

# Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Distance Learning Special Writing Centre 2018–2019

To be completed by a student’s teacher if the out-of-province student is currently completing a diploma course for which he/she is registering to write a diploma exam at a pre-approved Special Writing Centre

## 1. Diploma exam administration for which this confirmation applies

- November 2018   
  January 2019   
  April 2019   
  June 2019   
  August 2019

## 2. Student Information

ALBERTA STUDENT NUMBER	<input type="text"/>	BIRTH DATE	<input type="text"/>	<input type="text"/>	<input type="text"/>
SURNAME	<input type="text"/>				
LEGAL FIRST AND MIDDLE NAMES	<input type="text"/>				
CURRENT ADDRESS	Apt/Street/Ave/P.O. Box/Route <input type="text"/>				
	Village/Town/City <input type="text"/>				
	Province	Postal Code			
	<input type="text"/>	<input type="text"/>			

## 3. Student’s Diploma Course Progress Information

DIPLOMA COURSE NAME	<input type="text"/>	SCHOOL FINAL TEST DATE	<input type="text"/>	DIPLOMA EXAM DATE	<input type="text"/>
DIPLOMA COURSE ENROLMENT DATE	<input type="text"/>	% OF COURSEWORK & ASSIGNMENTS CURRENTLY COMPLETED	<input type="text"/>	CURRENT AGGREGATED COURSE MARK in %	<input type="text"/>

Given his/her current diploma course mark, percentage of coursework completed, demonstrated ability level and effort and work/study habits demonstrated to date, in my professional judgment, the above-named student has a reasonable likelihood of:

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| Completing the required coursework prior to the scheduled date of the final school-based test for this diploma course           | <input type="checkbox"/> | <input type="checkbox"/> |
| Achieving a passing grade on the final school test for this diploma course if the diploma exam is written on the scheduled date | <input type="checkbox"/> | <input type="checkbox"/> |
| Achieving a passing diploma exam mark if the diploma exam is written in the proposed exam writing administration                | <input type="checkbox"/> | <input type="checkbox"/> |

## 4. Teacher Declaration

- I have provided access to and explained to the student and his/her parent(s) all of the rules, directives, guidelines and procedures associated with the handling and administration of diploma exams at a Special Writing Centre  
 I support this student’s request to write the aforementioned diploma exam at the proposed writing administration  
 If this student is approved to write the aforementioned diploma exam at the requested diploma exam administration and Special Writing Centre, I will submit his/her final school-awarded mark for that diploma course by the deadline date  
 I have discussed the information I am providing on this form with the student before submitting my response

Teacher’s First Name	Teacher’s Surname	School Name and School Code
Telephone Number	Email Address	
Teacher’s Signature	Date	

## 5. Principal’s Information

Principal’s Name	Principal’s Signature	Date
Telephone Number	Email Address	

The personal information collected on this form is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*, and will be used to administer and process the writing and/or rewriting of diploma exam(s) at a Special Writing Centre. It will be treated in accordance with the privacy protection provision of Part 2 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information, contact the Director, Exam Administration, at (780) 492-1462.

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