Provincial Achievement Testing Administration Directives

Provincial achievement testing directives identify requirements and expectations related to the administration of provincial achievement tests. 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 directives in this section outline what should occur to prepare for, supervise and complete the administration of all provincial achievement tests. These directives apply to all superintendents of schools, principals of private schools, principals, test supervisors, teachers and/or students who will be writing provincial achievement tests. Additional directives related to the administration of provincial achievement tests, including those that pertain to the use of computers, calculators, and/or writing accommodations, may be found in the respective sections within this Bulletin.

General Provincial Achievement Testing Program Directives

Who Writes Provincial Achievement Tests

Students registered in grades 6 and 9 and ungraded students* in their sixth and ninth years of schooling shall write provincial achievement tests, subject to the following caveats and/or exceptions:

1. A superintendent may, on an individual basis, excuse a student from writing a provincial achievement test for the following reasons:
   a. the student is not capable of responding to the assessment in its original or approved accommodated form
   b. participation would be harmful to the student

2. Upon advice from the teacher, the principal in consultation with the parent/guardian, shall recommend to the superintendent that a student be excused from writing. A copy of the documentation in support of the recommendation, including the student’s Individual Program Plan, if applicable, shall remain in the school for auditing purposes.

Note: If a parent withdraws a student from participation, the school is obligated to mark the student “absent” not “excused” on the List of Students. A copy of the parent’s letter indicating that the child will not be participating should be attached to the Principal’s Statement.

3. Students in English as a Second Language programs and those in special education programs shall complete the provincial achievement tests, unless excused by the superintendent under the conditions noted above in point (1).

* Ungraded students are funded students registered in classes that are not considered equivalent to one of the grades classified as elementary (grades 1 to 6), junior high (grades 7 to 9), or senior high (grades 10 to 12)
4. Students with a learning disability or a physical disability shall complete the provincial achievement tests, with or without approved accommodations, unless excused by the superintendent under the conditions noted above in point (1) (see also the Accommodations section).

5. Students who are repeating grades 6 or 9 shall write provincial achievement tests in their repeating year.

6. A private school student shall complete provincial achievement tests. In applying point (1), the board of directors shall act as the superintendent.

7. A home educated student at a level equivalent to grades 6 or 9 must be given the opportunity to write the grades 6 or 9 provincial achievement tests, according to the published schedules, and under the supervision of the associate board or associate private school, in accordance with the Home Education Regulation, Alberta Regulation 145/2006.

Adherence to the Official Test Administration Schedules

Provincial achievement tests shall be administered according to the official administration schedules, subject to the following caveats and/or exceptions:

1. If a school system or private school is unable to administer provincial achievement tests according to the official published schedule, because they operate on an alternate school year, the superintendent or principal of a private school may propose and implement an alternate testing schedule, subject to the written approval of the Director, Exam Administration.

2. If a class or group of students in a school is unable to write a provincial achievement test during the official scheduled administration, because of their unique circumstances, the superintendent or principal of a private school may propose and implement an alternate schedule for those students, subject to the written approval of the Director, Exam Administration.

Note: Schools and school authorities are expected to set up their school year calendars taking into account the official test administration schedules (see the Schedules & Significant Dates section). Requests for alternate provincial achievement testing schedules to accommodate field trips, extra-curricular or professional development activities and other school events that were planned after the publication of the official test administration schedules will not be approved.

3. To accommodate specific circumstances in a school, a school may administer a provincial achievement test on the date scheduled for that test, but at a start and finish time other than what was officially...
scheduled, subject to the written approval of the superintendent or principal of a private school and as long as that alternate start and finish time is implemented in a manner that maintains the security of the provincial achievement test being administered.

4. To accommodate specific circumstances, a school may implement multiple consecutive administrations of a provincial achievement test on the date scheduled for that test, subject to the written approval of the superintendent, or principal of a private school, and as long as those administrations are implemented in a manner that maintains the security of the provincial achievement test being administered.

5. A school may implement an alternate test administration schedule for a student who leaves school early (e.g., to go on vacation), subject to the written approval of the superintendent, or principal of a private school, and as long as that schedule is implemented in a manner that maintains the security of the provincial achievement tests being administered (see the Administration Guidelines, below) and honours the published return shipment date(s) for those testing materials (see the Schedules & Significant Dates section).

6. Students who are absent on the day of the test are expected to write when they return, up to the published return shipment date(s) for those testing materials (see the Schedules & Significant Dates section).

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

**Test Administration Preparation**

Prior to each provincial achievement test administration, the superintendent of schools or principal of a private school shall:

1. Review this bulletin and update or modify provincial achievement test related processes, procedures and schedules within the school authority or private school to ensure that they conform to current directives, 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 test materials while they are in the custody and control of the school authority or private school.
   b. Immediately upon their receipt, inspect received test materials for errors or deficiencies (see Receiving and Inspecting Test Materials below).
   c. Remedy test shipment errors or deficiencies (see Receiving and Inspecting Test Materials below).
3. Establish and review with principals appropriate procedures within the
   school authority or private school to:
   a. Distribute and manage secured provincial achievement test
      materials before, during and after an official scheduled test
      administration
   b. Prepare, package and return secured test materials to Alberta
      Education (see Packaging and Returning Test Materials below)

4. Establish and review with principals appropriate procedures within the
   school authority or private school to receive requests and communicate
decisions related to the:
   a. Excusing of students from writing
   b. Use of accommodations when writing
   c. Changing of official test administration schedules

5. Establish, and review with principals, appropriate procedures within the
   school authority or private school to ensure that students enrolled in
   home education programs complete the provincial achievement tests or
   an alternative form of assessment in accordance with the Home
   Education Regulation, Alberta Regulation 145/2006

6. Establish, and review with principals, appropriate procedures within the
   school authority or private school to investigate and report:
   a. Test administration anomalies (see the Security & Test Rules
      section)
   b. Suspected breach of security (see the Security & Test Rules
      section)

7. Establish, and review with principals, test administration contingency
   plans that may be implemented, as required, to address unexpected
   issues or problems that arise while provincial achievement tests are
   being written

Test
Administration
Completion

Following each provincial achievement test session, the superintendent of
schools or principal of a private school shall:

1. Notify the Director, Exam Administration, of any breaches of test rules
   that occurred, and report in writing, any circumstances that may affect
   the validity of the results of any student or group of students who wrote
   a provincial achievement test

2. Ensure that all secured test materials and associated forms are accounted
   for, appropriately prepared for shipment, and returned to Alberta
   Education
Directives for Principals

Prior to each provincial achievement test administration, the principal shall:

1. Review this bulletin and update or modify provincial achievement test related processes, procedures and schedules within the school to ensure that they conform to current directives, expectations and requirements.

2. Communicate to students and teachers their roles, responsibilities and deadline related information pertaining to the administration of provincial achievement tests (see the Test Administration Guidelines below).

3. Establish and implement appropriate procedures and schedules within the school for teachers to submit recommendations and supporting documentation for requests related to the following and to communicate official responses to these requests to the student and parent/guardian about:
   a. The use of writing accommodations for eligible students
   b. Being excused from writing one or more provincial achievement test

4. Establish and implement appropriate procedures and schedules within the school to:
   a. Confirm that appropriate provincial achievement test forms have been ordered for all students
   b. Order special format materials from Alberta Education for all students for whom their use has been approved
   c. Distribute the Quick Facts for Parents/Guardians sheet to parents/guardians of all students eligible to write Provincial Achievement Tests in the current school year (see pages 25 and 26 of this section).

5. Establish and implement appropriate procedures and schedules in the school to:
   a. Maintain strict security of all test materials while they are in the custody and control of the school
   b. Immediately upon their receipt, inspect received test materials for errors or deficiencies
   c. Implement timely and appropriate remedies to correct test shipment errors or deficiencies (see Receiving and Inspecting Test Materials below).

6. Establish appropriate procedures within the school to:
   a. Distribute and manage secured provincial achievement test materials before, during and after an official scheduled test administration.
b. Prepare, package and return test materials to Alberta Education (see Packaging and Returning Test Materials below)

7. Establish appropriate procedures within the school to enable teachers to mark and score provincial achievement tests in a manner that:
   a. Maintains the security of student responses and the test materials
   b. Ensures that test materials are returned according to the dates published in this bulletin (see the Schedules & Significant Dates section)

8. Establish guidelines and procedures within the school that will ensure appropriate use and reporting of students’ preliminary scores from the provincial achievement test administration

9. Establish appropriate procedures within the school to investigate and report (see the Security & Test Rules section):
   a. Test administration anomalies
   b. Suspected breaches of security

10. Implement appropriate procedures to ensure that all students writing provincial achievement tests use a valid Alberta Student Number

11. Establish a test administration emergent response protocol that can be implemented, as required, to address unexpected issues or problems that arise while tests are being written

12. Designate teachers to act as test administration supervisors and ensure that they are appropriately prepared for that role (see Test Administration Guidelines below)

13. Implement appropriate procedures to enable teachers whose students are writing a provincial achievement test to view that test, under supervision, up to 24 hours prior to its scheduled administration

14. Designate and schedule the facilities to be used as test rooms when administering provincial achievement tests (see Test Administration Guidelines below)

15. If it is appropriate and feasible to do so, establish and implement procedures and schedules within the school to administer:
   a. Part(ie) A tests using computers
   b. Grades 6 and 9 machine scorable tests using Quest A+

Test Administration Supervision

Immediately prior to and during each provincial achievement test administration, the principal shall:

1. Ensure that provincial achievement tests are administered in accordance with:
a. The dates and times published in this bulletin (see the Schedules & Signification Dates section)
b. The directives, policies, rules and procedures outlined in this bulletin
c. The specific test related processes and procedures established at that school

2. Ensure that all facilities and materials that have been set up for test writing purposes are secured and remain secured until after the test writing session and follow-up administrative procedures are completed

3. Ensure that appropriate procedures for the administration of writing accommodations are being followed, including the completion of necessary forms and documents (see the Accommodations section)

4. Implement appropriate procedures, as required, to investigate and report (see the Security & Test Rules section):
   a. Test administration anomalies
   b. Suspected contraventions of security breaches

5. Implement a test administration emergent response protocol, as required, to address unexpected issues or problems that arise while a test is being written

6. Ensure that students who are absent on the scheduled administration day of a test write the test when they return, up to the published return date for test materials (see the Schedules & Significant Dates section)

Test Administration Completion

Following each provincial achievement test administration, the principal shall:

1. Notify the Superintendent and the Director, Exam Administration, of any contraventions of the Provincial achievement Test Rules (see the Security & Test Rules section) that occurred, and report in writing, any circumstances that may affect the validity of the results of any student or group of students who wrote a provincial achievement test

2. Ensure that that if computers and/or other digital devices were used for test administration purposes, all provincial achievement test information, including student responses, have been removed from those devices

3. Implement appropriate procedures within the school to enable teachers to mark and score provincial achievement tests in a manner that:
   a. maintains the security and integrity of student responses
   b. protects the security of all test materials
   c. ensures that all secure test material is returned in accordance with the dates and times published in this bulletin (see the Schedules &
4. Implement procedures within the school to enable appropriate use and reporting of students’ preliminary scores from the provincial achievement test administration.

5. Complete the List of Students and complete and sign the Principal’s Statement (see the Test Administration Forms section).

6. Record on the List of Students the names of any students excused by the superintendent from writing the test and any students who transferred from the school or who were absent from writing.

7. Ensure that all secured test materials and associated documents and forms are accounted for, appropriately prepared for return shipment, and shipped to Alberta Education (see Packaging and Returning Test Materials below).

8. Following the June test administration, provide a summer contact name and phone number (which is not the school phone number).

**Directives for Provincial Achievement Test Supervisors**

**Test Administration Preparation**

Prior to each provincial achievement test administration, test supervisors shall:

1. Collaborate with the principal and other test supervisors to review and update existing, or establish new, test administration supervision procedures and processes to ensure that they conform to current Alberta Education and school system directives, expectations and requirements.

2. Collaborate with the principal and other test supervisors to review and update the school’s test administration contingency plan that may be implemented, as required, to address unexpected issues or problems that arise while tests are being written.

3. Review and, where applicable, be able to implement the directives, rules, processes and procedures that relate to the administration of provincial achievement tests using:
   a. Computers (see the Using Calculators & Computers section)
   b. Calculators (see the Using Calculators & Computers section)
   c. Writing accommodations (see the Accommodations section)

4. If the supervision duties of an upcoming scheduled provincial achievement test administration are to be shared with other supervisors, collaborate to develop a roster of duties for each supervisor, to ensure that all required test administration processes and procedures will be implemented as planned (see the Test Administration Guidelines below).
Immediately prior to and during each scheduled provincial achievement test administration, the test supervisor shall:

1. Ensure that the test room is appropriately set up and free of materials or distractions that could affect the outcomes of the test (see the Security & Test Rules section)

2. Ensure that the test writing environment is quiet and free of distractions

3. Ensure that all required test materials, equipment and forms are in the test room and are kept secured before, during and after the scheduled provincial achievement test administration.

4. Verify the identity of each student and record their location in the test room

5. Verify that each student uses a valid Alberta Student Number

6. Prior to the commencement of the official scheduled test administration, ensure that all students are aware of, and understand, the rules and procedures for writing a provincial achievement test and their responsibilities for adhering to those rules

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

8. Implement procedures to ensure that:
   a. Authorized materials only are brought into and used by students in the test room (see the Security & Test Rules section)
   b. Appropriate materials are distributed to and returned by students before and after the official scheduled writing time
   c. Students understand and comply with all requirements related to the use of all documents, forms and test materials that are distributed to them while they are in the test room

9. Ensure that tests are administered during the official scheduled writing time (see the Schedules & Significant Dates section)

10. Actively observe and supervise all students who are in the test room before, during and after the official scheduled writing time to ensure that they are complying with all test rules (see the Test Administration Guidelines below)

Immediately following each scheduled provincial achievement test administration, the test supervisor shall:

1. Document any unusual circumstances or contraventions of rules and/or
directives that occurred during the test administration and forward this information to the principal (see the Security & Test Rules section)

2. Complete and sign all required test administration forms

3. Collate and appropriately prepare all used and unused test materials, and other related equipment, forms and documents, and return them to the principal (see Packaging and Returning Test Materials below)

4. If computers and/or other digital devices were used for test administration purposes, remove all provincial achievement test information, including student responses, from those devices

**Directives for Teachers of Students Writing Provincial Achievement Tests**

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<thead>
<tr>
<th>Test Administration Preparation</th>
<th>Prior to each provincial achievement test administration, teachers of students writing provincial achievement tests shall:</th>
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<tbody>
<tr>
<td>1.</td>
<td>Ensure that students are aware of, and understand, the rules and procedures related to writing a provincial achievement test, and their responsibilities for adhering to those rules (see the Test Administration Guidelines below)</td>
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<tr>
<td>2.</td>
<td>Ensure that students have and use a valid Alberta Student Number</td>
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<tr>
<td>3.</td>
<td>Submit recommendations and supporting documentation related to the following requests and communicate the official responses of these requests to the student and parent/guardian:</td>
</tr>
<tr>
<td></td>
<td>a. Writing accommodations for eligible students</td>
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<td></td>
<td>b. Being excused from writing one or more provincial achievement test</td>
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</tbody>
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<table>
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<tr>
<th>Test Administration Completion</th>
<th>During each scheduled provincial achievement test administration, teachers of students writing provincial achievement tests shall follow the procedures established by the principal to view a provincial achievement test. Following each scheduled provincial achievement test administration, teachers of students writing provincial achievement tests shall:</th>
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<tbody>
<tr>
<td>1.</td>
<td>Mark and/or score provincial achievement tests in accordance with Alberta Education standards and school based procedures and in a manner that:</td>
</tr>
<tr>
<td></td>
<td>a. Maintains the security and integrity of student responses</td>
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<td></td>
<td>b. Protects the security of all test materials</td>
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<td></td>
<td>c. Ensures that all secure test material is returned in accordance with the dates and times published in this bulletin (see the Schedules &amp;</td>
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</table>
2. Implement school based procedures related to the appropriate use and reporting of students’ preliminary scores from the provincial achievement test administration

**Directives for Students Writing Provincial Achievement Tests**

**Test Writing Preparation**

Prior to a provincial achievement test administration, students who will be writing a provincial achievement test, and/or their parents/guardian, shall:

1. Ensure that they are aware of, and understand, the rules, procedures, requirements and deadlines related to writing a provincial achievement test, and of their responsibilities for adhering to those rules (see the Test Administration Guidelines below)

2. Discuss with school personnel their needs and intentions with respect to the use of writing accommodations (see the Accommodations section)

3. Discuss with school personnel their intentions with respect to the use of a computer to write provincial achievement tests (see the Using Calculators & Computers section)

**Test Writing**

Immediately prior to and during each scheduled provincial achievement test administration, students writing provincial achievement tests shall:

1. Write his/her provincial achievement test(s)

2. Adhere to all directives, rules and procedures related to the writing of provincial achievement tests (see the Test Administration Guidelines below)

**Test Administration Guidelines**

**Preparing Students**

To prepare students to write provincial achievement tests, schools should communicate to students and/or their parents their roles and responsibilities and deadline related information pertaining to:

1. Test schedules
2. Provincial achievement test directives and rules
3. Using calculators or computers when writing provincial achievement tests
4. Accessing and using writing accommodations

**Preparing Test Supervisors**

Appropriate preparation to serve as a test administration supervisor includes being aware of and able to implement:
1. Provincial achievement test directives and rules
2. Provincial achievement test schedules and test administration instructions
3. Use of calculator and computer rules and procedures
4. Contingency plans and emergency procedures
5. Procedures to:
   a. confirm student identification and track seating arrangements
   b. maintain the security of test materials, including knowing which materials to secure after test administration
   c. actively observe and supervise student behavior before, during and after the officially scheduled test administration
   d. identify and document test administration anomalies
   e. administer provincial achievement tests using writing accommodations and alternate format materials

Selecting and Setting Up Test Writing Facilities Test writing facilities must ensure the security of all test materials before, during and after their administration and must be free of materials and/or distractions that could affect the outcome of a test. When selecting and preparing test rooms it is important to ensure that they enable:

1. The removal or covering of any instructional materials in the room that may be of assistance to students writing a test (see the subject bulletins for details about specific materials that are allowed in the test room)
2. Active observation and supervision of student behavior before, during and after the officially scheduled test administration
3. The appropriate use of writing accommodations and special format materials without distraction to other students
4. Quiet and secure printing of student work, during and after the official scheduled test administration, if students are writing Part(ie) A tests using computers
5. The seating of students in the room in a manner that protects their test answers, whether on paper or in electronic form, from unauthorized observation during and after the official scheduled test administration
6. Secure custody and control of all test materials before, during, and after the officially scheduled test administration

Setting Up and Communicating Test Schedules Test schedules should be communicated to teachers, parents and students well in advance of the official scheduled dates of administration and should be published in a form that clearly indicates:

1. Students are required to be in the test room at a set time prior to the official scheduled test start time to enable proper implementation and
completion of all of the required preparatory test administration procedures

2. The official scheduled test start and completion times and notice that students may take up to one half hour of extra time after the official completion time, if required, to complete most provincial achievement tests

Creating a Test Administration Plan and Roster of Duties

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

A typical roster of duties to initiate and prepare for a provincial achievement test administration might include the following:

1. Determine if it is appropriate to administer provincial achievement tests using computers
2. Propose changes to the provincial achievement test administration schedule, if required
3. Publish the test schedule
4. Confirm test materials requirements for all students who will be writing provincial achievement tests
5. Inform students, parents and school personnel of their provincial achievement test related roles and responsibilities
6. Prepare and assign rosters of duties (see below) and ensure that personnel know how to perform those duties
7. Request writing accommodation approvals and approval to excuse students
8. Order approved special format materials
9. Communicate with parents, teachers and supervisors about writing accommodations and the excusing of students, as required
10. Identify and schedule test room(s) and any required equipment
11. Establish and implement procedures to maintain and supervise the secure storage of all test materials while they are in the custody and control of the school
12. Receive, inspect and distribute test materials prior to their administration

A typical roster of duties to set up test administration facilities, materials, and equipment prior to the administration of a provincial achievement test might include the following:

1. Prepare a checklist of materials and equipment required for the test administration
2. Arrange furniture and equipment in the room so as to ensure the security
of the test administration

3. Prepare a seating assignment plan that will ensure the security of the test administration

4. Remove or cover any instructional materials in the test room that may be of direct assistance to students

5. Configure all computers, word processing applications, printers and other electronic equipment, as required, and check their functionality

6. Prepare for distribution permitted materials required for the test administration (e.g., forms, pencils, blank paper, calculators)

7. Pick up secure test materials from the secure lock-up area and prepare them for distribution (e.g., sort into class groupings)

8. Secure the test room and all materials and equipment in it until the scheduled test administration.

A typical roster of duties to receive students into the test room and prepare them to write a provincial achievement test might include the following:

1. Receive students, assign seating and document seating plan

2. Confirm student identity and ensure that all students use a valid Alberta Student Number

3. Review the following information with students:
   a. Provincial achievement test directives and rules, students’ 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 test is being administered
   c. Procedures for completing and returning test materials to the test supervisor at the end of the test administration
   d. Other specified procedures related to expected conduct before, during and after the official scheduled test period (e.g., procedures to follow if using computers and printers for test writing purposes)

4. Verify no prohibited materials have been brought into the test room

5. If calculators are permitted, verify that students have cleared them, as required

6. If computers and/or printers are being used to write a provincial achievement test, check that they are set up and functioning as required

7. Review the test administration instructions provided in the test booklet(s)

8. If a reader, scribe, or sign language interpreter is assisting a student, review the test administration instructions that are pertinent to that form of test administration assistance

9. Review time limits and the process that will be used to inform students about the time remaining in the test session.

10. Distribute secured and permitted test materials and have students prepare them for the administration:
    a. Add labels in the appropriate locations
    b. Enter required information (e.g., names; use of accommodations)
c. Review the test materials for errors or deficiencies including, but not limited to, misprinted and missing pages and replace those materials as required or contact the Director of Exam Administration for resolution
d. Remove all tear-out materials (e.g. answer sheets, data sheets, rough work sheets)
e. If approved writing accommodations are being used, ensure that they are distributed and set up as required

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

1. Commence and begin timing the test
2. Actively observe and supervise the behavior of all students in the room (see Active Supervision below)
3. Supervise scribes, readers and/or sign language interpreters to ensure that they are adhering to the procedures established for that form of test administration assistance
4. Supervise students who must leave and return to the test room while the test is being administered
5. Receive students who arrive late and prepare them to write the test
6. Document any unusual circumstances or contravention of rules or directives
7. Provide ongoing information about time remaining in the administration.

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

1. Conclude the official scheduled test administration
2. Actively supervise students while they collect and return their tests and other distributed test materials or equipment and ensure that students have cleared their calculators, as required
3. Complete a Student Registration Form for all unregistered students
4. Sort and bundle all secured and unsecured test materials, forms and other test administration materials, as required
5. If computers and/or other digital devices were used for test administration purposes, remove all provincial achievement test information, including student responses, from those devices.
6. Return all secured tests, test materials and forms to the secure lock up area
7. Document the use and non-use of all approved writing accommodations on the Principal’s Statement and on the student’s response sheet
8. Provide documentation about absent students, transferred students, unusual circumstances, and contraventions of test administration rules and directives to the principal.

Active Supervision  Active supervision refers to specific actions taken by supervisors to ensure that provincial achievement test directives and rules are appropriately
adhered to and implemented and that all students have access to the writing of their provincial achievement tests. Individuals who are active supervisors have a clear understanding of provincial achievement test directives and rules. They use that knowledge, along with forethought and planning, to predict the types of behaviours that would enable a directive or rule to be contravened. Then, to reduce the opportunity for these contravening actions to occur, they implement deliberate and proactive strategies to control student behaviour, before, during and after the test session.

Test directives and rules are generally contravened through three types of behaviours:

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

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

1. Randomizing and assigning seating so students cannot choose or know in advance where they will be sitting, and documenting where each student is actually seated
2. Ensuring that all desks in the test room are empty before, during and after the test administration
3. Creating, communicating and enforcing clear rules of conduct for students that allow supervisors to be aware of and able to control their movements at all times while they have access to secured test materials
4. Making and maintaining frequent eye contact with students
5. Setting up the room and positioning test supervisors so that students and their behaviours can be viewed from all directions and so that students are aware that they are being observed
6. Establishing and implementing specific strategies to verify that:
   a. No prohibited materials have been brought into the test room
   b. No secure materials are removed from the test room
   c. Student work has been removed from all computers, calculators and rough drafts are sent with the exam booklets and materials to Alberta Education

Completing the List of Students

Prior to packaging materials for return to Alberta Education, principals must complete a List of Students form and return it and a signed and completed Principal’s Statement (see the Forms & Samples section) with the test material shipment. The List of Students is sent to principals as part of each provincial achievement test shipment and contains information specific to that school. All grades 6 and 9 students in a school, including home schooled students, Knowledge and Employability program students, and all
ungraded students in their 6th and 9th years of schooling must be accounted for on the List of Students. When it is sent to a school with the provincial achievement test shipment, the List of Students contains the names of all registered grades 6 and/or 9 students in that school and what test materials have been sent to the school for them.

In preparing the List of Students for return to Alberta Education, the principal’s task is to do the following:

1. Validate the information that was printed on the form, noting any changes that are required.
2. Add the names and Alberta Student Numbers of all unregistered students, whether or not they wrote a provincial achievement test, alphabetically, in the space provided at the end of the List of Students.
3. If a student is registered in a Home Education program write “Home Ed. Student” next to the student’s name on the List of Students.
4. If an out of grade student writes a provincial achievement test (e.g., he or she is in Grade 5 or 7 when writing a Grade 6 test) write “Out of Grade” next to the student’s name on the List of Students.
5. Use the following legend to indicate the participation status of all registered and unregistered students who wrote or were expected to write a provincial achievement test:
   - ✓–test written (paper format)
   - D–test written (digital format using Quest A+)
   - A–absent
   - E–excused
   - T–transferred

Before returning the List of Students form with the signed Principal’s Statement, make and retain a copy of it for future reference.
**Ordering Test Materials**

**Confirming Test Material Requirements**

To ensure that schools are receiving the number and types of testing materials required for their students, schools must confirm their provincial achievement test material requirements using the online *Provincial achievement Test Confirmation* application, which is available on Alberta Education’s extranet website at [https://phoenix.edc.gov.ab.ca](https://phoenix.edc.gov.ab.ca). As this site is secured, a username and password are required. Information on how to obtain a login is available using the link above. After logging on to the extranet website, the *Provincial achievement Test Confirmation* order form can be accessed by following the Provincial Assessment Services link.

In 2016–2017, schools must confirm the following test material requirements for each of their students:

<table>
<thead>
<tr>
<th>Grade 6</th>
<th>Grade 9</th>
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<td><strong>Type</strong> of French language arts test (Français or French language arts)</td>
<td><strong>Type</strong> of French language arts test (Français or French language arts)</td>
</tr>
<tr>
<td><strong>Language</strong> of mathematics, science and social studies test material (English or French)</td>
<td><strong>Language</strong> of mathematics, science and social studies test material (English or French)</td>
</tr>
<tr>
<td></td>
<td><strong>Type</strong> (regular or K&amp;E) of English language arts, social studies, mathematics and science test material</td>
</tr>
</tbody>
</table>

**Receiving and Inspecting Test Materials**

**Receiving Test Materials**

Formal procedures for handling test materials when they are delivered to the school should be established to ensure that the test materials 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 test materials should be directed to Exam Administration. These queries should be made via email at exam.admin@gov.ab.ca. The following subject line should be used for all queries about provincial achievement test shipments: **AT Shipment** - your **school name** and **school code** (e.g. AT Shipment – Ben Hur School, 9999). Please include your name and phone number in the email message, so that we may speak with you directly, if required.
Note: Couriers, including Purolator, offer their customers a No Signature Required (NSR) option. If this policy has been activated, your school will not be able to receive Alberta Education secured shipments, including test and examination booklets. Exam Administration strongly advises all administrators, especially those new to their positions, to make sure that an NSR policy is not in place. Your local courier driver, or agent of the courier company, can confirm if your school has a No Signature Required option in place.

2. A specific individual should be responsible for receiving all test materials when they are delivered by the courier. This person should know when those materials are expected to arrive (see the Schedules & Significant Dates section) and should contact Exam Administration if:
   a. No-one will be at the school when the test materials are scheduled to be delivered
   b. The test shipment has not been received within two or three days of when it was expected to arrive.

3. When test materials are delivered by a courier, the shipment should immediately be visually inspected to determine if:
   a. The shipment 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. The shipment has been damaged or tampered with in any way. Damage or tampering may indicate that the security of the test 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 must be noted on the Principal’s Statement. Depending on the circumstances, it may also be prudent to immediately contact Exam Administration to discuss this potential threat to security.

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

Inspecting Test Materials

All test material shipments should be opened and inspected immediately upon their receipt. 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 administrations of the tests. Formal procedures for inspecting test materials should be established. In setting up these procedures, the following points should be kept in mind:
1. Before inspecting a test shipment, an updated list of test material requirements, by subject and grade and including any special format materials that have been approved for that session, should be prepared and validated.

2. Test shipments should be checked against this updated list of test material requirements to determine if:
   a. All required types and quantities of test materials were ordered
   b. The required quantity of each type of test material has been shipped (test booklets must be counted without opening the shrink-wrap)
   c. The quantity of materials shipped matches what is indicated on the enclosed packing slips (these packing slips should be set aside for safekeeping as they need to be returned with the test material when it is sent back to Exam Administration)

3. Any identified errors or deficiencies in a shipment should be addressed immediately by submitting a Request for Supplemental Shipment form to Exam Administration. This form should be forwarded, by email, to exam.admin@gov.ab.ca, using the subject line: AT Supplemental Shipment - your school name and school code (e.g. AT Supplemental Shipment – Ben Hur School, 9999). Please include your name and phone number in the email message, so that we may speak with you directly, if required.

**Testing Materials Shipped to Schools**

**January Shipment Contents**

Depending on the programs offered at the school, all or some of the following testing materials may be included in shipments to a school that administers Grade 9 provincial achievement tests in January:

a. School Packing Slip(s)
b. Principal’s Kit
   - Return envelope(s)
   - Coloured return address/identification label(s)
   - Return waybills
   - Instruction sheets for applying labels to test booklets and packaging and returning test materials
c. List of Students Form
d. Test Labels
e. Test Materials
   - Grade 9 and K&E English Language Arts, Français and/or French Language Arts Part(ie) A test booklets
   - Grade 9 and K&E English Language Arts, Français and/or French Language Arts Part(ie) B test booklets
   - Grade 9 and K&E mathematics test booklets
   - Grade 9 and K&E science test booklets
   - Grade 9 and K&E social studies test booklets
f. Extra copies of test materials for unregistered students
g. Scoring criteria and exemplars for English Language Arts, K&E English Language Arts, and Français/French Language Arts Part(ie) A tests,

h. Answer keys for multiple-choice and numerical-response questions

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

**Shipment 1**
**Contents: May**
**Administration – Grades 6 & 9**

Depending on the programs offered at the school, all or some of the following testing materials may be included in a Shipment 1 delivery to a school that administers grades 6 and 9 provincial achievement tests in May:

a. School Packing Slip(s)

b. Principal’s Kit
   - Return envelope(s)
   - Coloured return address/identification label(s)
   - Return waybills
   - Instruction sheets for applying labels to test booklets and packaging and returning test materials

c. List of Students Form

d. Test Labels Test Materials
   - K&E English Language Arts, and grades 6 and 9 English Language Arts, Français, and French Language Arts Part(ie) A test booklets

**Shipment 2**
**Contents: June**
**Administration – Grades 6 & 9**

Depending on the programs offered at the school, all or some of the following testing materials may be included in a Shipment 2 delivery to a school that administers grades 6 and 9 provincial achievement tests in June:

a. School Packing Slip(s)

b. Principal’s Kit
   - Return envelope(s)
   - Coloured return address/identification label(s)
   - Return waybills
   - Instruction sheets for applying labels to test booklets and packaging and returning test materials

c. List of Students Form

d. Test Labels

e. Test Materials
   - K&E English Language Arts, and grades 6 and 9 English Language Arts, Français, and French Language Arts Part(ie) B test booklets
   - Grades 6, 9 mathematics and K&E mathematics test booklets
   - Grades 6, 9 science and K&E science test booklets
   - Grade 6, 9 social studies and K&E social studies test booklets

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

Those authorities that have all their home education students registered under a Home Education code will have their test materials shipped to the authority office.

Packaging and Returning Test Materials

Dates for Returning Test Materials

All secured test materials, Principals Statements, Lists of Students and other administration related forms and documents must be returned to Alberta Education in accordance with the dates specified in the Schedules & Significant Dates section of this bulletin.

Return Shipment Locations

IMPORTANT: Refer to the Significant Dates section for shipping location instructions

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

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 (see the Contacts section) for the receipt of shipments that will arrive outside of these hours.

Preparing Materials for Return

Formal procedures for preparing and packaging test materials for return to Alberta Education should be established. In setting up these procedures, the following points should be kept in mind:

1. All queries and concerns about the packaging and return of test materials should be directed to Exam Administration, by email, at exam.admin@gov.ab.ca. The subject line: AT Return Shipment - your school name and school code (e.g. AT Return Shipment – Ben Hur School, 9999) should be used. Please include your name and phone number in the email message, so that we may speak with you directly, if required.

2. A specific individual should be tasked with the responsibility of preparing and packaging all test materials for return to Exam Administration. This person should know what materials must be returned and how those materials should be packaged and prepared.

3. Return envelopes and coloured return address/identification labels were included in each shipment of provincial achievement test materials sent to schools. These return envelopes and coloured address/identification labels MUST be used when packaging and returning test materials. Do not cover the bar code on the coloured return labels.
4. The following materials are returned to the Dentistry/Pharmacy Building
   - test booklets and answer sheets that require marking or scoring
   - Packing Slip
   - Principal’s Statement
   - List of Students
   - secure materials that do not require marking or scoring.

5. Materials to be returned for marking or scoring should be prepared as follows:
   a. For each type of test booklet or answer sheet being returned, sort the unregistered and registered student materials into separate piles
   b. Sort each pile of answer sheets or student booklets in alphabetic order, by student name, and bundle them with a paper clip or elastic
   c. Place sorted answer sheets into the envelopes that were provided for that purpose
   d. Complete the Packing Slip, Principal’s Statement and List of Students as required
   e. Place the Packing Slip, Principal’s Statement and List of Students in the envelope provided for that purpose
   f. Put the envelope containing the Packing Slip, Principal’s Statement and List of Students on top of the piles of answer sheets or test booklets to be returned to the Dentistry/Pharmacy Building for marking or scoring.

6. Materials to be returned that do not require marking or scoring (this includes CD versions of tests) should be sorted by type and put into piles that are consistently oriented e.g., all booklets in a pile should have their spines and covers oriented in the same direction.

7. If test materials will be shipped to Alberta Education in boxes that have been previously used, all previous address information on them should be covered or removed to ensure that they are not shipped to the wrong address.

8. If more than one box will be shipped to Alberta Education, they should be identified as a set by numbering them as such, for example 1/3, 2/3, 3/3. A coloured return address/identification label should be affixed to each box in a prominent location.

Using Couriers for the Return of Test Materials
The following courier services may be used to return test materials to Alberta Education:

Loomis
Dispatch Telephone Number: 1-800-225-5345

Purolator
Dispatch Telephone Number: 1-800-387-3027

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

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

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

School Authority Procedures for the Return of Test Materials

School authorities may choose to have schools return their test materials directly to Alberta Education, or to have these materials returned to Alberta Education through their school authority office. Prior to the dates of administration, schools should confirm with their school authority what approach to the return of test 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” by courier or truck transport. If a school or school authority returns materials by mail or bus, the school/school authority will be responsible for all costs incurred.
Grades 6 and 9 Provincial Achievement Tests (PATs)
Quick Facts for Parents/Guardians

What are PATs?
Provincial Achievement Tests (PATs) are administered to students in grades 6 and 9 and have three main purposes:
- to determine if students are learning what they are expected to learn;
- to report to Albertans how well students have achieved provincial standards at given points in their schooling;
- to assist schools, authorities, and the province in monitoring and improving student learning.

When are PATs administered?
PATs are administered in May and June annually in English and French language arts, mathematics, science and social studies in grade 6 and grade 9. Some grade 9 students write PATs in January of each year.

Are there any practice questions my child can do before writing PATs?
Yes. Students can try out the released questions from previous PATs that are located at https://questaplus.alberta.ca/PracticeMain.html.

When will I find out my child’s PAT results?
After PATs are administered, schools share the preliminary results with parents. Each fall, Individual Student Results (ISPs) are made available to schools that contain official student results. Schools then share the ISPs with parents and keep a record of the ISP on the student’s record in accordance with the Student Record Regulation.

Want to know more?
More information and resources for the PATs are available on the Alberta Education website at https://education.alberta.ca/provincial-achievement-tests.

The personal information collected in the Provincial Achievement Testing 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 Provincial Achievement Testing program as well as support program and policy evaluation and measurement.

Questions regarding the program and collection, use and disclosure of information may be directed to the Director, Provincial Achievement Tests, Student Learning Standards, Alberta Education, 6th Floor, 10044 -108 Street, 44 Capital Boulevard, Edmonton, AB T5J 5E6 or by telephone at 780-427-6204. (Dial 310-0000 to be connected toll-free from outside the Edmonton area.)
Tests de rendement provinciaux de 6e et de 9e année
Points saillants à l’intention des parents ou des tuteurs

Qu’est-ce que les tests de rendement provinciaux?
Les tests de rendement provinciaux sont administrés aux élèves de 6e et de 9e année. Ils ont trois objectifs principaux :

- déterminer si les élèves apprennent ce qu’ils sont censés apprendre;
- informer les Albertains du rendement des élèves par rapport aux normes provinciales à certains niveaux scolaires;
- aider les écoles, les autorités scolaires et le Ministère à suivre et à améliorer l’apprentissage des élèves.

Quand les élèves passent-ils les tests de rendement provinciaux?
Les tests de rendement sont administrés chaque année en mai et en juin aux élèves de la 6e et de la 9e année dans les matières suivantes : English Language Arts, français/French Language Arts, mathématiques, sciences et études sociales. Certains élèves de 9e année passent les tests de rendement en janvier chaque année.

Existe-t-il des modèles de questions avec lesquels mon enfant peut s’exercer avant de passer les tests de rendement provinciaux?
Oui. Les élèves peuvent s’exercer avec les questions rendues publiques des tests de rendement antérieurs, qui se trouvent à https://questaplus.alberta.ca/PracticeMain.html.

Quand connaitrai-je les résultats obtenus aux tests de rendement provinciaux par mon enfant?
Une fois que les tests de rendement provinciaux ont été administrés, les écoles communiquent les résultats préliminaires aux parents. Chaque automne, les résultats individuels officiels de chaque élève (Individual Student Profile ou ISP) sont communiqués aux écoles. Les écoles communiquent ensuite les ISP aux parents et en conservent un exemplaire dans le dossier scolaire de l’élève conformément à ce qui est indiqué dans Student Record Regulation.

Comment obtenir plus d’information?
Vous trouverez de l’information détaillée et des ressources concernant les tests de rendement provinciaux à http://education.alberta.ca.

Les renseignements personnels recueillis dans le cadre du programme de tests de rendement provinciaux 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 de tests de rendement provinciaux 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 Nicole Lamarre, Director, Provincial Achievement Tests, Student Learning Standards, Alberta Education, 6th Floor, 10044 -108 Street, 44 Capital Boulevard, Edmonton, AB T5J 5E6 à Nicole.Lamarre@gov.ab.ca ou appeler le 780-427-6204 (sans frais en Alberta en composant le 310-0000).