

Provincial Writing Centres and August Writing Centres

Provincial Diploma Exam Writing Centres For each diploma exam administration, Alberta Education operates two provincial diploma exam writing centres, one in Calgary (SAIT, Symposium Room in the Campus Centre Building) and one in Edmonton (University of Alberta, Dentistry/Pharmacy Building). The provincial diploma exam writing centres were established to provide students who are not enrolled in a local high school with access to writing diploma exams.

Students who may write diploma exams at the provincial diploma exam writing centres are:

- mature students who are not enrolled in a local high school;
- students who are home schooled; or
- distance education students who are not enrolled in a local high school.

Examples of mature students who are not enrolled in a local high school include:

- adults who are challenging diploma exams;
- Grade 12 students who are rewriting diploma exams in August and are not enrolled at a summer school.

Students who are enrolled in a distance education course and are also enrolled at a local high school are expected to write diploma exams at their local high school. School authority staff must coordinate and communicate available August writing centres to high school principals and to Alberta Education (see *Schedules & Significant Dates* section).

For August administrations of diploma exams, high schools that operate summer-school programs are also expected to administer diploma exams at their local high school.

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

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

August Shipping Process for School Authorities Exam Administration staff will send to each school authority a form with a list of schools within the authority that are identified, in Alberta Education School Authority Database System (SADS), as Summer Schools for the current school year. School authority staff must coordinate the August writing centres and notify Exam Admin by returning the form to

Exam.Admin@gov.ab.ca. The form is necessary to (a) identify the correct summer-school writing centres and (b) indicate unique shipping instructions for the August administration (see *Schedules & Significant Dates* section).

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

Provincial Writing Centres for the August 2018 Administration

School Code	Town/City	School Name
2601	Athabasca	Edwin Parr Composite Community School
0099	Barrhead	Alberta Distance Learning Centre – 4601 63 Avenue
2950	Bonnyville	Bonnyville Centralized High School
6718	Brooks	Sunrise School
9996	Calgary	SAIT, Symposium Room in the Campus Centre Building
1780	Camrose	Battle River Summer School
5725	Drumheller	Drumheller Valley Secondary School
1223	Edmonton	U of A, Dentistry/Pharmacy Building 11304-89 Avenue NW
1857	Fort McMurray	Westwood High School
1153	Grande Prairie	Bridge Network Outreach School
1715	High Level	High Level Learning Store
2011	Hinton	Harry Collinge High School
2702	Lac La Biche	J.A. Williams High School
6449	Lethbridge	Victoria Park School
1648	Medicine Hat	Medicine Hat School District Summer School at Medicine Hat High School
1511	Peace River	Peace River High School
4435	Red Deer	Outreach School Centre

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

Writing centres in the Northwest Territories will be designated as needed. Please contact Northwest Territories Education at (867) 920-6235.

Writing centres in Nunavut will be designated as needed. Please contact Nunavut Department of Education at (867) 975-5660 or (867) 473-2681.