

Request for Exemption from Writing Diploma Exams

Student Information:

ALBERTA STUDENT NUMBER					
SURNAME					
LEGAL FIRST AND MIDDLE NAMES					
BIRTH DATE	Year	Month	Day	TELEPHONE	
	(e.g., 89 Jul 20)				
PERMANENT ADDRESS	Apt/Street/Ave/P.O. Box/Route				
	Village/Town/City				
	Province			Postal Code	
Email ADDRESS					

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

November 2017 January 2018 April 2018 June 2018 August 2018

If a community crisis has impacted a group of students, please submit one *Request for Exemption* form with a list of students (Alberta Student Number, Last Name, First Name and Diploma Course)

Reason for Exemption Request:

(see *Diploma Exam Accommodations and Special Cases* section regarding Exemptions)

- Medical (acute illness, validated surgery, acute episode of ongoing medical condition; attach *Physician Confirmation Form*)
- Inclement Weather (attach official supporting documentation)
- Administrative Error (attach copy of Principal's Statement)
- Court appearance (attach official supporting documentation)
- Bereavement _____ (Relationship to Student) (attach official supporting documentation)
- Other: (Specify) _____ (attach official supporting documentation)

To be completed by PRINCIPAL or designate:

I, _____ am aware of this student's circumstance related to this request for exemption.
Name / Role (Please Print)

Based on that knowledge, the diploma exam exemption criteria and the belief that this request is consistent with those rules and directives, as well as other official supporting information provided or attached to this form, I recommend that he/she:

- be granted an exemption from writing the _____ diploma exam(s)
- be granted a partial exemption from writing the Part(ie) A or B _____ diploma exam(s)
- OR
- not** be granted an exemption from writing the _____ diploma exam(s)
- not** be granted a partial exemption from writing the Part(ie) A or B _____ diploma exam(s)

School Code _____ School Name _____
Principal's Name _____ School Telephone (____) _____
Fax Number (____) _____ School E-mail Address _____
Principal/Designate Signature _____ Date: _____
Second Contact Name and Email Address _____

Student/Parent/Guardian

WHAT DO EXEMPTIONS MEAN FOR FINAL MARKS?

Prior to applying for an exemption, the following should be considered:

Full exemption

When a student is exempted from writing an entire diploma exam the **student's school-awarded mark will replace the full exam mark**. The student's transcript is annotated *Exemption Granted*.

Partial Exemption

When a student is exempted from writing either Part(ie) A or B of a Language Arts or Social Studies diploma exam, to derive the component exempted from writing, **the average between the mark from the component completed and the student's school-awarded mark from the course is calculated**.

Following a partial exemption, if a student chooses to improve their diploma exam mark, the entire diploma exam needs to be rewritten.

- I/We understand that the personal information collected on this form pursuant to section 32(c) of the *Freedom of Information and Protection of Privacy Act* will be used to process and administer the writing and/or rewriting of the registered diploma exam(s) and/or for making the appropriate adjustment of marks in the registered subject(s). This information will be used for the purposes stated, by Alberta Education only
- I/We have accurately provided information on this request form and supporting documentation
- I/We have read and had the opportunity to ask questions about the information on this request form. I/we understand the impact of a full or partial exemption on course marks

NOTE: All three check boxes must be true and then checked off before this form is submitted

Signature of Student Date

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

This form must be submitted to:

Alberta Education, Special Cases and Accommodations
44 Capital Blvd.
10044 – 108 Street
Edmonton AB T5J 5E6

E-mail: special.cases@gov.ab.ca
Phone: (780) 492-1400 Fax: (780) 492-1153