**Diploma Exam Administration Forms**

**Nature and Purpose of Diploma Exam Administration Forms**

School administrators, diploma exam supervisors and students are required to complete and submit a variety of forms before, during and after each diploma exam administration. The purpose of completing and submitting these forms is to initiate a diploma exam administration-related process 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 diploma exam materials, their administration, marking, or scoring and/or the reporting of marks and results. Consequently, to ensure that students 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, provisions and appeals:
   a. List of Special Format Materials
   b. Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam
   c. Accommodation and Provision Transfer Form
   d. Notification of Separate Writing
   e. Application to Serve as a Special Writing Centre Supervisor
   f. Registration to Write a Diploma Exam at a Special Writing Centre
   g. Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Special Writing Centre
   h. Application to Establish a Pre-Approved Distance Learning Special Writing Centre
   i. Application to Serve as a Distance Learning Special Writing Centre Supervisor
   j. Registration to Write a Diploma Exam at a Distance Learning Special Writing Centre
   k. Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Distance Learning Special Writing Centre
   l. Request for Exemption from Writing Diploma Exams
   m. Examinee Appeal Form: Eviction from a Diploma Exam
   n. Examinee Appeal Form: Invalidation of a Diploma Exam
3. Forms commonly completed by administrators, diploma 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**

Field Test Request Form

**Form Availability**

All forms and links related to the administration of diploma exams in 2017–2018 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 2017–2018.

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 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
Diploma Exam Rescore Application Form

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

<table>
<thead>
<tr>
<th>Diploma Exam(s) that you want rescored</th>
<th>Select the exam session in which it was written</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 30</td>
<td>November ☐</td>
</tr>
<tr>
<td>Chemistry 30</td>
<td></td>
</tr>
<tr>
<td>ELA 30–1</td>
<td>January ☐</td>
</tr>
<tr>
<td>ELA 30–2</td>
<td></td>
</tr>
<tr>
<td>Français 30–1</td>
<td>April ☐</td>
</tr>
<tr>
<td>French Language Arts 30–1</td>
<td></td>
</tr>
<tr>
<td>Mathematics 30–1</td>
<td>June ☐</td>
</tr>
<tr>
<td>Mathematics 30–2</td>
<td></td>
</tr>
<tr>
<td>Physics 30</td>
<td>August ☐</td>
</tr>
<tr>
<td>Science 30</td>
<td></td>
</tr>
<tr>
<td>Social Studies 30–1</td>
<td></td>
</tr>
<tr>
<td>Social Studies 30–2</td>
<td></td>
</tr>
</tbody>
</table>

Rescore are available for multiple-choice and numerical-response questions answered on paper answer sheets, and written-response questions.

The personal information on this form is being collected under the authority of section 31(c) of the Freedom of Information and Protection of Privacy Act, and will be used to administer and process the rescore of diploma exams. It will be treated in accordance with the privacy protection provisions of Part 1 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) 492-1452.

Payment

Payment must be made by cheque/money order 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 - 101 Street, Edmonton, T5J 5E6
Phone: 780-492-1400

Please email or fax a COPY of the form to:
Email: exam.admin@gov.ab.ca
Fax: 780-492-1451
Request for Special Format Materials

The *List of Special Format Materials* is to be used by school personnel to request special format materials (see *Accommodations and Special Cases* section)

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**REQUEST FOR SPECIAL FORMAT MATERIALS**

**Diploma Examination Program 2017–2018**

Administration: □ 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, please indicate the types and quantities of each of the special format materials required:

**Please annotate any Special Format Materials in French (F)**

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>ELA 30-1</th>
<th>ELA 30-2</th>
<th>Social 30-1</th>
<th>Social 30-2</th>
<th>Fransis 30-1</th>
<th>FLA 30-1</th>
<th>Bio 30</th>
<th>Chem 30</th>
<th>Math 30-1</th>
<th>Math 30-2</th>
<th>Physics 30</th>
<th>Science 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD1 (visual impairment)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CD2 (learning or physical disability)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MP3*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large print</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Braille</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Coloured Paper**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Colour</th>
<th>Quantity</th>
<th>Size (regular or large print)</th>
<th>Sample attached if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date**  **Telephone Number**  **Principal’s Name**

**Deadlines for submitting form:**

- November administration: October 4, 2017
- January administration: November 10, 2017
- April administration: February 23, 2018
- June administration: April 12, 2018
- August administration: July 4, 2018

**Email this form and/or direct all questions to:** SpecialCases_@gov.ab.ca using the subject line: *DEP ACC SFM - your school name and school code* (e.g., DEP ACC SFM – Ben Hur High School, 9999)
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 is requesting an exemption on the basis of an acute medical illness (see Accommodations and Special Cases section).

The form is to be used when a student is requesting an exemption on the basis of an acute medical illness (see Accommodations and Special Cases section).

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 any 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/We understand that the personal information collected on this form is being collected under the authority of section 33(1) of the Freedom of Information and Protection of Privacy Act, and will be used to administer and process the writing and/or rescheduling 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 780-312-0000).

☐ ☐ The information provided to the physician to enable the accurate completion of this confirmation form is true and complete.

________________________________________  ___________________________
Signature of Patient Date

________________________________________  ___________________________
Signature of Parent or Guardian of student (if 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. medication) 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.
Accommodation or Provision Transfer Form

The Accommodation or Provision Transfer Form is to be used when a student has transferred courses after an Accommodation or Provision Transfer Form has been submitted for the course in which he/she was originally registered.
The **Notification of Separate Writing** form is used when a student needs to notify Exam Administration that he/she has written the Part(ie) A and B components of the humanities diploma exam in different administrations (see *Accommodations and Special Cases* section).

### Notification of Separate Writing

**For Part A/B of the Humanities Diploma Exams**

**Alberta Student Number**

**Surname**

**Legal First and Middle Names**

**Birth Date**

**Permanent Address**

**Telephone**

Indicate the administration in which the completed component was written:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Completed Diploma Exam Component</th>
<th>Administration (✓ check)</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>□ November □ January □ April □ June □ August</td>
<td></td>
</tr>
</tbody>
</table>

Indicate the administration in which the missed component will be written:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Missed Diploma Exam Component</th>
<th>Administration (✓ check)</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>□ November □ January □ April □ June □ August</td>
<td></td>
</tr>
</tbody>
</table>

Reason for separate writing (Please be specific):

---

I understand that the personal information 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 provisions 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) 492-1410.

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 component of a diploma exam.

This form must be submitted to:

Alberta Education, Exam Administration
44 Capital Blvd.
10044 – 108 Street
Edmonton AB T5J 5B6

E-mail: exam.admin@gov.ab.ca
Phone: (780) 492-1400 Fax: (780) 492-1451

---
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 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.
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 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.
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 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.
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 Accommodations and Special Cases section). This form must be submitted with the Application to Serve as a Distance Learning Special Writing Centre Supervisor form.
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 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 Form Image]
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 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 2017–2018

This section to be completed by the student:

1. **Student’s Personal Information**
   - Alberta Student Number
   - Primary Telephone
   - Secondary Telephone
   - Date of Birth

2. **Exam administration session for which this registration applies**
   - November 2017, deadline for application: October, 2017
   - January 2018, deadline for application: February, 2018
   - April 2018, deadline for application: July, 2018
   - June 2018, deadline for application: April, 2018
   - August 2018, deadline for application: July, 2018

3. **Exam(s) to be written (language of the exam and exam name/part) at the Special Writing Centre in this session:**

<table>
<thead>
<tr>
<th>Exam Name/Part</th>
<th>Exam Language and Exam Name/Part E/P</th>
<th>Exam Language and Exam Name/Part E/P</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELA 30–1 Pt. A</td>
<td>Social Studies 30–1 Pt. A</td>
<td>Biology 10</td>
</tr>
<tr>
<td>FIA 30–1 Pt. A</td>
<td>Social Studies 30–3 Pt. A</td>
<td>Mathematics 10–1</td>
</tr>
<tr>
<td>French 30–1 Pt A</td>
<td>Social Studies 30–3 Pt. B</td>
<td>French 30</td>
</tr>
</tbody>
</table>

4. **Course completion information for exam(s) being written for the first time**

<table>
<thead>
<tr>
<th>Course</th>
<th>Teacher Name</th>
<th>Course Enrolment Date Month/Year</th>
<th>Scheduled Final School Exam Date Month/Year</th>
</tr>
</thead>
</table>

   - 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

<table>
<thead>
<tr>
<th>Course Name</th>
<th>School Name</th>
<th>Teacher Name</th>
<th>Course Enrolment Date (month &amp; year)</th>
<th>Scheduled Date of Final School Exam (day &amp; month)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   | Final school mark(s) previously received for this course: month/year awarded |
   | Diploma exam mark(s) previously received for this course: month/year awarded |

---

Alberta Education – Registration to Write at a Distance Learning SWC Form for School Year 2017–2018 August 2017
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 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.
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 Accommodations and Special Cases section).

---

Request for Exemption from Writing Diploma Exams

Student Information:

- Alberta Student Number
- Surname
- Legal First and Middle Names
- Birth Date (Day, Month, Year)
- Permanent Address
- Telephone
- Email Address

Indicate the administration that this request applies to by marking with a check (√).

November 2017 [ ] January 2018 [ ] April 2018 [ ] June 2018 [ ] August 2018 [ ]

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 (e.g., 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.

[Signature]

[Date]

[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 1

Alberta Education – Request for Exemption Form 2017 – 2018

August 2017
The **Examinee Appeal Form: Eviction from a Diploma Exam** form is to be used by students who want to appeal an eviction from a diploma exam (see *Diploma Exam Security Rules and Directives* section).

### Examinee Appeal Form

**Eviction from a Diploma Exam**

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Alberta Student Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appellant’s Name:</td>
<td>Tel. No.:</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
</tbody>
</table>

#### Appeal:

**Exam and Date Written:**

What events led to the eviction from the diploma exam and on what basis are you appealing that eviction? (Attach additional sheets if more space required)

---

**Signature of Student**

**Date**

**Email Address**

**Signature of Parent or Guardian (if minor is under 16 years of age)**

**Date**

**Email Address**

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

Dan Karas, Director  
Exam Administration, Alberta Education  
Mailing Address: 6th Floor, 44 Capital Boulevard  
10944 – 108 Street, Edmonton AB T5J 5E6  

Fax: (780) 492-1451  
Email: Dan.Karas@gov.ab.ca
Examinee Appeal Form: Invalidation of a Diploma Exam

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

Examinee Appeal Form
Invalidation of a Diploma Exam

Student’s Name: ___________________________ Alberta Student Number: ___________________________
Appellant’s Name: ___________________________ Tel. No.: ___________________________
Mailing Address: ___________________________

Appeal:

Exam and Date Written: ___________________________

What events led to the invalidation of the diploma exam and on what basis are you appealing that invalidation? (Attach additional sheets if more space required)

________________________

Signature of Student

________________________

Date

________________________

E-mail Address

________________________

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

________________________

Date

________________________

E-mail Address

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

Ellen Hambrook, Assistant Deputy Minister
Student Learning Standards Division, Alberta Education,
Mailing Address: 8th Floor, 44 Capital Boulevard
10044 – 108 Street, Edmonton AB T5J 5E6
Fax: (780) 422-1400
Email: louise.antonc@gov.ab.ca

Alberta Education – Examinee Appeal Form: Invalidation for School Year 2016–2017
August 2016
The Request for Supplemental Shipment Form is to be used by administrators to request the shipment of additional diploma exam materials (see Administration Directives, Guidelines, & Procedures section).

**Request for Supplemental Shipment Form**

*Diploma Exams 2017–2018*

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

<table>
<thead>
<tr>
<th>School Code</th>
<th>School Name, Contact Person and Delivery Address (for Courier)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority Code</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
</tbody>
</table>

Examination Session:  
- [ ] November  
- [ ] January  
- [ ] April  
- [ ] June  
- [ ] August

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

### English Exams

<table>
<thead>
<tr>
<th>Course</th>
<th>Part</th>
<th># Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELA 30–1</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>ELA 30–2</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Mathematics 30–1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics 30–2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science 30</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Social Studies 30–1</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Social Studies 30–2</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

### French Exams

<table>
<thead>
<tr>
<th>Course</th>
<th>Part</th>
<th># Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biologie 30</td>
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<tr>
<td>Études sociales 30–2</td>
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</tbody>
</table>

*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 - 99999).
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**

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Braille</th>
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<th>Large Print/Coloured Paper</th>
<th>Coloured Paper</th>
<th>Audio CD</th>
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<td>Études sociales 30–2</td>
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</tbody>
</table>

* 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.

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

Please allow 6 – 8 weeks for delivery.

Email this form to: exam.admin@gov.ab.ca

Use the subject line: DE SFPT Tests- your school name - school code (e.g. DE SFPT - Ben Hur High School - 99999).
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
List of Students

The List of Students contains school and diploma 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 diploma 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
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

**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/](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

<table>
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<tr>
<th>Diploma Field Request Deadline: Session 1</th>
<th>Diploma Field Test Request Deadline: Session 2</th>
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</thead>
<tbody>
<tr>
<td>Unit Test – digital only – 5 business day prior to the preferred field test administration date</td>
<td>Unit Test – digital only – 5 business day prior to the preferred field test administration date</td>
</tr>
<tr>
<td>Year End Test – digital – 5 business day prior to the preferred field test administration date</td>
<td>Year End Test – digital – 5 business day prior to the preferred field test administration date</td>
</tr>
<tr>
<td>Year End Tests – Paper and hybrid – November 3, 2017</td>
<td>Year End Tests – Paper and hybrid – April 13, 2018</td>
</tr>
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</table>

### School Information:

- School Name
- School Code
- School Location (City or Town Name)
- Teacher Name
- Phone Number
- Teacher Email Address

### Field Tests Requested:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>Field Test name</th>
<th>Preferred Field Test Date</th>
<th>Class To Be Tested (Class Name or ID #)</th>
<th># of Students In Class</th>
<th>Teacher Name</th>
<th>Class Start Time</th>
<th>Class Finish Time</th>
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<tbody>
<tr>
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<td>January 3</td>
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<td>Patricia Smith</td>
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</tbody>
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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 2017–2018 
August 2017