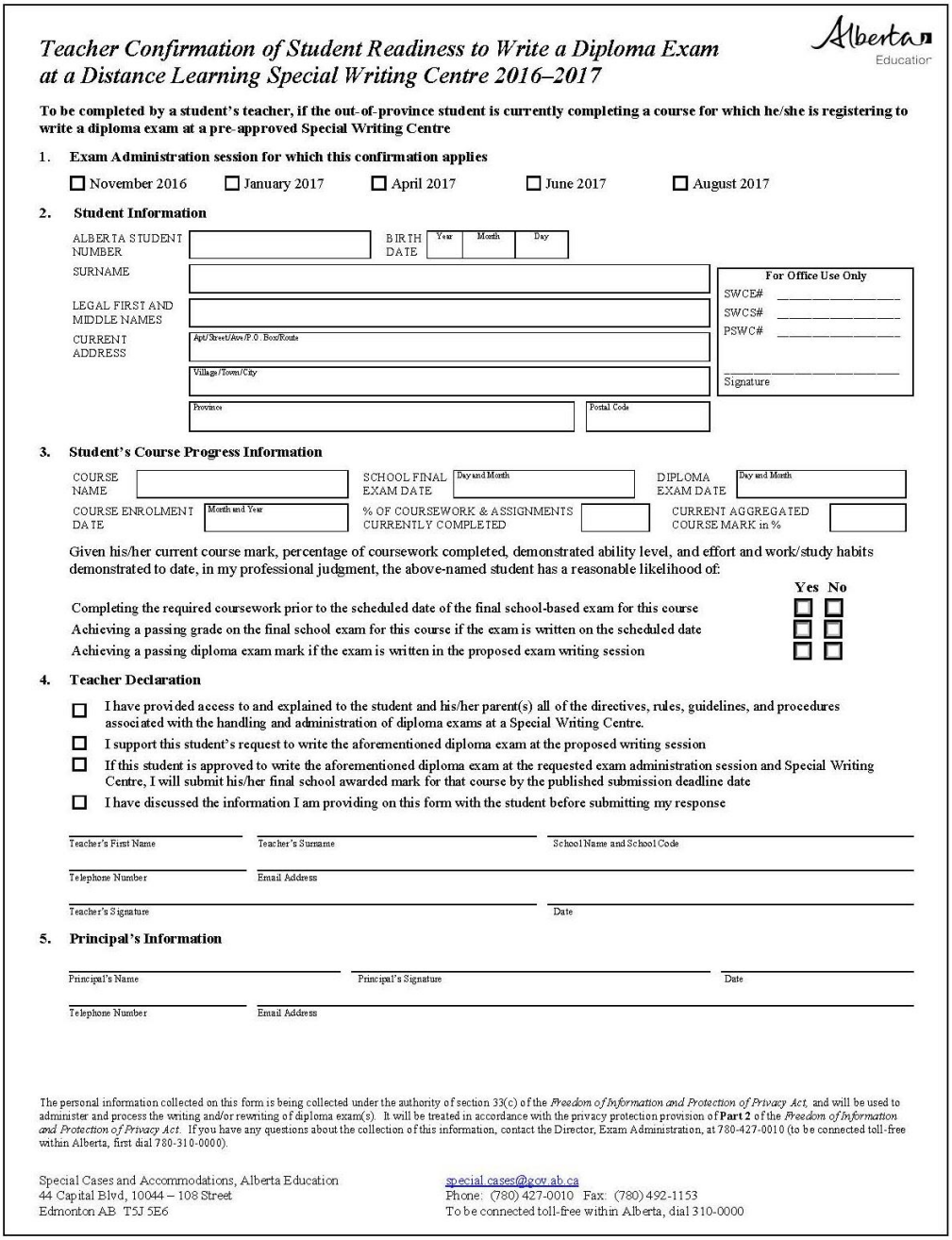
Diploma exam mark(s) previously received for this course; month/year awarded _____

*Page 1 of 4*

Alberta Education – Registration to Write at a Distance Learning SWC Form for School Year 2016–2017 August 2016

**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 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 *Diploma Exam Accommodations and 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 2016–2017*

Alberta Education

**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 2016 ☐ January 2017 ☐ April 2017 ☐ June 2017 ☐ August 2017

2. **Student Information**

ALBERTA STUDENT NUMBER | BIRTH DATE (Year / Month / Day)

SURNAME

LEGAL FIRST AND MIDDLE NAMES

CURRENT ADDRESS (Apt/Street/Ave/P.O. Box/Route; Village/Town/City; Province; Postal Code)

**For Office Use Only**
SWCE# _____
SWCS# _____
PSWC# _____
_____ Signature

3. **Student's Course Progress Information**

COURSE NAME | SCHOOL FINAL EXAM DATE (Day and Month) | DIPLOMA EXAM DATE (Day and Month)

COURSE ENROLMENT DATE (Month and Year) | % OF COURSEWORK & ASSIGNMENTS CURRENTLY COMPLETED | CURRENT AGGREGATED COURSE MARK in %

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:

| | Yes | No |
|---|---|---|
| Completing the required coursework prior to the scheduled date of the final school-based exam for this course | ☐ | ☐ |
| Achieving a passing grade on the final school exam for this course if the exam is written on the scheduled date | ☐ | ☐ |
| Achieving a passing diploma exam mark if the exam is written in the proposed exam writing session | ☐ | ☐ |

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

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

Alberta Education –Distance Learning Teacher Confirmation of Readiness to Write Form for School Year 2016–2017 August 2016

**Request for Exemption from Writing Diploma Exams**

The *Request for Exemption from Writing Diploma Exams* form is 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 *Diploma Exam Accommodations and Special Cases* section).

Alberta Education

## *Request for Exemption from Writing Diploma Exams*

**Student Information:**

ALBERTA STUDENT NUMBER

SURNAME

LEGAL FIRST AND MIDDLE NAMES

BIRTH DATE — Year | Month | Day (e.g., 89 Jul 20)

TELEPHONE

PERMANENT ADDRESS — Apt/Street/Ave/P.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 2016 ☐ January 2017 ☐ April 2017 ☐ June 2017 ☐ August 2017

**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*

Alberta Education –Request for Exemption Form 2016 – 2017 August 2016

**Examinee Appeal Form: Eviction from a Diploma Exam**

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

Alberta Education

## Examinee Appeal Form

### *Eviction from a Diploma Exam*

Student's Name: _____ Alberta Student Number: _____

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

Mailing Address: _____

_____

**Appeal:**

Diploma 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)

_____

_____

_____

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_____

_____

_____

Signature of Student | Date | Email Address

Signature of Parent or Guardian (if student is under 18 years of age) | Date | Email Address

Mail, email, deliver, or fax **within 7 days** of written notice of the eviction to:

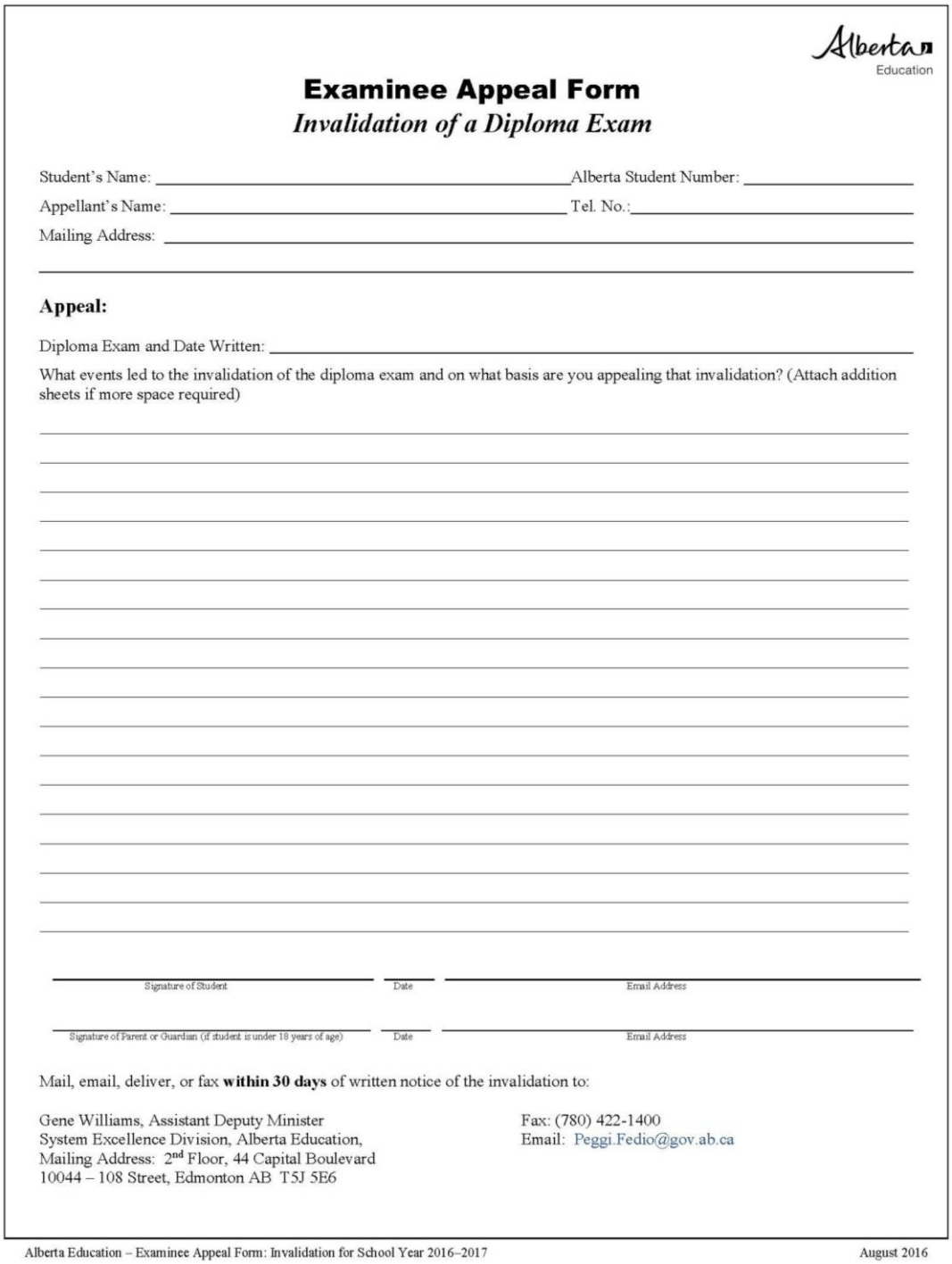
Joanne Neal, Director
Exam Administration, Alberta Education,
Mailing Address: 6th Floor, 44 Capital Boulevard
10044 – 108 Street, Edmonton AB T5J 5E6

Fax: (780) 492-1451
Email: Joanne.Neal@gov.ab.ca

Alberta Education – Examinee Appeal Form: Eviction for School Year 2016–2017 August 2016

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

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



Alberta Education

## Examinee Appeal Form

### *Invalidation of a Diploma Exam*

Student's Name: _____ Alberta Student Number: _____

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

Mailing Address: _____

_____

**Appeal:**

Diploma 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)

_____

_____

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_____

_____ _____ _____

Signature of Student Date Email Address

_____ _____ _____

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

Mail, email, deliver, or fax **within 30 days** of written notice of the invalidation to:

Gene Williams, Assistant Deputy Minister
System Excellence Division, Alberta Education,
Mailing Address: 2nd Floor, 44 Capital Boulevard
10044 – 108 Street, Edmonton AB T5J 5E6

Fax: (780) 422-1400
Email: Peggi.Fedio@gov.ab.ca

Alberta Education – Examinee Appeal Form: Invalidation for School Year 2016–2017 August 2016

**Request for Supplemental Shipment Form**

The *Request for Supplemental Shipment Form* is 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 2016–2017***

Alberta Education

Send this form to Exam Administration to request additional or different diploma examination materials.

School Code: _____

Authority Code: _____

School Phone: _____

School Fax: _____

School Name, Contact Person and Delivery Address (for Courier)

_____

_____

_____

_____

Examination Session: ☐ November ☐ January ☐ April ☐ June ☐ August

Please check the course(s) and indicate the number of exams required:

| English Exams | | |
|---|---|---|
| **Course** | **Part** | **# Required** |
| Biology 30 | | |
| Chemistry 30 | | |
| ELA 30–1 | A ☐ B ☐ | |
| ELA 30–2 | A ☐ B ☐ | |
| Mathematics 30–1 | | |
| Mathematics 30–2 | | |
| Physics 30 | | |
| Science 30 | | |
| Social Studies 30–1 | A ☐ B ☐ | |
| Social Studies 30–2 | A ☐ B ☐ | |

| French Exams | | |
|---|---|---|
| **Course** | **Partie** | **# Required** |
| Biologie 30 | | |
| Chimie 30 | | |
| FLA 30–1 | A ☐ B ☐ | |
| Français 30–1 | A ☐ B ☐ | |
| Mathematiques 30–1 | | |
| Mathematiques 30–2 | | |
| Physique 30 | | |
| Études sociales 30–1 | A ☐ B ☐ | |
| Études sociales 30–2 | A ☐ B ☐ | |
| | | |

*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).

Alberta Education – Supplemental Shipment Form for School Year 2016–2017 August 2016

**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 *Field Testing* section)

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

Alberta Education

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

School Code: _____

Authority Code: _____

School Phone: _____

School Fax: _____

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

_____

_____

_____

_____

**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).

Alberta Education – Diploma Exam Special Format Practice Test Order Form August 2016

**Principal's Statement**

The *Principal's Statement* contains school and exam administration-specific information. This form is sent as part of each diploma exam shipment of materials. It must be completed at the end of each exam administration 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

Alberta Education

**Principal's Statement #9**
**June 2017 Diploma Exams**
Mathematics 30-2; Biology 30; Chemistry 30; Physics 30; Mathematics 30-1

School: 9999 The New Century School (403) 321-1234
Authority: 0000 Alberta School Division No.99

The following declaration attests that while the diploma exams were in the custody and control of the school and under the supervision of the Chief Supervisor, they were handled and/or administered as per the rules and directives outlined in the Diploma Examination Program ***General Information Bulletin, 2016-2017***. This declaration **MUST** be completed and signed by the Chief Supervisor and returned with **each** List of Students (LOS) and set of diploma exam materials being return shipped to Alberta Education, **even if no student wrote a diploma exam**.

**Declaration:**

I hereby certify that in my capacity as Chief Supervisor I carried out my duties and responsibilities as defined by the rules and directives outlined in the Diploma Examination Program ***General Information Bulletin, 2016-2017*** and I attest to the following [please **check (✓) each box** that applies]:

***Diploma Exam Security and Return:***

- ☐ **All** secured diploma 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 l late examination is charged to schools for evaluation materials returned to Alberta Education after a marking session is complete
- ☐ **No** secured diploma exam materials were **copied**, in whole or in part, or **have been retained by anyone at the school**
- ☐ Strict security of all diploma 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 diploma 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**
- ☐ Diploma exams were administered at this school and I attest to the following:
  - ☐ All rooms used for diploma exam administration purposes were secure, appropriately set up and free of materials or distractions that could affect the outcomes of the diploma exam
  - ☐ All diploma exams were administered in accordance with the official schedule and in accordance with the policies, rules, directives and procedures outlined in the Diploma Examination Program ***General Information Bulletin, 2016-2017***
  - ☐ Students understood and complied with all requirements related to the use of diploma exam materials and no unauthorized materials were brought into or used in the diploma exam room (if not, report the irregularity below)
  - ☐ If technology and/or digital recording devices were used for diploma exam administration purposes, all diploma exam information, including student responses, are securely archived and available to only a school authority network administrator for 3 months following the writing of the diploma exam
  - ☐ Appropriate procedures were followed with respect to the use of all approved writing accommodations for specific students
  - ☐ The student(s) booklets have been completed accurately identifying the accommodations used (list the accommodations used and not used below attach additional sheets if more space required):

| Student Surname | Student First Name | Examination | Accommodation Type(s) | Used ✓ | Not Used ✓ |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

  - ☐ The diploma 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 a violation of examination rules result in a negative consequence for one or more student(s), the statement should include an account of the incident signed by the student

_____
_____
_____
_____

Chief Supervisor's Name (please print)_____Chief Supervisor's Signature_____
Date_____ School Phone # _____ Chief Supervisor's Email _____
Summer Phone #_____Summer Contact Name (please print)_____
Summer Contact Email _____
**Note:** The return of a completed and signed *Chief Supervisor's Statement*, with **each** List of Students (LOS), is mandatory, **even if no student wrote a diploma exam**

**List of Students**

The *List of Students* contains school and exam administration-specific information. This form is sent as part of each diploma exam shipment of materials. It must be completed at the end of each exam administration 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

Alberta Education

**June 2017 Diploma Exams**
**LIST OF STUDENTS #9**

School: 9999 The New Century School (403) 321-4321
Authority: 0000 Alberta School Division No. 99

| | Number of Diploma Exams Written By | | | Number of Unused Exams | | Total Number of Returned Exams |
|---|---|---|---|---|---|---|
| | Registered Students | | Unregistered Students | | | |
| Mathematics 30-2 | 2 | + | 1 | + 7 | = | 10 |
| Bio 30 | 2 | + | 3 | + 5 | = | 10 |
| Chem | 4 | + | 0 | + 6 | = | 10 |
| Physics 30 | 1 | + | 1 | + 8 | = | 10 |
| Mathematics 30-1 | 2 | + | 1 | + 7 | = | 10 |

"+"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 exam administration

**NOTE: Alberta Student Numbers MUST be provided for all students writing diploma exams**

Alberta Education

**June 2017 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 writing diploma exams**

E – wrote English/F – wrote French

| Alberta Student Number | Student Name Surname, Given Names | Birth Date | Math 30-1 F | Math 30-1 | Math 30-2 | Math 30-2 F |
|---|---|---|---|---|---|---|
| 9999-9999-0 | Banner, Bruce | 2990-05-26 | F ✓ | | | |
| 9999-9999-1 | Kent, Clarke | 2990-10-04 | F ✓ | | | |
| 9999-9999-2 | Kirk, James | 2990-06-01 | | E NW | | |
| 9999-9999-3 | Lane, Lois | 2990-09-30 | | | E ✓ | |
| 9999-9999-4 | Organa, Leia | 2989-09-12 | | | | F ✓ |
| 9999-9999-5 | Prince, Diana | 2990-02-03 | | | E ✓ | |
| 9999-9999-6 | Romanoff, Nathasha | 2990-07-11 | | E ✓ | | |
| 9999-9999-7 | Stark, Tony | 2990-01-02 | F NW | Deferred | | |
| 9999-9999-8 | Skywalker, Luke | 2990-05-01 | | | ✓ | |
| 9999-9999-9 | McCoy, Leonard | 2990-07-17 | | ✓ | | |
| 9999-9998-9 | Parker, Peter | 2990-10-31 | | | | ✓ |

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

**Field Test Request Form**

The *Field Test Request Form* is 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*

Alberta Education

**NOTE:** Prior to submitting this field test request:

- Read the **current** *Field Test Request Guide*, located at: https://education.alberta.ca/diploma-exam-administration/forms/everyone/diploma-exam-and-field-test-forms/
- Teachers must have an Alberta Education account and be approved by their school principal to request field tests

| **Diploma Field Request Deadline: Session 1** | **Diploma Field Test Request Deadline: Session 2** |
|---|---|
| Unit Test – digital only – 5 business day prior to the preferred field test administration date | Unit Test – digital only – 5 business day prior to the preferred field test administration date |
| Year End Test – digital – 5 business day prior to the preferred field test administration date | Year End Test – digital – 5 business day prior to the preferred field test administration date |
| Year End Tests – Paper and hybrid – October 31, 2016 | Year End Tests – Paper and hybrid – April 14, 2017 |

**School Information:**

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

Teacher Name _____

Phone Number _____

Teacher Email Address _____

**Field Tests Requested:**

| SUBJECT<br>**Field test name** | **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** | | | | | | |
| *Biology 30 Year-End (Hybrid 50 mins)* | *January 8* | 12D | 25 | Patricia Smith | 10:20 | 11:20 |
| Choose a Subject | | | | | | |
| Choose a Subject | | | | | | |
| Choose a Subject | | | | | | |
| Choose a Subject | | | | | | |
| Choose a Subject | | | | | | |
| Choose a Subject | | | | | | |
| Choose a Subject | | | | | | |

Please return this form by email 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 2016–2017 August 2016

# *CONTACTS*

*Provincial Assessment Sector*
Dan Karas, Executive Director
Provincial Assessment Sector
Dan.Karas@gov.ab.ca

*Exam security, exam rules, scheduling, policy issues*
Joanne Neal, Director
Exam Administration
Joanne.Neal@gov.ab.ca

*Special cases, accommodations, marking centre*
Pamela Klebanov, Senior Manager
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 rescores*
Rita Boonstra, Director's 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, Senior Manager
Digital Systems & Services
Pascal.Couture@gov.ab.ca

*Special cases, accommodations for students, special format materials*
General inquiries:
Telephone: (780) 492-1400
Fax: (780) 492-1153
special.cases@gov.ab.ca

Pamela Klebanov, Senior Manager
Business Operations and Special Cases
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Steven.Diachuk@gov.ab.ca

Special Cases and Accommodations team
Special.Cases@gov.ab.ca

*Diploma Exam format, content, confirming standards, marking, results reporting*
Deanna Shostak, Director
Diploma Programs
Deanna.Shostak@gov.ab.ca

Note: When contacting Alberta Education by email or when leaving a phone message, please include your name, title, school name, school code and if referring to a student include the student's Alberta Student Number.

*Senior Managers*

Gary Hoogers
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Gary.Hoogers@gov.ab.ca

Philip Taranger
English Language Arts 30–2
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Laura Pankratz
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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
Alberta Education website:
http://education.alberta.ca

*Diploma exam registration/myPass*
Client Services Help Desk
(780) 427-5318 option 1
Email: cshelpdesk@gov.ab.ca
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