

Diploma Exam Field Test Request Form

NOTE: Prior to submitting field test request:

- Please read the current Field Testing section in the General Information Bulletin, available at: <https://education.alberta.ca/diploma-exam-administration/general-information-bulletin/?searchMode=3>
- Teachers must have an Alberta Education account and have approval by their school principal to request field tests.

Diploma Field Request Deadline: Session 1	Diploma Field Test Request Deadline: Session 2
Unit Test – Digital Only – 5 business day prior to the preferred field test administration date.	Unit Test – Digital Only – 5 business day prior to the preferred field test administration date.
Year End Test – Digital – 5 business day prior to the preferred field test administration date.	Year End Test – Digital – 5 business day prior to the preferred field test administration date.
Year End Tests – Paper & Hybrid – November 3, 2018	Year End Tests – Paper & Hybrid – April 13, 2019

School Information:

School Name	School Code	Teacher Name
Phone Number	Teacher Email Address	

Request Form Instruction:

1. “Save As” the PDF document to your computer desktop
2. In the “*SUBJECT – Field Test Name*” box in the table below, click on the down arrow button to view all of the available field tests and formats, organized by “Subject + Type + Format + Length” (E.g. Biology 30 Year-End [Digital 65 mins])
3. Select the field test and fill out required information in the blanks
4. Click “Save”, attach and e-mail the document to Field.Test@gov.ab.ca

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>Biology 30 Year-End (Hybrid 50 mins)</i>	<i>January 8</i>	12D	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						
Choose a Subject						

Please return this form **via e-mail** to field.test@gov.ab.ca using the **subject line** “Field Test Request: *Your School Code, Your School Name*” (e.g. Paper Field Test Request: 9999, Ben Hur High School)