

Request for Exemption from Writing Diploma Exams

Student Information:

ALBERTA STUDENT NUMBER					
SURNAME					
LEGAL FIRST AND MIDDLE NAMES					
BIRTH DATE	Year	Month	Day	TELEPHONE	
	(e.g., 89 Jul 20)				
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 (✓).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.

School Code _____ School Name _____
Principal's Name _____ School Telephone (____) _____
Fax Number (____) _____ School E-mail Address _____
Principal/Designate Signature _____ Date: _____
Second Contact Name and E-mail Address _____

Student/Parent/Guardian

WHAT DO EXEMPTIONS MEAN FOR FINAL MARKS?

Prior to applying for an exemption, the following should be considered:

Full exemption

When a student is exempted from writing an **entire** diploma exam (a Mathematics or Sciences exam, or *both* parts of a Language Arts or Social Studies exam) the **student's school-awarded mark will replace the full exam mark**. The student's transcript is annotated "Exemption Granted".

Partial Exemption

When a student is exempted from either Part(ie) A or B of a Language Arts or Social Studies exam, a different method is used to replace the missing mark. **A mark that is statistically estimated** (based on their performance on the part of the exam which was written and the school awarded mark) **will replace the missing mark**.

Following a partial exemption, if a student chooses to improve their diploma exam mark, the entire diploma exam needs to be rewritten.

- I/We understand that the personal information collected on this form pursuant to section 32(c) of the *Freedom of Information and Protection of Privacy Act* will be used to process and administer the writing and/or rewriting of the registered diploma exam(s) and/or for making the appropriate adjustment of marks in the registered subject(s). This information will be used for the purposes stated, by Alberta Education only.
- I/We have accurately provided information on this request form and supporting documentation.
- I/We have read and had the opportunity to ask questions about the information on this request form. I/we understand the impact of a full or partial exemption on course marks.

NOTE: All three check boxes must be true and then checked off before this form is submitted.

Signature of Student Date

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

This form must be submitted 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