

General Information Bulletin

Provincial Achievement Testing Program Grades 6 and 9

2017–2018
School Year



Alberta  Government

This document was written primarily for

Students	
Teachers	✓
Administrators	✓
Parents	
General Audience	
Others	

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The General Information Bulletin *presents directives of the Minister of Education, under the authority of the Alberta Regulation 177/2003, Student Evaluation Regulation, pursuant to the School Act.*

In this bulletin,

- a. “Executive Director” means the Executive Director, Provincial Assessment Sector, Alberta Education,
- b. “Student” means a student as defined in the *School Act*, and
- c. “Director” means the Director, Exam Administration, Provincial Assessment Sector, Alberta Education.

This bulletin reflects a compilation of several documents produced by Alberta Education and is intended to provide Provincial Achievement Testing information to the education community.

The attempt is to provide easy access for superintendents, principals and teachers requiring information about all aspects of Provincial Achievement Testing.

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General Information Bulletin

Introduction to the Provincial Achievement Testing Program

Purpose of this Bulletin

This bulletin is comprised of directives, test rules, guidelines and procedures related to the administration of the Provincial Achievement Testing Program. Within this bulletin are specific directives issued under the authority of the *Student Evaluation Regulation, Alberta Regulation 177/2003*. The information provided is intended primarily to support school authorities, school administrators and classroom teachers in implementing the Provincial Achievement Testing Program in their authorities and schools.

Purpose of the Provincial Achievement Testing Program

The purpose of the Provincial Achievement Testing program is to

- determine if students are learning what they are expected to learn
- report to Albertans how well students have achieved provincial standards at given points in their schooling
- assist schools, authorities, and the province in monitoring and improving student learning.

Description of the Provincial Achievement Testing Program

Provincial Achievement Tests are administered annually in English and Français/French language arts, mathematics, science and social studies in grades 6 and 9. Grade 9 Provincial Achievement Tests based on the Knowledge and Employability programs of study in English language arts, mathematics, science and social studies are also administered. French versions of all mathematics, science and social studies Provincial Achievement Tests are available for students in Francophone and French immersion programs.

Writing accommodations are available for students with learning disabilities or physical disabilities and English as Second Language (ESL) students to provide them access to the writing of Provincial Achievement Tests.

NEW*

All students may use additional writing time (up to twice the allotted test time), if needed.

Every effort is made to ensure that the Provincial Achievement Tests demonstrate respect for cultural diversity.

Starting in the 2017/18 school year, Grade 6 and 9 PATs will be administered to students during an administration “window” specified by Alberta Education rather than according to a pre-set, single date and time for each exam determined by Alberta Education (See *Schedules and Significant Dates* Section). Superintendents will have the flexibility to establish PAT schedules for their respective school authorities, according to local needs and within the administration window – including at the individual school level. All Provincial Achievement Tests must be returned in accordance with the return shipment schedule.

Given the importance of the purposes of the Provincial Achievement

Tests, as listed above, the tests are to be available to all students in grades 6 and 9.

Key Features of Provincial Achievement Tests A brief summary of Provincial Achievement Tests is provided below. Further information is available in the Provincial Achievement Testing Program *Subject Bulletins* (see the *Resources & Web Documents* section).

Grade	Subject and Test Component†	Number Of Booklets	Answer Sheet	Official Scheduled Time Allotted	Extra Time Allowed
6	English Language Arts Part A	1	No	120 minutes	30 minutes
	English Language Arts Part B	1	Yes	60 minutes	30 minutes
	Français Partie A	1	No	120 minutes	30 minutes
	Français Partie B	1	Yes	60 minutes	30 minutes
	French Language Arts Partie A	1	No	120 minutes	30 minutes
	French Language Arts Partie B	1	Yes	60 minutes	30 minutes
	Mathematics: Part(ie) A	1	Yes	15 minutes	30 minutes*
	Mathematics: Part(ie) B	1	Yes	60 minutes	
	Science	1	Yes	60 minutes	30 minutes
	Social Studies	1	Yes	60 minutes	30 minutes
9	English Language Arts Part A	1	No	120 minutes	30 minutes
	English Language Arts Part B	2	Yes	75 minutes	30 minutes
	KE English Language Arts Part A	1	No	80 minutes	30 minutes
	KE English Language Arts Part B	1	Yes	75 minutes	30 minutes
	Français Partie A	1	No	120 minutes	30 minutes
	Français Partie B	2	Yes	75 minutes	30 minutes
	French Language Arts Partie A	1	No	120 minutes	30 minutes
	French Language Arts Partie B	2	Yes	75 minutes	30 minutes
	NEW Mathematics: Part(ie) A	1	Yes	20 minutes	30 minutes
	Mathematics: Part(ie) B	1	Yes	70 minutes	
	KE Mathematics	1	Yes	75 minutes	30 minutes
	Science	1	Yes	75 minutes	30 minutes
	KE Science	1	Yes	75 minutes	30 minutes
	Social Studies	2	Yes	80 minutes	30 minutes
	KE Social Studies	1	Yes	75 minutes	30 minutes

† All mathematics, science and social studies Provincial Achievement Tests are available in French and English

* An additional 30 minutes of writing time is available to meet individual student needs. Teachers can allocate the extra 30 minutes between Part(ie) A and Part(ie) B as they see fit. For example, a teacher could provide an additional 5 or 10 minutes or more for Part(ie) A, on a student-by-student basis. The remainder of the additional time can be used for Part(ie) B, if needed.

**Grade 9
Mathematics PAT
NEW***

Grade 9 Mathematics: Part(ie) A (without a calculator)

This part contains numerical-response questions.

Grade 9 Mathematics: Part(ie) B (students may use a calculator)

This part contains multiple-choice questions and numerical-response questions.

Additional Test Administration Information:

- Mathematics 9 Part(ie) A is designed to be administered over 20 minutes.
- Mathematics 9 Part(ie) B is designed to be administered over 70 minutes.
- An additional 30 minutes of writing time is available to meet individual student needs. Teachers can allocate the extra 30 minutes between Part(ie) A and Part(ie) B as they see fit. For example, a teacher could provide an additional 5 or 10 minutes or more for Part(ie) A. The remainder of the additional time can be used for Part(ie) B, if needed.
- Students may also use additional writing time (up to twice the allocated time) if needed.
- The Grade 9 Mathematics Part(ie) A and B is administered over 90 minutes. At the teacher's discretion, students can take a break/recess between Part(ie) A and B and teachers have flexibility regarding the length of the break.
- Part(ie) A and B will be administered using separate booklets.
- Students may use manipulatives for Part(ie) A and Part(ie) B.
- Students may not use calculators for Part(ie) A, but may use them for Part(ie) B.
- School personnel may approve the use of a 10x10 multiplication table as an accommodation for Part(ie) A.
- If an individual's circumstance leads to a superintendent excusing a student from writing Part(ie) A of the 2018 Grade 9 Math PAT and the student completes Part(ie) B, the student's achievement on Part(ie) B will be used to determine a total score for the student through a prorating process.
- By the end of September 2017 sample number operations questions will be posted on the Alberta Education website for students, parents, and teachers.
- The Mathematics 9 Subject Bulletin also contains information regarding the administration of this test and it will be updated by mid-September 2017
- For further information about the 2018 Grade 9 Mathematics PAT, please contact Kelly Rota, Senior Manager Mathematics 9, at Kelly.Rota@gov.ab.ca or by phone at 780-422-4365 (for toll-free access in Alberta, first dial 310-0000).

Improving Student Learning

Careful examination and interpretation of the Provincial Achievement Testing Program results can help reveal areas of relative strength and weakness in student achievement. Teachers and administrators can use this information in planning and delivering relevant and effective instruction in relation to learning outcomes in Alberta's Programs of Study.

Facilitating Reporting

Alberta Education and school authority personnel are responsible for ensuring that high-quality education is provided to all students in the province. Information about student performance on Provincial Achievement Tests is provided to school staff, school authorities, parents and the public so that they may know how well students in their schools are meeting local targets and provincial expectations.

Results are reported in such a way as to encourage improved learning and to minimize any possible harmful effects of testing for individual students. The percentages of students who achieve the *acceptable standard* and the *standard of excellence* are reported to enable comparisons of local results with provincial results and with local targets. Group results for fewer than six students are reported to the school and authority but are not reported publicly.

Interpreting Results

Although the Provincial Achievement Testing Program provides high-quality information, it cannot provide all of the information that school staff need to know about students' achievement. Many factors contribute to student achievement overall. School and authority results from provincial tests are best interpreted within the context of local quantitative and qualitative information. Personnel at the authority and school levels are in the best position to appropriately interpret, use and communicate school authority and school results in the local context.

Home Education Students

Students enrolled in home education programs are expected to write the Provincial Achievement Tests or an alternative assessment that has been approved by the superintendent and reflects standards similar to the Provincial Achievement Tests. If, in the judgment of the parent, a home education student's performance will be adversely affected by taking the tests at a school, an alternative location, such as the home, may be used.

A parent may not administer the tests. The parent may, however, remain in the room while a child is taking the tests. A relative, friend, or person residing at the same address as the student shall not administer the tests to that student. In special circumstances, however, the superintendent may approve a member of the community, such as a member of the clergy, to administer the Provincial Achievement Tests to the student.

The school authority is expected to report to stakeholders the performance of all students in a home education program.

Preparing for the Provincial Achievement Tests

The knowledge and skills that are assessed by the Provincial Achievement Tests are presented in the Alberta Programs of Study and are part of each student's daily classroom life. Teachers should not have to halt instruction to prepare students for "the big test." Assessments at the classroom, school, school authority, and provincial levels should all support and reinforce important student learning outcomes.

Communicating with Parents and Students

School authorities and school staff should communicate information to students and parents about the administration of the Provincial Achievement Tests and, once completed, the results achieved. Prior to the administration, communication should address the following:

- the purpose of the tests
- when the tests will be administered
- what the tests will be like
- how the results will be used
- how student, school and authority results will be reported
- the use of test accommodations and provisions for individual students.

School staff may find it useful to adapt the sample letter (see *Samples & Forms*) for use as an item in school authority and school newsletters to parents or as a focal point for discussion at a school council meeting. This will also set the stage for discussing the results later.

Creating a Positive Environment

School staff should develop a plan for helping students to do their best on the Provincial Achievement Tests. The plan should ensure that:

- the environment for testing is appropriate:
 - a site that meets security and supervision requirements but is familiar and comfortable to students
 - other school activities are scheduled so that there are no competing demands on students' attention before, during or immediately following the administration of the assessments
- pretest activities such as the following are used to develop effective and appropriate test-taking skills and attitudes:
 - familiarize students with test and question formats by field testing language arts, mathematics, social studies and science
 - if administering the tests with the Quest A+ application, ensure students are familiar with the application
 - encourage students to try questions and tasks even if they are uncertain about them
 - help students relax and be confident
 - copy, distribute and discuss the *Tips for All Students* (see the next page) with students
- excessive test rehearsal and coaching are avoided:
 - base teaching on the full range of expectations in the Alberta Programs of Study
 - familiarize students with the grade-level expectations

Tips for All Students

General Tips

- Before you begin, find out:
 - how much time you will have to write the test
 - what materials you will need to write the test
- Skim through the whole test before beginning
- Read all instructions carefully
- Ask questions if you are unsure of something
- Answer the easy questions first and then go back to the harder ones
- Double-check to make sure you have answered everything before handing in the test

Multiple Choice Tests

- Skim through the entire test. Find out how many questions there are and plan your time accordingly
- Do not spend too much time on any one question. Make a note beside a difficult question and go back to it if you have time
- Read each question carefully, underline key words and try to think of an answer before looking at the choices
- Read all the choices and see which one best fits the answer that you thought of
- When you are not sure which answer is correct, cross out/erase any choices that you know are wrong
- If time permits, recheck your answers

Summary of Revisions for the 2017–2018 School Year

The following major revisions and/or changes to dates, directives, guidelines and/or processes have been made the *General Information Bulletin* for 2017–2018. All changes for the 2017–2018 school year are indicated by ***NEW**. Other minor changes and updates have been made throughout this bulletin, however, they are not noted here. All of these changes may have important implications for administrators, teachers and students/examinees, it is important that school authority and school staff carefully review this bulletin carefully as they prepare for the administration of Provincial Achievement Tests in the 2017–2018 school year.

If you plan to print the bulletin for reference, please note that changes are made throughout the school year and the official finalized copy is that which is posted digitally on the Alberta Education website.

Subject:	Changes made:	Section(s):
All	Extra writing time is available for all students	Introduction & Revisions, Accommodations and throughout the bulletin wherever provisions are mentioned
Grade 9 Mathematics	Administration to include Grade 9 Mathematics Part(ie) A	Introduction & Revisions, Schedules and Significant Dates

Provincial Achievement Test Administration Schedule: January 2018

Part(ie) A Written Response Provincial Achievement Tests are administered between **January 15 and 24** according to schedules set by **school authority superintendents**.

All students are permitted up to twice the allotted time to complete a test plus 30 minutes, if required.

Provincial Achievement Test Time	Provincial Achievement Test
2 hours	Grade 9 English Language Arts Part A
2 hours	Grade 9 Français/French Language Arts Partie A
1 hour, 20 minutes	Grade 9 K&E English Language Arts Part A

Part(ie) B and Machine Scored Provincial Achievement Tests are administered between **January 24 and 31** according to schedules set by **school authority superintendents**.

All students are permitted up to twice the allotted time to complete a test plus 30 minutes if required.

Provincial Achievement Test Time	Provincial Achievement Test
1 hour, 15 minutes	Grade 9 English Language Arts Part B
1 hour, 15 minutes	Grade 9 Français/French Language Arts Partie B
1 hour, 15 minutes	Grade 9 K&E English Language Arts Part B
1 hour, 15 minutes	Grade 9 K&E Mathematics
1 hour, 15 minutes	Grade 9 K&E Science
1 hour, 15 minutes	Grade 9 K&E Social Studies
1 hour, 30 minutes	Grade 9 Mathematics Part(ie) A and B*
1 hour, 15 minutes	Grade 9 Science
1 hour, 20 minutes	Grade 9 Social Studies

*The Grade 9 Mathematics Part(ie) A and B is administered over 90 minutes. At the teacher's discretion, students can take a break/recess between Part(ie) A and B and teachers have flexibility regarding the length of the break.

Superintendents may establish administration schedules where Parts A and B of the Grade 9 Mathematics PAT are administered on different days.

Significant Dates: January 2018 Administration

September 1, 2017	<ul style="list-style-type: none"> • Notify parents/guardians that their child/children will be writing Provincial Achievement Tests in this current school year. A Quick Facts for Parents/Guardians document is included <i>Administration Directives, Guidelines and Procedures</i> section for school staff to share with parents/guardians. • Superintendents communicate Provincial Achievement Test schedules to principals for January, May and June
November 2, 2017	<ul style="list-style-type: none"> • Deadline for submitting <i>List of Special Format Materials Form</i> to Alberta Education for the January Grade 9 Provincial Achievement Test administration • Deadline to submit application to use Quest A+ for written response component
November 15 – December 1, 2017	<ul style="list-style-type: none"> • Schools must confirm their January Grade 9 Provincial Achievement Test material requirements using the online <i>Achievement Test Confirmation</i> form (see <i>Ordering Provincial Achievement Test Materials</i> in the <i>Administration Directives, Guidelines & Procedures</i> section)
November 15, 2017 – March 10, 2018	<ul style="list-style-type: none"> • Schools must confirm their May/June Grades 6 and 9 Provincial Achievement Test material requirements using the online <i>Achievement Test Confirmation</i> form (see <i>Ordering Provincial Achievement Test Materials</i> in the <i>Administration Directives, Guidelines & Procedures</i> section)
November 21 – 24, 2017	<ul style="list-style-type: none"> • Exam Administration will confirm the use of Quest A+ for those schools that have applied
January 3 – 9, 2018	<ul style="list-style-type: none"> • Quest A+ codes and MP3 files are distributed to schools
January 5 & 8, 2018	<ul style="list-style-type: none"> • Grade 9 Provincial Achievement Test materials are shipped to schools administering Provincial Achievement Tests in January
January 12, 2018	<ul style="list-style-type: none"> • Last day for schools to inspect their January shipment of Grade 9 Provincial Achievement Test materials and to contact Exam Administration if Provincial Achievement Test materials have not been received or if there are errors or omissions in the shipment (see <i>Receiving and Inspecting Provincial Achievement Test Materials</i> in the <i>Administration Directives, Guidelines & Procedures</i> section)
January 15 – 24, 2018	<ul style="list-style-type: none"> • Administration window Grade 9 Part(ie) A Provincial Achievement Tests (English Language Arts/French Language Arts/Français Only)
January 24 – 31, 2018	<ul style="list-style-type: none"> • Administration window Grade 9 Part(ie) B Provincial Achievement Tests (English Language Arts/French Language Arts/Français Only)

January 31, 2018

- Schools return *Principal's Statements, Lists of Students* and Grade 9 **Part(ie) A and Part (ie) B** Provincial Achievement Test materials to Alberta Education

Note: For further information, see *Packaging and Returning Provincial Achievement Test Materials* in the *Administration Directives, Guidelines & Procedures* section

Provincial Achievement Test Administration Schedule: May and June 2018

Part(ie) A Written Response Provincial Achievement Tests are administered between **May 7 and 11** according to schedules set by **school authority superintendents**. All students are permitted up to twice the allotted time to complete a test plus 30 minutes if required.

Provincial Achievement Test Time	Provincial Achievement Test
2 hours	Grade 6 English Language Arts Part A
2 hours	Grade 6 Français/French Language Arts Partie A
2 hours	Grade 9 English Language Arts Part A
2 hours	Grade 9 Français/French Language Arts Partie A
1 hour, 20 minutes	Grade 9 K&E English Language Arts Part A

Part(ie) B and Machine Scored Provincial Achievement Tests are administered between **June 11 and 28** according to schedules set by school authority superintendents. All students are permitted up to twice the allotted time to complete a test plus 30 minutes if required.

No tests are to be scheduled on June 21, National Aboriginal Day.

Provincial Achievement Test Time	Provincial Achievement Test
1 hour	Grade 6 English Language Arts Part B
1 hour	Grade 6 Français/French Language Arts Partie B
1 hour, 15 minutes	Grade 6 Mathematics Part(ie) A and B*
1 hour	Grade 6 Science
1 hour	Grade 6 Social Studies
1 hour, 15 minutes	Grade 9 English Language Arts Part B
1 hour, 15 minutes	Grade 9 Français/French Language Arts Partie B
1 hour, 15 minutes	Grade 9 K&E English Language Arts Part B
1 hour, 15 minutes	Grade 9 K&E Mathematics
1 hour, 15 minutes	Grade 9 K&E Science
1 hour, 15 minutes	Grade 9 K&E Social Studies
1 hour, 30 minutes	Grade 9 Mathematics Part(ie) A and B**
1 hour, 15 minutes	Grade 9 Science
1 hour, 20 minutes	Grade 9 Social Studies

*The Grade 6 Mathematics Part(ie) A and B is administered over 75 minutes. At the teacher's discretion, students can take a break/recess between Part(ie) A and B and teachers have flexibility regarding the length of the break.

**The Grade 9 Mathematics Part(ie) A and B is administered over 90 minutes. At the teacher's discretion, students can take a break/recess between Part(ie) A and B and teachers have flexibility regarding the length of the break.

Superintendents may establish administration schedules where Parts A and B of the Grades 6 and 9 Mathematics PATs are administered on different days.

Significant Dates: May/June 2018 Administration

November 15, 2017 – March 10, 2018	<ul style="list-style-type: none"> Schools must confirm their May/June Grade 6 & 9 Provincial Achievement Test material requirements using the online <i>Achievement Test Confirmation</i> form (see <i>Ordering Provincial Achievement Test Material</i> in the <i>Administration Directives, Guidelines & Procedures</i> section)
March 1, 2018	<ul style="list-style-type: none"> Deadline to submit application to use Quest A+ for written response component
March 2, 2018	<ul style="list-style-type: none"> Deadline for submitting the <i>List of Special Format Materials Form</i> to Alberta Education for the May/June achievement test administration
March 20 – 23, 2018	<ul style="list-style-type: none"> Exam Administration will confirm the use of Quest A+ for those schools that have applied
April 18–19, 2018	<ul style="list-style-type: none"> Grades 6 & 9 Part(ie) A Provincial Achievement Test materials (Shipment 1) are shipped to schools for the May Provincial Achievement Test administration
April 25 – May 2, 2018	<ul style="list-style-type: none"> Quest A+ codes and May MP3 files are distributed to schools
April 26, 2018	<ul style="list-style-type: none"> Last day for schools to inspect their shipment of grades 6 & 9 Part(ie) A Provincial Achievement Test materials (Shipment 1) and to contact Exam Administration if Provincial Achievement Test materials have not been received or if there are errors or omissions in the shipment (see <i>Receiving and Inspecting Provincial Achievement Test Materials</i> in the <i>Administration Directives, Guidelines & Procedures</i> section)
May 7 – 11, 2018	<ul style="list-style-type: none"> Administration window Grades 6 & 9 (shipment 1) Provincial Achievement Tests
May 14 – 25, 2018	<ul style="list-style-type: none"> Schools locally mark Grades 6 and 9 Part(ie) A May written response Provincial Achievement Tests
May 28, 2018	<ul style="list-style-type: none"> Schools return all Shipment 1 <i>Principal's Statements, Lists of Students</i>, Provincial Achievement Test booklets and answer sheets that require marking or scoring to the marking centre using the GREEN label Schools return all secure Shipment 1 Provincial Achievement Test materials that do not require marking or scoring to the distribution and receiving warehouse using the ORANGE label All unused/extra language arts Part(ie) A booklets that are unsecured after administration may be kept at the school or returned to the distribution and receiving warehouse
May 28 – 30, 2018	<ul style="list-style-type: none"> Grades 6 & 9 (Shipment 2) Provincial Achievement Test materials are shipped to schools for the June Provincial Achievement Test administration
June 1 – 8, 2018	<ul style="list-style-type: none"> June MP3 files are distributed to schools
June 6, 2018	<ul style="list-style-type: none"> Last day for schools to inspect their shipment of Grades 6 & 9 (Shipment 2) Provincial Achievement Test materials and to contact Exam Administration if Provincial Achievement Test materials

	have not been received or if there are errors or omissions in the shipment (see <i>Receiving and Inspecting Provincial Achievement Test Materials</i> in the <i>Administration Directives, Guidelines & Procedures</i> section)
June 11 – 28, 2018	<ul style="list-style-type: none"> Administration window Grades 6 & 9 (shipment 2) Provincial Achievement Tests
June 28, 2018	<ul style="list-style-type: none"> Schools return all Grades 6 & 9 Shipment 2 <i>Principal's Statements, Lists of Students</i> and Provincial Achievement Test booklets that require scoring to the marking centre using the GREEN label Schools return all secure Grades 6 & 9 Shipment 2 Provincial Achievement Test materials that do not require scoring to the distribution and receiving warehouse using the ORANGE label
August 23, 2018	<ul style="list-style-type: none"> Schools and school authorities access their Provincial Achievement Testing Program results reports via Alberta Education's extranet site and review them for errors or omissions
September 6, 2018	<ul style="list-style-type: none"> Last day for schools and school authorities to report any errors or omissions in their reports to the Director, Achievement Testing (see the <i>Contacts</i> section)
September 28, 2018	<ul style="list-style-type: none"> Alberta Education releases Individual Student Profiles, which schools may access via Alberta Education's extranet site
Late September 2018	<ul style="list-style-type: none"> Alberta Education releases multiyear reports, which schools may access via Alberta Education's Extranet site

Provincial Achievement Test Administration Schedule: January 2019

Part(ie) A Written Response Provincial Achievement Tests are administered between **January 14 and 23** according to schedules set by **school authority superintendents**. All students are permitted up to twice the allotted time to complete a test plus 30 minutes if required.

Provincial Achievement Test Time	Provincial Achievement Test
2 hours	Grade 9 English Language Arts Part A
2 hours	Grade 9 Français/French Language Arts Partie A
1 hour, 20 minutes	Grade 9 K&E English Language Arts Part A

Part(ie) B and Machine Scored Provincial Achievement Tests are administered between **January 24 and 31** according to schedules set by school authority superintendents. All students are permitted up to twice the allotted time to complete a test plus 30 minutes if required.

Provincial Achievement Test Time	Provincial Achievement Test
1 hour, 15 minutes	Grade 9 English Language Arts Part B
1 hour, 15 minutes	Grade 9 Français/French Language Arts Partie B
1 hour, 15 minutes	Grade 9 K&E English Language Arts Part B
1 hour, 15 minutes	Grade 9 K&E Mathematics
1 hour, 15 minutes	Grade 9 K&E Science
1 hour, 15 minutes	Grade 9 K&E Social Studies
1 hour, 30 minutes	Grade 9 Mathematics Part(ie) A and B*
1 hour, 15 minutes	Grade 9 Science
1 hour, 20 minutes	Grade 9 Social Studies

*The Grade 9 Mathematics Part(ie) A and B is administered over 90 minutes. At the teacher's discretion, students can take a break/recess between Part(ie) A and B and teachers have flexibility regarding the length of the break.

Superintendents may establish administration schedules where Parts A and B of the Grade 9 Mathematics PAT are administered on different days.

Provincial Achievement Test Administration Schedule: May and June 2019

Part(ie) A Written Response Provincial Achievement Tests are administered between **May 6 and 10** according to schedules set by **school authority superintendents**. All students are permitted up to twice the allotted time to complete a test plus 30 minutes if required.

Provincial Achievement Test Time	Provincial Achievement Test
2 hours	Grade 6 English Language Arts Part A
2 hours	Grade 6 Français/French Language Arts Partie A
2 hours	Grade 9 English Language Arts Part A
2 hours	Grade 9 Français/French Language Arts Partie A
1 hour, 20 minutes	Grade 9 K&E English Language Arts Part A

Part(ie) B and Machine Scored Provincial Achievement Tests are administered between **June 10 and 27** according to schedules set by **school authority superintendents**. All students are permitted up to twice the allotted time to complete a test plus 30 minutes if required.

No tests are to be scheduled on June 21, National Aboriginal Day.

Provincial Achievement Test Time	Provincial Achievement Test
1 hour	Grade 6 English Language Arts Part B
1 hour	Grade 6 Français/French Language Arts Partie B
1 hour, 15 minutes	Grade 6 Mathematics Part(ie) A and B*
1 hour	Grade 6 Science
1 hour	Grade 6 Social Studies
1 hour, 15 minutes	Grade 9 English Language Arts Part B
1 hour, 15 minutes	Grade 9 Français/French Language Arts Partie B
1 hour, 15 minutes	Grade 9 K&E English Language Arts Part B
1 hour, 15 minutes	Grade 9 K&E Mathematics
1 hour, 15 minutes	Grade 9 K&E Science
1 hour, 15 minutes	Grade 9 K&E Social Studies
1 hour, 30 minutes	Grade 9 Mathematics Part(ie) A and B**
1 hour, 15 minutes	Grade 9 Science
1 hour, 20 minutes	Grade 9 Social Studies

*The Grade 6 Mathematics Part(ie) A and B is administered over 75 minutes. At the teacher's discretion, students can take a break/recess between Part(ie) A and B and teachers have flexibility regarding the length of the break.

**The Grade 9 Mathematics Part(ie) A and B is administered over 90 minutes. At the teacher's discretion, students can take a break/recess between Part(ie) A and B and teachers have flexibility regarding the length of the break.

Superintendents may establish administration schedules where Parts A and B of the Grades 6 and 9 Mathematics PATs are administered on different days.

Security of Provincial Achievement Testing Materials

Security of Testing Materials

Unless otherwise designated, all tests and testing materials are secured before, during and after the test administration and must be handled accordingly.

No secured test, written response exemplar, or other secured testing material may be kept at a school or school authority office following test administration. Copying of any secured test material in whole or in part is prohibited. To do so is a breach of security.

After each achievement test administration session, a principal must sign a declaration that is part of the *Principal's Statement* attesting that these security requirements have been met.

Access to Testing Materials Before, During and After Provincial Achievement Test Administration

Students may only access secured Provincial Achievement Test materials while writing the tests.

Under the principal's supervision, a teacher of students writing a Provincial Achievement Test may view it within the 24-hour period immediately preceding its scheduled date and time of administration. Teachers may also access their students' Provincial Achievement Tests after administration to mark or score them before the return of that material to Alberta Education.

No notes about, or copies of Provincial Achievement Test items, may be made during or after the viewing of a secured Provincial Achievement Test. It is a breach of security to create, use, or distribute Provincial Achievement Test items that imitate or closely resemble secured Provincial Achievement Test questions in appearance, content, or style.

Security Status of January Testing Materials

All Grade 9 Provincial Achievement Tests and testing materials administered in January are **secure** before the administration and must continue to **remain secured** until after the May administration. Information about the administered Provincial Achievement Tests must not be shared or discussed. All tests and other materials must be returned after administration, as scheduled.

Security Status of May Testing Materials

All English and French Language Arts exemplars are **secure** before and after administration in May and all copies must be returned as scheduled (see the *Schedules & Significant Dates* section).

The Grades 6 and 9 English Language Arts, the K&E English Language Arts and Grade 6 and 9 Français/French Language Arts Part(ie) A Provincial Achievement Test booklets are **unsecured** after the Provincial Achievement Test administration. Unused copies of these test booklets may be kept at the school after their May administration.

Security Status of June Testing Materials	All Provincial Achievement Test materials administered in June are secure and must be returned after the administration, as scheduled.
Return of Secured Tests and Testing Materials	<p>All Provincial Achievement Test materials that require marking (written response answers) or scoring (answer sheets) must be returned to the marking centre.</p> <p>All other secured Provincial Achievement Tests and Provincial Achievement Testing materials must be returned to the distribution and receiving warehouse.</p> <p>For further information about where and how to return Provincial Achievement Test materials to Alberta Education, see <i>Packaging and Returning Provincial Achievement Test Materials</i> in the <i>Administration Directives, Guidelines & Procedures</i> section.</p>
Photocopying of Students' Written Responses	<p>Following the Provincial Achievement Test administration, teachers may make a photocopy of a student's writing from any English, Français, or French Language Arts Part(ie) A Provincial Achievement Test for inclusion in a portfolio of the year's work. Copies may also be made for parents who request them.</p> <p>Important Note: The Grade 9 English Language Arts, K&E English Language Arts, Français and French Language Arts Part(ie) A Provincial Achievement Tests must remain secured until after the May administration. Consequently, photocopies of student writing from the January administration must remain secured and may not be provided to students or parents until the completion of the May Provincial Achievement Test administration.</p>
Previously Secured Provincial Achievement Test Forms That Are Now Released	<p>Released items from specific Provincial Achievement Tests that may be used by schools, for educational purposes only, are available on the Alberta Education website.</p> <p>Additional released items can be accessed on Quest A+ at https://questaplus.alberta.ca.</p> <p>All other previously administered Provincial Achievement Tests and Provincial Achievement Testing materials that have not been released remain secured.</p>

Provincial Achievement Test Rules

The Provincial Achievement Test rules listed below apply to the administration of all Provincial Achievement Tests.

Test Administration Supervision

1. All Provincial Achievement Tests must be administered according to the directions specified for each test. This is the key responsibility of supervising teachers.
2. Supervising teachers may not provide any assistance to students writing Provincial Achievement Tests or otherwise interfere in any way that would undermine the validity or reliability of student responses, unless that assistance has been approved by the superintendent and will be documented as a Provincial Achievement Test accommodation.
3. No answer keys or scoring guides are permitted in the test room, and no Provincial Achievement Tests may be marked, while students are writing the Provincial Achievement Test.
4. Students who have turned in their test materials may not be asked to complete unanswered questions or revise portions of a Provincial Achievement Test unless they have misunderstood test administration directions.
5. Any request for a student to complete unanswered questions or revise portions of a Provincial Achievement Test must be authorized by the principal and must be documented and reported as a test administration anomaly on the *Principal's Statement*.
6. Supervisors are not to make, or encourage changes or alterations of any kind, to the test responses made by students on their test booklets and answer sheets during or after the Provincial Achievement Test administration.
7. No marks or notations of any kind may be added to a Provincial Achievement Test booklet or answer sheet when marking or scoring those materials after a test administration.

Alberta Student Number

All students must have, and use a valid Alberta Student Number when writing Provincial Achievement Tests.

Entrance Into and Exit From the Provincial Achievement Test Writing Room

1. Students may not enter or leave the test room without the consent of the supervising teacher.
2. Students who must leave the test room while the test administration is underway must be accompanied by an available test supervisor or other teacher. Students must not be left alone in the writing room.

**Materials Allowed
in the Provincial
Achievement Test
Writing Room**

The only student materials that are allowed to be used while writing a particular Provincial Achievement Test are those specified in the subject bulletin for that Provincial Achievement Test.

**Materials Not
Allowed in the
Provincial
Achievement Test
Writing Room**

1. All classroom materials in a testing room that could provide assistance to a student writing a Provincial Achievement Test, other than those items specifically noted in the subject bulletins, must be removed or covered (e.g., word lists, templates, maps, timelines, wall charts, multiplication tables, formulas).
2. No notes in any form, papers, informal dictionaries, electronic dictionaries, or books relating to a Provincial Achievement Test may be brought into the test room, or used by a student, unless expressly permitted to so by the Provincial Achievement Test administration instructions.
3. No electronic or paper templates and/or graphic organizers are allowed for the writing of written response Provincial Achievement Tests.
4. Students may not bring into the Provincial Achievement Test writing room or use any headsets, digital audio players, wearable digital devices, cell phones, or other electronic devices.

**Discussion and
Sharing**

1. Students may not talk, whisper, or communicate in other ways with one another while a Provincial Achievement Test is being written, unless specifically permitted to do so as part of the testing activity.
2. Students may not share or exchange any test writing tools or materials while in the test room, unless specifically permitted to do so as part of the testing activity.
3. Once a Provincial Achievement Test administration has officially started, students may not discuss the Provincial Achievement Test with the supervising teacher unless the test booklet is incomplete or illegible.

Breaches of Security and Violations of Provincial Achievement Test Rules

**Managing
Breaches of
Security and
violation of
Provincial
Achievement Test
Rules**

Immediately following the administration and scoring or marking of a Provincial Achievement Test, the principal must report any circumstances that occurred that may affect the validity of the results of any student or group of students.

If a breach of security or violation of Provincial Achievement Test rules occurs or is suspected, the school principal must immediately report the

incident to the superintendent and to the Director, Exam Administration (see the *Contacts* section). Where a breach of security or violation of test rules occurs, the superintendent shall make recommendations to Alberta Education regarding the validity of the student's or students' results (see the *Protocol* in this section).

**Consequences of
Inappropriate
Student Behaviour**

Students who interfere with the security of test materials, violate Provincial Achievement Test Rules, falsify test responses or results, disrupt other students, or commit any other act that may enable them to fraudulently represent their or another student's Provincial Achievement Test performance may have their Provincial Achievement Tests invalidated.



**COLLEGE OF ALBERTA SCHOOL SUPERINTENDENTS
and
PROVINCIAL ASSESSMENT SECTOR, ALBERTA EDUCATION**

**Protocol for Superintendents Investigating
Allegations of Inappropriate Examination/Test Administration
And/Or
Alleged Contravention of the Examination/Test Rules**

Introduction

The following guidelines for investigating examination/test administration or student behaviour during testing are provided to assist Superintendents of Schools and the staff of the Provincial Assessment Sector in ensuring:

- security of diploma examinations and achievement tests
- consistency and fairness in examination/test administration processes
- validity of the results.

Time is of the essence in any investigation, especially concerning diploma examinations, as students' entrance to post-secondary studies or the workforce depends on resolution.

The *Student Evaluation Regulation 177/2003* is the basis of authority for directives about examination/test administration.

Identifying a Problem

In the event of any inappropriate circumstance or inappropriate student behaviour during the administration of a diploma examination or achievement test:

- the school principal submits written notification to the Superintendent of Schools and to the Director, Examination Administration
- the Director ensures that the results for the school, or the individual student(s), are withheld until the Superintendent of Schools provides a recommendation on the results validity and conveys this in writing to the Director, Examination Administration.

Investigating Inappropriate Examination/Test Administration or Allegations of a Contravention of the Examination/Test Rules

The Superintendent will use the following procedures for an investigation requested by the Director, Examination Administration:


- Start the investigation as quickly as possible because the validity of results may be in question.
- Contact the Executive Director, Provincial Assessment Sector or the Director, Examination Administration, Provincial Assessment Sector at any time throughout an investigation for advice or clarification.
- Conduct an investigation independent of the school.
- Ask the College of Alberta School Superintendents (CASS) to appoint a Superintendent from a neighbouring school authority to investigate on your behalf in any awkward and/or conflict of interest cases.
- Consider the *Freedom of Information and Protection of Privacy Act (FOIP Act)* when discussing the situation with others.
- Collect facts from as many sources as possible and keep a written record of all pertinent details and dates.
- Obtain corroboration from as many sources as possible.
- Collect any physical evidence that might support the case—for example, study notes that include secured material.
- If a charge of unprofessional conduct appears to be appropriate, contact the Alberta Teachers' Association (ATA) and provide the relevant information.
- After the investigation is complete, send a written summary and recommendation to the Director, Examination Administration, Provincial Assessment Sector. Include documentary evidence including student' written statement and any confiscated student materials.

Provincial Assessment Sector Follow-up

On the basis of the Superintendent's recommendation, the Executive Director, Provincial Assessment Sector will use the following procedures to conclude the investigation.

- If the school results, or an individual student's results, are determined to be valid, the Executive Director, Provincial Assessment Sector ensures that the results are released and the outcome of the investigation communicated to the Superintendent, the Principal, and the student where necessary. If the data files for the school and school authority reports have not yet been closed, the student's results are included in the reports. If a student's achievement test is involved, a revised *Individual Student Profile* is included with the Principal's letter. In the case of an individual student's diploma examination, a revised results statement is sent to the student.
- If a student's diploma examination results are determined to be invalid, the school report and the school authority report are prepared accordingly if the data files for the reports have not been closed yet. Invalid student scores are not included in the calculations of school and school authority results. However, the students may be included in the participation rates calculations.
- If a student's results on a diploma examination are determined to be invalid, the Executive Director, Provincial Assessment Sector sends a letter notifying the student that the results of the examination have been declared invalid and informing him or her about any penalty. The letter also informs the student about the right to appeal to the Assistant Deputy Minister, Student Learning Standards.

The penalty for the student will vary, as appropriate. A maximum penalty would have the student wait one calendar year before rewriting the examination. There is also a provision for the student's record to be annotated to state that a contravention of the *Examination Rules* has occurred.


Executive Director
College of Alberta School Superintendents

2017.07.31
Date


Executive Director for Dan Karas
Provincial Assessment Sector

July 31, 2017
Date

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 and Provincial Achievement Test provisions 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 or with provisions 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 with accommodations and provisions, 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 approved accommodations and provisions unless excused by the superintendent under the conditions noted above in point (1)
5. Students who are repeating grades 6 or 9 shall write Provincial Achievement Tests in their repeating year
6. All private school students shall complete Provincial Achievement Tests. In applying point (1), the board of directors shall act as the superintendent
7. Home educated students at a level equivalent to Grades 6 or 9 must be given the opportunity to write the Grade 6 or 9 Provincial Achievement Test, 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*
8. If a student is excused, by the Superintendent, from writing Grade 6 or 9 Mathematics Part(ie) A but writes Part(ie) B, the student's achievement on Part(ie) B will be used to determine the total mark for the Mathematics Provincial Achievement Test through a prorating process.

***NEW Provincial Achievement Test Administration Schedules**

Starting in the 2017/18 school year, Grade 6 and 9 PATs will be administered to students during an administration "window" specified by Alberta Education rather than according to a pre-set, single date and time for each exam determined by Alberta Education (See *Schedules and Significant Dates* Section). Superintendents will have the flexibility to establish PAT schedules for their respective school authorities, according to local needs and within the administration window – including at the individual school level.

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 Provincial Achievement Testing materials (see the *Schedules & Significant Dates* section).

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

Provincial Achievement Test Administration Preparation

Prior to each Provincial Achievement Test administration, the superintendent of schools or board of directors 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 adhere to current directives, expectations and requirements

2. Establish and communicate January, May and June Provincial Achievement Test Schedules to principals at the beginning of the current school year or at the end of the previous school year
3. Establish, review with principals, and implement appropriate procedures and schedules within the school authority or private school to:
 - a. Maintain strict security of all Provincial Achievement Test materials while they are in the custody and control of the school authority or private school
 - b. Immediately upon their receipt, inspect received Provincial Achievement Test materials for errors or deficiencies (see *Receiving and Inspecting Provincial Achievement Test Materials* below)
 - c. Remedy Provincial Achievement Test shipment errors or deficiencies (see *Receiving and Inspecting Provincial Achievement Test Materials* below)
4. 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 the scheduled Provincial Achievement Test administration
 - b. Prepare, package and return secured Provincial Achievement Test materials to Alberta Education (see *Packaging and Returning Provincial Achievement Test Materials* below)
5. 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 and provisions when writing
 - c. Provincial Achievement Test administration schedules
6. 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*
7. 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 & Provincial Achievement Test Rules* section)
 - b. Suspected breach of security (see the *Security & Provincial Achievement Test Rules* section)

8. 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
9. Establish a process for school staff to notify parents/guardians, at the beginning of the school year, that their child/children will be writing Provincial Achievement Tests in the current school year. During the administration of Provincial Achievement Tests, Alberta Education collects personal information, including student legal name, Alberta Student Number (ASN), and student responses. The personal information is collected pursuant to section 33(c) of the *Freedom of Information and Privacy Act* (RSA 2000, C. F-25). A Quick Facts for Parents/Guardians document is included *Administration Directives, Guidelines and Procedures* section for school staff to share with parents/guardians.

**Provincial
Achievement 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 Provincial Achievement 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 Provincial Achievement Test materials and associated forms are accounted for, appropriately prepared for shipment, and returned to Alberta Education

Directives for Principals

**Provincial
Achievement Test
Administration
Preparation**

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 adhere to current directives, expectations and requirements
2. Communicate January, May and June Provincial Achievement Test Schedules to school staff and students/parents/guardians
3. Communicate to students and teachers their roles, responsibilities and deadline-related information pertaining to the administration of Provincial Achievement Tests (see the *Provincial Achievement Test Administration Guidelines* below)

4. 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
5. Establish and implement appropriate procedures and schedules within the school to:
 - a. Confirm that appropriate Provincial Achievement Test booklets and materials have been ordered for all students, including K&E students, using Extranet (see *Schedules & Significant Dates* section)
 - b. Order special format materials from Alberta Education, if required
 - 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
6. Establish and implement appropriate procedures and schedules in the school to:
 - a. Maintain strict security of all Provincial Achievement Test materials while they are in the custody and control of the school
 - b. Immediately upon their receipt, inspect received Provincial Achievement Test materials for errors or deficiencies
 - c. Implement timely and appropriate remedies to correct Provincial Achievement Test shipment errors or deficiencies (see *Receiving and Inspecting Provincial Achievement Test Materials* below)
7. Establish appropriate procedures within the school to:
 - a. Distribute and manage secured Provincial Achievement Test materials before, during and after the scheduled Provincial Achievement Test administration
 - b. Prepare, package and return Provincial Achievement Test materials to Alberta Education (see *Packaging and Returning Provincial Achievement Test Materials* below)
8. 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 Provincial Achievement Test materials
 - b. Ensures that Provincial Achievement Test materials are returned to Alberta Education according to the dates published in this bulletin (see the *Schedules & Significant Dates* section)

9. Establish guidelines and procedures within the school that will ensure appropriate use and reporting of students' preliminary scores from the Provincial Achievement Test administration
10. Establish appropriate procedures within the school to investigate and report (see the *Security & Provincial Achievement Test Rules* section):
 - a. Provincial Achievement Test administration anomalies
 - b. Suspected breaches of security
11. Implement appropriate procedures to ensure that all students writing Provincial Achievement Tests use a valid Alberta Student Number
12. Establish a Provincial Achievement Test administration emergent response protocol that can be implemented, as required, to address unexpected issues or problems that arise while Provincial Achievement Tests are being written
13. Designate teachers to act as Provincial Achievement Test administration supervisors and ensure that they are appropriately prepared for that role (see *Provincial Achievement Test Administration Guidelines* below)
14. Implement appropriate procedures to enable teachers whose students are writing a Provincial Achievement Test to peruse that Provincial Achievement Test, *under supervision*, up to 24 hours prior to its scheduled administration
15. Designate and schedule the facilities to be used as Provincial Achievement Test writing rooms when administering Provincial Achievement Tests (see *Provincial Achievement Test Administration Guidelines* below)
16. If it is appropriate and feasible to do so, establish and implement procedures and schedules within the school to administer:
 - a. Part(ie) A Provincial Achievement Tests using computers
 - b. Grades 6 and 9 machine scored Provincial Achievement Tests using *Quest A+*

**Provincial
Achievement 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 established by the Superintendent (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 the school

2. Ensure that all facilities and materials that have been set up for Provincial Achievement Test writing purposes are secured and remain secured until returned to Alberta Education and follow-up administrative procedures are completed
3. Ensure that appropriate procedures for the administration of writing accommodations and provisions are being followed, including the completion of necessary forms and documents (see the *Accommodations* section)
4. Establish procedures for supervisors to ensure that calculators are cleared of all information that is stored in programmable or parametric memory before and after the administration
5. Assist supervisors in establishing and implementing a procedure for printing student responses and ensuring the student has correctly stapled his or her response into the Provincial Achievement Test booklet. In accordance with using computer rules, it is the students' responsibility to print and staple their final written responses to the Provincial Achievement Test booklet
6. Implement appropriate procedures, as required, to investigate and report (see the *Security & Provincial Achievement Test Rules* section):
 - a. Provincial Achievement Test administration anomalies
 - b. Suspected breaches of security
7. Implement a Provincial Achievement Test administration emergent response protocol, as required, to address unexpected issues or problems that arise while a Provincial Achievement Test is being written
8. 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)

**Provincial
Achievement 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 & Provincial Achievement 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 if computers and/or other digital devices were used for Provincial Achievement Test administration purposes, all Provincial

Achievement Test information has been removed from those devices. Student responses must be archived securely until marking has been finalized and schools have received the results (end of September). This also applies to Provincial Achievement Tests written in January, for which central marking only occurs at the end of the school year. Archived files must only be accessible to school authority network administrators.

3. Ensure that calculators are cleared of Provincial Achievement Test information stored in programmable or parametric memory
4. 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 Provincial Achievement Test materials
 - c. ensures that all secure Provincial Achievement Test material is returned in accordance with the dates and times published in this bulletin (see the *Schedules & Significant Dates* section)
5. Implement procedures within the school to enable appropriate use and reporting of students' preliminary scores from the Provincial Achievement Test administration
6. Complete the *List of Students* and complete and sign the *Principal's Statement* (see the *Provincial Achievement Test Administration Forms* section)
7. Record on the *List of Students* the names of any students excused (E) by the superintendent from writing the Provincial Achievement Test and any students who transferred (T) from the school or who were absent (A) from writing.
8. Ensure that all secured Provincial Achievement Test materials and associated documents and forms are accounted for, appropriately prepared for return shipment, and shipped to Alberta Education (see *Packaging and Returning Provincial Achievement Test Materials* below)
9. Following the June Provincial Achievement Test administration, provide a summer contact name and phone number (which is not the school phone number) on the *Principal's Statement*

Directives for Provincial Achievement Test Supervisors

Provincial Achievement Test Administration Preparation

Prior to each Provincial Achievement Test administration, Provincial Achievement Test supervisors shall:

1. Collaborate with the principal and other Provincial Achievement Test supervisors to review and update existing, or establish new, Provincial Achievement Test administration supervision procedures and processes to ensure that they adhere to current Alberta Education and school system directives, expectations and requirements
2. Collaborate with the principal and other Provincial Achievement Test supervisors to review and update the school's Provincial Achievement Test administration contingency plan for emergency situations that may be implemented, as required, to address unexpected issues or problems that arise while Provincial Achievement 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
 - b. Calculators
 - c. Writing accommodations and provisions
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 Provincial Achievement Test administration processes and procedures will be implemented as planned

Provincial Achievement Test Administration Supervision

Immediately prior to and during each scheduled Provincial Achievement Test administration, the Provincial Achievement Test supervisor shall:

1. Ensure that the Provincial Achievement Test writing room is appropriately set up and free of materials or distractions that could affect the outcome of the Provincial Achievement Test (see the *Security & Provincial Achievement Test Rules* section)
2. Ensure that the Provincial Achievement Test writing environment is quiet and free of distractions
3. Ensure that all required Provincial Achievement Test materials, equipment and forms are in the Provincial Achievement 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 Provincial Achievement Test writing room

5. Verify that each student uses a valid Alberta Student Number
6. Prior to the commencement of the scheduled Provincial Achievement 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 Provincial Achievement Test accommodations and provisions 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 Provincial Achievement Test writing room (see the *Security & Provincial Achievement Test Rules* section)
 - b. Appropriate materials are distributed to and returned by students before and after the scheduled writing time
 - c. Students understand and adhere to all requirements related to the use of all documents, forms and Provincial Achievement Test materials that are distributed to them while they are in the Provincial Achievement Test writing room
9. Ensure that calculators are cleared of all information that is stored in programmable or parametric memory before and after the administration
10. Implement the established procedure for printing student responses and allowing the student to ensure that he or she has correctly stapled his or her response into the Provincial Achievement Test booklet. In accordance with using computer rules, it is the students' responsibility to print and staple their final written responses to the Provincial Achievement Test booklet
11. Ensure that tests are administered during the scheduled writing time (see the *Schedules & Significant Dates* section)
12. Actively observe and supervise all students who are in the test room before, during and after the scheduled writing time to ensure that they are adhering to all Provincial Achievement Test rules
13. Supervisors are not to assist students with questions related to Provincial Achievement Test content.

**Provincial
Achievement Test
Administration
Completion**

Immediately following each scheduled Provincial Achievement Test administration, the Provincial Achievement Test supervisor shall:

1. Document any unusual circumstances or contraventions of rules and/or directives that occurred during the Provincial Achievement Test administration and forward this information to the principal (see the *Security & Provincial Achievement Test Rules* section)
2. Complete and sign all required Provincial Achievement Test administration forms
3. Collate and appropriately prepare all used and unused Provincial Achievement Test materials, and other related equipment, forms and documents, and return them to the principal (see *Packaging and Returning Provincial Achievement Test Materials* below)
4. If computers and/or other digital devices were used for Provincial Achievement Test administration purposes, remove all Provincial Achievement Test information from those devices. Student responses must be archived securely until marking has been finalized and schools have received results (end of September). This also applies to Provincial Achievement Tests written in January, for which central marking only occurs at the end of the school year. Archived files must only be accessible to school authority network administrators
5. Ensure that calculators are cleared of all Provincial Achievement Test information stored in programmable or parametric memory

Directives for Teachers of Students Writing Provincial Achievement Tests

**Provincial
Achievement Test
Administration
Preparation**

Prior to each Provincial Achievement Test administration, teachers of students writing Provincial Achievement Tests shall:

1. 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
2. Ensure that students have and use a valid Alberta Student Number
3. Ensure that students are proficient in clearing all information stored in programmable or parametric memory on their calculators
4. Submit recommendations and supporting documentation related to the following requests and communicate the official responses of these requests to the student and parent/guardian:

- a. Writing accommodations and provisions for eligible students
- b. Being excused from writing one or more Provincial Achievement Test

**Provincial
Achievement Test
Administration**

During each scheduled Provincial Achievement Test administration, teachers of students writing Provincial Achievement Tests shall follow the procedures established by the principal to peruse the Provincial Achievement Test.

**Provincial
Achievement Test
Administration
Completion**

Following each scheduled Provincial Achievement Test administration, teachers of students writing Provincial Achievement Tests shall:

1. Mark and/or score Provincial Achievement Tests in accordance with Alberta Education standards and school based procedures and in a manner that:
 - a. Maintains the security and integrity of student responses.
 - b. Protects the security of all Provincial Achievement Test materials
 - c. Ensures that all secure Provincial Achievement Test material is returned in accordance with the dates and times published in this bulletin (see the *Schedules & Significant Dates* section)
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

**Provincial
Achievement 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 *Provincial Achievement Test Administration Guidelines* below)
2. Discuss with school personnel their needs and intentions with respect to the use of writing accommodations and provisions
3. Discuss with school personnel their intentions with respect to the use of a computer to write Provincial Achievement Tests
4. Are proficient in clearing all information that is stored in programmable or parametric memory on their calculators

**During the
Writing of the
Provincial
Achievement Test**

Students writing Provincial Achievement Tests shall adhere to all directives, rules and procedures.

Provincial Achievement Test Administration Guidelines

**Preparing
Students**

To prepare students to write Provincial Achievement Tests, school staff should communicate to students and/or their parents their roles and responsibilities and deadline-related information pertaining to:

1. Provincial Achievement 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 and provisions

**Preparing
Provincial
Achievement 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 Provincial Achievement Test materials, including knowing which materials to secure after Provincial Achievement Test administration
 - c. actively observe and supervise student behaviour before, during and after the scheduled Provincial Achievement Test administration
 - d. identify and document Provincial Achievement Test administration anomalies
 - e. administer Provincial Achievement Tests using writing accommodations, alternate format materials and provisions

**Selecting and
Setting Up
Provincial
Achievement Test
Writing Facilities**

Provincial Achievement Test writing facilities must ensure the security of all Provincial Achievement Test materials before, during and after their administration and must be free of materials and/or distractions that could affect the outcome of a Provincial Achievement Test. When selecting and preparing Provincial Achievement Test writing 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 Provincial Achievement Test

(see the subject bulletins for details about specific materials that are allowed in the Provincial Achievement Test room)

2. Active observation and supervision of student behaviour before, during and after the scheduled Provincial Achievement Test administration
3. The appropriate use of writing accommodations, and provisions and special format materials without distraction to other students
4. Quiet and secure printing of student work, during and after the scheduled Provincial Achievement Test administration, if students are writing Part(ie) A Provincial Achievement Tests using computers
5. The seating of students in the room in a manner that protects their Provincial Achievement Test answers, whether on paper or in electronic form, from unauthorized observation during and after the Provincial Achievement Test administration
6. Secure custody and control of all test materials before, during, and after the scheduled Provincial Achievement Test administration

**Setting Up and
Communicating
Provincial
Achievement Test
Schedules**

Provincial Achievement Test schedules should be communicated to teachers, parents and students well in advance of the scheduled dates of administration and should be published in a form that clearly indicates:

1. Students are required to be in the Provincial Achievement Test writing room at a set time prior to the scheduled Provincial Achievement Test start time to enable proper implementation and completion of all of the required preparatory Provincial Achievement Test administration procedures
2. The scheduled Provincial Achievement Test start and completion times as well as notice that students may take up to twice the Provincial Achievement Test design time plus an additional 30 minutes, if required

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 Provincial Achievement Test administration.

Some specific strategies that can be employed to mitigate the opportunity to contravene Provincial Achievement 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 Provincial Achievement Test writing room are empty before, during and after the Provincial Achievement Test administration
3. Creating, communicating and enforcing clear rules of conduct for students
4. Making and maintaining frequent eye contact with students
5. Setting up the room and positioning Provincial Achievement 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 Provincial Achievement Test writing room
 - b. No Provincial Achievement Test materials are removed from the Provincial Achievement Test writing room
 - c. Student work has been removed from all calculators and rough drafts are sent with the Provincial Achievement Test booklets and materials to Alberta Education. For students writing Part(ie) A on computer, written responses must be archived securely until marking has been finalized and schools have received results (end of September). This also applies to Provincial Achievement Tests written in January, for which central marking only occurs at the end of the school year. Archived files must only be accessible to school authority network administrators

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 with a signed and completed *Principal's Statement* and the Provincial Achievement Test materials. The *List of Students* and the *Principal's Statement* must be completed and signed even in the event that the students did not write the Provincial Achievement Tests.

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 Provincial Achievement Test materials have been sent to the school for them. All

documents used within the context of the K-12 Education system, by K-12 Education staff, including materials and reports related to Provincial Achievement Tests will use the students' preferred name.

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* form
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*, a copy must be made and retained at the school for future reference.

Ordering Provincial Achievement Test Materials

Confirming Provincial Achievement Test Material Requirements

To ensure that school staff are receiving the number and types of Provincial Achievement Testing materials required for their students, school staff 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>. As this site is secured, a username and password are required. Information on how to obtain your username and password is available through the link above. After logging on to the extranet website, the *Provincial Achievement Test Confirmation* form can be accessed by following the Provincial Assessment Services link.

In 2017–2018, school staff must confirm the following Provincial Achievement Test material requirements for each of their students:

Grade 6	Grade 9
Type of French language arts test (Français or French language arts)	Type of French language arts test (Français or French language arts)
Language of mathematics, science and social studies test material (English or French)	Language of mathematics, science and social studies test material (English or French)
	Type (regular or K&E) of English language arts, social studies, mathematics and science test material

Receiving and Inspecting Provincial Achievement Test Materials

Receiving Provincial Achievement Test Materials

Formal procedures for handling Provincial Achievement 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 school staff. In setting up these procedures, the following points should be kept in mind:

1. All queries and concerns about the receipt of Provincial Achievement 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 Provincial Achievement 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. An individual should be identified with the specific responsibility for receiving all Provincial Achievement 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 Provincial Achievement Test materials are scheduled to be delivered
 - b. The Provincial Achievement Test shipment has not been received within two or three days of when it was expected to arrive.
3. When Provincial Achievement Test materials are delivered by a courier, the shipment of boxes 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 Provincial Achievement 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*. Dependent 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 Provincial Achievement Test materials, the box(es) should be immediately moved to a secure location where they can be opened and inspected.

Inspecting Provincial Achievement Test Materials

The boxes of all Provincial Achievement 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 Provincial Achievement Tests.

Formal procedures for inspecting Provincial Achievement Test materials should be established. In setting up these procedures, the following points should be kept in mind:

1. Before inspecting a Provincial Achievement Test shipment, an updated list of Provincial Achievement Test material requirements, by subject and grade and including any special format materials that have been approved for that administration, should be prepared, validated and compared with the actual shipment
2. Provincial Achievement Test shipments should be checked against this updated list of Provincial Achievement Test material requirements to determine if:
 - a. All required types and quantities of Provincial Achievement Test materials were ordered
 - b. The required quantity of each type of Provincial Achievement Test material has been shipped (Provincial Achievement 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 Provincial Achievement 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.

Provincial Achievement Testing Materials Shipped to Schools

January Shipment Contents

Depending on the programs offered at the school, all or some of the following Provincial Achievement 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. Provincial Achievement Test Labels

- e. Provincial Achievement 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 Provincial Achievement Test materials for unregistered students
 - g. Scoring criteria and exemplars for English Language Arts, K&E English and Français/French Language Arts Part(ie) A tests,
 - h. Answer keys for multiple-choice and numerical-response questions
- Note:** 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. Provincial Achievement Test Labels Provincial Achievement 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
 - e. Extra copies of Provincial Achievement Test materials for unregistered students
 - f. Scoring criteria and exemplars for English Language Arts, K&E English Language Arts, Français, and French Language Arts Part(ie) A tests
- Note:** Special format materials (if requested) are shipped to schools separately from print materials.

Shipment 2
Contents: June
Administration –
Grades 6 & 9

Depending on the programs offered at the school, all or some of the following Provincial Achievement 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 Provincial Achievement Test booklets and packaging and returning Provincial Achievement Test materials
 - c. List of Students Form
 - d. Provincial Achievement Test Labels
 - e. Provincial Achievement 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 Provincial Achievement Test booklets
 - Grades 6, 9 science and K&E science Provincial Achievement Test booklets
 - Grade 6, 9 social studies and K&E social studies Provincial Achievement Test booklets
 - f. Extra copies of Provincial Achievement Test materials for unregistered students
 - g. Answer keys for multiple choice and numerical response questions
- Note:** 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 Provincial Achievement Test materials shipped to the authority office.

Packaging and Returning Provincial Achievement Test Materials

Dates for Returning Provincial Achievement Test Materials

All secured Provincial Achievement 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 Marking Centre – Alberta Education
 Room 2-2074 – Dentistry/Pharmacy Building
 11304–89 Avenue NW
 Edmonton, AB T6G 2N8

Receiving hours at the marking centre – 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.

Exam Administration Distribution and Receiving Warehouse – Alberta
Education
Federal Archives Building
8707 – 51 Avenue NW
Edmonton, AB T6E 5H1

Preparing Materials for Return

Formal procedures for preparing and packaging Provincial Achievement 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 Provincial Achievement 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. An individual should be identified with the specific responsibility of preparing and packaging all Provincial Achievement 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 will be 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 Provincial Achievement Test materials. Do not cover the bar code on the coloured return labels.
4. The following materials are to be returned to the **marking centre**:
 - Provincial Achievement 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 and returned to the **marking centre with a green label**:
 - a. For each type of Provincial Achievement 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 Provincial Achievement Test booklets to be returned to the marking centre for marking or scoring.
6. Materials to be returned that do not require marking or scoring (this includes special format materials) 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 and returned to the distribution and receiving warehouse with an orange label.
 7. If Provincial Achievement 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 Provincial Achievement Test Materials

The following courier services may be used to return Provincial Achievement 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 Provincial Achievement 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 Provincial Achievement 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, school staff should confirm with their school authority what approach to the return of Provincial Achievement Test materials is being implemented within their school authority.

Unless given specific alternative directions by a school authority, all materials being returned to the marking centre and distribution and receiving warehouse 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, school staff share the preliminary results with parents. Each fall, Individual Student Results (ISPs) are made available to schools that contain official student results. School staff 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 6^e et de 9^e 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 6^e et de la 9^e année dans les matières suivantes : English Language Arts, français/French Language Arts, mathématiques, sciences et études sociales. Certains élèves de 9^e 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 connaîtrai-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).

Using Calculators

BACKGROUND

Provincial Achievement Tests are developed to reflect the learning outcomes and expectations specified in Alberta's Programs of Study for each course, including those that relate to the use of calculators.

To ensure compatibility with provincial programs of study, and fairness and equity to all students, mathematics and science Provincial Achievement Tests must be administered in accordance with the rules that follow. For further information about the use of calculators when writing Provincial Achievement Tests, see the *Subject Bulletins* for each course that are available on Alberta Education's website at:

<http://education.alberta.ca/admin/testing/achievement/bulletins.aspx>.

RULES

1. Mathematics and science Provincial Achievement Tests may only be administered with the use of calculators as follows:

Grade 6 Mathematics

- Part(ie) A: Use of calculators is not permitted
- Part(ie) B: Students may use calculators; however, use of scientific or graphing calculators is not permitted

Grade 9 Mathematics *NEW

- Part(ie) A: Use of calculators is not permitted
- Part(ie) B: Students may use calculators; however, use of graphing calculators is not permitted

Knowledge and Employability Mathematics

- Students may use calculators; however, use of graphing calculators is not permitted

Grade 6 Science

- Students may use calculators; however, use of scientific or graphing calculators is not permitted

Grade 9 Science

- Students may use calculators; use of a graphing calculator is not permitted

Knowledge and Employability Science

- Students may use calculators; use of a graphing calculator is not permitted

2. Students may bring approved calculators and extra batteries into the Provincial Achievement Test room, *for their exclusive use*, when writing a mathematics or science Provincial Achievement Test.
3. The following calculator materials, properties, and/or configurations are **not** permitted in the Provincial Achievement Test writing room:
 - programmed memory content
 - built-in notes, libraries, or formulae (e.g., definitions or explanations in alpha notation),
 - upgraded or downloaded programs
 - remote communication capability
 - symbolic manipulation capabilities
 - external (peripheral) devices and other support materials such as manuals, printed or electronic cards, printers, memory expansion chips or cards, external keyboards
 - calculator cases
4. Prior to the commencement of a Provincial Achievement Test, and before being taken from the Provincial Achievement Testing room, calculators must be cleared of all information that is stored in programmable or parametric memory.
5. Calculators must be set to operate in silent mode.

Using Technology for the Written Response Component of Provincial Achievement Tests

BACKGROUND

Students who have been taught to compose text using a word processor, and who typically produce their written work in this way, may be disadvantaged if they are required to respond to written response Provincial Achievement Tests questions by hand. Consequently, when it is appropriate to do so, students may use technology when completing extended written response Provincial Achievement Tests questions. The principles, directives, rules, and procedures that follow address the requirements associated with the use of computers for this purpose.

GUIDING PRINCIPLES

Computing devices and word processing applications may be used when administering the extended written response portions of the Language Arts Provincial Achievement Tests. The use of technology for this purpose must not compromise the security of the Provincial Achievement Tests nor the validity and reliability of their administration.

A school principal may allow students to use technology to compose the written response component of the Provincial Achievement Test if:

- the students normally produce written work on a computing device,*
- the students are proficient at using that school's devices and word processing application,*
- the students understand, and are able to implement, the rules and procedures for preparing and submitting written responses using technology (see below)*
- technical expertise is available before, during, and after the Provincial Achievement Test administration to ensure effective and secure system functioning*
- the security, validity, and confidentiality of student work and Provincial Achievement Test materials are in no way compromised*
- the students are able to print and staple their final written response to their Provincial Achievement Test booklets. Please note that ELA 6 and ELA 9 Part A each have two assignments, while K & E ELA has 1 assignment. This includes verifying that the final printed hard copy of their writing is accurately and completely printed and attached to their booklet in proper page order. This step may occur after the officially scheduled time limit; however, this verification step does not allow any revision to finished work*

If a principal intends to permit the use of technology when writing Provincial Achievement Tests has more students than it has devices, the principal may submit a specific written proposal for meeting students' Provincial Achievement Test writing needs to his or her superintendent for approval, prior to the scheduled day of administration.

In the event of an emergency or disruption, contact the Director, Exam Administration, immediately by telephone at (780) 492-1495.

DIRECTIVES

Principal

1. The principal shall decide whether to provide the opportunity for students to write Language Arts written response Provincial Achievement Test questions using school technology. This decision shall be based on the principal's certainty that the school can comply with all Provincial Achievement Test writing and administration rules, and with the directives, rules, and procedures that follow.
2. The principal shall communicate to students and teachers the availability of, and requirements related to, the use of computing devices and word processing applications when writing written response questions on Language Arts Provincial Achievement Tests.
3. The principal shall ensure that only those students who understand and are able to follow all of the directives, rules, and procedures established for writing Provincial Achievement Test written response questions using technology are permitted to do so.
4. The principal shall ensure that only school-owned devices that have been properly configured are used when administering written response Provincial Achievement Tests. Student-owned PC or Mac OS computers can be used with the *Quest A+* application only.
5. The principal shall ensure that all computing devices, applications, and printers used for Provincial Achievement Test administration purposes are appropriately configured to safeguard Provincial Achievement Test security, validity and reliability, and to minimize distraction to students.
6. The principal shall ensure that all facilities and equipment that have been set up for Provincial Achievement Test writing purposes are secured and remain secured until after the administration and follow-up administrative procedures are completed.
7. Before implementing the use of technology for writing Provincial Achievement Tests, the principal shall establish technical and test administration contingency plans and emergency procedures to address unexpected issues and problems that may arise.
8. The principal shall ensure that teachers who are designated to supervise the administration of Provincial Achievement Tests that are being written using technology are appropriately prepared for that role, including being aware of, and able to, implement contingency plans and emergency procedures, should the need arise.
9. The principal shall develop a process to ensure that students are able to print and staple their final written responses to their Provincial Achievement Test booklets.

Technical Personnel

1. Technical personnel shall configure all devices, word processing applications, and printers so as to ensure the security, validity, and reliability of the Provincial Achievement Test administration (see *Rules and Procedures* below).
2. Technical personnel shall develop and implement a plan to test the digital system prior to each Provincial Achievement Test administration to ensure that all equipment and processes function as required (see *Rules and Procedures* below).
3. In cooperation with the principal and Provincial Achievement Test supervisors, technical personnel shall develop a technical contingency plan that can be implemented, as required, to address unexpected network, device, or printer problems.
4. Technical personnel shall ensure that the facility and all designated and configured devices are secured until the time the scheduled Provincial Achievement Test is written.
5. Following the Provincial Achievement Test administration technical personnel shall ensure that devices are cleared of all student work and individual devices can no longer access student responses.
6. Following the Provincial Achievement Test administration, technical personnel in schools using local word processing solutions shall ensure that student work is archived securely until marking has been finalized and schools have received results (end of September). This also applies to Provincial Achievement Tests written in January, for which central marking only occurs at the end of the school year. Archived files must only be accessible to a school authority network administrator.
7. If *Quest A+* is used for written-response Provincial Achievement Tests, the *Quest A+* Locked Browser is installed and tested to ensure each device is working correctly in advance of the Provincial Achievement Test administration
<https://questaplus.alberta.ca/help/requirements.html>

Provincial Achievement Test Supervisors

1. Teachers who are designated to supervise the administration of Provincial Achievement Tests that are being written electronically shall be familiar with, and able to implement, the guiding principles, directives, rules, and procedures related to the administration of Provincial Achievement Tests using technology.
2. Provincial Achievement Test supervisors shall develop and implement procedures for the pick-up and distribution of printed written responses to students during and after students have completed the written component. These procedures shall safeguard test security, validity, and reliability and minimize distraction to students.

3. In cooperation with the principal and technical personnel, test supervisors shall develop a test administration contingency plan that can be implemented, as required, to address unexpected issues or problems that arise while Provincial Achievement Tests are being written using technology.
4. Prior to the commencement of the official scheduled test administration, Provincial Achievement Test supervisors shall ensure that students are made aware of the directives, rules, guiding principles and procedures for writing a Provincial Achievement Test using technology.
5. Provincial Achievement Test supervisors shall ensure that students do not access search engines, research tools, online dictionaries or other prohibited online or electronic resources while writing a Provincial Achievement Test using technology.
6. Supervisors shall implement the process ensuring that students are able to print and staple their final written responses to their Provincial Achievement Test booklets.

Students

1. If a principal allows technology to be used for the writing of Language Arts Provincial Achievement Test written response questions, the decision to participate shall be the individual student's.
2. Students who choose to write Provincial Achievement Test using a technology shall be proficient at using the devices and word processing applications as a normal means of producing written work.
3. Students who choose to write Provincial Achievement Tests using technology shall understand, and be able to adhere to, all directives, rules, guiding principles and procedures for writing a Provincial Achievement Test using a computer (see *Rules and Procedures* below).
4. Students shall print and staple their final written responses to their Provincial Achievement Test booklets.

RULES AND PROCEDURES

Technical and Administrative Set-Up

1. Prior to the commencement of the scheduled Provincial Achievement Test administration, all devices to be used for written response test writing purposes must be networked and configured to:
 - Enable secure and ready access to designated printers only, during and after the scheduled Provincial Achievement Test administration
 - Enable the saving of each student's written work in a manner, and/or to a network location, that (a) ensures its security while it must be retained and (b) permits school

personnel to readily access those documents following the scheduled test administration and to remove those documents after the results are made available to the school in September

- Disable access to the internet and other online or electronic resources that are not permitted
2. Prior to the commencement of the scheduled Provincial Achievement Test administration, all word processing applications to be used for test writing purposes must be configured to enable:
 - Insertion of footers that include the student's index number on each page of written work
Note: The index number (test booklet number) is the six-digit number that appears in the bottom right corner of the student's label. Unregistered students will not have an index number, so they must create a six-digit number and place that number on the back of their test booklet.
 - Automatic and frequent saving of word processing documents to a designated location only
 - Access to routine tools, such as a spell checker, that are integrated into the software.
Note: The "auto correct" and template features of these tools must be disabled. For local word processing solutions, online dictionaries and online thesauri are not permitted.
 3. Prior to the commencement of the scheduled Provincial Achievement Test administration, all computing devices, printers, and word processing applications must be online and ready for use.

Provincial Achievement Test Administration

1. Students must have a copy of the Part A booklet available for use at the start of the Provincial Achievement Test. Students must staple a printed copy of their written response into the Provincial Achievement Test booklet provided to them once they have completed the written component.
2. Students responding to the written component using technology may access all of the test materials that are available to students who are writing the Provincial Achievement Test without technology.
3. Students may revert to writing with pen or pencil at any time during the Provincial Achievement Test administration.
4. Students are encouraged to do rough work or planning in the Provincial Achievement Test booklet that is to be provided to them at the start of the achievement test.
5. Students may print interim hard copies of their written work at any time during the Provincial Achievement Test administration for review and editing. Multiple copies should be correctly identified and all copies must be returned to Alberta Education.

6. Students may compose and edit their written work until the end of the official scheduled administration time. Students who require additional time will have up to twice the time.
7. Student may not access search engines, research tools or other prohibited online or electronic resources while writing a Provincial Achievement Test using a computer.

Preparation and Submission of Written Work

1. It is the students' responsibility to print and staple their final written responses to their Provincial Achievement Test booklets. This includes verifying that the final printed hard copy of their writing is accurately and completely printed and attached to their booklet in proper page order. This step may occur after the officially scheduled time limit; however, this verification step does *not* allow any revision to finished work.
2. Students must clearly label each page of their finished work according to its assignment title or question number and must staple the work into the appropriate place(s) in the Provincial Achievement Test booklet.
3. Each student must include his or her six-digit index number on every page of the finished work stapled into the Provincial Achievement Test booklet.
4. Students must submit their final written work double-spaced and in an easy-to-read 12-point font (see the instruction page in the specific Provincial Achievement Test for details).
5. Students must clearly label all word-processed rough work or early drafts as "rough" and must staple these documents into the Provincial Achievement Test booklets on pages designated "Planning."

Note: Teachers may assist students with these tasks, particularly in Grade 6. However, **only those students who are able to complete these tasks and who know that they are expected to do so** should be permitted to use technology when completing extended written response test questions.

Using Quest A+ for Written Response and Multiple Choice Components of Provincial Achievement Tests

BACKGROUND

Most Grade 6 and 9 Provincial Achievement Tests are available in digital format. Digital format Provincial Achievement Tests are delivered and administered on school technology using Alberta Education's *Quest A+* application. *Quest A+* requires the installation of Locked Browser available for download: <https://questaplus.alberta.ca/help>.

The guiding principles, directives, rules, and procedures that follow address the requirements associated with the use of computers to write digital format Provincial Achievement Tests.

GUIDING PRINCIPLES

The use of computers to administer digital format Provincial Achievement Tests must not compromise the security, validity, or fairness to all students in the administration of the Provincial Achievement Tests.

The guiding principles for using technology for using Quest A+ for the written response and multiple choice components of Provincial Achievement Tests is similar to the use of technology for composing the written response component as outlined above.

A school principal may allow students to use Quest A+ when writing a Provincial Achievement Test if:

- *the students have successfully submitted work using Quest A+. Students must have successfully completed a practice test using Quest A+ prior to using Quest A+ to write the Provincial Achievement Tests,*
- *the students are proficient at using that school's devices and Quest A+,*
- *the students understand, and are able to implement, the rules and procedures for preparing and submitting written responses and multiple choice components using Quest A+ (see below)*
- *technical expertise is available before, during, and after the Provincial Achievement Test administration to ensure effective and secure system functioning*
- *the security, validity, and confidentiality of student work and Provincial Achievement Test materials are in no way be compromised*
- *the students are able to submit their final work*

If a school intends to administer digital format Provincial Achievement Tests has more students than it has devices, the principal may submit a specific written proposal for meeting students' test writing needs to his or her superintendent for approval, prior to the scheduled day of administration.

In the event of an emergency or disruption, contact the Director, Exam Administration, immediately by telephone at (780) 492-1400.

Additional information addressing technical requirements, technical information and user information are located on the Alberta Education website at <https://questaplus.alberta.ca/help>.

DIRECTIVES

Principal

1. The principal shall decide whether to provide the opportunity for students to write Provincial Achievement Tests using Quest A+. This decision shall be based on the principal's certainty that the school can comply with all of the test administration rules and guiding principles that are specified in this bulletin.

2. The principal shall communicate to students and teachers the availability of, and requirements related to, the use of *Quest A+* to write digital format Provincial Achievement Tests.
3. The principal shall ensure that only those students who meet the criteria outlined in the Guiding Principles are able to use *Quest A+* for the purpose of writing their Provincial Achievement Tests.
4. The principal shall ensure that the school is registered with Alberta Education to use *Quest A+* (see *Access to Quest A+* below).
5. The principal shall ensure that all computing equipment and the Alberta Education *Quest A+* Locked Browser application are appropriately set up and configured to safeguard test security, validity, fairness to all students, and to minimize distraction to students.
6. The principal shall ensure that all facilities and equipment that have been set up for Provincial Achievement Test writing purposes and all processes adhere to the administration directives, security rules and administration guidelines outlined in this bulletin.
7. Before implementing the writing of digital format Provincial Achievement Tests using *Quest A+*, the principal shall establish technical and Provincial Achievement Test administration contingency plans and emergency procedures to address unexpected issues and problems that may arise.
8. The principal shall ensure that teachers who are designated to supervise the administration of digital format Provincial Achievement Tests using *Quest A+* are appropriately prepared for that role, including being aware of and able to implement contingency plans and emergency procedures, should the need arise and are able to monitor the work status in *Quest A+* as the students actively write the Provincial Achievement Tests.

Technical Personnel

1. Technical personnel shall configure all devices and the *Quest A+* Locked Browser application (for PCs and Macs) to ensure the security and validity of the Provincial Achievement Test administration (see *Rules and Procedures* below).
2. If using school-owned Google Chromebooks, technical personnel will ensure the Google Chromebooks are managed according to the Google Chromebook guidelines. For more information on Chrome OS device management, contact Senior Manager, Digital Systems and Services (see *Contacts* section).
3. Technical personnel shall develop and implement a system testing plan prior to each Provincial Achievement Test administration to ensure that all equipment and processes function as required (see *Rules and Procedures* below).

4. In cooperation with the principal and Provincial Achievement Test supervisors, technical personnel shall develop a technical contingency plan that can be implemented, as required, to address unexpected network or device problems.
5. Technical personnel shall ensure that the facility and all designated and configured devices are secured until the time the scheduled Provincial Achievement Test is written and, following the Provincial Achievement Test writing, until all administrative procedures are completed.

Provincial Achievement Test Supervisors

1. Teachers who are designated to supervise the administration of digital format Provincial Achievement Tests using *Quest A+* shall be familiar with and able to implement all of the Provincial Achievement Test administration directives, security rules and administration guidelines specified in this bulletin, including those that pertain to the use of computing devices and the *Quest A+* application.
2. Provincial Achievement Test supervisors shall ensure that only those students who meet the criteria outlined in the Guiding Principles (above) are able to use *Quest A+* for the purpose of writing their Provincial Achievement Tests.
3. In cooperation with the principal and technical personnel, Provincial Achievement Test supervisors shall develop a test administration contingency plan that can be implemented, as required, to address unexpected issues or problems that arise while digital format tests are being written.
4. Provincial Achievement Test supervisors shall ensure that students are made aware of the directives, rules, guiding principles and procedures for writing digital format Provincial Achievement Tests using *Quest A+* prior to the commencement of the scheduled test administration.

Students

1. If a principal allows digital format Provincial Achievement Tests using *Quest A+* to be written, the decision to participate shall be the individual student's.
2. Students who choose to write digital format Provincial Achievement Tests using *Quest A+* shall be proficient at using *Quest A+* and shall have completed a practice test prior to the scheduled test administration and must meet all of the criteria outlined in the *Guiding Principles* above.
3. Students who choose to write digital format Provincial Achievement Tests using *Quest A+* shall understand, and be able to adhere to, all of the directives, rules, guiding principles and procedures for writing Provincial Achievement Tests (see *Rules and Procedures* below).

RULES AND PROCEDURES

Technical and Administrative Set-up

Prior to the commencement of the scheduled Provincial Achievement Test administration, all devices to be used for Provincial Achievement Test writing purposes using *Quest A+* must be networked and must have a current version of *Flash Player* installed. In addition, all PCs and Macs must have a current version of *Quest A+ Locked Browser* installed, to enable secure access to the digital format Provincial Achievement Test using *Quest A+*.

Provincial Achievement Test Administration

1. Students writing digital format Provincial Achievement Tests using *Quest A+* must also be given a paper copy of the Provincial Achievement Test at the commencement of the writing of that Provincial Achievement Test.
2. Students writing digital format Provincial Achievement Tests using *Quest A+* may access all of the Provincial Achievement Tests materials that are available to students who write paper forms of the tests.
3. Students writing a digital format Provincial Achievement Tests using *Quest A+* may revert to writing the paper form of the Provincial Achievement Test at any time during the allotted time to write the Provincial Achievement Test. If they do so, they must transfer all of their answers from the digital format Provincial Achievement Test to the paper form answer sheet. Transfer of answers may occur after the allotted Provincial Achievement Test time, however, editing or modification of answers must not occur after the allotted time.
4. Students may not access search engines, research tools or other prohibited online or electronic resources while writing a digital format Provincial Achievement Tests using *Quest A+*. To do so contravenes the directives and security rules outlined in this bulletin.

Preparation and Submission of Digital Format Provincial Achievement Tests

Written Response Component:

1. Students must clearly label each page of their finished work according to its assignment title or question number.
2. Each student must include his or her six-digit index number on every page of the finished work.
3. Students who submitted their response using *Quest A+* must be so noted on the *List of Students (D)*.
4. Students must submit their final written work double-spaced and in an easy-to-read 12-point font (see the instruction page in the specific Provincial Achievement Test for details).

5. Students must clearly label all rough work or early drafts, if applicable, as “rough” and must staple these documents into the Provincial Achievement Test booklets on pages designated “Planning.”
6. Supervisors must monitor the status of students’ progression as they work on their written response component using Quest A+.

Multiple Choice Component

7. Students may move through the items as they require
8. Students who submitted their response using Quest A+ must be so noted on the *List of Students* (D).

Note: Teachers may assist students with these tasks, particularly in Grade 6. However, **only those students who are able to complete these tasks** should be permitted to use technology when completing extended written response test questions.

USE OF PERSONALLY OWNED DEVICES FOR QUEST A+

Schools are permitted to allow students to use personally owned computers (PC or Mac OS) when writing Provincial Achievement Tests. Due to device management requirements, personally owned Google Chromebooks or Chrome OS devices are not permitted. When used for Provincial Achievement Test writing purposes, *Quest A+* and its associated Locked Browser application temporarily blocks access to hard drives, network drives, and online resources by restricting users to the *Quest A+* test environment.

ACCESS TO *QUEST A+*

Since the May-June 2015 Provincial Achievement Test administration, the use of *Quest A+* has been capped to 4,300 simultaneous users for any given Provincial Achievement Test. This is to help ensure the reliability and stability of the application. While Alberta Education is exploring the development and/or acquisition of a new system to better provide students with access to online assessments, priority for the use of the *Quest A+* application is given to schools who cannot administer Provincial Achievement Tests with technology using alternate methods (i.e., Provincial Achievement Test accounts in conjunction with local word processing solutions).

For example:

- A school has 100 students writing English Language Arts 9.
- This school has 80 available PC computers and 20 students have personally owned PC or Mac OS devices.
- This school could use Provincial Achievement Test accounts for 80 students and the remainder of the students could access *Quest A+* using personally owned devices.

Principals may apply to use *Quest A+* and obtain access codes for the written response and multiple choice components by completing the online request form:

<http://surveys.education.gov.ab.ca/novi/n/QuestPAT.aspx>.

The deadlines for requests to use *Quest A+* are as follows:

Provincial Achievement Test Administration	<i>Quest A+</i> Request Deadline
January 2018	November 2, 2017
May/June 2018	March 1, 2018

ADDITIONAL INFORMATION ON USING TECHNOLOGY FOR PROVINCIAL ACHIEVEMENT TESTS

A document, [*Using Technology to Administer Provincial Achievement Tests and Diploma Exams*](#), is available to assist school and technical personnel with decisions regarding the use of technology for students to write Provincial Achievement Tests. This document will be updated throughout the school year.

****NEW Provincial Achievement Test Writing Accommodations and Provisions for Students***

OVERVIEW

Starting in the 2017-2018 school year, all students are eligible for accommodations and provisions to write Provincial Achievement Tests without an application process.

Accommodations, for the purpose of writing Provincial Achievement Tests, are reviewed, managed, and ordered by school personnel.

Students must understand and adhere to the accommodation and provision administration directives, rules and procedures of writing a Provincial Achievement Test with the use of accommodations and provisions.

Home Schooled Students

Students who are home schooled are eligible for all of the below accommodations and provisions. To ensure the writing centre is prepared for these students to write Provincial Achievement Tests with accommodations and provisions, they should be informed to contact the school principal directly.

ACCOMMODATIONS TYPES AND PROVISIONS

Additional information for the use and administration of each accommodation and provision is provided below (see *Directives for Accommodations and Provisions*).

All students who use the accommodations or provisions listed below are required to indicate the use of the accommodation or provisions on their Provincial Achievement Test according to the corresponding number.

Accommodation or Provision	Eligible Population	Process Requirements	Notes
1. Audio (CD/MP3 version)	Any student with visual impairments, and uses audio throughout the year	School personnel orders CD or MP3 file	Deadline to submit order is found in the <i>Schedules and Significant Dates</i> section
2. Audio (CD/MP3 version)	Students who use audio throughout the year	School personnel orders CD or MP3 file	Deadline to submit order is found in the <i>Schedules and Significant Dates</i> section
3. Additional Writing Time	All students		Students can take up to twice the official time limit to write the Provincial Achievement Test, if needed. Students do not need to declare the use of this provision before writing a Provincial Achievement Test.

4. 10 x 10 multiplication table	Student typically uses this accommodation	School personnel implements this accommodation	
5. Scribe	Student typically uses this accommodation	School personnel implements this accommodation	
6. Large-print	Student typically uses this accommodation	School personnel orders large-print version	Deadline to submit order is found in the <i>Schedules and Significant Dates</i> section
7. Braille	Student typically uses this accommodation	School personnel orders Braille	Deadline to submit order is found in the <i>Schedules and Significant Dates</i> section
8. Reader	Student typically uses this accommodation	School personnel implements this accommodation	It is recommended that Readers are only used when students are unable to use audio versions in any other format
9. Sign-Language Interpreter	Student typically uses this accommodation	School personnel implements this accommodation	
10. Transcriber of Recorded Response	Student typically uses this accommodation	School personnel implements this accommodation	
14. Miscellaneous	Student typically uses this accommodation	School personnel implements this accommodation	
Coloured Paper and Overlays	Student typically uses this accommodation	School personnel orders coloured paper version	<ul style="list-style-type: none"> •Deadline to submit form is found in the <i>Schedules and Significant Dates</i> section •Students who use overlays for classroom testing may use the same overlays to write Provincial Achievement Tests
Writing in Isolation and Use of Computers	All students	School personnel implements this process	Writing in isolation and the use of computers are school decisions determined by internal school business processes, availability and supervision.
Unique Accommodations	Unique accommodations are any accommodations not listed above (#1 – 14). School personnel should contact the Special Cases and Accommodation team by emailing special.cases@gov.ab.ca prior to the Special Format Materials request deadline to discuss the use of unique accommodations for Provincial Achievement Tests.		

ACCOMMODATION AND PROVISION REQUEST PROCESS

Prior to each Provincial Achievement Test administration, the principal of the school shall:

1. Work with school personnel to establish and implement a process for ordering special format materials by the scheduled deadline
2. Work with school personnel to establish and implement processes to ensure that students have access to a reader, scribe, sign language interpreter or transcriber of recorded response, if required
3. Ensure that students and Provincial Achievement Test supervisors are aware of, and understand, the rules, procedures, requirements and deadlines related to writing a Provincial Achievement Test with accommodations and provisions

ADMINISTRATION OF PROVINCIAL ACHIEVEMENT TESTS WITH ACCOMMODATIONS AND PROVISIONS

The following directives outline general requirements and expectations related to the use of accommodations and provisions when administering Provincial Achievement Tests.

Prior to Administration

1. All rules and procedures related to the use of a specific accommodation or provision must be explained and discussed with the student before the Provincial Achievement Test administration.
2. The principal shall ensure that all Provincial Achievement Test supervisors are appropriately prepared for Provincial Achievement Tests that are being written with accommodations or provisions. Provincial Achievement Test supervisors must understand and implement all directives, rules and procedures for the administration of Provincial Achievement Test using accommodations or provisions as well as all emergent situation protocols specifically related to, or not specifically related to, students with accommodations or provisions.
3. The principal shall ensure that facilities, equipment (for example, recording devices, headphones, microphones, computers, etc.), scribes, readers, sign language interpreters, transcribers of recorded response and materials used as Provincial Achievement Test accommodations or provisions are supplied, by the school or school authority, and appropriately prepared for the administration of Provincial Achievement Tests with safeguards to ensure Provincial Achievement Test security and minimize distraction to other students.
4. The principal shall develop and implement processes to ensure that special format materials are ordered prior to the deadline for each Provincial Achievement Test administration (see *Schedules and Significant Dates* section).
5. The principal shall develop and implement processes to ensure that only those students who are granted an accommodation are permitted to do so.

During the Administration

1. Provincial Achievement Test supervisors only permit students with granted accommodations the use of those accommodations.
2. Provincial Achievement Test supervisors administer the Provincial Achievement Test in accordance with the directives specific to the accommodation or provision and in accordance with the general Provincial Achievement Test administration directives in this bulletin.

After the Administration

1. The principal shall ensure that all digitally recorded conversations and responses created during the administration of Provincial Achievement Tests are immediately deleted once they have been saved to a storage device for shipment to the Alberta Education marking centre.
2. All special format materials, including those in audio, large print and Braille format, must be returned to the Alberta Education marking centre with the regular return shipment of other Provincial Achievement Test materials (including answer sheets) from the school.
3. All accommodations and provisions used must be recorded on the student's Provincial Achievement Test materials.

Returning Materials

All special format materials must be returned to Alberta Education along with the regular return shipment of other test booklets from the school.

All storage devices used to return a student's recorded response must be clearly labeled with the:

Name of Student	School Name
Subject and Grade	School Code

DIRECTIVES FOR ACCOMMODATION AND PROVISIONS**1 and 2 – Audio (CD/MP3) Version**

Students who typically use audio throughout the school year are eligible to receive this accommodation for Provincial Achievement Tests. CD/MP3 versions of tests are available in English and French for all Provincial Achievement Tests. Except in unique circumstances, a CD/MP3 version of the test should be used rather than a reader.

If a student uses a personal CD/MP3 player when writing a Provincial Achievement Test, the Provincial Achievement Test supervisor must ensure that no prohibited material is brought into the Provincial Achievement Test writing room or used in that CD/MP3 player before or during the scheduled Provincial Achievement Test administration.

To enable student access to the MP3 files, school technical staff can either:

- create a secure network location to store the MP3 files, taking the necessary steps to ensure only students who are writing that Provincial Achievement Test can

- access the files or
- transfer the MP3 files to a portable device.

After the administration of the Provincial Achievement Test, technical staff must ensure that all MP3 files are removed from either the network locations or storage devices.

The Testing Process

It is important to emphasize that students should use the printed and CD/MP3 tests in a manner that best suits them; for example, students should be made aware that they may listen to part or all of the CD/MP3 files more than once.

If a student appears confused about the testing process, the teacher should explain the process to the student until satisfied that the student understands the process.

3 – Additional Writing Time

All students are permitted twice the official time limit plus an additional 30 minutes to write the Provincial Achievement Test if required.

4 – 10 x 10 Multiplication Table, Math Manipulatives and Calculators

Students may use a 10x10 multiplication table as an accommodation for Grade 6 and Grade 9 Mathematics Part(ie) A.

Students may use manipulatives for Part(ie) A and Part(ie) B. Students may not use calculators for Part(ie) A, but may use them for Part(ie) B.

5 – Scribe, 8 – Reader, 9 – Sign Language Interpreter and 10 – Recorded Response General Information

Provincial Achievement Tests that are administered with the support of scribes, readers, sign language interpreters, and transcriber of recorded response must take place in a separate writing area so that other students writing the Provincial Achievement Test are not disrupted.

Scribes, readers, sign language interpreters, or transcribers of recorded responses must not be appointed when they are the relative, friend, a student peer at the school or attending another school, or a past or present teacher of the student writing the Provincial Achievement Test.

Alberta Education is not responsible for the appointment of any support staff including scribes, readers, sign language interpreters, or transcribers of recorded responses nor is Alberta Education responsible for expenses incurred in appointing these individuals.

Scribes, readers, sign language interpreters, or transcribers of recorded response are expected to adhere to all Provincial Achievement Testing directives, rules and procedures outlined in this bulletin.

The principal will record on the *Principal's Statement* that a scribe, reader, sign language interpreter, or transcriber of recorded response was utilized for a particular student.

If the student has a question or a query, the student is to be directed to the Provincial Achievement Test supervisor.

5 - Scribe

Scribed Provincial Achievement Test written response papers are not marked for conventions. To assist with clarity, the scribe may insert basic punctuation.

The scribe must record the student's response verbatim; that is, exactly as the student dictates.

The scribe may record the student's response in handwriting or may use a computer.

The scribe should confirm the student's responses which may include reading the student's responses back for clarification.

A scribe may not ask leading questions or provide suggestions or interpretations of any kind.

The student shall review the scribed work and request changes if necessary. The student must verify, and edit if required, the text scribed. The time required for verification and editing must be included in the allocated writing time.

A scribe may not read a test to a student, an audio version will be provided for this purpose or a reader must be approved.

A student who is being assisted by a scribe must complete the test in the allotted time.

A scribe must sign the student's work and indicate his/her position, i.e., program aide.

To properly record student responses, scribes should have:

- adequate word processing skills or a handwriting style that is very legible and familiar to the student
- adequate literary skills and knowledge of the subject area

8 – Reader

The reader should have adequate reading skills and knowledge of the subject to read appropriately.

The reader must read at a rate that is comfortable for the student, monitoring to ensure that the pace is appropriate.

The reader must read the test verbatim; that is, exactly as it appears in the test booklet. A reader may not add emphasis, inflection, or read in such a way as to prompt or guide the student. A reader may not ask leading questions, provide suggestions, provide interpretations, or provide word definitions of any kind.

The reader must read in such a way that the student understands the beginning and end of each sentence and paragraph. Without leading the student, the reader must be

aware of and obey all punctuation and read in such a way that the student understands the use and purpose of the punctuation.

The reader may repeat readings as often as necessary and must read consistently in the same way each time, being careful not to indicate a correct/incorrect response.

9 – Sign Language Interpreter

The interpreter is a neutral person who interprets a spoken message into American Sign Language or into one of the Manually Coded English Systems for a student with hearing loss.

The sign language interpreter must interpret all words spoken during the Provincial Achievement Test administration intended for all students.

The interpreter may repeat interpretations as often as necessary and must interpret consistently each time.

The sign language interpreter also voices what is signed by the student.

The sign language interpreter must not record the student's responses. This is the role of a scribe. The use of a scribe must be an approved accommodation.

The interpreter must not function as a reader. The use of a reader must be an approved accommodation.

The interpreter must render the message faithfully, always conveying the content and spirit of the spoken word using the signed language most readily understood by the student. The interpreter must not provide definitions or interpret beyond conveying the spoken message.

The interpreter must not counsel, advise, or interject personal opinions.

The interpreter must not ask leading questions, provide suggestions, or provide word definitions of any kind.

10 – Transcriber of Recorded Response

Students who are dictating their responses require separate writing areas so that other students writing the Provincial Achievement Test are not disrupted.

Students who are dictating their responses should be encouraged to do some rough work in the Provincial Achievement Test booklet. Rough work will not be marked but serves to guide the student as he or she dictates a response. For the written response component, advise students to indicate verbally when they have finished one assignment and are beginning the next one by saying "I am now finished assignment one and I am ready to begin assignment two."

Student responses may be recorded using audiotape or as digital audio files in WAV or MP3 format.

Recorded Responses for both Part(ie) A and B must be transcribed at the school where the student is able to read, edit and approve the transcription. If an audio version of the test is used by the student, a reader may read the transcription of the student's response to the student for editing and validation.

Text-to-Speech Software	Students may only use this accommodation to read back their own work when using a computer to compose their English or Français/French Language Arts Part(ie) A written response. Features such as word prediction, word wizard, fact finder and scientific calculator must be disabled.
Speech-to-Text Software	<p>Written response Provincial Achievement Tests that are administered with the use of speech-to-text software must take place in a separate writing area (isolated space) so that other students writing the Provincial Achievement Test are not disrupted.</p> <p>Students may use speech-to-text software <i>only for written response Provincial Achievement Tests</i>. No other use of such software is permitted.</p> <p>For specific Provincial Achievement Test administration requirements related to the use of technology see <i>Using Computers</i> Section.</p>
Coloured Overlays	Students who use coloured overlays for classroom instruction may use the same overlays for writing Provincial Achievement Tests.
Ambient Noise Audio	Students using ambient-noise audio must use professionally/commercially recorded CDs intended for background sound.

Local and Central Marking of Provincial Achievement Tests

Local Marking of Part(ie) A Language Arts Tests

All language arts written response components will be marked centrally in Edmonton in July. Classroom teachers may mark students' writing, using the scoring guides provided, before returning the tests to Alberta Education. A locally awarded mark submitted to Alberta Education will be considered to be the first reading of students' test response. Local markers are to use the *For Teacher Use Only* section on the back of the Part A writing test booklet to record their marks by filling in the appropriate circles. No marks may be placed inside student booklets when doing local marking.

If a teacher wants to know how his or her locally awarded marks compare to the marks the tests received when marked centrally, then he or she must create an identification number and enter it in the appropriate location on the back of each student booklet. It is important that no two teachers from the same school create and use the same identification number.

Once returned to Alberta Education, the papers will then be marked centrally and considered to be the second reading. Both marks contribute to students' final mark. In the case of a discrepancy between the two marks, papers will be adjudicated by a third reading, which will determine the final mark granted. In this way, students are ensured to receive valid and reliable individual and group results.

Papers that are not marked locally by teachers will be marked centrally only once.

After central marking has been completed and school reports have been sent to the schools, teachers who submitted their marks with an ID number will receive a confidential report on their marking. This report is called the *Local Marker Report* and includes the locally awarded mark, the centrally awarded mark, a third-read mark if applicable, and the final mark.

To support local marking, samples of student writing that exemplify the scoring criteria will be provided with the test materials. These exemplars are not to be shared with students and must be returned to Alberta Education with the tests. The procedure to calculate a total score for Grade 9 students' writing is provided below.

Narrative/Essay Writing:

Assign a score of 1 to 5 for each of *content*, *organization*, *sentence structure*, *vocabulary* and *conventions*.

Multiply the scores for *content* and *organization* by 2 as these categories are worth twice as much as the other categories.

Maximum score possible for Narrative/Essay Writing = 35.

Functional Writing:

Assign a score of 1 to 5 for each of *content* and *content management*.

Multiply these scores by 2.

Maximum score possible for Functional Writing = 20.

Total Score:

Add the narrative/essay and functional scores.

Total score for <i>Part A: Writing</i>	
Narrative/Essay Writing	___/35 (63.6%)
+ Functional Writing	___/20 (36.4%)
= Total Score	___/55 (100%)

The mark for Part A: Writing is worth 50% of the total mark for Language Arts.

Teachers of grades 6 and 9 are expected to mark all machine-scored Provincial Achievement Tests.

Confirming of Standards and Provincial Marking

Teachers are nominated by their superintendent to assist with provincial marking, to confirm standards and to participate in formal standard setting procedures when a new curriculum is introduced. To be eligible to mark, confirm standards and/or set standards, a teacher shall have taught the course within the last three years, be employed by a school authority at the time of marking, be able to mark on all scheduled days and have a valid Alberta permanent professional teaching certificate. To be selected as a marker or to confirm or set standards, a teacher shall be recommended by the superintendent.

Reporting Provincial Achievement Test Results**Public Access to Results**

Detailed school and school authority results are made available electronically via the extranet to schools and school authorities in late August and multiyear summary reports are provided in mid-September. Provincial results are released by the Minister of Education to the media later in September. Alberta Education recommends that schools and school authorities plan for the timely release of their own results within a context appropriate to the local situation.

Multiyear results for authorities and schools are posted on the Alberta Education website.

An individual may make a formal request for results information under the *Freedom of Information and Protection of Privacy (FOIP) Act*. In accordance with this legislation, Alberta Education will respond to formal FOIP requests without conditions and without notification to any school or school authority.

Alberta Education does not endorse the publication of rank-ordered lists of schools, based on Provincial Achievement Test results.

Cut Scores and Standards

The Provincial Achievement Tests are criterion referenced and based on learning outcomes expected at Grade 6 and 9 levels respectively. Student performance is reported in relation to two standards: the *acceptable standard* and the *standard of excellence*. For each of these standards, the score on a given test that determines whether a student has achieved the standard is the *cut score* which is set after the marking of the tests. Because it is almost impossible to construct tests that are precisely equal in difficulty, cut scores may change slightly from year to year. Cut scores are set by test equating, a process of determining the score-equivalent on a new test relative to a previous test. This ensures that the actual performance expected of students at the *acceptable standard* and at the *standard of excellence* remains constant. In other words, although the cut score representing the standard may vary; the standard of performance does not.

When a new curriculum is introduced, it is necessary to reconfirm standards. A formal standard-setting procedure, involving classroom teachers from across the province, is conducted to confirm that the standards for the test appropriately reflect the intent of the new curriculum. The information obtained through this standard-setting procedure is used, in conjunction with the information from the equating process, to confirm appropriate standards.

Planning and Results Reporting

Planning and reporting by schools and school authorities throughout Alberta is carried out within the government's Accountability Framework, which depicts an ongoing cycle intended to enable continuous improvement and critical reflection. In this way, schools and school authorities:

- measure progress, set priorities and use results to improve education for students on an ongoing basis
- incorporate provincial directions and community input into their plans
- communicate school and school authority directions and results to stakeholders (provincial government, staff, parents and the public).

School authorities plan and implement three-year education plans aligned with ministry directions, allocate resources to schools and programs, monitor progress, report annually to stakeholders and use results to plan improvements. Schools acquire and implement three-year education plans which align-with school authority directions, monitor progress, report annually to stakeholders and use results to plan improvements that will positively affect student learning.

Schools and school authorities report results on all performance measures that are in their education plans, including the following required provincial measures:

- the percentages of enrolled students in Grades 6 and 9 who achieved the *acceptable standard* and the percentages who achieved the *standard of excellence* in relation to school targets, provincial results and provincial standards for the past five years.

Provincial Assessment provides multiyear reports on student achievement and participation on Provincial Achievement Tests, by school and school authority, on the Alberta Education website. Provincial Assessment also provides detailed reports for the Provincial Achievement Tests. These detailed reports, useful for identification of areas of strength and weakness in instructional programs are available only on the Extranet site.

For more information on planning and reporting, including target setting, see the *Guide for School Board Planning and Results Reporting* on the Alberta Education website.

School and school authority administrators can access the *Guidelines for Interpreting Achievement Test Results* on the Alberta Education Extranet website.

School and school authority administrators can get access to the Extranet website by contacting Client Services Help Desk (see the *Contacts* section).

Accounting for the Performance of All Students

Over the past number of years, with the cooperation of its stakeholders, Alberta Education has been seeking ways to report on the performance of all students in Grades 6 and 9. As in the past, school authorities must report, to their stakeholders and Alberta Education, the performance of

- all students in Grades 6 and 9
- students in home education programs whose performance is measured using alternative assessments

For more information contact the Director, Provincial Achievement Testing and Student Learning Assessments (see the *Contacts* section).

School and School Authority Reports

Alberta Education makes available to each superintendent a report for the school authority as well as for each school in the authority. The detailed and multiyear school and school authority reports are made available through Extranet. Guidelines for interpreting results are provided with these reports. Separate reports are issued for students who wrote the French versions of the mathematics, science and social studies Provincial Achievement Tests. The school and school authority reports contain local and provincial results. Both school and school authority reports contain results for students who wrote the tests and results based on the full enrolment (cohort) in the grade.

Preliminary Reporting of Results

Teachers of Grades 6 and 9 are expected to mark all machine-scored Provincial Achievement Tests, using the answer keys provided, and to report these preliminary results to parents. An electronic reporting form is available for this purpose on the Alberta Education Extranet website, however, schools may decide to use their own method to report preliminary results to parents in June.

Guidelines Regarding the Re-Issue of Reports

Except under unusual circumstances or by order of the Minister of Education, the information reported in Provincial Achievement Testing Program school and school authority reports will remain unchanged prior to, and following, their public release.

Individual School and School Authority Report

1. In the first ten days following the publication and Extranet posting of detailed Provincial Achievement Testing Program reports, the data of an *individual* school or school authority may be changed and the report re-issued under the following circumstances:
 - a. An error in a report, caused by Alberta Education, has a significant impact on the meaning or value of data that will be publicly reported, or is likely to raise doubts about the integrity of the entire report
 - b. Requests for change to individual student records, made by the school or school authority subsequent to the initial publication of their report, have a significant impact on the meaning or value of the data that will be reported, and the request for report re-issue has been approved by the superintendent.

All School and School Authority Reports

2. In the first ten days following the publication and Extranet posting of detailed Provincial Achievement Testing Program reports, the data of *all* school or school authorities may be changed and reports re-issued under the following circumstances:
 - a. An error in a report, caused by Alberta Education, has a significant impact on the meaning or value of data that will be publicly reported, or is likely to raise doubts about the integrity of the entire report
 - b. Requests for change to individual student records, made by one or more schools or school authorities subsequent to the initial publication of reports, have a significant impact on the meaning or value of *provincial* data that will be publicly reported or results in the likelihood that doubts will be raised about the integrity of an entire report.
3. Beyond ten days after the publication and Extranet posting of detailed Provincial Achievement Testing Program reports, no changes will be made to any school or school authority report except under unusual circumstances or by order of the Minister of Education.

Individual Student Profiles (ISP) Alberta Education makes available, in September, through Extranet, two copies of the Individual Student Profile (ISP) for each student, to the school where the student wrote the Provincial Achievement Tests. Student profiles of students who are excused or absent from the assessment, and students whose results have been withheld will be annotated *not available*. The school must keep a copy of the ISP with the students' records, and **must** provide the students' parents or guardians with a copy of the ISP. Teachers are expected to discuss the ISP with parents or guardians during regularly scheduled parent/teacher conferences.

Home Education Reports Results for students in home education programs are not included in the school authority report. Results are reported separately to each school authority for their students in home education programs who wrote Provincial Achievement Tests.

Superintendents and supervising private school principals will ensure that home education supervisors and parents have access to the aggregated home education results for their school authority. To protect the confidentiality of individual student results, if the aggregated report includes results of fewer than six students, it shall not be reported publicly. In this case, the report will be provided to the superintendents only.

Individual student profiles are available to the parents and supervisors of home educated students to use in planning their instructional programs.

Using the Reports Students' performance on the tests reflects their cumulative growth and achievement as a result of their entire school program, not just from instruction in Grades 6 or 9. Principals should therefore ensure that all staff participates in the review of Provincial Achievement Test results. If changes to school programs are needed, all staff will need to be involved.

A workshop entitled *Interpreting Achievement Test Results* presented by Alberta Education staff is available through the *Alberta Regional Professional Development Consortia*.

Plans should also be made to involve the school council and community in discussing Provincial Achievement Test results and in developing plans to improve student learning. Many school administrators and classroom teachers have developed successful strategies for involving parents and the community in helping students to meet standards and in supporting the school to maintain its programs.

Field Testing

Description of the Field Testing Program

Alberta Education administers field tests prior to the administration of May/June Provincial Achievement Tests. Field testing is a critical large scale assessment design process which ensures that all information provided by Alberta Education provincial assessments is reliable and valid. Field testing is essentially a process of *testing a test* – test questions are administered to determine their difficulty level and their appropriateness for use on a future Provincial Achievement Tests. Moreover, field testing allows students to become familiar with the Provincial Achievement Test testing environment and similar-type test items. This exposure has the potential to reduce test anxiety. Furthermore, teachers are able to provide comments about potential test questions, thereby contributing to the development of fair, valid and reliable provincial assessments.

Teachers are asked to consider the following points when commenting on specific questions and the overall test:

- appropriateness of the questions
- adequacy of writing time limits
- test length
- text readability
- artwork/graphics clarity and appropriateness
- question difficulty

Field tests may be composed of multiple-choice and/or numerical-response questions, depending on the course and type of field test being administered. Generally, field tests, like Provincial Achievement Tests, are designed to assess a variety of outcomes from the corresponding programs of study. However, some field tests that Alberta Education administers are *unit* tests that assess learning outcomes from only portions or sections of those programs of study.

Provincial Achievement program field tests are available in either digital or paper formats, or, for some courses, both. They are not available in special formats. Students may write Provincial Achievement Test field tests using reader, or scribe accommodations.

The school is responsible to provide the necessary support for these accommodations. Field tests are to be completed within the scheduled timeframe; it is important for teachers and Alberta Education to get an idea of appropriate test lengths which are captured by the field test completion rate. The information captured in relation to students who complete the field test in the allotted time is invaluable and informative for the creation of valid and reliable assessments.

It is best if all students complete the field test. If class time permits and students need more time, the writing time may be extended for 15-mins. However, students who are unable to complete the entire field tests are not to be penalized and raw scores may be prorated. Teachers may create a mark for the student out of the number of questions completed and not the entire field test. Students should not be instructed to guess the remaining answers on the field test as this will skew the statistics of the field test.

All field tests are secure before, during and after the administration. Digital format field tests are administered to students using computers under the supervision of the teachers who requested them. Digital field tests must be administered to students using Alberta Education's *Quest A+* locked browser application, which is available for download at <https://questaplus.alberta.ca/help/requirements.html>.

Paper format field tests are delivered to, and administered by, an assigned Alberta Education field test supervisor. Paper format field tests are administered to students in Francophone schools by field test supervisors who speak French. Every effort is made to schedule French speaking field test supervisors to administer paper format field tests to students in French Immersion programs.

Participation Requirements

For a class of students to be selected to have a field test administered at their school, the following conditions must be met:

1. A teacher must submit a request for a field test by the deadline. Field test requests are submitted through an online request system: <http://public.education.alberta.ca/FieldTestScheduler> or by using a paper-based form: <https://education.alberta.ca/media/3272826/paper-format-field-test-request.pdf>

The following presentation will walk staff through the field test request process: https://prezi.com/6klnbxqfgloy/field-test-request-help/?utm_campaign=share&utm_medium=copy

2. A field test placement of the type specified by a teacher on a field test request application must be available for scheduling.

Field Test Security and Administration Rules

For field test results to be valid and reliable, field tests must be administered under conditions that are similar to those that apply to the administration of Provincial Achievement Tests. Consequently, all of the directives and rules that are specified in this bulletin for the administration of Provincial Achievement Tests apply to the administration of field tests.

In addition to the directives and rules that are specified elsewhere in this bulletin, the following rules must be adhered to when field tests are administered in a school:

1. The security of all field test materials must be maintained before, during, and after their administration.
2. Paper format field tests must be administered by, and remain in the custody and control of, Alberta Education personnel at all times.
3. Digital format field tests must be administered by, and at all times remain under the custody and control of, the teacher whose students are writing them.
4. Teachers whose students are writing paper format field tests must be present in the examination room at all times.
5. Teachers whose students are writing paper format field tests may verify the answer key and review and validate test questions.
6. Prior to reviewing and validating a paper format field test, a teacher must review and sign a declaration concerning the security of the field test materials.
7. Only teachers whose students are writing a particular field test may examine its contents.
8. Validation of a paper format field test must occur in the examination room where the field test is being administered.
9. Validation of a digital format field test may occur within a 24-hour period following the field test administration.
10. No paper or digital format field test question or answer key may be copied, either by hand or digitally for any purpose.
11. Discussion of field test questions after their administration must be limited to a review of the concepts being assessed rather than to details of specific questions.
12. Students must be made aware of the purpose and importance of a field test prior to its administration. Field tests are not intended to be used as a student assessment, they *test* the test items.
13. Students who arrive late are not permitted to write a field test if there is insufficient time for them to complete it within the scheduled administration time.

Field Test Scoring

The machine scored questions on paper format field tests will be marked by the field test supervisor; student scores will be tabulated and provided to the participating teacher before the supervisor leaves the school. Alberta Education will provide no other field test marks.

The machine scored sections of a digital format field test will be electronically marked by Alberta Education.

Field Test Administration Dates

In 2017-2018, Alberta Education will administer paper and digital format field tests for Provincial Achievement Test courses as follows:

Paper Format Field Test Administration Dates	
Unit Tests:	
Year End Field Tests:	<p>April 16 – May 4</p> <ul style="list-style-type: none">• Français 6 et 9 Partie A: Écriture• French Language Arts 6 et 9 Partie A: Écriture• Grade 6 ELA Part A: Writing• Grade 9 ELA Part A: Writing• K&E 9 ELA Part A: Writing <p>May 14 – June 15</p> <ul style="list-style-type: none">• Français 6 et 9 Partie B : Lecture• French Language Arts 6 et 9 Partie B : Lecture• Grade 6 ELA Part B: Reading• Grade 9 ELA Part B: Reading• K&E ELA 9 Part B: Reading• Grade 6 Mathematics and Mathématiques Part A• Grade 9 Mathematics and Mathématiques Part A• K&E Mathematics• Grade 6 Social Studies and Études sociales• Grade 9 Social Studies and Études sociales• K&E 9 Social Studies• K&E 9 Science

Digital Format Field Test Administration Dates	
Unit Tests:	
Year End Field Tests:	<p>April 16 – May 5</p> <ul style="list-style-type: none">• Grade 6 ELA Part A: Writing• K&E 9 ELA Part A: Writing <p>May 14 – June 15</p> <ul style="list-style-type: none">• Grade 6 ELA Part B: Reading• Grade 9 ELA Part B: Reading• K&E ELA Part B: Reading• Grade 6 Mathematics and Mathématiques Part A and Part B• Grade 9 Mathematics and Mathématiques Part A and Part B• K&E 9 Mathematics• Grade 6 Social Studies and Études sociales Part(ie) B• Grade 9 Social Studies• K&E 9 Social Studies• Grade 6 Science and Sciences• Grade 9 Science and Sciences• K&E 9 Science

Deadline for Field Test Requests:

- Paper format year end field tests must be submitted by **March 20**. Digital format year end field tests must be submitted five business days prior to the preferred field test administration date.

Participation Approval and Request Process

A formal and deadline-sensitive process is used by Alberta Education to schedule and administer field tests in Alberta schools. That process, and school and school authority responsibilities related to it, are as follows:

1. If a superintendent has previously provided authorization for Alberta Education to conduct field tests within his or her school authority, the consent will automatically be carried forward to subsequent years. If a superintendent does not permit schools to participate in field testing or would like to verify or change the status of authorization, please notify field.test@gov.ab.ca expressing this intent.
2. If a school principal has previously provided consent for teachers within his or her school to participate in the Field Testing Program, the consent will be carried over to subsequent years. If a school principal would like to remove this consent or would like to verify or change the status of consent, please notify field.test@gov.ab.ca expressing this intent.
 - 2.1. Using the Extranet, principals authorize individual teachers to access the Field Test Request System. When teachers sign up for the Field Test Request System service, an email will be sent to the principal indicating authorization is required.
 - 2.2. If a principal has previously provided authorization for a teacher to access the Field Test Request System, the authorization will be carried forward indefinitely. Via the Field Test Request System, a principal can remove authorization for a teacher to access this application.
 - 2.3. At any time, principals can monitor field test requests for the school using the Extranet.
3. Teachers submit field test requests:
 - 3.1. Teachers who intend on requesting field tests must obtain a Public Authentication System (PAS) account. Instructions regarding this process can be found at this link: <http://goo.gl/aTGB8F>.
 - 3.2. To request field tests, the teacher whose students will be writing the field tests can submit a request using the Field Test Request System - <http://public.education.alberta.ca/FieldTestScheduler>. Alternately, teachers can submit field test requests by paper form and email the request to field.test@gov.ab.ca - <http://education.alberta.ca/admin/testing/forms/>.
4. Alberta Education schedules field test placements:
 - 4.1. The individual field test request is reviewed to determine if it matches an available field test administration; where a match is

- found, a field test placement is scheduled.
- 4.2. Paper format field test requests are also reviewed for supervisor availability. If a supervisor is not available in a particular region the following options may be exercised:
 - 4.2.1. The school administration may recommend and provide an alternate supervisor, such as an assistant principal or teacher.
 - 4.2.2. The teacher may elect to administer the field test in digital format.
 5. Alberta Education communicates and confirms field test placements:
 - 5.1. Once the scheduling of paper format field test placements is complete, Alberta Education sends a confirmation to the teacher who requested the field test.
 - 5.2. When a digital format field test placement is complete, Alberta Education sends a follow-up email to the teacher who placed the request and who will be supervising its administration. This email communicates the information the teacher requires to access and administer the digital format field test.
 - 5.3. Prior to each scheduled paper format field test administration, a field test supervisor from Alberta Education will contact the teacher whose students will be writing to confirm administrative details.

Special Format Practice Tests

Field tests are not available in special format versions. Alberta Education produces special format practice tests to provide students, who are eligible for these accommodations and audio provisions an opportunity to practice provincial achievement test-style questions. Special format practice tests are available in Braille, audio, large print or coloured print versions. French Braille tests are available by request. Special format practice tests are produced for all Provincial Achievement Test courses and are distributed free of charge. Special format practice tests are produced in limited quantities, therefore, the number of special format practice tests distributed to each school is restricted and should only be administered to students eligible for Provincial Achievement Test accommodations and audio provisions. For more information, contact (780) 492-1644.

Significant Dates

September 1, 2017	First day teachers may submit field test requests. Field test requests are submitted via the <i>Field Test Request Application</i> .
March 20, 2018	Last day for participating schools to submit <i>Paper Format Field Test Requests</i> for year-end field tests.
June 10, 2018	Last day for participating schools to submit <i>Digital Format Field Test Requests</i> for year-end field tests.

Resources and Web Documents

Resource Materials from Alberta Education

A number of resources are available to assist teachers in becoming familiar with the Provincial Achievement Tests. As well, some resources have been made available to assist with the interpretation of the Provincial Achievement Test results in the context of classroom instruction. For more detailed information, please visit the Alberta Education website at

<http://education.alberta.ca/admin/testing/achievement.aspx>.

- **General Information Bulletin:** This bulletin provides directives, rules, and procedures related to the administration of Provincial Achievement Tests. It is available on the Alberta Education website at:
<http://education.alberta.ca/admin/testing/achievement/achievementbulletin/>.
- **Subject Bulletins:** Subject bulletins for specific Provincial Achievement Tests including Grade 9 Knowledge and Employability Provincial Achievement Tests are available on the Alberta Education website.

The bulletins provide detailed descriptions of the Provincial Achievement Tests, the Provincial Achievement Test blueprints, sample questions, scoring criteria and other information of relevance in the current school year.

- **Released Items:** Released items from specific Provincial Achievement Tests that may be used by schools, for educational purposes only, are available on the Alberta Education website. In addition, many released items are found on Quest A+: <https://questaplus.alberta.ca>.

All other previously administered Provincial Achievement Tests and Provincial Achievement Test items that have not been released remain secured.

- **Assessment Highlights:** Assessment highlights for Provincial Achievement Tests that were administered in previous years are available on the Alberta Education website. These documents provide a summary of student achievement strengths and weaknesses identified by Provincial Assessment staff after Provincial Achievement Tests have been administered. The Assessment Highlights documents are available on the Alberta Education website.

The Alberta Education website is organized by subject. Each of the documents listed above, with the exception of the General Information Bulletin, can be located within each subject area card:

Grade 6:

[English Language Arts 6](#)

[Français 6](#)

[French Language Arts 6](#)

[Mathematics 6](#)

[Science 6](#)

[Social Studies 6](#)

Grade 9:

[English Language Arts 9](#)

[K&E English Language Arts](#)

[Français 9](#)

[French Language Arts 9](#)

[Mathematics 9](#)

[K&E Mathematics](#)

[Science 9](#)

[K&E Science](#)

[Social Studies 9](#)

[K&E Social Studies](#)

Provincial Achievement Test Administration Forms

Nature and Purpose of Provincial Achievement Test Administration Forms

School administrators, teachers and Provincial Achievement Test supervisors are required to complete and submit a variety of forms before, during and after each Provincial Achievement Test administration.

All Provincial Achievement Test administration forms are deadline sensitive because their submission has consequences related to the production, scheduling and delivery of Provincial Achievement Test materials, their administration, marking, or scoring and/or the reporting of marks and results.

Some Provincial Achievement Test administration forms are grade or administration specific i.e., there is a specific version of the form that must be completed in relation to a specific grade or administration. Consequently, it is important to ensure that the appropriate version of a form is completed, as required.

Provincial Achievement Test Form Types and Names

Forms commonly completed by school personnel before or after a Provincial Achievement Test administration include:

1. *List of Special Format Materials*
2. *Request for Supplemental Shipment Form*
3. *Principal's Statement*
4. *List of Students*

Field Test Form Type and Name

The following form is to be used in relation to the administration of field tests:

Paper Format Field Test Request Form

Special Format Practice Test Order Form

The following form is to be used to order Special Format Practice Tests:
Achievement Test Special Format Practice Test Order Form

Sample Forms and Letters

Overview

A brief description and sample illustration of each type of form that school personnel may need to access in relation to the administration of Provincial Achievement Tests in 2017–2018 is provided on the following pages.

Some of these forms are administration-session specific, but only one version of each form is illustrated. Actual versions of these forms can be viewed and are available on the Alberta Education website at <http://education.alberta.ca/admin/testing/forms.aspx>.


Two sample letters that may be used to communicate with parents about achievement testing are also provided. These sample letters are also available on the Alberta Education website.

Request for Special Format Materials

The *Request for Special Format Materials* form is to be used by school personnel to order special format materials from Alberta Education (see *Accommodations* section).

REQUEST FOR SPECIAL FORMAT MATERIALS

Achievement Testing Program 2018 — Grade 6



SCHOOL: _____ SCHOOL CODE: _____

JURISDICTION: _____ JURISDICTION CODE: _____

NAME OF PERSON PLACING ORDER: _____

E-MAIL OF PERSON PLACING ORDER: _____

For each subject, please indicate the types and quantities of the special format material required

Subject	MP3*		CD		Large Print		Braille		Other (Specify)	
	E	F	E	F	E	F	E	F	E	F
Example	✓	✓	20	4	1			1		1 blue paper
English LA				n/a		n/a		n/a		n/a
French LA			n/a		n/a		n/a		n/a	
Français			n/a		n/a		n/a		n/a	
Math										
Social Studies										
Science										

*For MP3 files, please check the space for the subject required. Only 1-MP3 File per test will be e-mailed as it may be distributed to a number of devices or via a network

_____ Date

_____ Principal's Signature

_____ Phone Number

Deadline for submitting form: **March 2, 2018**

Email this form and/or direct all questions to: sfm.pat@gov.ab.ca using the subject line: AT Special Format Material - your school name and school code (e.g. AT Special Format Material – Ben Hur School, 9999)

Request for Supplemental Shipment

The *Request for Supplemental Shipment Form* is to be used by administrators to request the shipment of additional Provincial Achievement Test materials (see *Administration Directives, Guidelines & Procedures* section).

Request for Supplemental Shipment Achievement Tests: May/June 2018



School Code: _____ School Name, Contact Person and Delivery Address (for Courier) _____
 Authority Code: _____
 School Phone: _____
 School Fax: _____

The following tests are required:

English Tests		
Course	Part	# Required
ELA 6	A <input type="checkbox"/> B <input type="checkbox"/>	
Mathematics 6	A <input type="checkbox"/> B <input type="checkbox"/>	
Science 6		
Social Studies 6		
ELA 9	A <input type="checkbox"/> B <input type="checkbox"/>	
Mathematics 9	A <input type="checkbox"/> B <input type="checkbox"/>	
Science 9		
Social Studies 9		
K&E ELA 9	A <input type="checkbox"/> B <input type="checkbox"/>	
K&E Mathematics 9		
K&E Science 9		
K&E Social Studies 9		

French Tests		
Course	Partie	# Required
FLA 6	A <input type="checkbox"/> B <input type="checkbox"/>	
Français 6	A <input type="checkbox"/> B <input type="checkbox"/>	
Mathématiques 6	A <input type="checkbox"/> B <input type="checkbox"/>	
Sciences 6		
Études sociales 6		
FLA 9	A <input type="checkbox"/> B <input type="checkbox"/>	
Français 9	A <input type="checkbox"/> B <input type="checkbox"/>	
Mathématiques 9	A <input type="checkbox"/> B <input type="checkbox"/>	
Sciences 9		
Études sociales 9		
K&E Mathématiques 9		
K&E Sciences 9		
K&E Études sociales 9		

Notes/Special Requests:

Email this form 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)

Principal's Statement

The *Principal's Statement* is school and Provincial Achievement Test administration specific, therefore, it is not available on the Alberta Education website. This form is shipped to principals accompanying the Provincial Achievement Test materials for each subject. It must be completed, signed by a principal and included in the return shipment, to Exam Administration, with the Provincial Achievement Test to which it applies.



June 2018 Provincial Achievement Tests Principal's Statement #1 Grade 9

(English Language Arts 9 Part A, French Language Arts 9 Partie A, K&E English Language Arts 9)

School: 9999 The New Century School
Authority: 0000 Alberta School Division No.99



The following declaration attests that while the provincial achievement tests were in the custody and control of the school and under the supervision of the principal, they were handled and/or administered as per the directives outlined in the Provincial Achievement Testing Program **General Information Bulletin, 2017-2018**. This declaration **MUST** be completed and signed by the principal and returned with **each** List of Students (LOS) and set of testing materials being return shipped to Alberta Education, **even if no student wrote a provincial achievement test**.

Declaration:

I hereby certify that in my capacity as principal I carried out my duties and responsibilities as defined by the directives outlined in the Provincial Achievement Testing Program **General Information Bulletin, 2017-2018** and I attest to the following [please check (✓) each box that applies]:

Test Security:

- ☐ All secured test materials that were sent to the school are accounted for and have been appropriately prepared and packaged for return shipment
- ☐ No secured achievement test materials were **copied**, in whole or in part, or **have been retained by anyone at the school**
- ☐ Strict security of all test materials was maintained at all times while they were in the custody and control of the school
- OR
- ☐ The following suspected security breach occurred while test materials were in the custody and control of the school:

(Continued on next page)

Test Administration:

- ☐ No tests were administered at this school OR
- ☐ Tests were administered at this school and I attest to the following:
- ☐ All rooms used for test administration purposes were secure, appropriately set up, and free of materials or distractions that could affect the outcomes of the test
 - ☐ All provincial achievement tests were administered according to the official schedule, or following an approved alternate schedule, and in accordance with the policies, directives, rules and procedures outlined in the Provincial Achievement Testing Program **General Information Bulletin, 2017-2018**
 - ☐ Students understood and complied with all requirements related to the use of test materials and no unauthorized materials were brought into or used in the test room
 - ☐ If computers and/or digital recording devices were used for test administration purposes, all provincial achievement test information, including student responses, have been removed from those devices
 - ☐ Appropriate procedures were followed with respect to the use of writing accommodations for specific students. The student(s) booklets have been completed accurately identifying the accommodations used (please list the accommodations used and attach additional sheets if more space required)
- | Student Surname | Student First Name | Grade | Subject | Accommodation Type(s) |
|-----------------|--------------------|-------|---------|-----------------------|
| | | | | |
| | | | | |
- ☐ Appropriate procedures were followed with respect to the excusing of students from writing
- ☐ Achievement tests were marked and/or scored in a manner that:
- ☐ maintained the security and integrity of student responses
 - ☐ protected the security of all test materials
- ☐ The tests were administered without incident or irregularities and without violation of test rules OR
- ☐ The following irregularities or violation of the test rules occurred before, during, or after the administration of the test(s):

Principal's Name (please print) _____ Principal's Signature _____
Date _____ School Phone # _____ Principal's Email _____
Summer Phone # _____ Summer Contact Name (please print) _____
Summer Contact Email _____

Note: The return of a completed and signed *Principal's Statement*, with **each** List of Students (LOS), is mandatory, **even if no student wrote a provincial achievement test**

List of Students

The *List of Students* is school and Provincial Achievement Test administration specific, therefore, it is not available on the Alberta Education website. This form is shipped to principals accompanying the Provincial Achievement Test materials for each subject. It must be completed at the end of each Provincial Achievement Test administration and included in the return shipment, to Exam Administration, with the Provincial Achievement Test to which it applies.



June 2018 Achievement Tests LIST OF STUDENTS #1 Grade 9

School: 9999 The New Century School (403) 321-4321
Authority: 0000 Alberta School Division No. 99

	Tests Completed for			Tests NOT Completed by Students			TOTAL
	Registered Students	Unregistered Students	Absent(A)	Excused(E)	Transferred(T)		
ELA 9	3	4	1	1	0	=	8
Part A							
FLA 9	4	4	0	1	0	=	9
Part A							
K&E ELA 9	2	0	0	0	1	=	3
Part A							

“+” signs are included to assist with accurate completion of this sheet.

Principals MUST return this signed List of Students even if NO students took part in the testing

NOTE: Alberta Student Numbers MUST be provided for all students writing provincial achievement tests



June 2018 Achievement Tests LIST OF STUDENTS #1 Grade 9

School: 9999 The New Century School (403) 321-4321
Authority: 0000 Alberta School Division No. 99

NOTE: Alberta Student Numbers MUST be provided for all students writing provincial achievement tests

Alberta Student Number	Student Name Surname, Given Names	Birth Date	ELA 9 Part A	FLA 9 Partie A	K&E ELA 9 Part A	
9999-9999-0	Banner, Bruce	2990-05-26	✓	✓		
9999-9999-1	Kent, Clarke	2990-10-04			✓	This student was absent.
9999-9999-2	Kirk, James	2990-06-01	A	✓		
9999-9999-3	Lane, Lois	2990-09-30	✓	✓		
9999-9999-4	Organa, Leia	2989-09-12			✓	This student transferred.
9999-9999-5	Prince, Diana	2990-02-03			T	
9999-9999-6	Romanoff, Nathasha	2990-07-11	E	E		The Superintendent excused (E) this student from writing these achievement tests.
9999-9999-7	Stark, Tony	2990-01-02	✓	✓		
The following three students were unregistered and have been added to the List of Students.						
9999-9999-8	Skywalker, Luke	2990-05-01	✓	✓		This student is not in Grade 9
9999-9999-9	McCoy, Leonard (out of grade)	2990-07-17	✓	✓		
9999-9998-9	Parker, Peter (Home Education)	2990-10-31	✓	✓		This student is receiving instruction through "Home Education"

Permission-to-Excuse Sample Letter

This sample letter is designed to support the principal when a family decides to submit a request to have their child excused from writing a Provincial Achievement Test. The recommendation must be to the superintendent for approval. Modifications to the letter may be made as the situation warrants.

Sample Permission-to-Excuse Letter

TO: _____
Parent/Guardian _____ Date _____

RE: _____
Name of Student _____

In May and June of this year, students in Grade 9 throughout the province will write provincial achievement tests in four subject areas: language arts, mathematics, science, and social studies. Results from these tests will provide Alberta Education, school administrators, teachers, parents, students, and the public with information about what students know and can do in relation to provincial standards at the end of Grade 9. These results can be used to improve learning opportunities for students.

To ensure that they do their best when writing an achievement test, special format test materials and other writing accommodations are available to students who have learning or physical disabilities and who use such accommodations regularly to support their learning. If a student is not capable of responding to an achievement test even with one or more writing accommodations, or if participation would be harmful to the student, a superintendent may excuse a student from writing. A superintendent's decision to excuse a student from writing an achievement test is based on a recommendation from the principal that is supported by the child's parent or guardian. This recommendation must also be supported with documentation such as a student's individual learning plan.

Although test writing accommodations are available, I am considering recommending to the superintendent that your child be excused from writing the provincial achievement test(s) in the following subject(s):

- | | |
|--|--|
| <input type="checkbox"/> Language Arts—Writing | <input type="checkbox"/> Language Arts—Reading |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> Science | |

Principal's Signature

Please indicate whether or not you support this decision by checking one of the boxes below and returning this letter to me:

- ☐ I support your recommendation to excuse my child.
☐ I do not wish my child to be excused from writing achievement tests
☐ I would like an opportunity to discuss this recommendation.

Parent/Guardian's Signature _____ Date _____

**Sample
Notification of
Provincial
Achievement
Testing Letter to
Parents**

This sample letter may be used when the classroom teacher has decided to use the results from a Provincial Achievement Tests administration as part of students' final grades

Sample Notification of Achievement Testing Letter to Parents

To Parents of Students in Grades 9:

In May and June of this year, all Grade 9 students throughout the province will write provincial achievement tests in language arts, mathematics, science, and social studies. Results from these tests will provide Alberta Education, school administrators, teachers, parents, students, and the public with information about what students know and can do in relation to provincial standards at the end of Grade 9.

Achievement tests are based on what students have been learning throughout the school year, so I will mark them before they are returned to Alberta Education. This will allow me to get an initial look at the performance of the students in my class and will enable me to use each child's achievement test score as ___ percent of their final grade in each subject tested.

In the fall, an *Individual Student Profile* showing your child's achievement test results will be available at our school. This profile is prepared by Alberta Education after the marking and scoring of tests has been completed and final scores are calculated; it will present your child's performance on each test in relation to provincial standards. This information may be useful in planning your child's instructional program for the coming year. You are invited to review your child's results with his or her new teacher and to discuss how results will be reflected in the instructional program that is planned for the coming year.

Reports that show how well our students did as a group in relation to provincial standards will also be available at our school in the fall. All parents and other members of our community will be invited to our school to discuss the results at that time.

Please call our school if you have any questions.

Sincerely,

Teacher's Name

Paper Format Field Test Request Form

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 version of the *Field Test Request Guide*

<https://education.alberta.ca/provincial-achievement-tests/forms/>.

Provincial Achievement Test Field Test Request Form



NOTE: Prior to submitting field test request:

- please read the current *Field Test Request Guide*, which is available at: <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

Achievement Field Request Deadline: Session 1

Unit Tests – digital only – 5 business day prior to the preferred field test administration date

Year End Tests – digital – 5 business day prior to the preferred field test administration date

Year End Tests – Paper and hybrid – **March 20, 2018**

School Information:

_____	_____	_____
School Name	School Code	School Location (City or Town Name)

Teacher Name		

Phone Number		

Teacher Email Address		

Field Tests Requested:

SUBJECT Field test name	Preferred Field Test Date	Class To Be Tested (Class Name or ID #)	# of Students In Class	Teacher Name	Class Start Time	Class Finish Time
Example						
<i>Math 9 Year End</i>	<i>May 8</i>	9D	25	Patricia Smith	10:20	11:20
Choose a Subject						
Choose a Subject						
Choose a Subject						
Choose a Subject						
Choose a Subject						
Choose a Subject						

Please return this form **via 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)

Special Format Practice Test Order Form

The *Achievement Test Special Format Practice Test Order Form* is to be used by teachers to request special format practice tests. This form is **not to be used for ordering special formats for Provincial Achievement Tests**.

Achievement Test Special Format Practice Test Order Form



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

School Name, Contact Person and Mailing Address (Materials will be shipped via Canada Post)

School Code: _____
 Authority Code: _____
 School Phone: _____
 School Fax: _____

Please allow 6 – 8 weeks for delivery

Please check the course(s) and indicate the special format required:

- Braille and Large Print (black/white)– please indicate the number of tests required
- Large Print/Coloured Paper copies – indicate the number of tests and colour of tests required
- Coloured paper – 1 black/white master copy will be provided and school personnel can make copies on coloured paper as needed
- Audio CD – 2 copies will be provided and school personnel can upload to devices as needed

Subject	Braille	Large Print	Large Print/ Coloured Paper	Coloured Paper	Audio CD
ELA 6					
Math 6					
Science 6					
Social 6					
FLA 6					
Français 6					
Mathématiques 6					
Sciences 6					
Études sociales 6					
ELA 9					
Math 9					
Science 9					
Social 9					
K&E ELA					
K&E Math					
K&E Science					
K&E Social					
FLA 9					
Français 9					
Mathématiques 9					
Sciences 9					
Études sociales 9					
K&E Mathématiques					
K&E Sciences					
K&E Études sociales					

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

Use the subject line: AT SFPTests- *your school name* - *school code* (e.g. AT SFPT - Ben Hur High School - 9999).

Contacts 2017–2018

Provincial Assessment Sector

Dan Karas, Executive Director ***NEW**
Provincial Assessment Sector
780-422-4848
Dan.Karas@gov.ab.ca

Grade 3, 6, and 9 Provincial Assessment

Nicole Lamarre, Director
Student Learning Assessments and
Provincial Achievement Testing
780-427-6204
Nicole.Lamarre@gov.ab.ca

Gilbert Guimont, Director ***NEW**
French Assessment
780-422-3535
Gilbert.Guimont@gov.ab.ca

Senior Managers

Julia Lee-Schuppli
Gr. 3 English Language/Literacy
780-422-3338
Julia.LeeSchuppli@gov.ab.ca

Renate Taylor Majeau
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780-422-2656
Renate.TaylorMajeau@gov.ab.ca

Peggy Lee Peters
Gr. 3 Francophone and
French Immersion Literacy
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PeggyLee.Peters@gov.ab.ca

Robyn Pederson
Gr. 6 English Language Arts and Social Studies
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Robyn.Pederson@gov.ab.ca

Denis Dinel
Gr. 6 and 9 Français/French Language Arts
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Denis.Dinel@gov.ab.ca

Kelly Rota
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780-422-4365
Kelly.Rota@gov.ab.ca

Kelty Findlay
Gr. 6 and 9 Science
780-415-6120
Kelty.Findlay@gov.ab.ca

Harvey Stables
Gr. 9 English Language Arts and Social Studies
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Harvey.Stables@gov.ab.ca

Ray Shapka
Knowledge & Employability (K&E)
780-422-2786
Ray.Shapka@gov.ab.ca

Examination Administration

Pascal Couture, Director ***NEW**
Exam Administration
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Pascal.Couture@gov.ab.ca

Pascal Couture, Senior Manager ***NEW**
Exam Administration and Production
780-492-1462
Pascal.Couture@gov.ab.ca

Pamela Klebanov, Senior Manager
Business Operations and Special Cases
780-492-1443
Pamela.Klebanov@gov.ab.ca

Steven Diachuk, Coordinator
Field Testing, Special Cases, and GED
780-492-1453
Steven.Diachuk@gov.ab.ca

Special Cases Team Exam Administration
special.cases@gov.ab.ca

Inquiries about field testing can be sent by email to
field.testing@gov.ab.ca

Provincial Assessment Sector Mailing Address:

Provincial Assessment Sector, Alberta Education
44 Capital Boulevard
10044 108 Street
Edmonton AB T5J 5E6

Telephone: 780-427-0010
Toll-free within Alberta: 310-0000
Fax: 780-422-4200
Alberta Education website:
education.alberta.ca

Client Services Help Desk: *NEW

Telephone: 780-427-5318
Toll-free within Alberta: 310-0000
Email: cshelpdesk@gov.ab.ca
Office Hours:
Monday through Friday, 8:15 a.m. to 4:30 p.m.
The office is open during the lunch hour.