

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

For Office Use Only	
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Signature _____	SWC# _____
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):

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- 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):

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- 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

Student Name: \_\_\_\_\_ Student ASN: \_\_\_\_\_

**6. Proposed Shipping Plan**

The following courier has confirmed that they are able to **deliver** diploma exams from Alberta Education (Edmonton, Alberta) to the proposed Special Writing Centre Supervisor at the Special Writing Centre address provided above:

- DHL                       FedEx                       Purolator

The following courier has confirmed that they are able to **pick up** diploma exams from the proposed Special Writing Centre address provided above, for **pre-paid** delivery, to Alberta Education (Edmonton, Alberta):

- DHL                       FedEx                       Purolator

Please rewrite your name and address in the space below, **as it should appear on the shipping labels**, to ensure secure and timely delivery of the diploma exam materials to the proposed Special Writing Centre:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant's Declaration:**

- I am currently employed at the location that is proposed to serve as a Special Writing Centre
- I have read the *Diploma Exam Rules* and affirm that I am willing and able to honor and enforce them
- I have read the *Special Writing Centre Directives and Rules* and affirm that I am willing and able to honor and enforce them
- I am not a relative or friend or past or present teacher or coach of the student, and I have no other personal relationship with the student and/or his or her family
- I am not a relative or friend of, and have no other personal relationship with, the persons who have provided letters of confirmation in support of this application
- The information on this form is accurate and complete

Applicant's Signature \_\_\_\_\_ 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 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  
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Edmonton AB T5J 5E6

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