This bulletin is written primarily for

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<td>Teachers</td>
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<td>Administrators</td>
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<tr>
<td>Parents</td>
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<td>General Audience</td>
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<td>Others</td>
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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, Examination Administration, Provincial Assessment Sector, Alberta Education.

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

The attempt is to provide easy access for superintendents, principals/chief presiding examiners, teachers, and others requiring information about all aspects of diploma exam administration.
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**General Information Bulletin**

**Introduction to the Diploma Exam Program**

**Purpose**

The Grade 12 Diploma Examinations Program, established in 1984, has three main purposes:

- to certify the level of individual student achievement in selected Grade 12 courses,
- to ensure that province-wide standards of achievement are maintained and
- to report individual and group results.

The program has diploma exams in selected Grade 12 courses: Biology 30, Chemistry 30, English Language Arts 30–1, English Language Arts 30–2, Français 30–1, French Language Arts 30–1, Mathematics 30–1, Mathematics 30–2, Physics 30, Science 30, Social Studies 30–1 and Social Studies 30–2.

Diploma courses are required components to achieve an Alberta High School Diploma (English/Francophone) or an Alberta High School Equivalency Diploma:

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<th>Certificate</th>
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<td>Alberta High School Diploma</td>
<td>English Language Arts 30-level or Français 30-1 and Social Studies or études sociales 30-niveau</td>
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<tr>
<td>Alberta High School Equivalency Diploma</td>
<td>English Language Arts 30-level</td>
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**Eligibility to Write Diploma Exams**

- A student who is formally registered to receive instruction in a diploma exam course in an Alberta high school is eligible to write the diploma exam at that school. Before course credit for a diploma exam course can be awarded, a student must write the diploma exam.
- A student who is not currently receiving instruction and has previously been awarded a school mark for the course may write the diploma exam.
- A mature student* may write the diploma exam without having a previously awarded school mark in that course.

*A mature student, for Alberta High School Diploma purposes, is one who, as of September 1 of the current school year, is 19 years of age or older; or the holder of a previously awarded high school diploma from the province of Alberta, or an equivalent high school diploma from a jurisdiction acceptable to the Minister.

*Mature student status is granted effective September 1st for the subsequent school year, and cannot be applied retroactively to a student’s completed coursework on file with Alberta Education.*
• Non-funded visiting students are those who are not eligible to receive funding in Alberta and who have an enrolment type of 415 or 416. Non-funded visiting students seeking Alberta high school credits for official transcript purposes must write a diploma exam on the same terms as Albertan students. Non-funded visiting students are required to pay $50.00 (includes GST) per diploma exam and the fee is non-refundable and non-transferrable to other diploma exam administrations. Non-funded visiting students must pay this fee and register for diploma exams using myPass.

Multiple Forms

As part of Alberta Education’s commitment to increase opportunity for students writing diploma exams, two distinct diploma exam forms may be administered during the January and June administrations.

The two forms will be equated to baseline diploma exams to ensure that the same standard applies to both forms. Both forms will adhere to the established blueprint specifications and will be subject to thorough review by a technical review committee.

To facilitate the analysis of school-level results, schools will not receive more than one exam form per diploma exam course. In diploma exam courses offering a translated French-language diploma exam, both forms will be administered in both English and in French.

For further information, please contact the Director, Diploma Program.

Student and Parent/Guardian Notification

During the administration of diploma exams, Alberta Education collects personal information from each student for the purpose of processing, marking or scoring the diploma exams and reporting results on transcripts. Personal student information includes 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). At the beginning of each school year, school staff are required to notify parents/guardians that their child will be writing diploma exams. A Quick Facts for Students and Parents/Guardians document is included Administration Directives, Guidelines and Procedures section for school staff to share with parents/guardians.

School authorities should direct questions from staff or parents regarding Alberta Education’s collection of student information to Director, Diploma Program.
**Summary of Revisions for the 2018-2019 School Year**

The following major revisions and/or changes to dates, directives, rules and/or processes have been made in the *General Information Bulletin* for 2018-2019. All changes for the 2018-2019 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 have important implications for administrators, teachers and students/examinees, so it is important that they carefully review this bulletin as they prepare for the administration of diploma exams in the 2018-2019 school year.

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<th>Topic:</th>
<th>Changes made:</th>
<th>Section:</th>
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<td>Two diploma exams scheduled on the same day</td>
<td>• Only one exam per day during the January and June administrations, effective January 2020</td>
<td>Schedules and Significant Dates</td>
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<tr>
<td>sciences 30</td>
<td>• sciences 30 available in January, June and August 2018-2019 administrations</td>
<td>Schedules and Significant Dates</td>
</tr>
<tr>
<td></td>
<td>• sciences 30 available in June and August 2019-2020 administrations</td>
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Diploma Exams Schedule: November 2018

Diploma exams must be administered according to the scheduled dates and times.

<table>
<thead>
<tr>
<th>Date &amp; Day</th>
<th>Time</th>
<th>Subject</th>
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</table>
| Friday, November 2    | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part A  
                          |                            | English Language Arts 30–2 Part A  
| Monday, November 5    | 9:00 A.M. – 12:00 P.M. | Social Studies 30–1 Part(ie) A  
                          | 9:00 A.M. – 11:30 A.M. | Social Studies 30–2 Part(ie) A  
| Tuesday, November 6   | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part B  
                          |                            | English Language Arts 30–2 Part B  
| Wednesday, November 7 | 9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) B  
                          |                            | Social Studies 30–2 Part(ie) B  
| Thursday, November 8  | 9:00 A.M. – 12:00 P.M. | Mathematics 30–1  
                          | 1:00 P.M. – 4:00 P.M.   | Chemistry 30  
| Friday, November 9    | 9:00 A.M. – 12:00 P.M. | Biology 30  
                          | 1:00 P.M. – 4:00 P.M.   | Physics 30  

All students are provided with up to double the official time as noted above, if they require it.

Principals may decide to start the administration of the diploma exams early when more than one diploma exam is scheduled on one day. Students writing morning diploma exams cannot be dismissed until 10:00 A.M. and students writing afternoon diploma exams cannot be dismissed until 2:00 P.M. Please note that the order of the diploma exams that are scheduled on the same day cannot be changed.

Significant Dates: November 2018 Administration

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<td>September 4, 2018</td>
<td>• School authority staff to coordinate November writing centres and communicate available writing centres to high school principals</td>
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<td>September 17, 2018</td>
<td>• Deadline for all November writing centres to enter diploma exam sittings and capacity into PASIprep</td>
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| October 3, 2018       | • Deadline for November diploma exam registrations and course transfers  
                          | • Deadline for students who are rewriting diploma exams in November to register for the diploma exam. Registration by October 3rd will ensure a label for the student is sent to the school |
| October 5, 2018       | • Deadline to submit a List of Special Format Materials form and all Application for Accommodations for Students with Special Diploma Exam Writing Needs forms to Special Cases and Accommodations team  
                          | • Deadline to submit an application to establish a Special Writing Centre for the November diploma exams  
                          | • Deadline for school staff to request the use of Quest A+ for
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>November 2018 written response diploma exams</td>
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<tr>
<td>October 18–19, 2018</td>
<td>• Exam Administration ships November diploma exam materials to schools</td>
</tr>
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</table>
| October 18 – 22, 2018| • Exam Administration will confirm the use of Quest A+ for those schools that have applied and distribute Quest A+ codes  
• Exam Administration distributes MP3 files |
| October 24, 2018     | • Principals should contact Exam Administration if they have not yet received their diploma exam materials or if there are errors or omissions in the shipment |
| November 2 – 9, 2018 | • Schools administer diploma exams in accordance with the schedule                        |
| November 6, 2018     | • All diploma exam materials for Part A English Language Arts 30–1, English Language Arts 30–2, Part(ie) A Social Studies 30–1 and Social Studies 30–2 must be returned to Exam Administration |
| November 8, 2018     | • All diploma exam materials for Part B English Language Arts 30–1, English Language Arts 30–2, Social Studies 30–1 and Social Studies 30–2 must be returned to Exam Administration |
| November 13, 2018    | • All Mathematics and Science diploma exam materials must be returned to Exam Administration  
• Data booklets for Chemistry 30 may remain in the school after the diploma exams have been administered  
• School-awarded marks for students who have received instruction in diploma exam courses and who are registered to write the November diploma exams must be transmitted to PASI  
• Principals should have a method in place for informing students their school-awarded marks are available on myPass |
| November 20, 2018    | • Deadline for students to pay November diploma exam rewrite fees                          |
| November 22, 2018    | • Diploma exam marks from the November administration are available on myPass              |
| November 30, 2018**  | • Deadline for submitting November rescore requests                                        |
| December 5, 2018     | • November rescore results are available on myPass                                         |

**Requests for rescoring received after the deadline will not be accepted.
**Diploma Exams Schedule: January 2019**

Diploma exams **must** be administered according to the scheduled dates and times.

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<th>Subject</th>
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<tbody>
<tr>
<td>Monday, January 14</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>English Language Arts 30–1 Part A*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English Language Arts 30–2 Part A*</td>
</tr>
<tr>
<td>Tuesday, January 15</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Social Studies 30–1 Part(ie) A*</td>
</tr>
<tr>
<td></td>
<td>9:00 A.M. – 11:30 A.M.</td>
<td>Social Studies 30–2 Part(ie) A*</td>
</tr>
<tr>
<td>Wednesday, January 16</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Français 30–1 Partie A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>French Language Arts 30–1 Part A*</td>
</tr>
<tr>
<td>Tuesday, January 22</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Français 30–1 Partie B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>French Language Arts 30–1 Part B</td>
</tr>
<tr>
<td>Wednesday, January 23</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Mathematics 30-1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematics 30-2</td>
</tr>
<tr>
<td>Thursday, January 24</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>English Language Arts 30–1 Part B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English Language Arts 30–2 Part B</td>
</tr>
<tr>
<td>Friday, January 25</td>
<td>9:00 A.M. – 11:30 A.M.</td>
<td>Social Studies 30–1 Part(ie) B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Studies 30–2 Part(ie) B</td>
</tr>
<tr>
<td>Monday, January 28</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Biology 30</td>
</tr>
<tr>
<td>Tuesday, January 29</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Chemistry 30</td>
</tr>
<tr>
<td>Wednesday, January 30</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Physics 30</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M. – 4:00 P.M.</td>
<td>Science 30**</td>
</tr>
</tbody>
</table>

** sciences 30 in French is administered in January, June and August 2019

All students are provided with up to double the official time as noted above, if they require it.

Principals may decide to start the administration of the diploma exams early when more than one diploma exam is scheduled on one day. Students writing morning diploma exams cannot be dismissed until 10:00 A.M. and students writing afternoon diploma exams cannot be dismissed until 2:00 P.M. Please note that the order of the diploma exams that are scheduled on the same day cannot be changed.
<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 18, 2018</td>
<td>• Deadline for all January writing centres to enter diploma exam sittings and capacity into PASIprep</td>
</tr>
<tr>
<td>November 1, 2018</td>
<td>• Deadline for January diploma exam registrations and course transfers</td>
</tr>
<tr>
<td></td>
<td>• Deadline for students who are rewriting diploma exams in January to register for the diploma exam. Registration by November 1st will ensure a label for the student is sent to the school</td>
</tr>
<tr>
<td></td>
<td>• Deadline to submit a <em>List of Special Format Materials</em> form and all Application for Accommodations for Students with Special Diploma Exam Writing Needs forms to Special Cases and Accommodations team</td>
</tr>
<tr>
<td></td>
<td>• Deadline to submit an application to establish a Special Writing Centre for the January diploma exams</td>
</tr>
<tr>
<td></td>
<td>• Deadline for school staff to request the use of Quest A+ for January 2019 written response diploma exams</td>
</tr>
<tr>
<td>December 5 – 7, 2018</td>
<td>• Exam Administration ships <strong>Shipment 1</strong> (humanities Part(ie) A and B) diploma exam materials to schools</td>
</tr>
<tr>
<td>December 14, 2018</td>
<td>• Principals should contact Exam Administration if they have not yet received their <strong>Shipment 1</strong> diploma exam materials or if there are errors or omissions in the shipment</td>
</tr>
<tr>
<td>January 2 – 8, 2019</td>
<td>• Exam Administration will confirm the use of Quest A+ for those schools that have applied and distribute Quest A+ codes</td>
</tr>
<tr>
<td></td>
<td>• Exam Administration distributes MP3 files</td>
</tr>
<tr>
<td>January 7 – 8, 2019</td>
<td>• Exam Administration ships <strong>Shipment 2</strong> (mathematics and science) diploma exam materials to schools</td>
</tr>
<tr>
<td>January 14 – 16, 2019</td>
<td>• Schools administer humanities Part(ie) A diploma exams in accordance with the schedule</td>
</tr>
<tr>
<td>January 15, 2019</td>
<td>• <strong>All written/used</strong> diploma exam materials for Part A English Language Arts 30–1 and English Language Arts 30–2 <strong>must</strong> be returned to Exam Administration; Part A materials that have not been used in the administration may be kept at the school</td>
</tr>
<tr>
<td></td>
<td>• Principals should contact Exam Administration if they have not yet received their <strong>Shipment 2</strong> diploma exam materials or if there are errors or omissions in the shipment</td>
</tr>
<tr>
<td>January 16, 2019</td>
<td>• <strong>All written/used</strong> diploma exam materials for Part(ie) A Social Studies 30–1 and Social Studies 30–2 <strong>must</strong> be returned to Exam Administration; Part(ie) A materials that have not been used in the administration may be kept at the school</td>
</tr>
<tr>
<td>January 17, 2019</td>
<td>• <strong>All written/used</strong> diploma exam materials for Partie A French Language Arts 30–1 <strong>must</strong> be returned to Exam Administration; Partie A materials that have not been used in the administration may be kept at the school</td>
</tr>
<tr>
<td></td>
<td>• <strong>All</strong> diploma exam materials, <strong>used and unused</strong>, for Partie A Français 30–1 <strong>must</strong> be returned to Exam Administration</td>
</tr>
<tr>
<td>January 21, 2019</td>
<td>• School-awarded marks for students who have received instruction in</td>
</tr>
</tbody>
</table>
diploma exam courses and who are registered to write the January diploma exams must be transmitted to PASI.

- Principals should have a method in place for informing students their school-awarded marks are available on myPass.

**January 22 – 30, 2019**
- Schools administer humanities Part(ie) B, mathematics and sciences diploma exams in accordance with the schedule.

**January 24, 2019**
- **All used and unused** diploma exam materials for Partie B French Language Arts 30-1/ Français 30-1 and Mathematics 30-1, Mathematics 30-2 **must** be returned to Exam Administration.

**January 25, 2019**
- **All used and unused** diploma exam materials for Part B English Language Arts 30-1 and English Language Arts 30-2 **must** be returned to Exam Administration.

**January 28, 2019**
- **All used and unused** diploma exam materials for Part(ie) B Social Studies 30-1/ Social Studies 30-2 **must** be returned to Exam Administration.

**January 30, 2019**
- **All used and unused** diploma exam materials for Biology 30 and Chemistry 30 **must** be returned to Exam Administration.
- Data booklets for Chemistry 30 may remain in the school after those diploma exams have been administered.

**January 31, 2019**
- **All used and unused** diploma exam materials for Physics 30 and Science 30 **must** be returned to Exam Administration.
- Data booklets for Science 30 may remain in the school after those diploma exams have been administered.

**February 1, 2019**
- Deadline for students to pay rewrite fees.

**February 15, 2019**
- Diploma exam marks from the January administration are available on myPass.

**February 28, 2019**
- Deadline for submitting January rescore requests.

**March 6, 2019**
- January rescore results are available on myPass.

**March 15, 2019**
- January school and school authority detailed reports are available.

**Requests for rescoring received after the deadline will not be accepted.**
Diploma Exams Schedule: April 2019

Diploma exams **must** be administered according to the scheduled dates and times.

<table>
<thead>
<tr>
<th>All diploma exams remain secured after administration.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday, April 1</strong> 9:00 A.M. – 12:00 P.M.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Tuesday, April 2</strong> 9:00 A.M. – 12:00 P.M.</td>
</tr>
<tr>
<td>9:00 A.M. – 11:30 A.M.</td>
</tr>
<tr>
<td><strong>Wednesday, April 3</strong> 9:00 A.M. – 12:00 P.M.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Thursday, April 4</strong> 9:00 A.M. – 11:30 A.M.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Friday, April 5</strong> 9:00 A.M. – 12:00 P.M.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>1:00 P.M. – 4:00 P.M.</td>
</tr>
<tr>
<td><strong>Monday, April 8</strong> 9:00 A.M. – 12:00 P.M.</td>
</tr>
<tr>
<td>1:00 P.M. – 4:00 P.M.</td>
</tr>
<tr>
<td><strong>Tuesday, April 9</strong> 9:00 A.M. – 12:00 P.M.</td>
</tr>
</tbody>
</table>

All students are provided with up to double the official time as noted above, if they require it.

Principals may decide to start the administration of the diploma exams early when more than one diploma exam is scheduled on one day. Students writing morning diploma exams cannot be dismissed until 10:00 A.M. and students writing afternoon diploma exams cannot be dismissed until 2:00 P.M. Please note that the order of the diploma exams that are scheduled on the same day cannot be changed.

Significant Dates: April 2019 Administration

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1, 2019</td>
<td>• School authority staff to coordinate April writing centres and communicate available writing centres to high school principals</td>
</tr>
<tr>
<td>February 6, 2019</td>
<td>• Deadline for all April writing centres to enter diploma exam sittings and capacity into PASIprep</td>
</tr>
<tr>
<td>February 22, 2019</td>
<td>• Deadline for April diploma exam registrations and course transfers</td>
</tr>
<tr>
<td></td>
<td>• Deadline for students who are rewriting diploma exams in April to register for the diploma exam. Registration by February 22nd will ensure a label for the student is sent to the school</td>
</tr>
<tr>
<td></td>
<td>• Deadline to submit a <em>List of Special Format Materials</em> form and all <em>Application for Accommodations for Students with Special Diploma Exam Writing Needs</em> forms to Special Cases and Accommodations team</td>
</tr>
<tr>
<td></td>
<td>• Deadline to submit an application to establish a Special Writing Centre for the April diploma exams</td>
</tr>
</tbody>
</table>
**SCHEDULES & SIGNIFICANT DATES**

**August 2018**

**Table of Contents**

- Deadline for school staff to request the use of Quest A+ for April 2019 written response diploma exams

**March 12 – 13, 2019**
- Exam Administration ships April diploma exam materials to schools

**March 20, 2019**
- Principals should contact Exam Administration if they have not yet received their diploma exam materials or if there are errors or omissions in the shipment

**March 21 – 22, 2019**
- Exam Administration will confirm the use of Quest A+ for those schools that have applied and distribute Quest A+ codes
- Exam Administration distributes MP3 files

**April 1 – 9, 2019**
- Schools administer diploma exams in accordance with the schedule

**April 3, 2019**
- All diploma exam materials for Part A English Language Arts 30–1, English Language Arts 30–2, Part(ie) A Social Studies 30–1 and Social Studies 30–2 must be returned to Exam Administration

**April 5, 2019**
- All diploma exam materials for Part B English Language Arts 30–1, English Language Arts 30–2, Part(ie) B Social Studies 30–1 and Social Studies 30–2 must be returned to Exam Administration

**April 8, 2019**
- All diploma exam materials Mathematics 30–1, Mathematics 30–2 and Chemistry 30 must be returned to Exam Administration
- Data booklets for Chemistry 30 may remain in the school after those diploma exams have been administered

**April 9, 2019**
- School-awarded marks for students who have received instruction in diploma exam courses and who are registered to write the April diploma exams must be transmitted to PASI
- Principals should have a method in place for informing students their school-awarded marks are available on myPass

**April 10, 2019**
- All diploma exam materials for Biology 30, Physics 30 and Science 30 must be returned to Exam Administration
- Data booklets for Science 30 may remain in the school after those diploma exams have been administered

**April 16, 2019**
- Deadline for students to pay rewrite fees

**April 24, 2019**
- Diploma exam marks from the April administration are available on myPass

**May 1, 2019**
- Deadline for submitting April rescore requests

**May 8, 2019**
- April rescore results are available on myPass

**Requests for rescoring received after the deadline will not be accepted.**
**Diploma Exams Schedule: June 2019**

Diploma exams **must** be administered according to the scheduled dates and times.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, June 12</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>English Language Arts 30–1 Part A*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English Language Arts 30–2 Part A*</td>
</tr>
<tr>
<td>Thursday, June 13</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Social Studies 30–1 Part(ie) A*</td>
</tr>
<tr>
<td></td>
<td>9:00 A.M. – 11:30 A.M.</td>
<td>Social Studies 30–2 Part(ie) A*</td>
</tr>
<tr>
<td>Monday, June 17</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Français 30–1 Partie A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>French Language Arts 30–1 Part A*</td>
</tr>
<tr>
<td>Tuesday, June 18</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Français 30–1 Partie B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>French Language Arts 30–1 Part B</td>
</tr>
<tr>
<td>Wednesday, June 19</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Mathematics 30-1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematics 30-2</td>
</tr>
<tr>
<td>Thursday, June 20</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>English Language Arts 30–1 Part B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English Language Arts 30–2 Part B</td>
</tr>
<tr>
<td>Friday, June 21</td>
<td></td>
<td>National Indigenous Peoples Day – No Diploma Exams Scheduled</td>
</tr>
<tr>
<td>Monday, June 24</td>
<td>9:00 A.M. – 11:30 A.M.</td>
<td>Social Studies 30–1 Part(ie) B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Studies 30–2 Part(ie) B</td>
</tr>
<tr>
<td>Tuesday, June 25</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Biology 30</td>
</tr>
<tr>
<td>Wednesday, June 26</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Chemistry 30</td>
</tr>
<tr>
<td>Thursday, June 27</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Physics 30</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M. – 4:00 P.M.</td>
<td>Science 30**</td>
</tr>
</tbody>
</table>

**Note**: Friday, June 21, 2019 is National Indigenous Peoples Day—no diploma exams are scheduled.

All students are provided with up to double the official time as noted above, if they require it.

Principals may decide to start the administration of the diploma exams early when more than one diploma exam is scheduled on one day. Students writing morning diploma exams cannot be dismissed until 10:00 A.M. and students writing afternoon diploma exams cannot be dismissed until 2:00 P.M. Please note that the order of the diploma exams that are scheduled on the same day cannot be changed.
### Significant Dates: June 2019 Administration

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 28, 2019</td>
<td>• Deadline for all June writing centres to enter diploma exam sittings and capacity into PASIprep</td>
</tr>
<tr>
<td>April 11, 2019</td>
<td>• Deadline for June diploma exam registrations and course transfers</td>
</tr>
<tr>
<td></td>
<td>• Deadline for students who are rewriting diploma exams in June to register for the diploma exam. Registration by April 11th will ensure a label for the student is sent to the school</td>
</tr>
<tr>
<td>April 12, 2019</td>
<td>• Deadline to submit a <em>List of Special Format Materials</em> form and all <em>Application for Accommodations for Students with Special Diploma Exam Writing Needs</em> forms to Special Cases and Accommodations team</td>
</tr>
<tr>
<td></td>
<td>• Deadline to submit an application to establish a Special Writing Centre for the June diploma exams</td>
</tr>
<tr>
<td></td>
<td>• Deadline for school staff to request the use of Quest A+ for June 2019 written response diploma exams</td>
</tr>
<tr>
<td>May 21 – 22, 2019</td>
<td>• Exam Administration ships <strong>Shipment 1</strong> (humanities Part(ie) A and B) diploma exam materials to schools</td>
</tr>
<tr>
<td>May 29, 2019</td>
<td>• Schools should contact their Exam Administration if they have not yet received their <strong>Shipment 1</strong> diploma exam materials or if there are errors or omissions in the shipment</td>
</tr>
<tr>
<td>May 28 – 29, 2019</td>
<td>• Exam Administration ships <strong>Shipment 2</strong> (mathematics and science) diploma exam materials to schools</td>
</tr>
<tr>
<td>June 1 – 7, 2019</td>
<td>• Exam Administration will confirm the use of Quest A+ for those schools that have applied and distribute Quest A+ codes</td>
</tr>
<tr>
<td></td>
<td>• Exam Administration distributes MP3 files</td>
</tr>
<tr>
<td>June 5, 2019</td>
<td>• Schools should contact Exam Administration if they have not yet received their <strong>Shipment 2</strong> diploma exam materials or if there are errors or omissions in the shipment</td>
</tr>
<tr>
<td>June 12 – 17, 2019</td>
<td>• Schools administer humanities Part(ie) A diploma exams in accordance with the schedule</td>
</tr>
<tr>
<td>June 12, 2019</td>
<td>• <strong>Written/used diploma exam materials</strong> for Part A English Language Arts 30–1 and English Language Arts 30–2 must be returned to Exam Administration; unused/extra Part A materials may be kept at the schools after the administration</td>
</tr>
<tr>
<td>June 13, 2019</td>
<td>• <strong>Written/used</strong> diploma exam materials for Part(ie) A Social Studies 30–1 and Social Studies 30–2 must be returned to Exam Administration; unused/extra Part(ie) A materials may be kept at the schools after the administration.</td>
</tr>
<tr>
<td>June 17, 2019</td>
<td>• <strong>Written/used</strong> diploma exam materials for Partie A French Language Arts 30–1 must be returned to Exam Administration; unused/extra Partie A materials may be kept at the schools after the administration</td>
</tr>
<tr>
<td></td>
<td>• <strong>All</strong> diploma exam materials, <em>used and unused</em>, for</td>
</tr>
</tbody>
</table>
### Schedules & Significant Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>June 18 – 27, 2019</strong></td>
<td>- Schools administer the humanities Part(ie) B, mathematics and sciences diploma exams in accordance with the schedule</td>
</tr>
<tr>
<td><strong>June 20, 2019</strong></td>
<td>- All diploma exam materials, <strong>used and unused</strong>, for Partie B Français 30–1/French Language Arts 30–1 and Mathematics 30–1/ Mathematics 30–2 <strong>must</strong> be returned to Exam Administration</td>
</tr>
<tr>
<td><strong>June 21, 2019</strong></td>
<td>- All diploma exam materials, <strong>used and unused</strong>, for Part B English Language Arts 30–1 and English Language Arts 30–2</td>
</tr>
</tbody>
</table>
| **June 24, 2019**   | - School-awarded marks for students who have received instruction in diploma exam courses and who are registered to write the June diploma exams must be transmitted to PASI  
- Principals should have a method in place for informing students their school-awarded marks are available on **myPass** |
| **June 25, 2019**   | - All diploma exam materials, **used and unused**, for Part B Social Studies 30–1 and Social Studies 30–2 **must** be returned to Exam Administration |
| **June 27, 2019**   | - All diploma exam materials, **used and unused**, for Biology 30 and Chemistry 30 **must** be returned to Exam Administration  
- Data booklets for Chemistry 30 may remain in the school after this diploma exam has been administered  
- Deadline for students to pay rewrite fees |
| **June 28, 2019**   | - All diploma exam materials, **used and unused**, for Physics 30 and Science 30  
- Data booklets for Science 30 may remain in the school after this diploma exam has been administered |
| **July 19, 2019**   | - Diploma exam marks from the June administration are available on **myPass** |
| **August 9, 2019**  | - Deadline for submitting June rescore requests |
| **August 20, 2019** | - June rescore results are available on **myPass** |
| **August 23, 2019** | - June school and school authority detailed reports are available |

**Requests for rescoring received after the deadline will not be accepted.**
Diploma Exams Schedule: August 2019

Diploma exams must be administered according to the scheduled dates and times.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, August 1</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>English Language Arts 30–1 Part A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English Language Arts 30–2 Part A</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M. – 4:00 P.M.</td>
<td>Français 30–1 Partie A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>French Language Arts 30–1 Partie A</td>
</tr>
<tr>
<td>Friday, August 2</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Social Studies 30–1 Partie A</td>
</tr>
<tr>
<td></td>
<td>9:00 A.M. – 11:30 A.M.</td>
<td>Social Studies 30–2 Partie A</td>
</tr>
<tr>
<td>Tuesday, August 6</td>
<td>9:00 a.m. – 12:00 p.m.</td>
<td>Mathematics 30–1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematics 30–2</td>
</tr>
<tr>
<td>Wednesday, August 7</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>English Language Arts 30–1 Part B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English Language Arts 30–2 Part B</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M. – 3:30 P.M.</td>
<td>Français 30–1 Partie B</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M. – 4:00 P.M.</td>
<td>French Language Arts 30–1 Part B</td>
</tr>
<tr>
<td>Thursday, August 8</td>
<td>9:00 A.M. – 11:30 A.M.</td>
<td>Social Studies 30–1 Partie B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Studies 30–2 Partie B</td>
</tr>
<tr>
<td>Friday, August 9</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Biology 30</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M. – 4:00 P.M.</td>
<td>Physics 30</td>
</tr>
<tr>
<td>Monday, August 12</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Chemistry 30</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M. – 4:00 P.M.</td>
<td>Science 30**</td>
</tr>
</tbody>
</table>

** sciences 30 in French is administered in January, June and August 2019

All students are provided with up to double the official time as noted above, if they require it.

Principals may decide to start the administration of the diploma exams early when more than one diploma exam is scheduled on one day. Students writing morning diploma exams cannot be dismissed until 10:00 A.M. and students writing afternoon diploma exams cannot be dismissed until 2:00 P.M. Please note that the order of the diploma exams that are scheduled on the same day cannot be changed.
### Significant Dates: August 2019 Administration

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1, 2019</td>
<td>Exam Administration sends summer-school list to school authorities for review, confirmation and shipping instructions</td>
</tr>
<tr>
<td>June 10, 2019</td>
<td>School authority staff to coordinate August writing centres and communicate available writing centres to high school principals</td>
</tr>
<tr>
<td>June 17, 2019</td>
<td>Deadline for all August writing centres to enter diploma exam sittings and capacity into PASIprep</td>
</tr>
<tr>
<td>July 2, 2019</td>
<td>Deadline for summer school staff to enter all August registrations and course transfers</td>
</tr>
<tr>
<td></td>
<td>Deadline for students who are rewriting diploma exams in August to register for the diploma exam. Registration by July 2nd will ensure a label for the student is sent to the school</td>
</tr>
<tr>
<td></td>
<td>Deadline to submit a <em>List of Special Format Materials</em> form and all <em>Application for Accommodations for Students with Special Diploma Exam Writing Needs</em> forms to Special Cases and Accommodations team</td>
</tr>
<tr>
<td></td>
<td>Deadline to submit an application to establish a Special Writing Centre for the August diploma exams</td>
</tr>
<tr>
<td>July 5, 2019</td>
<td>Deadline for schools to request the use of Quest A+ for August 2019 written response diploma exams</td>
</tr>
<tr>
<td>July 15 – 16, 2019</td>
<td>Exam Administration ships diploma exam materials to the designated writing centres</td>
</tr>
<tr>
<td>July 19 – 25, 2019</td>
<td>Exam Administration will confirm the use of Quest A+ for those schools that have applied and distribute Quest A+ codes</td>
</tr>
<tr>
<td></td>
<td>Exam Administration distributes MP3 files</td>
</tr>
<tr>
<td>July 23, 2019</td>
<td>Chief Presiding Examiners must contact Exam Administration if they have not yet received their diploma exam materials or if there are errors or omissions in the shipment</td>
</tr>
<tr>
<td>August 1 – 12, 2019</td>
<td>Summer schools and August provincial writing centres administer the diploma exams in accordance with the schedule</td>
</tr>
<tr>
<td>August 2, 2019</td>
<td>All diploma exam materials for Part(ie) A English Language Arts 30-1, English Language Arts 30-2, Français 30-1 and French Language Arts 30-1 diploma exams <strong>must</strong> be returned to Exam Administration</td>
</tr>
<tr>
<td>August 6, 2019</td>
<td>All diploma exam materials for Part(ie) A Social Studies 30-1 and Social Studies 30-2 diploma exams <strong>must</strong> be returned to Exam Administration</td>
</tr>
<tr>
<td>August 7, 2019</td>
<td>All diploma exam materials Mathematics 30–1 and Mathematics 30–2 <strong>must</strong> be returned to Exam Administration</td>
</tr>
<tr>
<td></td>
<td>School-awarded marks for students who have received instruction in diploma exam courses and who are registered to write the August diploma exams must be must be transmitted to PASI</td>
</tr>
<tr>
<td></td>
<td>Principals should have a method in place for informing students their</td>
</tr>
<tr>
<td>Date</td>
<td>Events</td>
</tr>
<tr>
<td>--------------------</td>
<td></td>
</tr>
<tr>
<td>August 9, 2019</td>
<td>• All diploma exam materials for Part(ie) B English Language Arts 30-1, English Language Arts 30-2, Français 30-1, French Language Arts 30-1, Social Studies 30-1 and Social Studies 30-2 <strong>must</strong> be returned to Exam Administration</td>
</tr>
</tbody>
</table>
| August 12, 2019    | • All diploma exam materials for Biology 30 and Physics 30 **must** be returned to Exam Administration  
                            • Deadline for students to pay rewrite fees                                                    |
| August 13, 2019    | • All diploma exam materials for Chemistry 30 and Science 30 **must** be returned to Exam Administration  
                            • Data booklets for Chemistry 30 and Science 30 may remain in the school after those diploma exams have been administered |
| August 20, 2019    | • Diploma exam marks from the August administration are available on myPass                        |
| September 6, 2019**| • Deadline for submitting August rescore requests                                                 |
| September 11, 2019 | • August rescore results are available on myPass                                                   |

**Requests for rescoring received after the deadline will not be accepted.**
**NEW Diploma Exams Schedule: November 2019**

Diploma exams must be administered according to the scheduled dates and times.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, November 1</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>English Language Arts 30–1 Part A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English Language Arts 30–2 Part A</td>
</tr>
<tr>
<td>Monday, November 4</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Social Studies 30–1 Part(ie) A</td>
</tr>
<tr>
<td></td>
<td>9:00 A.M. – 11:30 A.M.</td>
<td>Social Studies 30–2 Part(ie) A</td>
</tr>
<tr>
<td>Tuesday, November 5</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>English Language Arts 30–1 Part B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English Language Arts 30–2 Part B</td>
</tr>
<tr>
<td>Wednesday, November 6</td>
<td>9:00 A.M. – 11:30 A.M.</td>
<td>Social Studies 30–1 Part(ie) B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Studies 30–2 Part(ie) B</td>
</tr>
<tr>
<td>Thursday, November 7</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Mathematics 30–1</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M. – 4:00 P.M.</td>
<td>Chemistry 30</td>
</tr>
<tr>
<td>Friday, November 8</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Physics 30</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M. – 4:00 P.M.</td>
<td>Biology 30</td>
</tr>
</tbody>
</table>

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Principals may decide to start the administration of the diploma exams early when more than one diploma exam is scheduled on one day. Students writing morning diploma exams cannot be dismissed until 10:00 A.M. and students writing afternoon diploma exams cannot be dismissed until 2:00 P.M. Please note that the order of the diploma exams that are scheduled on the same day cannot be changed.
### *NEW Diploma Exams Schedule: January 2020*

Diploma exams **must** be administered according to the scheduled dates and times.

All diploma exams, except those that are **asterisked**, remain secured after administration.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 13</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>English Language Arts 30–1 Part A*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English Language Arts 30–2 Part A*</td>
</tr>
<tr>
<td>Tuesday, January 14</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Social Studies 30–1 Part(ie) A*</td>
</tr>
<tr>
<td></td>
<td>9:00 A.M. – 11:30 A.M.</td>
<td>Social Studies 30–2 Part(ie) A*</td>
</tr>
<tr>
<td>Wednesday, January 15</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Français 30–1 Partie A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>French Language Arts 30–1 Partie A*</td>
</tr>
<tr>
<td>Tuesday, January 21</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Français 30–1 Partie B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>French Language Arts 30–1 Part B</td>
</tr>
<tr>
<td>Wednesday, January 22</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Mathematics 30-1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematics 30-2</td>
</tr>
<tr>
<td>Thursday, January 23</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>English Language Arts 30–1 Part B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English Language Arts 30–2 Part B</td>
</tr>
<tr>
<td>Friday, January 24</td>
<td>9:00 A.M. – 11:30 A.M.</td>
<td>Social Studies 30–1 Part(ie) B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Studies 30–2 Part(ie) B</td>
</tr>
<tr>
<td>Monday, January 27</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Biology 30</td>
</tr>
<tr>
<td>Tuesday, January 28</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Chemistry 30</td>
</tr>
<tr>
<td>Wednesday, January 29</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Physics 30</td>
</tr>
<tr>
<td>Thursday, January 30</td>
<td>9:00 A.M. –12:00 P.M.</td>
<td>Science 30**</td>
</tr>
</tbody>
</table>

** sciences 30, in French, will be administered in June 2020 and August 2020

All students are provided with up to double the official time as noted above, if they require it.
**NEW Diploma Exams Schedule: April 2020**

Diploma exams **must** be administered according to the scheduled dates and times.

<table>
<thead>
<tr>
<th>All diploma exams remain secured after administration.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday, April 1</strong> 9:00 A.M. – 12:00 P.M.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Thursday, April 2</strong> 9:00 A.M. – 12:00 P.M.</td>
</tr>
<tr>
<td>9:00 A.M. – 11:30 A.M.</td>
</tr>
<tr>
<td><strong>Friday, April 3</strong> 9:00 A.M. – 12:00 P.M.</td>
</tr>
<tr>
<td></td>
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<tr>
<td><strong>Monday, April 6</strong> 9:00 A.M. – 11:30 A.M.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Tuesday, April 7</strong> 9:00 A.M. – 12:00 P.M.</td>
</tr>
<tr>
<td>1:00 P.M. – 4:00 P.M.</td>
</tr>
<tr>
<td><strong>Wednesday, April 8</strong> 9:00 A.M. – 12:00 P.M.</td>
</tr>
<tr>
<td>1:00 P.M. – 4:00 P.M.</td>
</tr>
<tr>
<td><strong>Thursday, April 9</strong> 9:00 A.M. – 12:00 P.M.</td>
</tr>
</tbody>
</table>

** sciences 30, in French, will be administered in June 2020 and August 2020

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*NEW Diploma Exams Schedule: June 2020*

Diploma exams **must** be administered according to the scheduled dates and times.

All diploma exams, **except** those that are **asterisked**, **remain secured** after administration.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
</table>
| Wednesday, June 10  | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part A*  
                        |                    | English Language Arts 30–2 Part A* |
| Thursday, June 11   | 9:00 A.M. – 12:00 P.M. | Social Studies 30–1 Part(ie) A*  
                        |                    | Social Studies 30–2 Part(ie) A*   |
| Friday, June 12     | 9:00 A.M. – 12:00 P.M. | Français 30–1 Partie A          
                        |                    | French Language Arts 30–1 Part A* |
| Wednesday, June 17  | 9:00 A.M. – 12:00 P.M. | Français 30–1 Partie B          
                        |                    | French Language Arts 30–1 Part B  |
| Thursday, June 18   | 9:00 A.M. – 12:00 P.M. | Mathematics 30-1                
                        |                    | Mathematics 30-2                 |
| Friday, June 19     | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part B  
                        |                    | English Language Arts 30–2 Part B |
| Monday, June 22     | 9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) B   
                        |                    | Social Studies 30–2 Part(ie) B   |
| Tuesday, June 23    | 9:00 A.M. – 12:00 P.M. | Biology 30                      |
| Wednesday, June 24  | 9:00 A.M. – 12:00 P.M. | Chemistry 30                    |
| Thursday, June 25   | 9:00 A.M. – 12:00 P.M. | Physics 30                      |
| Friday, June 26     | 9:00 A.M. – 12:00 P.M. | Science 30**                    |

** sciences 30, in French, will be administered in June 2020 and August 2020

The diploma exam schedules for 2019–2020 are to be considered draft until confirmed in the November 2018 update. These dates may, however, be used as a planning tool when preparing the 2019–2020 school year calendar.

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**Diploma Exams Schedule: August 2020**

Diploma exams **must** be administered according to the scheduled dates and times.

<table>
<thead>
<tr>
<th>All diploma exams remain secured after administration.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuesday, August 4</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Wednesday, August 5</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Thursday, August 6</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Friday, August 7</strong></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td><strong>Tuesday, August 11</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Wednesday, August 12</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Thursday, August 13</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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**NEW Diploma Exams Schedule: November 2020 – Draft**

Diploma exams **must** be administered according to the scheduled dates and times.

<table>
<thead>
<tr>
<th>Date</th>
<th>Start/End Times</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, November 2</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>English Language Arts 30–1 Part A, English Language Arts 30–2 Part A</td>
</tr>
<tr>
<td>Tuesday, November 3</td>
<td>9:00 A.M. – 12:00 P.M., 9:00 A.M. – 11:30 A.M.</td>
<td>Social Studies 30–1 Part(ie) A, Social Studies 30–2 Part(ie) A</td>
</tr>
<tr>
<td>Wednesday, November 4</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>English Language Arts 30–1 Part B, English Language Arts 30–2 Part B</td>
</tr>
<tr>
<td>Thursday, November 5</td>
<td>9:00 A.M. – 11:30 A.M.</td>
<td>Social Studies 30–1 Part(ie) B, Social Studies 30–2 Part(ie) B</td>
</tr>
<tr>
<td>Friday, November 6</td>
<td>9:00 A.M. – 12:00 P.M., 1:00 P.M. – 4:00 P.M.</td>
<td>Mathematics 30–1, Chemistry 30</td>
</tr>
<tr>
<td>Monday, November 9</td>
<td>9:00 A.M. – 12:00 P.M., 1:00 P.M. – 4:00 P.M.</td>
<td>Physics 30, Biology 30</td>
</tr>
</tbody>
</table>

The diploma exam schedules for 2020–2021 are to be considered draft until confirmed in the November 2019 update. These dates may, however, be used as a planning tool when preparing the 2020–2021 school year calendar.

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**NEW Diploma Exams Schedule: January 2021 – Draft**

Diploma exams **must** be administered according to the scheduled dates and times.

All diploma exams, except those that are **asterisked**, remain **secured** after administration.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
</table>
| Monday, January 11 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part A*  
                         |                   | English Language Arts 30–2 Part A* |
| Tuesday, January 12| 9:00 A.M. – 12:00 P.M. | Social Studies 30–1 Part(ie) A*  
                         | 9:00 A.M. – 11:30 A.M. | Social Studies 30–2 Part(ie) A* |
| Wednesday, January 13 | 9:00 A.M. – 12:00 P.M. | Français 30–1 Partie A         
                         |                   | French Language Arts 30–1 Partie A* |
| Tuesday, January 19 | 9:00 A.M. – 12:00 P.M. | Français 30–1 Partie B         
                         |                   | French Language Arts 30–1 Part B |
| Wednesday, January 20 | 9:00 A.M. – 12:00 P.M. | Mathematics 30-1               
                         |                   | Mathematics 30-2 |
| Thursday, January 21 | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part B 
                         |                   | English Language Arts 30–2 Part B |
| Friday, January 22  | 9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) B  
                         |                   | Social Studies 30–2 Part(ie) B |
| Monday, January 25  | 9:00 A.M. – 12:00 P.M. | Biology 30                     |
| Tuesday, January 26 | 9:00 A.M. – 12:00 P.M. | Chemistry 30                   |
| Wednesday, January 27 | 9:00 A.M. – 12:00 P.M. | Physics 30                     |
| Thursday, January 28 | 9:00 A.M. – 12:00 P.M. | Science 30                     |

The diploma exam schedules for 2020–2021 are to be considered draft until confirmed in the November 2019 update. These dates may, however, be used as a planning tool when preparing the 2020–2021 school year calendar.

All students are provided with up to double the official time as noted above, if they require it.
**NEW Diploma Exams Schedule: April 2021 – Draft**

Diploma exams **must** be administered according to the scheduled dates and times.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
</table>
| Monday, April 12   | 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part A  
                     |             | English Language Arts 30–2 Part A |
| Tuesday, April 13  | 9:00 A.M. – 12:00 P.M. | Social Studies 30–1 Part(ie) A    
                     | 9:00 A.M. – 11:30 A.M.    | Social Studies 30–2 Part(ie) A    |
| Wednesday, April 14| 9:00 A.M. – 12:00 P.M. | English Language Arts 30–1 Part B 
                      |             | English Language Arts 30–2 Part B |
| Thursday, April 15 | 9:00 A.M. – 11:30 A.M. | Social Studies 30–1 Part(ie) B    
                     |             | Social Studies 30–2 Part(ie) B    |
| Friday, April 16   | 9:00 A.M. – 12:00 P.M. | Mathematics 30–1                 
                     | 1:00 P.M. – 4:00 P.M.    | Mathematics 30–2                 
| Monday, April 19   | 9:00 A.M. – 12:00 P.M. | Chemistry 30                     
                     | 1:00 P.M. – 4:00 P.M.    | Science 30                      |
| Tuesday, April 20  | 9:00 A.M. – 12:00 P.M. | Physics 30                       |

The diploma exam schedules for 2020–2021 are to be considered draft until confirmed in the November 2019 update. These dates may, however, be used as a planning tool when preparing the 2020–2021 school year calendar.

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**NEW Diploma Exams Schedule: June 2021 – Draft**

Diploma exams must be administered according to the scheduled dates and times.

All diploma exams, except those that are asterisked, remain secured after administration.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, June 10</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>English Language Arts 30–1 Part A*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English Language Arts 30–2 Part A*</td>
</tr>
<tr>
<td>Friday, June 11</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Social Studies 30–1 Part(ie) A*</td>
</tr>
<tr>
<td></td>
<td>9:00 A.M. – 11:30 A.M.</td>
<td>Social Studies 30–2 Part(ie) A*</td>
</tr>
<tr>
<td>Monday, June 14</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Français 30–1 Partie A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>French Language Arts 30–1 Part A*</td>
</tr>
<tr>
<td>Tuesday, June 15</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Français 30–1 Partie B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>French Language Arts 30–1 Part B</td>
</tr>
<tr>
<td>Wednesday, June 16</td>
<td>9:00 A.M. – 11:30 A.M.</td>
<td>Mathematics 30-1</td>
</tr>
<tr>
<td></td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Mathematics 30-2</td>
</tr>
<tr>
<td>Thursday, June 17</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>English Language Arts 30–1 Part B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English Language Arts 30–2 Part B</td>
</tr>
<tr>
<td>Friday, June 18</td>
<td>9:00 A.M. – 11:30 A.M.</td>
<td>Social Studies 30–1 Part(ie) B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Studies 30–2 Part(ie) B</td>
</tr>
<tr>
<td>Tuesday, June 22</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Biology 30</td>
</tr>
<tr>
<td>Wednesday, June 23</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Chemistry 30</td>
</tr>
<tr>
<td>Thursday, June 24</td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Physics 30</td>
</tr>
<tr>
<td>Friday, June 25</td>
<td>1:00 P.M. – 4:00 P.M.</td>
<td>Science 30**</td>
</tr>
</tbody>
</table>

** sciences 30, in French, will be administered in June and August 2021

**Note:** Monday, June 21, 2021 is National Indigenous Peoples Day—no diploma exams are scheduled.

The diploma exam schedules for 2020–2021 are to be considered draft until confirmed in the November 2019 update. These dates may, however, be used as a planning tool when preparing the 2020–2021 school year calendar.

All students are provided with up to double the official time as noted above, if they require it.
**NEW Diploma Exams Schedule: August 2021 – Draft**

Diploma exams **must** be administered according to the scheduled dates and times.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuesday, August 3</strong></td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>English Language Arts 30–1 Part A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English Language Arts 30–2 Part A</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M. – 4:00 P.M.</td>
<td>Français 30–1 Partie A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>French Language Arts 30–1 Partie A</td>
</tr>
<tr>
<td><strong>Wednesday, August 4</strong></td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Social Studies 30–1 Partie A</td>
</tr>
<tr>
<td></td>
<td>9:00 A.M. – 11:30 A.M.</td>
<td>Social Studies 30–2 Partie A</td>
</tr>
<tr>
<td><strong>Thursday, August 5</strong></td>
<td>9:00 a.m. – 12:00 p.m.</td>
<td>Mathematics 30–1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematics 30–2</td>
</tr>
<tr>
<td><strong>Friday, August 6</strong></td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>English Language Arts 30–1 Part B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English Language Arts 30–2 Part B</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M. – 3:30 P.M.</td>
<td>Français 30–1 Partie B</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M. – 4:00 P.M.</td>
<td>French Language Arts 30–1 Partie B</td>
</tr>
<tr>
<td><strong>Monday, August 9</strong></td>
<td>9:00 A.M. – 11:30 A.M.</td>
<td>Social Studies 30–1 Partie B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Studies 30–2 Partie B</td>
</tr>
<tr>
<td><strong>Tuesday, August 10</strong></td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Chemistry 30</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M. – 4:00 P.M.</td>
<td>Biology 30</td>
</tr>
<tr>
<td><strong>Wednesday, August 11</strong></td>
<td>9:00 A.M. – 12:00 P.M.</td>
<td>Physics 30</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M. – 4:00 P.M.</td>
<td>Science 30</td>
</tr>
</tbody>
</table>

** sciences 30, in French, will be administered in June and August 2021.

The diploma exam schedules for 2020–2021 are to be considered draft until confirmed in the November 2019 update. These dates may, however, be used as a planning tool when preparing the 2020–2021 school year calendar.

All students are provided with up to double the official time as noted above, if they require it.

Principals may decide to start the administration of the diploma exams early when more than one diploma exam is scheduled on one day. Students writing morning diploma exams cannot be dismissed until 10:00 A.M. and students writing afternoon diploma exams cannot be dismissed until 2:00 P.M. Please note that the order of the diploma exams that are scheduled on the same day cannot be changed.
Draft Diploma Exams Marking Sessions – 2018 - 2019

The marking of diploma exam writing assignments takes place shortly after the diploma exam has been administered. All writing assignments are marked by teachers selected from among those who have been recommended as markers by their superintendents to the Provincial Assessment Sector. Teachers who wish to be recommended as markers for the January or June diploma exams should inform their principals. A teacher must clearly indicate to the principal which diploma exam he or she wishes to mark. Teachers may also be nominated to participate in Provincial Assessment working groups.

Letters to petition for marker and working group nominations are distributed to school authorities on the dates below. Nomination recommendations must be returned to Alberta Education by the deadline date.

<table>
<thead>
<tr>
<th></th>
<th>Nomination Letters are Sent to School Authorities</th>
<th>Deadline for Nomination Recommendations to be returned to Alberta Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working group nomination</td>
<td>Mid-August</td>
<td>Last week of September</td>
</tr>
<tr>
<td>January Marking</td>
<td>Mid-August</td>
<td>Mid-October</td>
</tr>
<tr>
<td>June Marking</td>
<td>Beginning of February</td>
<td>Third week of March</td>
</tr>
</tbody>
</table>

The following marking schedules are draft. Specific marking dates will be communicated directly by mail to teachers who have been selected as markers.
### Draft Diploma Exams Marking Session January 2019

#### Diploma Exams – Humanities & French Language

<table>
<thead>
<tr>
<th>Subject &amp; Group</th>
<th>January 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Language Arts 30-1</strong></td>
<td></td>
</tr>
<tr>
<td>Confirming Standards</td>
<td>January 17-21</td>
</tr>
<tr>
<td>Group Leader Training</td>
<td>January 23</td>
</tr>
<tr>
<td>Marking</td>
<td>January 24-30</td>
</tr>
<tr>
<td>Fifth Reads</td>
<td>January 31</td>
</tr>
<tr>
<td><strong>English Language Arts 30-2</strong></td>
<td></td>
</tr>
<tr>
<td>Confirming Standards</td>
<td>January 17-21</td>
</tr>
<tr>
<td>Group Leader Training</td>
<td>January 23</td>
</tr>
<tr>
<td>Marking</td>
<td>January 24-29</td>
</tr>
<tr>
<td>Fifth Reads</td>
<td>January 30</td>
</tr>
<tr>
<td><strong>Français 30-1</strong></td>
<td></td>
</tr>
<tr>
<td>Group Leader Training</td>
<td>January 25</td>
</tr>
<tr>
<td>Confirming Standards/Marking</td>
<td>January 26-28</td>
</tr>
<tr>
<td><strong>French Language Arts 30-1</strong></td>
<td></td>
</tr>
<tr>
<td>Confirming Standards</td>
<td>January 19-23</td>
</tr>
<tr>
<td>Group Leader Training</td>
<td>January 25</td>
</tr>
<tr>
<td>Marking</td>
<td>January 26-28</td>
</tr>
<tr>
<td>Fifth Reads</td>
<td>January 29</td>
</tr>
<tr>
<td><strong>Social Studies 30-1/études sociales 30-1</strong></td>
<td></td>
</tr>
<tr>
<td>Confirming Standards</td>
<td>January 18-22</td>
</tr>
<tr>
<td>Group Leader Training</td>
<td>January 24</td>
</tr>
<tr>
<td>Marking</td>
<td>January 25-30</td>
</tr>
<tr>
<td>Fifth Reads</td>
<td>January 31</td>
</tr>
<tr>
<td><strong>Social Studies 30-2/études sociales 30-2</strong></td>
<td></td>
</tr>
<tr>
<td>Confirming Standards</td>
<td>January 18-22</td>
</tr>
<tr>
<td>Group Leader Training</td>
<td>January 24</td>
</tr>
<tr>
<td>Marking</td>
<td>January 25-30</td>
</tr>
<tr>
<td>Fifth Reads</td>
<td>January 31</td>
</tr>
<tr>
<td><strong>Mathematics30-1/mathematiques 30-1</strong></td>
<td></td>
</tr>
<tr>
<td>Confirming Standards</td>
<td>January 26</td>
</tr>
<tr>
<td>Marking</td>
<td>January 27-31</td>
</tr>
<tr>
<td><strong>Mathematics 30-2/mathematiques 30-2</strong></td>
<td></td>
</tr>
<tr>
<td>Confirming Standards</td>
<td>January 26</td>
</tr>
<tr>
<td>Marking</td>
<td>January 27-31</td>
</tr>
</tbody>
</table>

**Note that these dates are contingent upon the number of marker nominations received.**
# Draft Diploma Exams Marking Session June 2019

## Diploma Exams – Humanities & French Language

<table>
<thead>
<tr>
<th>Subject &amp; Group</th>
<th>June 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Language Arts 30-1</strong></td>
<td></td>
</tr>
<tr>
<td>Confirming Standards</td>
<td>June 15-19</td>
</tr>
<tr>
<td>Group Leader Training</td>
<td>June 21</td>
</tr>
<tr>
<td>Marking</td>
<td>June 22-28**</td>
</tr>
<tr>
<td>Fifth Reads</td>
<td>June 29**</td>
</tr>
<tr>
<td><strong>English Language Arts 30-2</strong></td>
<td></td>
</tr>
<tr>
<td>Confirming Standards</td>
<td>June 15-19</td>
</tr>
<tr>
<td>Group Leader Training</td>
<td>June 21</td>
</tr>
<tr>
<td>Marking</td>
<td>June 22-27**</td>
</tr>
<tr>
<td>Fifth Reads</td>
<td>June 28**</td>
</tr>
<tr>
<td><strong>Français 30-1</strong></td>
<td></td>
</tr>
<tr>
<td>Group Leader Training</td>
<td>June 26</td>
</tr>
<tr>
<td>Confirming Standards/Marking</td>
<td>June 27-29</td>
</tr>
<tr>
<td><strong>French Language Arts 30-1</strong></td>
<td></td>
</tr>
<tr>
<td>Confirming Standards</td>
<td>June 20-24</td>
</tr>
<tr>
<td>Group Leader Training</td>
<td>June 26</td>
</tr>
<tr>
<td>Marking</td>
<td>June 27-29</td>
</tr>
<tr>
<td>Fifth Reads</td>
<td>June 30</td>
</tr>
<tr>
<td><strong>Social Studies 30-1/études sociales 30-1</strong></td>
<td></td>
</tr>
<tr>
<td>Confirming Standards</td>
<td>June 16-20</td>
</tr>
<tr>
<td>Group Leader Training</td>
<td>June 22</td>
</tr>
<tr>
<td>Marking</td>
<td>June 23-29**</td>
</tr>
<tr>
<td>Fifth Reads</td>
<td>June 30**</td>
</tr>
<tr>
<td><strong>Social Studies 30-2/études sociales 30-2</strong></td>
<td></td>
</tr>
<tr>
<td>Confirming Standards</td>
<td>June 16-20</td>
</tr>
<tr>
<td>Group Leader Training</td>
<td>June 22</td>
</tr>
<tr>
<td>Marking</td>
<td>June 23-28**</td>
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<tr>
<td>Fifth Reads</td>
<td>June 29**</td>
</tr>
<tr>
<td><strong>Mathematics30-1/mathematiques 30-1</strong></td>
<td></td>
</tr>
<tr>
<td>Confirming Standards</td>
<td>June 23</td>
</tr>
<tr>
<td>Marking</td>
<td>June 24-28</td>
</tr>
<tr>
<td><strong>Mathematics 30-2/mathematiques 30-2</strong></td>
<td></td>
</tr>
<tr>
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</tr>
<tr>
<td>Marking</td>
<td>June 24-28</td>
</tr>
</tbody>
</table>

** Note that these dates are contingent upon the number of marker nominations received.**
Diploma Exam Rules and Directives

The following diploma exam administration rules and directives are related specifically to before, during and after the administration of diploma exams. Diploma exam rules and directives associated with specialized business processes will be noted within each of the appropriate business process sections.

Security, Perusal, and General Rules

1. Security of Diploma Exam Materials

Unless otherwise designated, all diploma exams and other diploma exam materials are secured before, during and after a diploma exam administration and must be handled accordingly.

No secured diploma exam or other secured diploma exam material may be kept at a school or school authority office following the diploma exam administration. Copying of any secured diploma exam or diploma exam material in whole or in part is prohibited.

Student work, including rough draft copies, must be sent to Alberta Education with the returned diploma exam materials.

A principal must sign the declaration that is part of the Principal’s Statement attesting that these security requirements have been met.


In January and June 2019, all Part(ie) A humanities diploma exams, except Francais 30–1, will be released following the administration. All mathematics, science and Part(ie) B humanities diploma exams remain secured after their administration.

For the November, April, and August administrations, all diploma exams remain secured after their administration.

For all diploma exam administrations, data booklets for Chemistry 30 and Science 30 may remain in the school after those diploma exams have been administered.
### Quick Reference: Secured Diploma Exams for the 2018-2019 School Year

#### Secured Exams in January 2019

<table>
<thead>
<tr>
<th>Exam</th>
<th>Written Response</th>
<th>Machine Scored</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 30</td>
<td>N/A</td>
<td>Secured</td>
</tr>
<tr>
<td>Chemistry 30</td>
<td>N/A</td>
<td>Secured</td>
</tr>
<tr>
<td>ELA 30–1</td>
<td>Released after administration</td>
<td>Secured</td>
</tr>
<tr>
<td>ELA 30–2</td>
<td>Released after administration</td>
<td>Secured</td>
</tr>
<tr>
<td>FLA 30–1</td>
<td>Released after administration</td>
<td>Secured</td>
</tr>
<tr>
<td>Français 30–1</td>
<td>Secured</td>
<td>Secured</td>
</tr>
<tr>
<td>Mathematics 30–1</td>
<td>Secured</td>
<td>Secured</td>
</tr>
<tr>
<td>Mathematics 30–2</td>
<td>Secured</td>
<td>Secured</td>
</tr>
<tr>
<td>Physics 30</td>
<td>N/A</td>
<td>Secured</td>
</tr>
<tr>
<td>Science 30</td>
<td>N/A</td>
<td>Secured</td>
</tr>
<tr>
<td>Social 30–1</td>
<td>Released after administration</td>
<td>Secured</td>
</tr>
<tr>
<td>Social 30–2</td>
<td>Released after administration</td>
<td>Secured</td>
</tr>
</tbody>
</table>

#### Secured Exams in June 2019

<table>
<thead>
<tr>
<th>Exam</th>
<th>Written Response</th>
<th>Machine Scored</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 30</td>
<td>N/A</td>
<td>Secured</td>
</tr>
<tr>
<td>Chemistry 30</td>
<td>N/A</td>
<td>Secured</td>
</tr>
<tr>
<td>ELA 30–1</td>
<td>Released after administration</td>
<td>Secured</td>
</tr>
<tr>
<td>ELA 30–2</td>
<td>Released after administration</td>
<td>Secured</td>
</tr>
<tr>
<td>FLA 30–1</td>
<td>Released after administration</td>
<td>Secured</td>
</tr>
<tr>
<td>Français 30–1</td>
<td>Secured</td>
<td>Secured</td>
</tr>
<tr>
<td>Mathematics 30–1</td>
<td>Secured</td>
<td>Secured</td>
</tr>
<tr>
<td>Mathematics 30–2</td>
<td>Secured</td>
<td>Secured</td>
</tr>
<tr>
<td>Physics 30</td>
<td>N/A</td>
<td>Secured</td>
</tr>
<tr>
<td>Science 30</td>
<td>N/A</td>
<td>Secured</td>
</tr>
<tr>
<td>Social 30–1</td>
<td>Released after administration</td>
<td>Secured</td>
</tr>
<tr>
<td>Social 30–2</td>
<td>Released after administration</td>
<td>Secured</td>
</tr>
</tbody>
</table>

### 3. Diploma Exam Supervision

Teachers must not supervise the administration of diploma exams for any courses for which they have provided instruction during the current administration. Teachers of the diploma exam course are not permitted to enter the diploma exam writing room while that diploma exam is being administered.

### 4. Discussion and Sharing

Students must not discuss the diploma exam with the supervising examiner unless the exam booklet is incomplete or illegible. Students must not talk, whisper, or exchange information or writing tools and materials, including calculators, with another student.

**Note:** Alberta Education uses technology to compare student response patterns to ensure that students have not contravened diploma exam rules and fraudulently represented their performance.
5. **Multiple-Choice Answer Sheets**
   Students must use an HB pencil to record their answers on the multiple-choice answer sheets.

6. **Alberta Student Number**
   All students, including mature students, must have and use a valid Alberta Student Number to write diploma exams.

7. **Student Identification**
   All students must have photo identification with them when they arrive to write a diploma exam. Students who are unknown to the supervisor will be asked to present photo identification that includes their signature at the time of writing a diploma exam.

   Any of the following photo identification documents may be acceptable: driver’s license, passport or student identification card.

   Should a student not be able to produce appropriate photo identification, they will be permitted to write the diploma exam, however the mark will be withheld until they have produced photo identification to the satisfaction of the diploma exam supervisor. Arrangements must be made between the student and the diploma exam supervisor to provide identification within the same diploma exam administration. Students who are not able to meet these arrangements will have their diploma exam marks invalidated. All instances of students without photo identification must be recorded on the Principal’s Statement clearly notifying Alberta Education staff whether or not a diploma exam mark needs to be withheld or invalidated.

8. **Identification on Diploma Exams**
   Students must not write their names or the name of their school anywhere in, or on diploma exam booklets, except in the designated space provided on the back cover and the answer sheet.

9. **Admittance to the Exam Room**
   Students may not enter or leave the diploma exam writing room without the consent of the supervisor.

10. **Exam Administration and Writing Times**
    Students are not permitted to leave the diploma exam room before:
    a. For all AM diploma exams – 10:00 a.m.;
    b. For all PM diploma exams – 2:00 p.m.

11. **Late Arrivals**
    Late students may be permitted to begin writing diploma exams up until the times listed below. These students must be provided the same allocated time for the diploma exam as per the schedule:
    a. For all AM diploma exams – up until 10:00 a.m.;
    b. For all PM diploma exams – up until 2:00 p.m.

    Students who arrive more than one hour after a diploma exam has started will not be permitted to write the diploma exam. The name of students
arriving after the diploma exam has started must be recorded on the 
Principal’s Statement or the Special Writing Centre Supervisor’s Statement.

12. Teacher Perusal of Diploma Exams

a. For January and June administrations only, Grade 12 teachers who teach 
a diploma course within the current school year are eligible to peruse 
that diploma exam in the same language of instruction.

b. Perusal copies are only permitted in digital format. Only one perusal 
copy may be accessed per school. Access will be provided using Quest 
A+.

c. School authorities may organize a centralized perusal session.

d. Login must occur between 10 a.m. and 1 p.m. for diploma exams 
scheduled in the morning and between 2 p.m and 5 p.m. for diploma 
exams scheduled in the afternoon. The duration, once logged in, is 3 
hours.

e. All perusal sessions must be supervised by the principal.

f. Under all circumstances perusal sessions must not:
   i. use paper versions of the diploma exams;
   ii. occur during the November, April or August diploma exam 
administrations.

g. At the conclusion of the perusal session, all notes must be collected and 
shredded and the principal must complete an exit declaration online.

h. When perusing the diploma exam, teachers may not post or share their 
responses with students.

All diploma exam questions are secured and copies may not be made.

13. Diploma Course Credit

Students must write the diploma exam before course credit can be awarded 
for courses with diploma exams.

14. Humanities Diploma Exams

Students must write both components of humanities diploma exams before a 
diploma exam mark can be calculated.

15. Inappropriate Use of Diploma Exams

Diploma exams during all administrations cannot serve as practice diploma 
writing administrations. Where diploma exam registration data indicates 
administrations are being used as a practice, authority access to diploma 
exams may be restricted.

16. November and April Availability

School authorities must coordinate available writing centres for students 
within their school authority to ensure that students, including mature 
students and students rewriting diploma exams, have access to write 
diploma exams.

17. Dual Language and Permitted Diploma Exam Materials

Students who choose to write the French version of a diploma exam are not 
permitted an English version of the diploma exam or data booklet while 
writing.

Students writing the French version of the Social Studies 30–1 or Social
Studies 30–2 diploma exams may use an approved bilingual print dictionary, a thesaurus and an approved writer’s handbook when writing Part A: Written Response.

Students writing French versions of part B diploma exams or other courses are not permitted to use a bilingual dictionary.

**Materials Permitted in Diploma Exam Writing Rooms**

18. **General Information**

Supervisors must verify that unauthorized materials are not brought into the writing room and that authorized materials are free of notes and other prohibited materials.

The following materials may be used during the administration of diploma exams:

19. **Mathematics 30–1, Mathematics 30–2, Biology 30, Physics 30, Chemistry 30, Science 30**

Approved calculators (see *Using Calculators* section), rulers and protractors are permitted in the diploma exam writing room.

20. **Français 30–1, French Language Arts 30–1**

For Partie A only, all students may use a print dictionary (French and/or French-English bilingual), a French thesaurus, and/or a book of verb forms/tenses. Two additional resources are authorized by Alberta Education for use during the administration of Partie A.

- *Avec brio : Guide pratique de communication* (Gladys Jean);
- *Référentiel pour la révision de textes* (Éditions L’artichaut).

21. **English Language Arts 30–1, English Language Arts 30–2**

For Part A only, all students may use a print dictionary (English and/or bilingual), a thesaurus and an authorized writing handbook. The following seven writing handbooks are authorized by Alberta Education to be used for this purpose. With the exception of *A Canadian Writer’s Guide*, any edition of these texts is acceptable for use.

- *A Canadian Writer’s Guide* (J. Finnbogason and A. Valleau), second edition (only)
- *A Canadian Writer’s Reference* (D. Hacker)
- *Checkmate: A Writing Reference for Canadians* (J. Buckley)
- *English Language Arts Handbook for Secondary Students* (Alberta Education)
- *Fit to Print: The Canadian Student’s Guide to Essay Writing* (J. Buckley)
- *The St. Martin’s Handbook for Canadians* (Andrea Lunsford, Robert Connors, and Judy Z. Segal)
- *The Writing Process* (Quentin L. Gehle and Duncan J. Rollo)

22. **Social Studies**

For Part(ie) A only, all students may use a print dictionary (single language
30–1 and Social Studies 30–2

or bilingual), a thesaurus, and an authorized writing handbook. In addition, students writing in French may use a book of verb forms/tenses. Any dictionary, thesaurus, writing handbook, or book of verb forms/tenses used must not contain appendices that include Social Studies content (e.g., historical time-lines, structure of the Government of Canada, Canada’s court system, structure of international organizations such as the UN or NATO, etc). The list of writing handbooks authorized are limited to the following:

- *Checkmate: A Writing Reference for Canadians* (J. Buckley)
- *English Language Arts Handbook for Secondary Students* (Alberta Education)
- *Fit to Print: The Canadian Student's Guide to Essay Writing* (J. Buckley)
- *The St. Martin’s Handbook for Canadians* (Andrea Lunsford, Robert Connors, and Judy Z. Segal)
- *The Writing Process* (Quentin L. Gehle and Duncan J. Rollo)

The following dictionaries are also appropriate for use when writing Part(ie) A of all Social Studies diploma exam:

- *Collins Paperback English Dictionary*
- *Collins-Robert Paperback French Dictionary*
- *Gage Canadian Dictionary*
- *Harper-Collins French Dictionary (French-English)*
- *Le Petit Robert 1*
- *Merriam-Webster’s School Dictionary*
- *The Canadian Oxford High School Dictionary*
- *The Concise Oxford Dictionary*
- *The Houghton Mifflin Canadian Dictionary of the English Language*
- *The Oxford Dictionary of Current English*

23. Materials Not Permitted In Diploma Exam Rooms

The following materials are not permitted in diploma exam writing rooms:

**Print Materials**

Students may not bring any papers, notes of any kind, or books other than those permitted into the diploma exam writing room.

Students are not permitted to bring in blank pieces of paper for rough draft work. All additional paper must be provided to students by the supervisors or alternately, students can prepare their rough draft work in the provided diploma exam booklet. All extraneous paper provided by the supervisors must be collected at the end of the diploma exam administration and returned with the diploma exam materials to Alberta Education.

Reference materials and dictionaries are not permitted for any Humanities Part(ie) B, mathematics and science diploma exams.

**Digital Devices, Tools, and Materials**

Students may not bring any digital device into the diploma exam writing room including, but not limited to, cell phones or wearable electronic devices. Digital dictionaries and/or graphic organizers are not permitted.
Students may not bring prohibited calculators into the diploma exam writing room.

24. Materials Not to be Removed from the Diploma Exam Writing Room

Students may not remove any diploma exams or other diploma exam materials from the diploma exam writing room. This includes any tear-out pages from the diploma exam booklets and any rough draft materials produced by students.

**Breaches of Security and Violations of Diploma Exam Rules**

Unauthorized materials must be removed from the diploma exam writing room prior to the diploma exam administration. In all circumstances below, if the alleged contravention of a diploma exam rule occurs during the writing of the diploma exam, exam supervisors must permit the student to continue to write unless directed otherwise by the Director, Exam Administration.

**Managing Breaches of Security and Violation of Diploma Exam Rules**

Students are expected to adhere to the *Diploma Exam Administration Rules*. Students who violate diploma exam rules, interfere with the security of diploma exams, falsify diploma exam results, disrupt other students, or commit any other act that may enable them to inaccurately represent their achievement may:
- have their diploma exam(s) invalidated;
- be barred from writing any other Alberta Education diploma exam for a period up to one year;
- have their official transcripts withheld for a period up to one year;
- have their official transcripts annotated;
- be evicted from the diploma exam writing room if the student, or other students, are at risk of harm.

If a breach of security or violation of diploma exam rules occurs, or is suspected, the school principal must remove all unauthorized materials immediately, if applicable, or rearrange the students to prevent collusion. To manage the breach of security or violation of diploma exam rules the school principal must follow the *Protocol for Superintendents Investigating Allegations of Inappropriate Examination/Test Administration And/Or Alleged Contravention of the Examination/Test Rules*.

**Appealing an Eviction**

A student who is evicted from a diploma exam, under the *Student Evaluation Regulation AR 177/2003*, must be notified by the principal or chief presiding examiner that he/she may object in writing to the Director, Exam Administration within seven days of the written notice of eviction. A sample appeal form (*Examinee Appeal Form: Eviction from a Diploma Exam*) has been provided in the *Diploma Exam Administration Forms* section.

**Appealing a**

A student who has had a diploma exam invalidated, under the *Student
Diploma Exam
Invalidation

Evaluation Regulation AR 177/2003, must be notified by the principal or chief presiding examiner that he/she may object in writing to the Assistant Deputy Minister, System Excellence Division within thirty days of the written notice of invalidation. A sample appeal form (Examinee Appeal Form: Invalidation of a Diploma Exam) has been provided in the Exam Administration Forms section.
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, System Excellence Division.

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.

Signed: Barry Gibson
Executive Director
College of Alberta School Superintendents

July 23, 2018
Date
Diploma Exam Administration Directives

Diploma exam directives identify requirements and expectations related to the administration of diploma exams. 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 must occur to prepare for, supervise, and complete the administration of all diploma exams. These directives apply to all superintendents of schools, boards of directors and principals of private schools, principals of schools and writing centres, diploma exam supervisors, teachers and students who will be writing diploma exams. Additional directives related to the administration of diploma exams, including those that pertain to the use of computers, calculators, writing accommodations and writing provisions, may be found in other sections of this bulletin.

Directives for Superintendents of Schools

Prior to each diploma exam administration, the superintendent of schools or board of directors of a private school shall achieve the following:

1. Review this bulletin and update or modify diploma exam related processes, procedures and schedules within the school authority or private school to ensure that they adhere to current directives, expectations and requirements.

2. Identify writing centres within the school authority to ensure all students, including students rewriting the diploma exam, are able to access a writing location and notify all principals of available writing centres.

3. Coordinate school authority writing centres for November and April administrations and notify all principals within the authority.

4. Appropriate procedures and schedules must be established based on the Protocol for Superintendents Investigating Allegations of Inappropriate Examination/Test Administration And/Or Alleged Contravention of the Examination/Test Rules to review and notify the Director, Exam Administration of diploma exam administration anomalies and suspected security breaches. Procedures and schedules must be shared and discussed with principals.

5. Establish, and review with principals, a diploma exam administration emergent response protocol to be implemented, as required, to address unexpected issues or problems that arise while diploma exams are being written.

Following the diploma exam administration, the superintendent of schools or board of directors of a private school shall notify the Director, Exam Administration, of any breaches of security and violations of
Directives for Principals

Prior to each diploma exam administration, the principal shall review this bulletin and update or modify diploma exam related processes, procedures and schedules within the school to ensure that they adhere to current directives, expectations and requirements.

The following checklist will assist principals to prepare for administering diploma exams.

- Enter diploma exam sittings and capacities into PASIprep.
- Communicate available writing centres to students – November/April administrations, students rewriting diploma exams and students with mature student status.
- Appropriate procedures and schedules must be established to ensure that students who register late, students rewriting diploma exams and students with mature student status are able to write at the school if communication to students is not possible before the administration date.
- Appropriate procedures and schedules within the school must be established to notify parents/guardians, at the beginning of the school year, that their child/children will be writing diploma exams in the current school year.
- Share the Quick Facts for Students and Parents/Guardians.
- Finalize course transfers before the deadline.
- Upload registrations by the deadline.
- Communicate the importance of registering by the deadline to students rewriting diploma exams and students with mature student status; assist students to register using myPass.
- Submit the List of Special Format Materials form and all Application for Accommodations for Students with Special Diploma Exam Writing Needs forms (if required) to Special Cases and Accommodations.
- Prepare and submit request for Special Writing Centre forms, if required.
- Request the use of Quest A+ for written response diploma exams.
- Upon receipt of the diploma exam booklets and materials, verify the content and quantities (without removing the shrinkwrap) and contact Exam Administration if the diploma exam 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 diploma exam.
exam shipment has errors or omissions.

- Appropriate procedures and schedules must be established to ensure that all diploma exam booklets and materials remain secure while in the custody of the school.

- Appropriate procedures and schedules must be established to ensure that diploma exams are administered in accordance with:
  - The dates and times published in this bulletin;
  - The policies, directives, rules and procedures outlined in this bulletin; and
  - The specific diploma exam-related processes and procedures established at that school/designated writing centre and within the school authority.

- Submit school-awarded marks for diploma courses by the deadline.

- Inform students their school-awarded marks are available on myPass.

- Appropriate procedures and schedules must be established to ensure that supervisors are certified teachers, clearly designated to supervise diploma exams and are prepared for that role.

- Appropriate procedures and schedules must be established to ensure that all students writing diploma exams have an Alberta Student Number.

- Appropriate procedures and schedules must be established to ensure that students are informed to have photo identification with them when they arrive to write the diploma exam.

- Appropriate procedures and schedules must be established to ensure that diploma exam schedules are posted and directives, rules and procedures are communicated.

- Appropriate procedures and schedules must be established to ensure that writing rooms are designated, set-up for diploma exam writing purposes and must be conducive to supervision, mitigating acts of cheating and interference with diploma exam security.

- Appropriate procedures and schedules must be established to ensure that if computers or other digital devices are to be used for diploma exam administration purposes, the devices are prepared in accordance with the rules outlined in the Using Computers section.

- Appropriate procedures and schedules must be established to enable perusal sessions for January and June diploma exam administrations in accordance with the rules and directives.

- Appropriate school procedures and schedules, based on those established by the Superintendent, are in place to review and
Diploma Exam Administration

Supervision

The following checklist will assist principals to prepare in the administration and provide additional assurance that supervision adheres to current directives, expectations and requirements.

- Ensure that appropriate procedures for the administration of writing accommodations and provisions are established.

- Appropriate procedures and schedules have been established, reviewed with staff and implemented to ensure that calculators are cleared of all information that is stored in programmable or parametric memory before and after the administration.

- Appropriate procedures and schedules have been established, reviewed with staff and implemented to ensure that students staple their own written response assignments into their booklets.

- In order to assist with investigations of alleged contraventions or violations of diploma exam rules a copy of the seating plan must be retained at the school for 3 months following the date of administration.

Diploma Exam Administration

Completion

The following checklist will assist principals in completing the diploma exam administration.

- Appropriate procedures and schedules must be established to verify computers and other digital devices are compliant with all directives and rules.

- Appropriate procedures and schedules have been established, reviewed with staff and implemented to investigate and report:
  a. Provincial Achievement Test administration anomalies
  b. Suspected breaches of security.

The rules and directives outlined in the *Diploma Exam Security Rules and Directives* section requires the principal to take immediate action in the cases of violation of rules, breach of security and eviction.

- Validate that all diploma exam accommodations used by students are indicated on their written response booklet(s) and answer sheets.

- Appropriate procedures and schedules have been established, reviewed with staff and implemented to ensure that the diploma exams and materials are returned to Exam Administration by the deadlines set.

- Notify the Superintendent and the Director, Exam Administration, of any contraventions of diploma exam 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 diploma exam.

- Complete, and ensure the accuracy of, the List of Students and complete and sign the Principal’s Statement

- Following the June diploma exam administration, provide a summer contact name and phone number (which is not the school phone number) on the Principal’s Statement.

- Appropriate procedures and schedules must be established to inform students of options and procedures related to rewriting a diploma exam, rescores and appeals associated with exemptions, invalidations and evictions.

**Directives for Diploma Exam Supervisors**

Prior to each diploma exam administration, diploma exam supervisors shall review this bulletin and the processes, procedures and schedules within the school.

The following checklist will assist diploma exam supervisors to prepare for administering diploma exams.

- Appropriate procedures and schedules must be established to be able to implement the directives, rules, processes and procedures that relate to the administration of diploma exams using computers, calculators, writing accommodations and additional writing time provision.

- Appropriate procedures and schedules must be established to verify the approved configuration of calculators before and after the administration.

- Ensure that the diploma exam writing room is appropriately set up and free of materials or distractions that could affect the outcomes of the diploma exam.

- Appropriate procedures and schedules have been established, reviewed and implemented to ensure that students are able to correctly staple their written response into the diploma exam booklet.

- The rules and directives outlined in the Diploma Exam Security Rules and Directives section requires the principal to take immediate action in the cases of violation of rules, breach of security and eviction. Supervisors must notify the principal in all cases of a violation, breach of security and eviction.

- All diploma exam supervisors are prepared to implement the established emergent response protocols with accuracy and confidence.

- Appropriate procedures and schedules have been established, reviewed and implemented to ensure that each student uses a valid Alberta Student Number and has photo identification.

- Appropriate procedures and schedules have been established, reviewed and implemented to ensure that only authorized
materials are brought into the diploma exam writing room and are no materials are shared between students.

- Appropriate procedures and schedules have been established, reviewed and implemented to ensure that students are not permitted to be in possession of or use cell phones during the administration of the diploma exam.
- Appropriate procedures and schedules have been established, reviewed and implemented to ensure that diploma exams are administered during the official scheduled writing time with the correct specified time for writing.
- Appropriate procedures and schedules have been established, reviewed and implemented to ensure that students are not dismissed before 10:00 AM for morning diploma exams and 2:00 PM for afternoon diploma exams.

**Diploma Exam Administration**

**Supervision**

The following checklist will assist diploma exam supervisors to supervise and administer diploma exams in accordance with the current directives, expectations and requirements.

- Verify and confirm allocated administration times. Students may take up to twice the additional writing time, if required.
- Appropriate procedures and schedules must be established to ensure active observation. Supervisors are not to assist students with questions related to diploma exam content.
- Verify the identity of each student and record their location in the diploma exam writing room.
- Verify that only authorized materials are brought into the diploma exam writing room and are not shared by students.
- Ensure that all student responses and materials including any draft work generated by the student is stapled into the booklet by the student.
- Ensure that if computers and/or other digital devices were used, the rules for using computers are followed. Ensure that contingency plans are reviewed and implemented, as required.
- Ensure that if calculators were used, the rules for using calculators are followed.

**Diploma Exam Administration**

**Completion**

The following checklist will assist diploma exam supervisors in completing the administration of the diploma exam.

- Ensure that all diploma exam accommodations used by students are recorded on their written-response booklet(s) and/or answer sheets and each written-response booklet and/or answer sheet is verified and initialed.
- Document any unusual circumstances or violations of rules and directives that occurred during the diploma exam administration and forward this information to the principal. Students involved in an alleged contravention of diploma exam
rules, breach of security or eviction must provide a written and signed statement to be included with the Principal’s Statement. If the student opts to not submit a statement, the principal must document and include this information on the Principal’s Statement.

- Prepare all required diploma exam administration forms for the chief supervisor or principal to sign. For the June and August administrations, ensure that the Principal’s Statement includes an accessible summer contact.

### Directives for Teachers of Students Writing Diploma Exams

<table>
<thead>
<tr>
<th>Diploma-exam administration Preparation</th>
<th>The following checklist will assist teachers of students writing diploma exams to prepare their class(es) for the writing of diploma exams.</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Review the rules and procedures related to writing diploma exams. Ensure that students are aware of, and understand, the diploma exam schedule, rules, directives and procedures related to, and their responsibilities for, adhering to them.</td>
<td></td>
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<tr>
<td>- Schedule and administer a field test.</td>
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<tr>
<td>- Notify students who owe a fee for writing a diploma exam to pay the fee and register using myPass (students rewriting or non-funded visiting students).</td>
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<tr>
<td>- Notify students that their diploma exam results will be available online using myPass.</td>
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<tr>
<td>- Ensure that students are proficient in clearing all information stored in programmable or parametric memory on their calculators.</td>
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<tr>
<td>- Ensure that students planning to use technology to write Part(ie) A are proficient in the use of technology before the diploma exam administration.</td>
<td></td>
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<tr>
<td>- Prepare and submit recommendations and supporting documentation related to requests for accommodations and communicate the official responses of these requests to the student and parent/guardian (if the student is under 18 years of age).</td>
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</table>

### During the Diploma Exam Administration

- Teachers who will teach a diploma course within the current school year are eligible to peruse a digital copy of the diploma exam for January and June diploma exam administrations.

### Diploma Exam Administration Completion

The following checklist will assist teachers of students writing diploma exams to ensure that the completion of the administration of diploma exams adheres to current directives, expectations and requirements.

- Review options and procedures with students who may need to
  a. Apply to rewrite a diploma exam;
  b. Apply for a diploma exam rescore;
c. Explore avenues of appeal

**Active Supervision**

**What is Active Supervision?**

Active supervision refers to specific actions taken by supervisors to ensure that diploma exam rules and directives are appropriately enforced impartially and that all students have an opportunity to write their diploma exam with consistent application of diploma exam and supervision standards across the province.

Individuals who are active supervisors have a clear understanding of diploma exam rules, directives and procedures. They use that knowledge and their teaching experience, 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 examinee behaviour, before, during and after the diploma exam administration.

**Strategies for Active Supervision**

Some specific strategies that can be employed to mitigate the opportunity to contravene diploma exam rules and directives include the following:

1. Randomizing and assigning seating so that students cannot choose or know in advance where they will be sitting, and then document where each student is seated.
2. Ensuring that all desks in the diploma exam writing room are empty before, during and after the diploma exam administration.
3. Creating, communicating and enforcing diploma exam rules.
4. Making and maintaining frequent eye contact with students.
5. Setting up the diploma exam writing room for easily accessible supervision and positioning diploma exam supervisors so that students and their behaviours can be viewed from all directions. It is also important that students are aware that they are being actively observed.
6. Ensuring that supervisors are not working on their own materials, marking, or lesson planning while supervising a diploma exam.
7. Ensuring that supervisors do not bring cellphones into the diploma exam writing room where they are supervising.

**Diploma Exam Rules to be Shared with Students**

The following should be shared with students. Students must understand their responsibilities when writing diploma exams as well as the rules and directives.

**Preparing to Write a Diploma Exam**

Prior to a diploma exam administration, students who intend to write a diploma exam shall:

1. Confirm that they are aware of, and proficient in, their understanding of the diploma exam schedule, diploma exam rules, directives, procedures,
and deadlines related to writing a diploma exam and their responsibilities for adhering to and/or implementing them. Students must be aware that all diploma exams are to be written at an accredited Alberta High School or a provincially designated writing centre.

2. Ensure that they have communicated their intention to write specific diploma exams and are registered to do so.

3. Pay rewrite fees related to the writing of diploma exams (if applicable).

4. Ensure that they have, and use, a valid Alberta Student Number.

5. All students must have photo identification with them when they arrive to write a diploma exam.

6. Discuss with school personnel their needs and intentions with respect to the use of writing accommodations.

7. Discuss with school personnel their intentions with respect to the use of a computer or digital device to write Part(ie) A humanities diploma exams and be able to demonstrate their proficiency in the use of a computer or digital device and the rules governing the administration of a diploma exam using a computer or digital device.

8. Be proficient in clearing their calculators before and after the writing of the diploma exam.

Writing a Diploma Exam

Immediately prior to and during each scheduled diploma exam administration, students writing diploma exams shall:

1. Complete both parts of a humanities diploma exam to obtain credit for the course.

2. Adhere to all diploma exam rules, directives and procedures related to the writing of diploma exams.

Completing a Diploma Exam

Following a diploma exam administration, students who wrote a diploma exam shall:

1. Ensure that they are aware of, and understand, the rules, procedures, requirements and deadlines related to diploma exam rewrites and rescores and their responsibilities for adhering to, and/or, implementing them.

2. Notify Exam Administration when Part(ie) A and Part(ie) B of the Humanities diploma exam are written over two separate administrations.

3. All exemption applications are reviewed by, and official decisions are rendered by, Alberta Education staff only. School authorities and/or
school administration staff are not eligible to grant exemptions from the writing of diploma exams.

4. Review the process for managing appeals in the Diploma Exam Security Rules and Directives section if intending to make an appeal related to an alleged contravention of diploma exam rules, breach of security or an eviction.

**Students using technology**

1. If a principal allows technology to be used when writing Part(ie) A diploma exams, the decision to participate shall be the individual student’s.

2. Students who choose to write diploma exams using school or writing-centre technology shall be proficient at using those devices and word-processing applications as a typical means of producing written work.

3. Students are encouraged to print assignments for written response diploma exams in a single-sided page format.

4. Students **must** not write their names or the name of their school anywhere in, or on diploma exam booklets. Students who registered late **must** create a 5-digit index number and annotate each page of their written response with that number.

5. Students **must** verify, before submitting the diploma exam in for marking, that all of their written response is attached to the booklet as they intended.

**Diploma Exam Rules**

1. Students must not discuss the diploma exam with the supervising examiner unless the exam booklet is incomplete or illegible. Students must not talk, whisper, or exchange information or writing tools and materials, including calculators, with another student.

2. Students must use an HB pencil to record their answers on the multiple-choice answer sheets.

3. Students must not write their names or the name of their school anywhere in, or on diploma exam booklets, except in the designated space provided on the back cover and the answer sheet.

4. Accommodations used must be recorded on the back cover and/or answer sheet.

5. Students may not enter or leave the diploma exam writing room without the consent of the supervisor.

6. Students are not permitted to enter the diploma exam writing room after: For all AM diploma exams – 10:00 a.m.; b. For all PM diploma exams – 2:00 p.m.
7. Students are not permitted to leave the diploma exam room before: a. For all AM diploma exams – 10:00 a.m.; b. For all PM diploma exams – 2:00 p.m.

8. To be eligible to write a diploma exam in November or April students must either have mature student status or a school-awarded mark in that diploma exam course.

9. To be eligible to challenge a diploma exam, students must have mature student status.

10. It is the student’s responsibility to obtain a list, from their teacher, of materials which may be used during the administration of diploma exams.

11. The following materials are not permitted in the diploma exam writing room (for a full list contact the writing centre staff): (a) students may not bring any papers, notes of any kind, or books other than those permitted, (b) electronic devices or tools unless it is an approved accommodation.

12. Students are not permitted to remove any diploma exams or diploma exam materials from the writing room. This includes tear-out pages from the diploma exam booklets and any rough draft materials produced by the student.

13. Students will be able to access their diploma exam mark using their myPass account, on and after, the release date.
Grade 12 Diploma Exams
Quick Facts for Students and Parents/Guardians

What are diploma exams?
Diploma exams are administered to students in select Grade 12 courses and have three main purposes:
- to certify the level of individual student achievement in selected Grade 12 courses;
- to ensure that province-wide standards of achievement are maintained;
- to report individual and group results.

When are diploma exams administered?
Diploma exams are administered annually in January, April, June, August, and November according to the schedule posted in the General Information Bulletin at https://education.alberta.ca/diploma-exam-administration/general-information-bulletin.

Are there any practice questions available to students before writing diploma exams?
Yes. Students can try out the released questions from previous diploma exams that are located at https://questaplus.alberta.ca/PracticeMain.html. In addition, there are released items documents available for each diploma-examination subject on the Alberta Education website.

How will results from diploma exams be shared with students?
Approximately 3 weeks after the administration of diploma exams, student results are available on myPass at https://mypass.alberta.ca. For assistance with myPass, contact the Client Services Help Desk at 780-427-5318 (Dial 310-0000 to be connected toll-free from outside the Edmonton area.)

Want to know more?
More information and resources for diploma exams are available on the Alberta Education website at http://education.alberta.ca.

The personal information collected in the Diploma Examination 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 Diploma Examination Program as well as support programs and policy evaluation and measurement.

Questions regarding the program and the collection, use and disclosure of information may be directed to the Director, Diploma Programs, System Excellence, Alberta Education, 6th Floor, 10044 -108 Street, 44 Capital Boulevard, Edmonton, AB T5J 5E6 or by telephone at 780-422-5160. (Dial 310-0000 to be connected toll-free from outside the Edmonton area.)
Points saillants à l’intention des élèves, des parents ou des tuteurs

En quoi consistent les examens en vue de l’obtention du diplôme de 12e année?

Les examens en vue de l’obtention du diplôme de 12e année sont administrés aux élèves de 12e année dans certains cours. Ils ont trois objectifs principaux :

- certifier le niveau de rendement individuel des élèves dans certains cours de 12e année;
- assurer le maintien des normes de rendement à l’échelle de la province;
- communiquer les résultats individuels et collectifs.

Quand les élèves passent-ils les examens en vue de l’obtention du diplôme de 12e année?


Existe-t-il des modèles de questions pouvant aider les élèves à se préparer aux examens en vue de l’obtention du diplôme de 12e année?

Oui. Les élèves peuvent s’exercer en répondant aux questions rendues publiques des examens en vue de l’obtention du diplôme de 12e année qui se trouvent à https://questaplus.alberta.ca/PracticeMain.html.

Comment les résultats obtenus aux examens en vue de l’obtention du diplôme de 12e année seront-ils communiqués aux élèves?


Comment obtenir plus d’information?

Vous trouverez de l’information détaillée et des ressources concernant les examens en vue de l’obtention du diplôme de 12e année à http://education.alberta.ca.


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 Gilbert Guimont, directeur, Évaluation des études en français, System Excellence, Alberta Education, 6th Floor, 10044 - 108 Street, 44 Capital Boulevard, Edmonton, AB T5J 5E6 à Gilbert.Guimont@gov.ab.ca ou appeler le 780-422-1036 (sans frais en Alberta en composant le 310-0000).
Diploma Exam Sittings and Capacity

Schools that administer diploma exams must establish sittings, or writing rooms, for each administration in PASIprep. School staff may either create all diploma exam sittings at the beginning of the school year or in accordance with the diploma exam sitting-by-administration deadlines detailed in the Schedules and Significant Dates section.

Diploma exam sittings must not be entered into PASIprep if the school is not a designated writing centre for that administration.

Superintendents or board of directors must communicate with their principals which schools within that school authority will operate as designated writing locations for students rewriting diploma exams and mature students not enrolled in a high school for all five diploma exam administrations.

Capacity denotes the number of students school staff are able to supervise per diploma exam. Schools must, in their diploma exam sitting capacity quantities, factor in students who are rewriting diploma exams and students not enrolled in that school; it is recommended that school staff examine trends of students who wrote in the same administration over the previous three years and estimate for similar trend.

The capacity field in PASIprep may be changed until the diploma exam writing date. Alberta Education will ship diploma exams to schools based on their information in PASIprep on the registration deadline date. If capacity is changed after the registration deadline and additional diploma exams are required, the school must order additional diploma exams using the Supplemental Shipment Form.

Receiving and Inspecting Diploma Exam Materials

Formal procedures for handling diploma exam materials when they are delivered to the school by the courier must be established in order to ensure that the diploma exam materials are kept secured at all times while in the custody and control of the school and are available when needed. In setting up these procedures, the following points should be kept in mind:

1. All queries and concerns about the receipt of diploma exam materials must be directed to Exam Administration staff at exam.admin@gov.ab.ca. The following subject line should be used for all queries about diploma exam shipments: DE Shipment - your school name and school code (e.g., DE Shipment – Ben Hur High School, 9999). Include a contact name and phone number in the email message.

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 secured shipments from Alberta Education, including diploma exam booklets and materials. Exam Administration Branch 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 whether or not your school has a NSR option in place.

2. Principals must identify one staff member at the school with the specific responsibility for receiving all diploma exam materials. This staff member must know when those materials are expected to arrive (see Schedules & Significant Dates section) and must contact Exam Administration if:
   a. No one will be at the school when the diploma exam materials are scheduled to be delivered;
   b. The diploma exam shipment has not been received within two or three days of when it was expected to arrive.

3. When diploma exam materials are received, the shipment of boxes must immediately be visually inspected by the designated staff member 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 not yet received, ask the courier when they are expected to arrive.
   b. The shipment has been damaged or tampered with in any way. Before signing for and accepting receipt of the shipment, the damage or tampering must be brought to the courier’s attention and, if possible, it must be determined how and when it occurred. This anomaly must be noted on the Principal’s Statement and Exam Administration branch must be contacted immediately to discuss this potential breach of security.

After formally receiving a shipment of diploma exam materials, the box(es) must immediately be moved to a secure location where they can be opened and inspected.

Shipments Contents  Depending on which diploma exam is being written at a school or writing centre, the following materials are included in a shipment:

1. Packing slip(s)
2. Principal’s kit
   a. Return envelope(s)
   b. Coloured return address/identification label(s)
   c. Return waybills
3. Principal’s Statement(s)
4. List of Students form(s)
5. Labels
6. Diploma exams and other diploma exam materials
7. Instruction sheets for diploma exam label application and return packaging procedures

Approved special format materials (if requested) are shipped to schools separately from print materials.

Inspecting Diploma Exam Materials

All diploma exam material shipment boxes must be opened and inspected immediately upon their receipt, without opening the shrink-wrapped diploma exam packages. 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 administration dates for those diploma exams. The diploma exam packages must remain shrink-wrapped until the day the diploma exam is scheduled to be written.

All identified errors or deficiencies in a shipment must be addressed immediately by sending an email to Exam Administration at exam.admin@gov.ab.ca using the subject line: DE Shipment Error or Deficiency – your school name and school code (e.g., DE Shipment Error or Deficiency – Ben Hur High School, 9999)

If school staff have changed the diploma exam sitting capacity after the registration deadline, they must submit a Supplemental Shipment Form.

Packaging and Returning Diploma Exam Materials

Dates for Returning Diploma Exam Materials

All secured diploma exam materials, Principal’s Statements, Lists of Students and other administration supporting documents must be returned to Alberta Education in accordance with the dates specified in the Schedules & Significant Dates section of this bulletin.

Completing the List of Students form

The List of Students and the Principal’s Statement must be completed and signed even in the event that students did not write that particular diploma exam.

The List of Students contains the names of all the students registered to write a diploma exam by the registration deadline. School staff may choose to print an updated list of registered students prior to each diploma exam using PASIprep. This updated list is not an official document and is only intended to provide the diploma exam supervisors with additional information. Alberta Education requires the official List of Students to be completed and returned. All documents used within the context of the K-12 Education system, by K-12 Education staff, including diploma exam materials will use the students’ preferred name.

In preparing the List of Students for return to Alberta Education, the principal shall:
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, 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. Use the following legend to indicate the participation status of all registered and unregistered students who wrote or were expected to write the diploma exam:
   - ✔ – test written (paper format)
   - D – test written (digital format using Quest A+)
   - NW – student did not write

### Preparing Diploma Exam Materials for Return

Formal procedures for preparing and packaging diploma exam materials for return to Alberta Education must 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 diploma exam materials should be directed to Exam Administration, by email, at exam.admin@gov.ab.ca. The subject line: **DE Return Shipment—** your school name and school code (e.g., **DE Return Shipment—Ben Hur High School, 9999**) should be used. Include a contact name and phone number in the email message.

2. Principals must identify one staff member at the school with the specific responsibility for preparing and packaging all diploma exam materials for return to Alberta Education. This staff member must be proficient in his or her understanding of what materials must be returned and how those materials should be packaged and prepared.

3. Return envelopes and coloured return address/identification labels are included in each shipment of diploma exam materials sent to schools. These return envelopes and coloured address/identification labels **must** be used when packaging and returning diploma exam materials back to Alberta Education.

4. Materials to be returned should be prepared as follows:
   a. Diploma exam materials for registered and unregistered students should be bundled separately; all forms completed by a student should be returned along with his or her diploma exam materials;
   b. Used materials that require marking or machine scoring should be bundled separately from other secured materials, i.e., unused diploma exams and supporting documentation, that are being returned;
   c. Each bundle of diploma exam booklets and answer sheets being returned **must** be sorted alphabetically, by student name;
   d. All forms and answer sheets should be returned in the envelopes that
are provided for that purpose.

5. If diploma exam materials will be returned to Alberta Education in boxes that have been previously used, all previous address information on those boxes must be covered or removed to ensure that the boxes are not shipped to the wrong address.

6. If more than one box will be shipped to Alberta Education, those boxes must be identified as a set by numbering them as such, for example, 1/3, 2/3, 3/3. Each box must be firmly sealed and a coloured return address/identification label should be affixed to it in a prominent location.

November 2018 and January 2019 all diploma exam materials must be returned to:

Exam Administration Marking Centre – Alberta Education
Room 2-2074, Dentistry/Pharmacy Building
11304 – 89 Ave NW
Edmonton, AB T6G 2N8

THE MARKING CENTRE IS MOVING IN FEBRUARY 2019

April, June and August 2019 all diploma exam materials must be returned to:

Exam Administration Marking Centre – Alberta Education
Bonaventure Gate
13140 St. Albert Trail
Edmonton, AB T5L 4H5

Using Couriers for the Return of Diploma Exam Materials

The following courier services may be used to return diploma exam materials to Alberta Education:

Purolator
Dispatch Telephone Number: 1-800-387-3027

Loomis
Dispatch Telephone Number: 1-800-225-5345
Schools or school authorities located within Edmonton, St. Albert, or Sherwood Park can also return diploma exam materials by:

**Mr. Courier**
Dispatch Telephone Number: (780) 464-5719

**DV Delivery**
Dispatch Telephone Number: (780) 868-5503

**School Authority Procedures for the Return of Diploma Exam Materials**

School authorities may choose to have schools return their diploma exam 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 must confirm with their school authority office the approach to the return of diploma exam materials that is being implemented within their school authority.

Unless given specific alternative directions by a school authority, all materials returned to the Exam Administration Marking Centre must be shipped through *third party billing* using one of the above-mentioned couriers. If a school or school authority returns materials by mail, the school/school authority will be responsible for all costs incurred.

Receiving hours at the Exam Administration Marking Centre are Monday to Friday, 8:00 A.M. to 4:00 P.M. Specific arrangements must be made with the Exam Administration team for the receipt of shipments outside of these hours.
Writing Mathematics and Science Diploma Exams Using Calculators

OVERVIEW

To ensure equity and fairness to all students, only calculators that have been approved by Alberta Education may be used when writing diploma exams.

Both scientific and graphing calculators, with no prohibited properties, may be used during a diploma exam. To be approved by Alberta Education for diploma exam writing purposes, a graphing calculator must be a hand-held device designed primarily to perform mathematical computations, including logarithmic, trigonometric and graphing functions.

The following graphing calculator properties are permitted for diploma exams:

- Function graphing and display capabilities, including displaying more than one function at a time and tracing a function
- Standard scientific calculator operations: sine, cosine, tangent, inverse functions, logarithms and exponents ($x^n$)
- Regression modelling functions

Alberta Education has approved the use of the following graphing calculators when writing diploma exams; this list is updated annually.

**Casio**
- fx-9750 GII
- fx-9750 G Plus (no longer manufactured)
- fx-9860 GIIs

**Hewlett-Packard**
- HP Prime

**Sharp (no longer manufactured or supplied to Canada)**
- EL-9900
- EL-9600
- EL-9600C

**Texas Instruments**
- TI-83 Plus, TI-84 Plus, TI-84 Plus Silver
- TI-83 (no longer manufactured), TI-83 Plus Silver (no longer manufactured)
- TI-84 Plus CE
- TI-84 Plus C Silver (no longer manufactured)
- TI-84 Plus Pocket SE (no longer manufactured)
- TI-Nspire (with Touchpad or Clickpad) (no longer manufactured)
- TI-Nspire CX Handheld
DIRECTIVES

The following directives apply to the use of calculators when diploma exams are administered and written.

**Principals**

1. Principals shall ensure that, at the beginning of any mathematics or science diploma exam course, teachers and students are advised of the types of calculators that are currently approved for use when writing a diploma exam.

2. Prior to each diploma exam administration, the principal of a school or designated writing centre shall:
   2.1. communicate to students and teachers the directives and rules related to the use of calculators during diploma exams
   2.2. develop procedures for teachers to ensure that students are able to clear and reset their own calculators
   2.3. ensure that teachers who are designated to supervise the administration of mathematics and science diploma exams are appropriately prepared for that role

3. Prior to each diploma exam administration, the principal of a school or designated writing centre shall establish appropriate procedures to ensure that:
   3.1. only approved calculators are brought into the diploma exam writing room
   3.2. teachers are able to verify that calculators used to write diploma exams are appropriately cleared and configured to safeguard test security, validity and fairness to all students and to minimize distraction to students

**Exam Supervisors**

1. Exam supervisors who supervise diploma exam administrations shall:
   1.1. understand and implement the directives, rules and procedures related to that role
   1.2. develop and implement procedures to ensure that only approved calculators are brought into the diploma exam writing room and that they have been appropriately cleared and configured before and after the official scheduled diploma exam administration
   1.3. ensure that students are not sharing calculators

2. Prior to the commencement of the diploma exam administration, diploma exam supervisors shall review with students the diploma exam calculator use directives, rules and procedures, and students’ responsibilities for implementing them.

**Students**

1. Students who write mathematics and science diploma exams shall:
   1.1. understand all diploma exam calculator use directives, rules and procedures, and their responsibilities for implementing them
   1.2. only bring an approved and appropriately configured calculator to
the diploma exam writing room for their exclusive use
1.3. demonstrate that their calculators are appropriately configured by clearing and resetting them prior to the commencement of, and following, the diploma exam.

CALCULATOR USE RULES

1. Permitted Calculator Materials
Students may bring the following materials into the diploma exam writing room, for their exclusive use, when writing diploma exams:
- scientific calculators that are appropriately configured and do not have prohibited properties
- approved graphing calculators that are appropriately configured
- extra batteries

2. Prohibited Calculator Materials and Properties for Scientific and Graphing Calculators
The following calculator properties and materials are not permitted when writing diploma exams:
- programmed memory content
- symbolic manipulation capabilities
- ability to provide trigonometric calculation exact values
- ability to simplify radicals and rationalize denominators
- wireless communication capabilities
- built-in notes, libraries, or formulae (e.g. definitions or explanations in alpha notation)
- downloaded programs
- external (peripheral) devices and other support materials such as manuals, printed or electronic cards, printers, memory expansion chips or cards, external keyboards
- calculator cases

3. Prior to the commencement of a diploma exam and before leaving the exam room, calculators must be cleared of all information that is stored in programmable or parametric memory and properly configured. Calculators must be set to operate in silent mode (see Calculator Clearing and Checking Procedures).

CALCULATOR CLEARING AND CHECKING PROCEDURES

The instructions required to clear the memories of approved graphing calculators and appropriately configure them are presented in the table below. The factory set memory values for each approved graphing calculator are also presented in the tables.

For Casio models, the calculator’s memory value should be checked after clearing to ensure that it reflects its factory settings. If the memory values do not reflect the factory settings, then the operating system version should also be checked.

For Texas Instrument and Hewlett-Packard models, the calculator’s remaining memory after clearing and resetting is dependent on the calculator’s operating system. Because these calculator manufacturers use various operating systems for the same calculator model, their
memory values upon reset may vary slightly from those shown in the table. If, after clearing, the memory values in a calculator are not reasonably close to the values presented in the table, then the calculators should be turned off and reset a second time. If the values fail to change, the calculators should not be used when writing the diploma exam.

**Note:** Scientific Calculators
The following scientific calculators are **not** permitted when writing diploma exams due to its prohibited properties. This is **not** an exhaustive list as all scientific calculators must be checked and approved.

- Casio fx-115 ES Plus
- Casio fx-CG10 or fx-CG50
- Casio fx-991 ES Plus (ES Plus C or EX)
- Casio fx-300 ES (ES Plus)
- Sharp EL W516X Writeview
- Sharp EL W535X Writeview
- TI 36X Pro
- TI 30XS Multiview

When checking scientific calculators for prohibited properties, it is advisable to check both trigonometric and radical values. For example, the calculations $\sqrt{12}$ and $\cos(30^\circ)$ should result in decimal values and not exact values.

For further information about clearing calculators contact the Director, Diploma Program.
Keystrokes to Clear, Configure, and Check Approved Graphing Calculators

**Casio**

<table>
<thead>
<tr>
<th>Calculator Model</th>
<th>Keystrokes to Clear Memory</th>
<th>Keystrokes and Information Regarding Cleared Calculator</th>
</tr>
</thead>
<tbody>
<tr>
<td>fx-9750 GII</td>
<td>Select Menu&lt;br&gt;Cursor to SYSTEM&lt;br&gt;EXE&lt;br&gt;F5: Reset&lt;br&gt;F2: Main Memories&lt;br&gt;F1: Yes “Reset main memories”&lt;br&gt;EXIT</td>
<td>Select Menu&lt;br&gt;Cursor to MEM&lt;br&gt;EXE&lt;br&gt;Calculator will display: 61904 Bytes Free</td>
</tr>
<tr>
<td>fx-9860 GIIs</td>
<td>Select Menu&lt;br&gt;Cursor to SYSTEM&lt;br&gt;EXE&lt;br&gt;F5: Reset&lt;br&gt;F6: Next Page&lt;br&gt;F1: Main &amp; Storage&lt;br&gt;F1: Yes “Reset main memories, storage memories”&lt;br&gt;EXITMENU</td>
<td>Select Menu&lt;br&gt;Cursor to MEM&lt;br&gt;EXE&lt;br&gt;F1: Main Memory&lt;br&gt;Calculator will display: 61904 Bytes Free</td>
</tr>
<tr>
<td>fx-9750 G Plus</td>
<td>Select Menu&lt;br&gt;Cursor to MEM&lt;br&gt;EXE&lt;br&gt;F1: Yes-Reset</td>
<td>Select Menu&lt;br&gt;Cursor to MEM&lt;br&gt;EXE&lt;br&gt;Calculator will display: 28628 Bytes Free</td>
</tr>
</tbody>
</table>

**Note:** The fifth and sixth digits of the OS version cannot be 20 for the Fx-9750 GII or Fx-9860 GIIs models, i.e., operating system version 2.0X.020X is prohibited on these models.

**Hewlett-Packard**

To prepare HP Inc. calculators (HP Prime) for diploma exam writing purposes, the *Exam Mode* feature must be used. For more information, refer to: [http://h41112.www4.hp.com/ca/documents/HP_Prime_Custom_ExamMode_2015.pdf](http://h41112.www4.hp.com/ca/documents/HP_Prime_Custom_ExamMode_2015.pdf). If this link is unavailable, please refer to the Hewlett-Packard website or contact HP Calculators at [calculators@hp.com](mailto:calculators@hp.com).

When students are asked to determine an exponential regression function, they should pay attention to the *of the form* instruction in the question. Exponent Regression on the HP Prime is in the form $y = B^M^x$ whereas Exponential Regression is in the form $y = B*e^{M*x}$. Also, Logarithmic Regression on the HP Prime is in the form $y = m*ln x + b$, which is different than the form shown on the Mathematics 30-2 formula sheet.
### Calculator Model

<table>
<thead>
<tr>
<th>HP Prime</th>
<th>Keystrokes to Clear Memory</th>
<th>Information Regarding Cleared Calculator</th>
</tr>
</thead>
<tbody>
<tr>
<td>(firmware 1.3 or greater)</td>
<td>1. Press <strong>Menu</strong>, 3: <strong>Messages, Shift, Clear</strong>, tap</td>
<td>Remaining memory may vary depending on the applications that are locked on the unit. These applications are inaccessible while in Exam Mode</td>
</tr>
<tr>
<td>*Note: this is a touch screen calculator</td>
<td>2. Press <strong>On</strong> and then <strong>ESC</strong> simultaneously</td>
<td></td>
</tr>
<tr>
<td><strong>Configuration:</strong> Use the drop down menu to select Custom Mode</td>
<td><strong>Timeout:</strong> Set an appropriate length of time, ensuring that the calculator will remain in Exam Mode for the entire writing period</td>
<td></td>
</tr>
<tr>
<td><strong>Default Angle:</strong> No change</td>
<td><strong>Password:</strong> Entered by exam supervisor and <strong>not</strong> shared with the student</td>
<td></td>
</tr>
<tr>
<td><strong>Check Blink LED</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tap <strong>Config</strong> on the menu bar on the bottom of the screen and check each line listed below to disable features</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A) <strong>System Apps:</strong> click to expand this menu and check all lines except:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Function</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Statistics 1Var</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Statistics 2Var</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Spreadsheet</td>
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<tr>
<td>B) <strong>User Apps</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C) <strong>Physics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D) <strong>Help</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E) <strong>Units</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F) <strong>Matrices</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G) <strong>Complex</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H) <strong>CAS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I) <strong>USB</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J) <strong>Notes and Programs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K) <strong>New Notes and Programs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L) <strong>Mathematics:</strong> click to expand this menu and check “Trigonometry” line</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tap</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Tap <strong>Start</strong> and swipe the lock icon to the right to begin Exam Mode</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LED lights on top of the handheld unit will be on</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Notes: For HP Prime models
- Message screen does **not** get cleared when set in Exam Mode, therefore it is necessary to clear any information saved on the Message screen before and after the exam. (Please refer to Step 1 above.)
- To ensure the device remains in Exam Mode for the entire duration of the exam, it is suggested that the Timeout period be set longer than the allowable writing time for the student.
- To exit Exam Mode and clear all memory, use the following keystrokes:
  - To Exit Exam Mode: Press **On** and then **ESC** simultaneously
    - Input password, tap
  - To Clear All Memory: Press **Shift, Clear**, tap
  - To Clear All Messages: Press **Menu, 3: Messages, Shift, Clear**, tap
Texas Instruments

To prepare Texas Instruments calculators for diploma exam writing purposes, we recommend referring to the step by step instructions for using TestGuard, Press-to-Test, or memory reset available at http://education.ti.com/en/us/solutions/test-preparation-tools/tabs. If this link is unavailable or you have questions, please contact 1-800-TI-CARES, ti-cares@ti.com, or your local representative.

**Teachers should ensure that students are using the latest version of the calculator Operating System.**

Students and teachers are encouraged to access the free updates to OS as needed using the TI website http://education.ti.com. Mode settings may be altered when calculator memories are cleared. Students should check the mode settings on their calculators before proceeding to write their diploma exam.

To prepare Texas Instruments Nspire calculators (TI-Nspire and Nspire CX models) for diploma exam writing purposes, the Press-to-Test feature **must** be used. Press-to-Test disables specific programs and apps and allows them to be restored after the diploma exam.

**NOTE:** When using the Press-to-Test feature, make sure to exit Press-to-Test so that all data and documents are cleared from the calculator after the examination.

To use the Transfer Press-to-Test Feature on TI-Nspire (recommended):

1. Teacher sets up one TI-Nspire unit in Press-to-Test. See the link above for more details on the initial set up. Ensure that disable log template and summation functions line is unchecked and all other lines are checked. This should be done for all Mathematics and Science diploma exams.
2. When the unit reboots there is an option to Transfer Press-to-Test on the Press-to-Test Page.
3. Using the mini to mini cable, connect the unit that has been configured to a student handheld unit and select the transfer option.
4. You can then unplug and move on to the next student. It is not necessary to wait until the student calculator completes processing. Using this method, each calculator will be configured to the Press-to-Test format determined by the teacher.

To prepare Texas Instruments calculators (TI-83 or TI-84 models) for diploma exam writing purposes, the APPS program Test Guard or the Press-to-Test feature can be used as indicated:
- Press-to-Test for TI-84 Plus models (with OS 2.55 or higher)
- Test Guard 4.3 for TI-83 Plus models (will clear calculator) and TI-84 Plus models (will disable or clear with setup)
- Test Guard 5.3 for TI-84 Plus CE models only (not compatible with older models of TI-84 Plus)

For TI-83 Plus and TI-84 Plus models, calculator memory can also be completely reset instead, using the steps outlined above.

<table>
<thead>
<tr>
<th>Calculator Model</th>
<th>Keystrokes to Clear Memory</th>
<th>Information Regarding Cleared Calculator</th>
</tr>
</thead>
<tbody>
<tr>
<td>TI-Nspire (with Clickpad)</td>
<td>With handheld off, hold down the “esc”, and “on” keys until the Press-to-Test dialog is displayed</td>
<td>Remaining memory may vary depending on the documents that are locked. These documents are inaccessible while in Press-to-Test</td>
</tr>
<tr>
<td>(OS 3.9 or higher)</td>
<td>Uncheck only the line “disable logx template and summation functions” for all diploma exams</td>
<td></td>
</tr>
<tr>
<td></td>
<td>then select Press-to-Test and then select “ok”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The handheld will reboot. After rebothing, a “Press-to-Test invoked” dialog box will appear on the screen, the LED light will blink <strong>amber</strong>, and a ‘lock’ icon will appear beside the battery icon.</td>
<td></td>
</tr>
<tr>
<td>TI-Nspire (with Touchpad)</td>
<td>With handheld off, hold down the “esc”, and “on” keys until the Press-to-Test dialog is displayed</td>
<td>Remaining memory may vary depending on the documents that are locked. These documents are inaccessible while in Press-to-Test</td>
</tr>
<tr>
<td>(OS 3.9 or higher)</td>
<td>Uncheck only the line “disable logx template and summation functions” for all diploma exams</td>
<td></td>
</tr>
<tr>
<td>TI-nspire CX</td>
<td>then select Press-to-Test and then select “ok”</td>
<td></td>
</tr>
<tr>
<td>(OS 4.5 or higher)</td>
<td>The handheld will reboot. After rebothing, a “Press-to-Test invoked” dialog box will appear on the screen, the LED light will blink <strong>amber</strong>, and a ‘lock’ icon will appear beside the battery icon.</td>
<td></td>
</tr>
</tbody>
</table>

**Notes: For TI-Nspire models**
- Resetting the memory on TI-Nspire models is **not** sufficient as it fails to disable prohibited features
- Check that the calculator is in the correct Press-to-Test mode by watching for the flashing ‘amber’ LED on the top of the handheld unit
- The presence of an amber light does not ensure that the calculator has been correctly set unless the calculator clearing instructions have been followed
- To exit Press-to-Test, the calculator must be connected to another TI-Nspire using a mini-USB cable. Use the following keystrokes:
  - From the homepage, press \[A\] and then \[doc\].
  - Select 9 (Press-to-Test)
  - Select 1 (Exit Press-to-Test)
- No light will be blinking once the calculator is out of Press-to-Test mode.
<table>
<thead>
<tr>
<th>Calculator Model</th>
<th>Keystrokes to Clear Memory</th>
<th>Keystrokes and Information Regarding Cleared Calculator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TI-83</strong> (OS 1.19)</td>
<td>2nd + (MEM) 5 (Reset) 1 (All Memory) 2 (Reset)</td>
<td>2nd + (MEM) 1 Calculator will display: 61904 Bytes Free</td>
</tr>
<tr>
<td><strong>TI-83 Plus</strong> (OS 1.19)</td>
<td>2nd + (MEM) 7 (Reset)   (All) ** Enter 1 (All Memory) 2 (Reset)</td>
<td>Remaining memory may vary depending on the model, operating system and age of the calculator.</td>
</tr>
<tr>
<td><strong>TI-83 Plus Silver</strong> (OS 1.19)</td>
<td>2nd + (MEM) 7 (Reset)   (All) ** Enter 1 (All Memory) 2 (Reset)</td>
<td>Remaining memory may vary depending on the model, operating system and age of the calculator.</td>
</tr>
<tr>
<td><strong>TI-84 Plus</strong> (OS 2.55)</td>
<td>2nd + (MEM) 7 (Reset)   (All) ** Enter 1 (All Memory) 2 (Reset)</td>
<td>Remaining memory may vary depending on the model, operating system and age of the calculator.</td>
</tr>
<tr>
<td><strong>TI-84 Plus Silver</strong> (OS 2.55)</td>
<td>2nd + (MEM) 7 (Reset)   (All) ** Enter 1 (All Memory) 2 (Reset)</td>
<td>Remaining memory may vary depending on the model, operating system and age of the calculator.</td>
</tr>
<tr>
<td><em>TI-84 Plus Pocket SE</em> (OS 2.55)</td>
<td>2nd + (MEM) 7 (Reset)   (All) ** Enter 1 (All Memory) 2 (Reset)</td>
<td>Remaining memory may vary depending on the model, operating system and age of the calculator.</td>
</tr>
<tr>
<td><strong>TI-84 Plus C Silver</strong> (OS 4.0)</td>
<td>2nd + (MEM) 7 (Reset)   (All) ** Enter 1 (All Memory) 2 (Reset)</td>
<td>Remaining memory may vary depending on the model, operating system and age of the calculator.</td>
</tr>
<tr>
<td><strong>TI-84 Plus CE</strong> (OS 5.3 or higher)</td>
<td>2nd + (MEM) 7 (Reset)   (All) ** Enter 1 (All Memory) 2 (Reset)</td>
<td>Remaining memory may vary depending on the model, operating system and age of the calculator.</td>
</tr>
</tbody>
</table>

**Notes:** For **TI-83 and TI-84 models**

- **The ** step above is very important: If not followed, the memory may not be properly cleared.
- The application “Finance” is the only app that remains after following the clearing instructions.
- If, after clearing the calculator, the screen is blank, the contrast needs to be reset. To do this, use the 2nd and then ** repeatedly.
- Press-to-Test or Test Guard can be used rather than the directions above for some of these calculators in order to preserve stored programs, applications and other data if desired.
- On the TI-84 Plus models, Press-to-Test can also be enabled with the following keystrokes:

  - With the calculator Off, press the left arrow, right arrow, and On key simultaneously
  - Select NO  disable logBASE
  - Select NO  disable Σ
  - Press ZOOM (OK)
- To exit Press-to-Test on TI-84 Plus models, the calculator must be connected to another TI-84 Plus model.
- Use the following keystrokes:
  - On the calculator that is in Press-to-Test mode, press 2nd (link),  Receive
  - On the calculator you have connected it to, press 2nd (link), 4: List, Select L1,  Transmit

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**Table of Contents**
Writing Diploma Exams Using Technology

BACKGROUND
Students are permitted to use technology when writing the Part(ie) A component of diploma exams (English Language Arts 30–1, English Language Arts 30–2, Français 30–1, French Language Arts 30–1, Social Studies 30–1, and Social Studies 30–2). The principles, directives, and procedures presented below address the writing of diploma exams using computers.

GUIDING PRINCIPLES
A school principal may allow students to use technology to compose the written response component of the diploma exam if:

- the students normally produce written work on a computing device,
- the students are proficient at using computing devices and word processing applications,
- 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 diploma exam administration to ensure effective and secure system functioning
- the security, validity and confidentiality of student work and diploma exam materials are in no way compromised
- the students are able to print and staple their final written responses to their diploma exam 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

COMPUTER USE DIRECTIVES

Principal

1. The principal of a school or designated writing centre shall decide whether to provide the opportunity for students to write humanities Part(ie) A diploma exams using technology. This decision shall be based on the principal’s certainty that the school or designated writing centre can adhere to all diploma exam writing and administration rules, and 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 the Part(ie) A component of humanities diploma exams.

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 Part(ie) A diploma exams using technology are permitted to do so.
4. If a school or designated writing centre has more students who request this option than it has devices, students who have documented learning needs which specify the use of a computer shall be given priority when assigning access for diploma exam writing purposes.

5. The principal shall ensure that only computing devices, applications, and printers used for diploma exam administration purposes are appropriately configured to safeguard diploma exam security, validity and reliability, and to minimize distraction to students. Student-owned PC and Mac OS devices may be used with Quest A+ (see Quest A+ and the Use of Personally Owned Devices below).

7. The principal shall ensure that all facilities and equipment that have been set up for diploma exam writing purposes are secured and remain secured until after the diploma exam administration and follow-up administrative procedures are completed.

8. Before implementing the use of technology for writing diploma exams, the principal shall establish technical and exam administration contingency plans and emergency procedures to address unexpected issues and problems that may arise.

9. The principal shall ensure that teachers who are designated to supervise the administration of diploma exams 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.

10. The principal shall ensure that no student responses, including rough work, remain on devices or accessible network locations once students have stapled their printed copies into their diploma exam booklets.

11. The principal shall develop a process to ensure that students are able to print and staple their final written responses to their diploma exam booklets.

**Technical Personnel**

1. Technical personnel shall configure all devices, word processing applications, and printers so as to ensure the security, validity of the diploma exam administration (see Rules and Procedures below).

2. Technical personnel shall develop and implement a plan to test the digital system prior to each diploma exam administration to ensure that all equipment and processes function as required (see Rules and Procedures below).

3. In cooperation with the principal and diploma exam 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 computers are secured until the time the scheduled diploma exam is written.
5. Following the diploma exam 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 diploma exam administration, technical personnel in schools using local word processing solutions shall ensure that student work is archived securely for a period of 3 months from the date the diploma exam is written. Archived files must only be accessible to a school authority network administrator.

7. After marking has been finalized, technical personnel shall ensure that all archived student work is permanently deleted.

8. If Quest A+ is used for Part(ie) A, diploma exams, the Quest A+ Locked Browser is installed and tested in advance of the diploma exam administration. [https://questaplus.alberta.ca/help/requirements.html](https://questaplus.alberta.ca/help/requirements.html).

**Diploma Exam Supervisors**

1. Teachers who are designated to supervise the administration of digital diploma exams shall be familiar with, and able to implement, the guiding principles, directives, rules, and procedures related to the administration of diploma exams using technology.

2. Exam supervisors shall implement procedures for the pick-up and distribution of printing during and after the official scheduled exam administration period. The established process to ensure that students are able to print and staple their final written responses to their booklets must be implemented. These procedures shall safeguard test security and validity and minimize distraction to students.

3. In cooperation with the principal and technical personnel, exam supervisors shall develop a diploma exam administration contingency plan that can be implemented, as required, to address unexpected issues or problems that arise while diploma exams are being written using technology.

4. Exam supervisors shall ensure that students are aware of, understand, and adhere to the directives, rules and procedures for writing a diploma exam using technology, prior to the commencement of the official scheduled exam administration.

5. Exam supervisors shall ensure that no student accesses search engines, research tools, online dictionaries or other prohibited online or electronic resources while writing a diploma exam using technology.

6. Exam supervisors shall ensure that no student responses, including rough work, remain on any devices or student-accessible network locations once students have stapled their printed copies into their exam booklets.
Students

1. If a principal allows technology to be used when writing Part(ie) A diploma exams, the decision to participate shall be the individual student’s.

2. Students who choose to write diploma exams using school or writing-centre technology shall be proficient at using those devices and word-processing applications as a typical means of producing written work.

3. Students who choose to write diploma exams using computers shall understand and adhere to the directives, rules, and procedures for writing a diploma exam using technology.

4. Students are encouraged to print assignments for written response diploma exams in a single-sided page format.

RULES AND PROCEDURES

Technical and Administrative Set-up

1. Prior to the commencement of the official scheduled diploma exam administration, all devices to be used for diploma exam writing purposes must be networked and configured to:
   • enable secure and ready access to designated printers only, during and immediately after the official scheduled diploma exam administration;
   • enable the saving of each student’s written work in a manner that ensures its security during, and permits school personnel to readily access and remove those documents 3 months following, the official scheduled diploma exam administration. Technical personnel may save students’ written work to a network location accessible to technical personnel only for this retention period;
   • disable access to search engines, research tools, online dictionaries and other online or electronic resources that are not permitted.

2. Prior to the commencement of the official scheduled diploma exam administration, all word-processing applications to be used for diploma exam writing purposes should 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, they must create a six-digit number and indicate 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 grammar check and auto correct feature 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 official scheduled exam administration, all computing devices, printers, and word-processing applications must be online and ready for use.

**Diploma Exam Administration**

1. Students writing Part(ie) A diploma exams using technology must be given a paper form of the diploma exam at the commencement of the official scheduled diploma exam administration, and they must staple a hard copy of their word-processed written work to that booklet at the end of the administration of the diploma exam.

2. Students writing diploma exams using technology may access all of the diploma exam materials that are available to students who write paper forms of the diploma exam.

3. Students may revert to writing with pen or pencil at any time during the exam administration. Both the paper copy of the digital attempt and the continued response must be stapled into the booklet.

4. Students are encouraged to plan their responses and are able to plan or do rough work in either the diploma exam booklet or on the device. Planning must be annotated as rough work or planning.

5. Students may print interim hard copies of their written work at any time during the diploma exam administration.

6. Students may compose and edit their written work until the end of the official scheduled administration time.

7. Students may not access search engines, research tools or other prohibited online or electronic resources while writing a diploma exam using technology. To do so is a contravention of diploma exam rules.

**Preparation and Submission of Written Work**

1. It is the students’ responsibility to print and staple their final written response(s) to their diploma exam 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 in the correct locations. This step may occur after the officially scheduled time limit; however, this verification step does not allow any revision to finished work.

   **Note:** A mark of zero will be assigned to any diploma exam question or assignment that has no written response, or the wrong written response, attached to it, for whatever reason, at the time of marking.

2. Students writing Part(ie) A diploma exams using technology 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 places in the diploma exam booklet.
3. Each student must include his or her six-digit index number on every page of the finished work stapled into the diploma exam booklet. If the student does not have a label because he or she registered after the registration deadline, a 6-digit number must be created and annotated on each page and indicated on the back of the diploma exam booklet.

4. Students writing Part(ie) A diploma exams using technology must indicate in the space provided on the back cover of the diploma exam booklet that they have attached word-processed pages to the diploma exam booklet.

5. Students writing Part(ie) A diploma exams using technology must submit their final written work double-spaced and in an easy-to-read 12-point font. See the instruction page in the specific diploma exam booklet for details.

6. Each student writing Part(ie) A diploma exams using technology must clearly label all word-processed rough work or early drafts as rough work and must staple these documents into the diploma exam booklets on pages designated Planning.

7. Students using Quest A+ for the written response component must print and staple their responses to the correct locations in the diploma exam booklet.

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

**QUEST A+ AND THE USE OF PERSONALLY OWNED DEVICES**

Principals may allow students to use personally owned computers (PC or Mac OS) when writing Part(ie) A diploma exams on Quest A+. Due to device management requirements, personally owned Chromebooks or Chrome OS devices are not permitted. When used for diploma exam writing purposes, Quest A+ and its associated Locked Browser application temporarily block access to hard drives, network drives, and online resources by restricting users to the Quest A+ environment.

**ACCESS TO QUEST A+**

Since the April 2015 diploma exam administration, the use of Quest A+ has been capped to 4,000 simultaneous users for any given diploma exam. This is to help ensure the reliability and stability of the application. While Alberta Education is exploring the development of a new system to provide students with access to online diploma exams, priority for the use of the Quest A+ Application for humanities Part(ie) A written response diploma exams is given to schools who cannot administer these diploma exams with technology via alternate methods, i.e., exam accounts in conjunction with local word-processing solutions.

For example:
- A school has 100 students writing English Language Arts 30-1 and 30-2.
- This school has 80 available PC computers and 20 students have personally-owned PC or Mac OS devices.
This school could use diploma exam accounts for 80 students and the remainder of the students could access Quest A+ using personally-owned devices.

To apply for to use Quest A+ and obtain access codes for humanities Part(ie) A written response diploma exams, complete the online request form located at: http://surveys.education.gov.ab.ca/novi/n/QuestDiploma.aspx.

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

<table>
<thead>
<tr>
<th>Diploma Exam Administration</th>
<th>Quest A+ Request Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2018</td>
<td>October 5, 2018</td>
</tr>
<tr>
<td>January 2019</td>
<td>November 1, 2018</td>
</tr>
<tr>
<td>April 2019</td>
<td>February 22, 2019</td>
</tr>
<tr>
<td>June 2019</td>
<td>April 12, 2019</td>
</tr>
<tr>
<td>August 2019</td>
<td>July 5, 2019</td>
</tr>
</tbody>
</table>

ADDITIONAL INFORMATION ON USING TECHNOLOGY FOR DIPLOMA EXAMS

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 diploma exams. This document will be updated throughout the school year.
Diploma Exam Accommodations and Provisions

OVERVIEW

Students enrolled with a school are eligible for accommodations and provisions to write diploma exams without an application process.

Most accommodations, for the purpose of writing diploma exams, are reviewed, managed and ordered at the school-level. The Special Cases and Accommodations team will review accommodation requests related to the following circumstances:

- Unique accommodations,
- Students with mature student status not enrolled with a high school and
- Home schooled students

Students must understand, and adhere to, the accommodation and provision administration directives, rules and procedures of writing a diploma exam with the use of accommodations and provision(s).

Unique Accommodations, Students with Mature Student Status Not Enrolled with a High School and Home Schooled Students

Students requesting the use of unique accommodations (accommodations not listed in the table below), students with mature student status not enrolled with a high school and students who are home schooled are eligible for all accommodations and provisions through an application process. Applications must be submitted to the Special Cases and Accommodations team for review.

ACCOMMODATION TYPES

School staff must submit an order form for Special Format Materials by the deadline. Students who use accommodations are required to indicate the use of the accommodation on their diploma exam according to the corresponding number. Unique accommodations must be annotated as #16.

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Eligible Population</th>
<th>Process Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Audio (CD/MP3 version)</td>
<td>Any student with visual impairments and typically uses this accommodation</td>
<td>Schools order CD or MP3 file</td>
<td>Deadline to submit order is found in the Schedules and Significant Dates section</td>
</tr>
<tr>
<td>2. Audio (CD/MP3 version)</td>
<td>Student typically uses this accommodation</td>
<td>Schools order CD or MP3 file</td>
<td>Deadline to submit order is found in the Schedules and Significant Dates section</td>
</tr>
<tr>
<td>4. Frequent Breaks</td>
<td>Student typically uses this accommodation</td>
<td>Schools implement this accommodation</td>
<td>Timer is stopped by the diploma exam supervisor as student needs and is resumed following supervised break</td>
</tr>
<tr>
<td>5. Scribe</td>
<td>Student typically</td>
<td>Schools</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Accommodation</td>
<td>Student Use</td>
<td>School Implementation</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------------------</td>
<td>----------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>6.</td>
<td>Large-print</td>
<td>Student typically uses accommodation</td>
<td>Schools order large-print version</td>
</tr>
<tr>
<td>7.</td>
<td>Braille</td>
<td>Student typically uses accommodation</td>
<td>Schools order Braille version</td>
</tr>
<tr>
<td>8.</td>
<td>Reader</td>
<td>Student typically uses accommodation</td>
<td>Schools implement this accommodation</td>
</tr>
<tr>
<td>9.</td>
<td>Sign-Language Interpreter</td>
<td>Student typically uses accommodation</td>
<td>Schools implement this accommodation</td>
</tr>
<tr>
<td>10.</td>
<td>Transcriber of Recorded Response</td>
<td>Student typically uses accommodation</td>
<td>Schools implement this accommodation</td>
</tr>
<tr>
<td>12.</td>
<td>Coloured Paper and Overlays</td>
<td>Student typically uses accommodation</td>
<td>Schools order coloured paper version</td>
</tr>
<tr>
<td>13.</td>
<td>Text-to-Speech</td>
<td>Student typically uses accommodation</td>
<td>Schools implement this accommodation</td>
</tr>
<tr>
<td>14.</td>
<td>Speech-to-Text</td>
<td>Student typically uses accommodation</td>
<td>Schools implement this accommodation</td>
</tr>
<tr>
<td>15.</td>
<td>Ambient Noise</td>
<td>Student typically uses accommodation</td>
<td>Schools implement this accommodation</td>
</tr>
<tr>
<td></td>
<td>Writing in Isolation and Use of Computers for Written Response Component</td>
<td>All students</td>
<td>Schools implement this accommodation</td>
</tr>
<tr>
<td></td>
<td>Unique Accommodations</td>
<td>Unique accommodations are considered to be any accommodation not listed above. The school personnel must apply for unique accommodations</td>
<td></td>
</tr>
</tbody>
</table>
through the Special Cases and Accommodation team. For additional information, please contact the Special Cases and Accommodation team by emailing special.cases@gov.ab.ca prior to the deadline for ordering Special Format Materials.

ACCOMMODATION REQUEST PROCESS FOR UNIQUE ACCOMMODATIONS, STUDENTS WITH MATURE STUDENT STATUS NOT ENROLLED WITH A HIGH SCHOOL AND HOME SCHOoled STUDENTS

Terminology

• **Deficiency Notification:** The accommodation request has been received by the Special Cases and Accommodations team; however, the supporting documentation is incomplete. A Special Cases and Accommodations team member will outline the specific supporting documentation needed to complete the review by email.

• **Case Suspended:** The material required for review has not been received by the deadline provided by the Special Cases and Accommodations team. An official case decision has not been rendered. Cases can be reopened once all additional information requested has been submitted.

• **Request to Reconsider a Case Decision:** Special Cases and Accommodations team will only reconsider an official case decision if the reconsideration request includes (a) The *Request to Reconsider* form and (b) new supporting official documentation which meets the eligibility criteria and will assist the Special Cases and Accommodations team in the review to change the original status of the decision. This form can be obtained by emailing Special.Cases@gov.ab.ca.

• **Appeal to Special Cases Committee, if required:** Special Cases Committee will make a final determination as to whether or not the student can be approved for the requested accommodation(s). The Special Cases Committee has authority to propose and facilitate alternate reasonable solutions in accordance with the principles outlined in this document and under the *Student Evaluation Regulation 177/2003*.

The following process is intended to assist school staff in their submission of accommodation requests for unique accommodations. Students with mature student status not enrolled with a high school and home-schooled students must apply to the Special Cases and Accommodations team directly. Advise students with mature student status not enrolled with a high school and home-schooled students to contact Special Cases and Accommodations team for assistance with their application.

**Step 1:** School personnel prepares and submits the *Application for Unique Accommodations for Students with Special Diploma Exam Writing Needs* form and supporting documentation.

**Step 2:** The Special Cases and Accommodations team reviews, processes and communicates an official response for each request.

**Step 3:** School personnel communicate the official response to the student, and family members for students under the age of 18, in writing.

**Step 4:** (Request for Reconsideration, if required) School personnel prepares and submits the *Request to Reconsider* form and new supporting official documentation which meets the eligibility criteria.

**Step 6:** (Appeal to Special Cases Committee, if required) The student or family must contact the Special Cases Committee Executive Secretary.
Exemptions or partial exemptions will not be granted for students because they were not eligible for accommodations at the time of writing or denied their request for accommodations.

ELIGIBILITY CRITERIA FOR UNIQUE ACCOMMODATIONS

Criteria are dependent upon the student’s academic needs, however, in all cases the request for unique accommodation must directly correspond to the specialized assessment.

School administration must contact the Special Cases and Accommodations team before the deadline to order Special Format Materials, for that administration, to discuss unique accommodation options. Students with extraordinary accommodations in class, or who are believed to not achieve a diploma exam score comparable to the school-awarded mark, are not exempt from writing diploma exams.

GUIDELINES FOR ACADEMIC LEARNING NEEDS THAT REQUIRE ACCOMMODATIONS

**Ongoing medical conditions**

Ongoing medical conditions refer to a condition which persists for an extended period of time and can be one month but usually more than 2 consecutive months.

The accommodation request should be supported by medical documentation clearly identifying the condition, the current functional impact and the current need for accommodation.

Students with ongoing medical conditions are **not eligible for exemption**

**Post-Concussion Syndrome**

Every concussion is unique and symptoms will vary from student to student; therefore, managing a student’s return to the classroom following a concussion will require an individualized approach.

The American Academy of Pediatrics recommends the following accommodations for students experiencing post-concussion syndrome symptoms:

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Potential Accommodation/Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headache</td>
<td>- Frequent Breaks</td>
</tr>
<tr>
<td>Dizziness</td>
<td>- Frequent Breaks</td>
</tr>
</tbody>
</table>
| Visual symptoms: light sensitivity, double vision, blurry vision | - Reduce exposure to computers and digital devices  
| | - Reduce brightness on screens     |
| | - Audio version                     |
| | - Turn off fluorescent lighting    |
| | - Consider the use of earplugs     |
| | - Isolated writing space           |
| Noise sensitivity | - Additional writing time - Provision  
| | - Defer assessment until recovery  |
| Difficulty concentrating or remembering | - Late start of assessment writing  
| | - Frequent Breaks                  |
| Sleep disturbances | - Late start of assessment writing  
| | - Frequent Breaks                  |
ADMINISTRATION OF DIPLOMA EXAMS WITH ACCOMMODATIONS AND PROVISIONS

All diploma exams administered with accommodation or provisions must comply with the general Exam Administration directives, rules and the Administration Directives in this section.

ADMINISTRATION DIRECTIVES

Prior to Administration

1. All rules and procedures related to the use of a specific accommodation must be explained and discussed with the student before the officially scheduled diploma exam administration.

2. Parents/guardians of students under the age of 18 must be informed of the use of accommodations for the purpose of writing the diploma exams.

3. The principal shall ensure that all diploma exam supervisors are appropriately prepared for diploma exams that are being written with accommodations or provisions. Exam supervisors must understand and implement all directives, rules and procedures for the administration of diploma exams using accommodations or provisions as well as all emergent situation protocols specifically related to, or not specifically related to, students with accommodations and provisions.

4. 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 diploma exam accommodations are supplied, by the school or school authority, and appropriately prepared for the administration of the diploma exams with safeguards to diploma exam security and minimal distraction to other students.

5. The principal shall develop and implement processes to ensure that special format materials are ordered prior by the deadline for each diploma exam administration.

After the Administration

1. The principal shall ensure that all digitally recorded conversations and responses created during the administration of diploma exams are immediately deleted from local devices 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 diploma exam materials (including answer sheets) from the school.

3. All accommodations used must be recorded on the student’s diploma exam materials and initialed by the supervisor.
DIRECTIVES FOR ACCOMMODATION AND PROVISIONS

1 and 2 – Audio
(CD/MP3) Version
(for visual impairment, physical or learning disabilities)

Students who typically use audio for their coursework are eligible to receive this accommodation when writing diploma exams. Diploma exam supervisors must ensure that prohibited materials are not brought into the diploma exam writing room or used in conjunction with the CD/MP3 player before or during the diploma exam administration.

Technical staff must ensure that all MP3 files are removed from network locations or storage devices following the administration.

3 – Additional Writing Time

All students are permitted twice the official time limit to write the diploma exam, if they need it.

4 – Frequent Breaks

The student has permission to take breaks, as required.

- The exam supervisor must stop the clock each time the student takes a break.
- The clock continues once the student resumes writing.
- The student must remain under supervision during each break
- The student must not be allowed access to any materials (for example but not limited to paper, notes, books, computers, phones, electronic devices) while on break.

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

General Information

Diploma exams that are administered with the support of scribes, readers, sign language interpreters and transcribers must take place in a separate writing area so that other students writing the diploma exam are not disrupted.

Scribes, readers, sign language interpreters, or transcribers 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 diploma exam.

Scribes, readers, sign language interpreters, or transcribers are expected to adhere to all diploma exam directives, rules and procedures outlined in this bulletin.

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

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

Once a diploma exam administration has commenced, a continuous recording of the complete communication that occurs between the individual students and their appointed scribes, readers, sign language interpreters and transcribers must be made. This recording must be of sufficient sound quality to permit clear understanding of the communication between the individual students and their appointed scribes, readers, sign language interpreters and transcribers.

If a reader, scribe, sign language interpreter or transcriber have been approved concurrently, one recording may be used to capture the interactions between the
support individuals and the student. To ensure anonymity during marking, the identity of the student must not be revealed during the recording of the communications between the individual students and their appointed scribes, readers, sign language interpreters and transcribers. Student responses and the recorded communication may be recorded using any audio format including digital audio files.

All storage devices containing scribe, reader, sign language interpreter, transcriber and recorded response communication with a student must be clearly labeled:

- Name of Student
- Alberta Student Number
- Index Number
- Course Name
- School Code
- The support used: scribe, reader, sign language interpreter, transcriber, recorded response

All scribed, recorded responses, reader and sign language interpreter communications must be immediately deleted from the recording device once they have been saved to a storage device for shipment to the Alberta Education marking centre.

**5 - Scribe**

A scribe may record a student’s response in handwriting or using a computer.

A scribe must record a student’s response exactly as the student dictates. A scribe may not improve the student’s response by rewording, correcting grammar, adding punctuation, indicating paragraphs, or otherwise changing a student’s answer.

A scribe may confirm what the student has said by reading it back for clarification.

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

For written-response questions, students should be advised 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.”

Students who are dictating their responses should be encouraged to do some rough work in the diploma exam booklet.

A scribe may only provide this accommodation to one student.

**8 - Reader**

A 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 must read in such a way that the student understands the use and purpose of the punctuation.

A reader must read the diploma exam verbatim; that is, exactly as it appears in the
diploma exam 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 or provide suggestions, interpretations, or word definitions of any kind.

A reader may repeat readings as often as necessary and must read consistently each time.

A reader may only provide this accommodation to one student.

9 – Sign Language Interpreter

A sign language interpreter must fluent in American Sign Language or the manually coded English systems used by the student.

For purposes of interpreting for a diploma exam, a sign language interpreter may:
• voice what is signed by a student
• interpret all words spoken during the exam period that are intended for all students.

A sign language interpreter must not record a student’s responses. This is the role of a scribe.

A sign language interpreter must interpret consistently, 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/written message.

A sign language interpreter must not counsel, advise, interject personal opinions or ask leading questions, provide suggestions, or provide coaching of any kind.

During the administration of a diploma exam, all questions raised by the student must be directed to the diploma exam supervisor. In this case, the interpreter must interpret spoken and signed messages between the student and the diploma exam supervisor.

10 – Transcriber of Recorded Response

Recorded responses must be transcribed before returning the student’s diploma exam to the marking centre. The time required for transcription does not count toward the allocated writing time.

The student must verify, and edit if required, the text transcribed. The time required for verification and editing must be included in the allocated writing time.

12 – Overlays

Students who use coloured overlays for classroom instruction may use the same overlays for writing diploma exams.

13 – Text-to-Speech Software

Written response diploma exams that are administered with the support of text-to-speech must take place in a separate writing area so that other students writing the diploma exam are not disrupted.

To ensure security, no secured paper format diploma exam material may be scanned for any purpose, including enabling the use of text-to-speech
Students may use text-to-speech software only to read back their own responses. No other use of such software is permitted.

When using text-to-speech software, features such as word prediction, word wizard, fact folder/finder and scientific calculator must be disabled.

14 – Speech-to-Text Software

Written response diploma exams that are administered with the use of speech-to-text software must take place in a separate writing area so that other students writing the diploma exam are not disrupted.

Students may use speech-to-text software only for written response diploma exams. No other use of such software is permitted.

15 – Ambient Noise Audio

Students using ambient-noise audio must use professionally/commercially recorded CDs intended for background sound.
**Separate Writing**

All Humanities diploma exams have two components. A student must complete both components of the diploma exam to obtain credit for a Humanities diploma exam course. If deferment of one component is anticipated a student may:

- Write both Part(ie) A and Part(ie) B of the diploma exam at a subsequent administration, or
- Write one Part(ie) of the exam in one administration and defer the second Part(ie) to a subsequent administration. This is referred to as a *Separate Writing*.

**SEPARATE WRITING DIRECTIVES**

1. The student, using *myPass*, or school staff must register the student in the suitable administration on or before the registration deadline.

2. School staff or the student must submit a *Notification of Separate Writing* form. This form informs the Special Cases and Accommodations team to manually blend the Part(ie) A and Part(ie) B results from the separate administrations. The transcript will be marked *incomplete* until the entire diploma exam has been written and the official mark is calculated.
Special Writing Centres

OVERVIEW AND SPECIAL WRITING CENTRES RULES

A Special Writing Centre is a site outside of Alberta that is temporarily approved to serve as a diploma exam writing centre for students outside of Alberta during the diploma exam administration. Special Writing Centres may be established for any diploma exam administration.

Permission to establish a Special Writing Centre for the purpose of writing a diploma exam may be granted to students, by the Special Cases and Accommodations team, for one of the following reasons:

- The student lives outside Alberta and has completed a diploma exam course delivered through an Alberta Education approved distance learning program.

- The student is participating in a scheduled activity such as a national or international competition in athletics or music.

Special Writing Centres will not be established for students who are outside of Alberta on vacation, to attend a family or other private event, to obtain or commence employment, on an organized tour, or other similar activity.

- The student has a right of access to education in Alberta under section 8 of the School Act and after completing instruction at an accredited high school they have moved from the province permanently and is unable to return to write the diploma exam.

All students, including international students, studying a diploma exam course in Alberta are expected to remain in the province until the completion of their instructional program, which includes the writing of the diploma exam. Consequently, Special Writing Centres will not be established for students or international students if they leave Alberta early.

Special Writing Centres may be established for students who have no alternative but to write their diploma exam outside of the province due to one of the above circumstances. Special Writing Centres are not elective writing locations.

All requests to establish a Special Writing Centre must be made using the appropriate application forms by the specified deadlines outlined in the Schedule and Significant Dates. If you have applied outside of the identified business rule timelines due to extraordinary circumstances, please contact the Special Cases team at Special.Cases@gov.ab.ca or 780-492-1400 to determine your eligibility for future writing opportunities.

1. Special Writing Centres will not be established in jurisdictions in which there is an existing diploma exam writing centre. Alberta diploma exams are administered at writing centres throughout Northwest Territories, Nunavut and internationally at Alberta Accredited
International Schools. Students located in those areas during the diploma exam administration schedule are expected to write at an established diploma exam writing centre.

2. Students must have a final school-awarded mark for the course for which the diploma exam will be written, or must be eligible to receive one by the administration-specific deadline for school-awarded mark submissions. Students who write diploma exams at Special Writing Centres in courses for which they have no school-awarded mark will have those diploma exams invalidated.

3. Students are only permitted to rewrite a diploma exam at a Special Writing Centre if they are currently retaking the course and will receive a school-awarded mark in the current administration or if the diploma exam was previously written within one school year.

4. A proposed site must be able to ensure the administration of diploma exams will be conducted in accordance with diploma exam rules and directives. Written evidence that the site has been procured for that purpose must be submitted with the application.

5. The proposed location must be an academic organization, or similar institution, which has the experience and capacity to administer large-scale assessments.

6. Special Writing Centre Supervisors must be employed by the approved organisation or institution and is employed in a position of authority commensurate with teacher, assistant principal or principal. Special Writing Centre Supervisors must provide official evidence of that employment. The proposed supervisor must be able to administer large-scale assessments and has the capacity to adhere to all diploma exam rules in this bulletin.

7. Special Writing Centre Supervisors must be fluent in reading and speaking English or French, depending on the language of the diploma exam(s) to be administered.

8. A Special Writing Centre Supervisor may not be a relative or friend, past or present teacher, or a past or present coach of the student.

9. To adjust for national and international time differences the following Special Writing Centre writing schedule will apply to all requests:

<table>
<thead>
<tr>
<th>Time Zone</th>
<th>Writing time</th>
<th>Canadian or American Time Zone</th>
<th>Outside of Canadian and American Time Zones</th>
</tr>
</thead>
<tbody>
<tr>
<td>1hr behind Alberta (BC, west coast USA)</td>
<td>10am MDT</td>
<td>is ahead of Alberta (Ottawa, Montréal, New York, Florida, Virginia)</td>
<td>Next day (24 hrs after Alberta scheduled diploma exam date) at 9am local time to the student</td>
</tr>
</tbody>
</table>
10. All diploma exams administered at a Special Writing Centre will be administered in a digital format using Quest A+.

All students using Quest A+ to write a diploma exam at a Special Writing Centre must adhere to the following:
- Be prepared to use Quest A+ on the day of the diploma exam. The student must complete at least one practice test and provide the Special Writing Centre School personnel a signed statement confirming that (a) the practice test has been completed, (b) the student was able to respond to questions and (c) end the session without complication. *Exemptions will not be granted to students who are unable to use Quest A+ at the time of writing.*
- The PC or Mac OS computer used may belong to the student or the writing centre. The Special Writing Centre supervisor must submit a photo of a Quest A+ secured diploma exam to indicate that locked browser has been installed properly and is functioning as expected.

11. A student who is unable, or chooses not, to write a diploma exam at a Special Writing Centre after being approved to do so, must notify Special Cases and Accommodations team and the Special Writing Centre Supervisor, immediately.

12. If a Special Writing Centre Supervisor fails to adhere to the diploma exam rules and Special Writing Centre rules specified in this bulletin, any future request to serve in that capacity will not be granted.

13. Students approved to establish a Special Writing Centre and who violate diploma exam directives or rules may have all diploma exams written at that Special Writing Centre invalidated. Any further requests to establish a Special Writing Centre by that student may not be granted.

14. Exemptions or partial exemptions will not be approved for students who are unable to write a diploma exam as a result of any and all of the following reasons:
- The request to establish a Special Writing Centre was not granted
- Technical issues prevented the administration and/or writing of the diploma exam
- The supervisor withdrew their application or duty, provided misinformation or miscommunication and/or did not adhere to the directives, rules and procedures outlined in this bulletin and by the Special Cases and Accommodations team.

15. Student responses for Mathematics Part A have been archived securely for a period of 3 months from the date the diploma exam is written. Archived files must only be accessible to Special Writing Centre Diploma Exam Supervisor

**SPECIAL WRITING CENTRE DIRECTIVES AND PROCEDURES**

**Principals**

1. When recommending to a student that application should be made to establish a Special Writing Centre, a principal shall:
   1.1. Explain to, the student and/or parent/guardian, and provide access to all of the directives, deadlines and rules associated with the
application and administration of diploma exams at a Special Writing Centre

1.2. Review and sign all forms submitted in application of a request to establish a Special Writing Centre.

2. For students living outside of Alberta taking instruction with an Alberta Education approved distance learning program: Prior to accepting a student’s registration for a diploma exam course, the principal of a distance learning program shall ensure that a Special Writing Centre site and the services of a Special Writing Centre Supervisor, approved by Special Cases and Accommodations team, are available for that student by submitting the following forms to the Special Cases and Accommodations team (Application to Establish a Pre-Approved Distance Learning Special Writing Centre form and Application to Serve as a Distance Learning Special Writing Centre Supervisor form). Special Cases and Accommodations team does not guarantee the establishment of a Special Writing Centre if prior approval is not obtained.

3. If a student is eligible to apply to establish a Special Writing Centre, the principal shall designate an individual at the school to serve in the role for the purpose of coordinating the application process.

Students/Parents

1. Before a student applies to establish a Special Writing Centre, his/her parent(s), in consultation with the student’s school principal, shall identify an individual who is eligible to be a Special Writing Centre Supervisor and willing to serve in that capacity, if approved to do so by the Special Cases and Accommodations team.

2. To have a Special Writing Centre established on his/her behalf, a student residing and studying in Alberta, and his/her parents, are responsible for ensuring the accurate completion and timely submission of the following forms to the School personnel:

   2.1. Application to Serve as a Special Writing Centre Supervisor
   2.2. Registration to Write a Diploma Exam at a Special Writing Centre
   2.3. Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Special Writing Centre

3. To have a Special Writing Centre established on his/her behalf, a student residing and studying through a distance learning program outside Alberta, and his/her parents, are responsible for ensuring the accurate completion and timely submission, as communicated in the Schedule and Significant Dates, of the following forms to the School personnel:

   3.1. Application to Establish a Pre-Approved Distance Learning Special Writing Centre
   3.2. Application to Serve as a Distance Learning Special Writing
Centre Supervisor

3.3. *Registration to Write a Diploma Exam at a Distance Learning Special Writing Centre*

3.4. *Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Distance Learning Special Writing Centre*

4. A student who is approved to write a diploma exam at a Special Writing Centre, and his/her parents, shall assume responsibility for all costs payable to a Special Writing Centre Supervisor for procuring a diploma exam writing site and supervising the handling and administration of the diploma exam.

5. A student who is approved to write a diploma exam at a Special Writing Centre shall comply with all of the directives and diploma exam administration rules associated with the establishment of a Special Writing Centre and the writing of a diploma exam. In the event of a contravention of rules or directives the diploma exam may be invalidated.

6. Students who have applied outside of the deadlines communicated in the *Schedules and Significant Dates* are required to contact the Special Cases and Accommodations team.

**Coordinating the Application**

On behalf of a student requesting permission to establish a Special Writing Centre, the school staff coordinating the application shall:

- verify and confirm the accuracy and completeness of all information provided in support of that application
- coordinate and manage the application completion and submission process
- provide access and explain to the student and his/her parents all of the directives, deadlines and rules associated with the writing and administration of diploma exams at a Special Writing Centre
- provide access and explain to the proposed Special Writing Centre Supervisor all of the directives, deadlines and rules associated with the administration of diploma exams at a Special Writing Centre
- for students living outside of Alberta taking instruction with an Alberta Education approved distance learning program, upon course enrolment notify Special Cases and Accommodations team and submit the appropriate forms.

**Teachers of Students Writing Diploma Exams at a Special Writing Centre**

Teachers of students registering to write a diploma exam at a Special Writing Centre shall provide a statement about the student’s readiness to write that diploma exam at the diploma exam administration proposed by the student (*Teacher Confirmation of a Student Readiness to Write a Diploma Exam at a Distance Learning/Special Writing Centre* form)
1. Prior to submitting an application form, a person applying to serve as a Special Writing Centre Supervisor shall:
   • review the directives and rules associated with the management and administration of diploma exams at a Special Writing Centre
   • identify and procure an appropriate site for the administration of diploma exams

2. A person approved to serve as a Special Writing Centre Supervisor shall administer the diploma exam(s) in accordance with the diploma exam schedules, directives and rules specified in this bulletin

3. A person approved to serve as a Special Writing Centre Supervisor must become proficient in utilizing Quest A+

4. A person approved to serve as a Special Writing Centre Supervisor shall notify the Special Cases and Accommodations team of any changes to his or her ability to supervise the diploma exam(s).

All requests to establish a Special Writing Centre must be made using the appropriate application forms by the specified deadlines. All Special Writing Centre enquiries should be forwarded by email to special.cases@gov.ab.ca.
Deferments, Partial Deferments, Exemptions and Partial Exemptions

Deferments and Partial Deferments Principles

The Diploma Program is dedicated to increasing opportunity and choice while maintaining excellence in the Alberta Education system. The increased frequency of diploma exam administrations means that deferring a diploma exam to a subsequent administration should, in most cases, be the primary response for students who are unable to participate in the current diploma exam administration.

On the List of Students, the Principal should note any deferred diploma exams by recording deferred next to the name of the affected student(s). Below is an example of how to note this on the List of Students:

Students who defer writing to the next diploma exam administration must register for the diploma exam by the registration deadline.

Exemption Business Rules

1. All exemption applications are reviewed by, and official decisions are rendered by, Alberta Education staff only. School authorities and/or school administration staff are not eligible to grant exemptions from the writing of diploma exams.

2. Students applying for exemptions from the writing of diploma exams are expected to write all diploma exams if an official case decision has not been rendered by Alberta Education staff, and communicated to the student by, the diploma exam date and time. If a diploma exam exemption request has not been granted and the student has chosen not to write the diploma exam, the student will be expected to write the diploma exam at the next scheduled diploma exam administration.

3. If a student has been granted a full or partial exemption from writing a diploma exam, the student is no longer required to write that diploma exam in that diploma exam administration.
4. Exemptions and partial exemptions from diploma exams are administration-specific and cannot be carried forward to a future diploma exam administration. Once the diploma exam marks are released, exemptions and partial exemptions will not be reviewed or granted for that administration. If school-awarded marks are adjusted after the final official mark is calculated and released to students, the exemption and partial exemption mark will not be modified to reflect the new school-awarded mark.

5. If a student does not have a school-awarded mark in the course for that specific administration, although the student may be eligible for exemption, the exemption cannot be processed. Similarly, mature students who are challenging the diploma exam and students rewriting the diploma exam but not retaking instruction do not have the basis to have an exemption applied.

6. Students who are granted an exemption from a diploma exam and would like to write the diploma exam at a later date are required to pay an administration fee of $26.25.

7. Parents or guardians of students under the age of 18 must be made aware of the exemption request from writing the diploma exam or diploma exams and must support the request.

**Full Exemption Business Rules**

The student’s current school-awarded mark in the course, in relation to the current diploma exam administration, is used to replace the entire diploma exam mark when a full exemption is granted.

If a student does not have a passing school-awarded mark it would not be in the student’s best interest to be exempted from writing the diploma exam. The final official mark for the course will reflect the failing school-awarded mark.

**Partial Exemption Business Rules**

For partial exemptions from writing either the Part(ie) A or B of an English Language Arts/Français/French 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.

For example,

- A student has a school-awarded mark of 80%
- The student wrote the written response component (Part A) of the diploma exam and achieved a mark of 70%
- School-awarded mark 80% + written response component mark 70% /2 = 75% multiple choice component (Part B)
- The diploma exam mark is calculated by taking the average between the
written component and the multiple choice component $70\% + 75\% \div 2 = 73\%$ diploma exam mark

- The official mark for the course is calculated to be $56\%$ school-awarded mark + $21.9\%$ diploma exam mark = $77.9\%$ rounded-up to $78\%$

If a student would like to improve his or her overall diploma exam mark the entire diploma exam must be rewritten.

**Terminology**

- **School personnel:** Staff at school-level who organizes the requests and operates as school contact for all communication related to the requests. School personnel will act as the primary contact for students and parents, and are responsible for forwarding all inquiries to the Special Cases and Accommodations team

- **Deficiency Notification:** The exemption request has been received; however, the supporting documentation is incomplete. Special Cases and Accommodations team members will outline the specific materials needed to complete the review the request by email

- **Official Case Decision:** A decision to grant or not grant the request for exemption has been rendered and communicated to school personnel

- **Case Suspended:** The material required for review has not been received by the deadline provided by the Special Cases and Accommodations team. An official case decision has not been rendered. Cases can be reopened once all additional information requested has been submitted for review

- **Request to Reconsider a Case Decision:** Prior to appealing a case decision to Special Cases Committee, Special Cases and Accommodations team may reconsider the original decision with submission of new official documentation to support the request. School personnel must submit a Request to Reconsider form with the new information. This form can be obtained by emailing Special.Cases@gov.ab.ca.

- **Appeal:** This is a formal appeal to the Special Cases Committee

**Exemption Eligibility and Process**

All applications for exemption from writing diploma exams must include the Request for Exemption from Writing Diploma Exam form and supporting documentation. The Special Cases and Accommodations team will not render an official decision until all required supporting documentation has been submitted for review in writing. Specific information outlining the requirements are detailed in the Required Documents section.

**Process for Applying for an Exemption from Writing a Diploma Exam**

**Step 1:** School personnel collects all forms and supporting documentation

**Step 2:** School personnel forwards the forms and supporting documentation to the Special Cases and Accommodations team

**Step 3:** The Special Cases and Accommodations team reviews, processes and communicates a response for each application to school personnel
Step 4: School personnel communicates the response to the student in writing

Step 5: *(Request for Reconsideration if required)* For the Special Cases and Accommodations team to reconsider an official case decision, the reconsideration request must include (a) A *Request to Reconsider* form and (b) new supporting documentation that meets the eligibility criteria

Step 6: *(Appeal to Special Cases Committee if required)* The Special Cases Committee will make a final determination as to whether or not the student can be approved for exemption from writing a diploma exam. The Special Cases Committee has authority to propose and facilitate alternate reasonable solutions in accordance with the principles outlined in this document and under the *Student Evaluation Regulation 177/2003*.

The Minister may review the process undertaken regarding a specific case heard through the Special Cases Committee process. Further information regarding the operations of the Special Cases Committee is located in the *Guide to Education, ECS to Grade 12* or contact the Special Cases Committee Executive Secretary by email at special.cases@gov.ab.ca.

**Group Applications**

In the event that a group of students are impacted and unable to access the writing of a diploma exam, a group application may be submitted to the Special Cases and Accommodations team. The group application must include the school code and school name, reason for the request for exemption, the list of impacted students (last name, first name and Alberta Student Number) and the diploma exam course name. It is the responsibility of the principal to contact students to inform them of their eligibility to be exempt from writing. Principals and other school staff cannot apply for exemption on behalf of a student without consent. Special Cases and Accommodations team will confirm receipt of the group application.
REASONS ELIGIBLE FOR EXEMPTION

When a diploma exam is available in the next administration, the normal response to extenuating circumstances is deferment. Students are eligible to be exempt from writing a diploma exam, or diploma exam component, if they are unable to access the writing of the diploma exam, or diploma exam component. The reasons listed below are comprehensive. Where accommodations or contingency plans support access, exemptions from writing are not applicable.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Business Rules</th>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acute Illness</td>
<td>An acute illness has a:</td>
<td>• Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam form.</td>
</tr>
<tr>
<td></td>
<td>1. Rapid onset and</td>
<td>• <strong>Important Note:</strong> If a student becomes ill during the writing of the diploma exam at the school, a comment referencing the student’s illness on the Principal’s Statement will suffice as evidence of the illness. Students who are ill and call the school the morning of the diploma exam must complete and submit the Physician’s Confirmation of Acute Medical Illness form.</td>
</tr>
<tr>
<td></td>
<td>2. Short course (as opposed to an ongoing course)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The <a href="#"><em>Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam</em></a> form indicating an acute illness cannot be applied to an exam scheduled three weeks beyond the date of the medical consultation. Requests for exemptions for exams that are beyond three weeks of the original medical appointment are considered ongoing medical conditions (refer to Reasons Not Eligible for Exemption).</td>
<td></td>
</tr>
</tbody>
</table>

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*Note:* The [*Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam*](#) form is required when a student is unable to write due to an acute illness. It must be submitted within three weeks of the original medical appointment.
Administrative Error

Administrative error refers to an error in the administration of the diploma exam. For advice regarding what constitutes an administrative error, contact the Special Cases and Accommodations team.

Principals are expected to establish, implement and communicate emergent response protocols which promote effective and efficient management of (a) unexpected non-crisis events such as loss of power or a misprinted exam booklet in accordance with the exam administration rules and (b) late course transfers to prevent the administration of incorrect diploma exams.

Bereavement

Death of an Immediate Family Member
Students who experience the death of an immediate family member (parents, siblings and children) immediately before (within 3 weeks) of a diploma exam administration are eligible for exemptions from all diploma exams in that administration.

Death of a Non-Immediate Family Member and Friends
Students who experience the death of a non-immediate family member (grandparents, uncles, aunts and cousins) or friend may be eligible for an exemption and

- A statement and documentation from the school administrator clearly describing the event.
- In the event that a group of students are affected during the writing of the exam, a group application could be submitted to Alberta Education Special Cases and Accommodations team.

- Obituary/death certificate/funeral announcement and/or,
- Funeral arrangement/services documentation outlining the date and time and/or,
- Travel information/flight itinerary

If outside of the identified business rule timelines, supporting documentation must clearly outline the current academic functional mental state of the bereaved student. To ensure the application for exemption for bereavement outside of the identified business rule timelines is complete, it is recommended that the Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam form is used a guideline for the physician.

The Physician Confirmation of Acute Medical
may take up to three consecutive days starting from the day of passing for grieving.

In addition to the three days for grieving, students may take one day for the funeral services.

**Important Note:** The services must conflict with the scheduled exam to be an eligible reason for exemption from writing. Additional consideration will be made for distance travelled for funeral services. For the death of a classmate, Special Cases and Accommodations team will take into consideration the relationship between the deceased and the bereaved.

### Concussion

The Special Cases and Accommodations team evaluates and considers the mechanism of the concussion and the severity and symptoms experienced by the student. Diploma exams written over the extent of the administration may be considered separately depending upon the mechanism of the concussion.

**If the concussion or a post-concussion event occurred within three weeks of the scheduled diploma exam**

- **Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam** form that clearly includes the date and the specific cause of the concussion and the student’s academic functional limitations at the time of writing.

### Inclement Weather

Inclement weather includes situations where the weather conditions prevent a student from being able to arrive safely at the nearest available writing location or where the writing locations have been closed.

- AMA road reports or police accident report or bus company report validating that busses were not operating or tow truck report or school personnel reporting closure.
- In the event that a group of students are impacted and unable to access the writing of a diploma exam as a result of inclement weather, a group application could be submitted to Alberta Education.
DIPLOMA EXAM ACCOMMODATIONS AND PROVISIONS

Parent Illness
In the event that a parent falls seriously ill or is diagnosed with a terminal illness within three weeks of the diploma exam administration, the student may be eligible for exemption based on the student’s mental state.

School or community emergency or crisis
School or community emergency or crises interfere with school operation immediately before, during or after the administration of a diploma exam. Such events might include natural disasters or other events that might necessitate school closures or the unexpected dismissal of students from the school or diploma exam writing area. In the event that the removal of students from the writing location is temporary, school personnel are expected to maintain security of diploma exam materials and allow the students to return to the diploma exam administration. Students in these situations must be allowed the full time allotted for the exam. Students should not be permitted access to digital devices during this time and must be sequestered.

Subpoena to attend court
A subpoena to attend court scheduled at the same time as a diploma exam is not sufficient for requesting an exemption. Generally, court dates can be postponed at the request of the student if requested in a timely manner.

• Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam form indicating the academic functional and/or cognitive limitations of the student at the time of writing.

• If a group of students has been impacted, a group application could be submitted to the Special Cases and Accommodations team.

• Principals must notify the Director of Exam Administration and/or the Senior Manager, Business Operations and Special Cases of any irregularities that occurred during the diploma exam administration. If the students impacted by the event may be eligible for exemption, a copy of the Principal’s Statement should be sent directly to the Special Cases and Accommodations team.

In the event that the student must attend court that is scheduled at the same time as a diploma exam, the student must:
• demonstrate that he/she attempted to postpone the court appearance,
• validate the court appearance and,
• provide official evidence that he or she was in attendance.
for events such as diploma exams.

a. Civil Court (adults only): Notice of Hearing and Notice to Attend, if official documentation is not available a statement confirming attendance must be obtained from a person of authority commensurate with a court clerk, judge or lawyer.

b. Criminal Court: there is no standard form, the student can request a photocopy of court documents verifying attendance or a statement confirming attendance must be obtained from a person of authority commensurate with a court clerk, judge or lawyer.

c. Family & Youth Court: since there is no form, a statement confirming attendance must be obtained from a person of authority commensurate with a court clerk, judge or lawyer.

d. Citizenship: a Citizen certificate or a statement confirming attendance must be obtained from a person of authority commensurate with a court clerk, judge or lawyer.

Surgery

Students who are scheduled to have surgery are eligible for exemption if the surgery is scheduled at the same time as the exam, occurs as planned and is not rescheduled. Students may also be eligible for an exemption if the recovery from the surgical procedure covers the time during the diploma exam administration. Medical guidelines for recovery should be followed.

Supporting documentation must validate that surgery took place at the same time as the diploma exam.

- For surgery: Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam form or medical discharge papers indicating the surgery took place on the scheduled date.

- For recovery from surgery: Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam form indicating the:
  - anticipated recovery period
  - functional limitations of the student following surgery and
  - medication and number of refills permitted.
# REASONS NOT ELIGIBLE FOR EXEMPTION

## Ongoing Medical Conditions

If a student with an ongoing medical condition experiences a medical crisis immediately before or during a particular diploma exam, he or she may apply for an exemption or partial exemption from that exam in the same manner in which all students may apply on the basis of an **acute medical condition**.

## Concussion if the student is experiencing symptoms more than three weeks prior to the scheduled diploma exam:

Students experiencing ongoing symptoms related to concussions dated more than three weeks prior to the scheduled diploma exam must utilise the accommodations put into place for classroom instruction and classroom testing.

## Immediate Family Illness (more than three weeks prior to the exam administration)

In the event that an immediate family member falls seriously ill or is diagnosed with a terminal illness **prior to** three weeks of the diploma exam administration, the student may be eligible for accommodations based on the learning plan created by the school personnel to assist the student during this period of crisis. The learning plan must contain a list of the accommodations provided to this student.

## Severe Test Anxiety and Generalized Anxiety Disorder

Students identified with anxiety-based disorders including severe test anxiety or Generalized Anxiety Disorder may be eligible for accommodations based on the learning plan created by the school personnel to assist the student in managing their anxiety. The learning plan must contain a list of the accommodations provided to this student.

## Planned trip, work or military service

Students anticipating to be away and unable to write a diploma exam as a result of events such as weddings, vacations, work onset, military service, family event or any other planned absence are not eligible to be exempt from the writing of diploma exam(s). The writing of the diploma exam must be deferred to a subsequent administration.
Computer Failure/Power Outage and Not Saved Work

In co-operation with the principal and technical personnel, exam supervisors shall develop an exam administration contingency plan that can be implemented, as required, to address unexpected issues or problems that arise while exams are being written using computers.

Students must be proficient in their use of technology and the rules governing technology during the writing of diploma exams. Technical difficulties, including the total loss of completed work, is not considered a reason for exemption. In the event of a power or computer/network failure access to the writing of the diploma exam is continuous as students must be directed to complete the diploma exam by handwriting.

Late Course Transfer

Exemptions will not be granted for students who write the incorrect diploma exam because they transferred courses after the deadline and were not registered for the correct diploma exam by the registration deadline.

Principals must develop and implement a process which allows for diploma exam supervisors to provide the correct diploma exam to the student if that student is not registered by the registration deadline. Principals are encouraged to print out a list of students using PASIprep, on the scheduled administration date, for a more current record.

Misprinted Booklets

If a school receives misprinted booklets with missing pages or questions, the school is permitted to:

- Photocopy an intact copy and provide the copies to students who have a misprinted booklet
- Permit students additional writing time equal to the amount of time lost due to photocopying logistics

If an intact copy is not available at the school,
contact Exam Administration and a team member will work to resolve the issue.

Misprinted booklets are not an eligible reason for an exemption from writing the diploma exam.
For the above circumstances, the principal shall document the event on the Principal’s Statement.
Diploma Exam Administration Registration

Diploma Exam Registration Deadlines

All diploma exam registrations must be entered in PASIprep by the dates specified in the Schedules & Significant Dates section in order to ensure that students have labels for their diploma exam booklets and are included on the List of Students.

School staff can continue to access current registration information in PASIprep after the registration deadline.

Registration – First Time Writers

First time writers may register for a diploma exam through one of two methods:

- School personnel using PASIprep (recommended) or
- Student self-registers using their myPass account

Students that intend to write a diploma exam for the first time without receiving instruction (mature students or students who are not enrolled in that school) must contact the writing centre where they wish to write to be registered.

If students require assistance with registration, they can contact the Workforce Development Help Desk.

Registration – Students with Diploma Exam Fees Owing (Rewriters and Non-funded Visiting Students)

Students who owe diploma exam fees must pay the registration fee and register themselves to write the diploma exam. Registration can be done in two ways:

- By using the student’s myPass account at myPasss.alberta.ca, or
- By submitting a Diploma Exam Registration/Rewrite form to Alberta Education with a cheque/money order enclosed. The cheque/money order must be made out to Government of Alberta and mailed to: PASI Project and Student Records, 10044 – 108 Street, Edmonton, AB T5J 5E6

If students require assistance with registration, they can contact the Workforce Development Help Desk.

Duplicate Registration

In any one semester, only one school-awarded mark per diploma exam course will be accepted and added to a student’s academic record. Students are asked to withdraw duplicate registrations when they are registered in the same diploma course in two different schools in the same semester.

Course-level Transfers

All course-level transfers for diploma exam courses must be completed by the deadline specified by Alberta Education.

Students that transfer courses after the deadline must be registered in the new diploma exam. They will not be issued a label and they will not be
School staff that permit students to change course levels after the deadline for registering for diploma exams need to submit a Supplemental Shipment form if late course transfers were not included in their capacity calculations.

Students who transfer their course level registration in diploma exam courses must receive a final school-awarded mark that is based on the course into which they transfer.

myPass

myPass.alberta.ca is a secure self-service website for Alberta high school students to pay diploma exam registration fees, register for diploma exams, obtain diploma exam results and order transcripts. For assistance with myPass, contact the Workforce Development Help Desk.

Diploma Exam Fees

Rewrite Fee

For Alberta-resident students there is a non-refundable, non-transferable administration fee of $26.25 (GST included) for each diploma exam re-written.

Rescore Fee

There is a non-transferable administration fee of $26.25 (GST included) for each diploma exam rescored.

Rescore fees are refunded if the diploma exam mark increases by 5% or more as a result of rescoring.

Non-Funded Visiting Students

There is a non-refundable, non-transferable administration fee of $50 (GST included) for first time diploma exam writing and for rewriting each diploma exam.

Payment for Rewrite, Rescore and Non-funded Visiting Students Fees

Payment and registration can be submitted one of two ways:

- Online using the student’s myPass account at myPass.alberta.ca, or
- By mailing in a Diploma Exam Registration/Rewrite form to Alberta Education with a cheque/money order enclosed. The cheque/money order must be made out to Government of Alberta and mailed to: PASI Project and Student Records, 10044 – 108 Street, Edmonton, AB T5J 5E6.

Students must send in the Diploma Exam Registration/Rewrite form well in advance of the registration and payment deadline to allow for receipt and processing.
**Fee for Late Return of Diploma Exam Materials**

Diploma exam materials must be returned to Alberta Education in accordance with the dates specified in the *Schedules & Significant Dates* section of this Bulletin.

In accordance with section 4 of the *Student Evaluation Regulation, Alberta Regulation 177/2003*, a late return charge of $20.00 per exam may be charged to schools for diploma exam materials returned to Exam Administration after the marking session has ended and the markers have returned to their school authorities.
Provincial Writing Centres and August Writing Centres

Provincial Diploma Exam Writing Centres

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

The capacity of the provincial diploma exam writing centres is limited, therefore, the following students are eligible to write diploma exams at a provincial writing centre:

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

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

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

Students who are enrolled in a distance education course and are also enrolled at a local high school are expected to write diploma exams at their local high school.

August Provincial Writing Centres

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

August Shipping Process for School Authorities

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

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writing centres and notify Exam Admin by returning the form to Exam.Admin@gov.ab.ca. The form is necessary to (a) identify the correct summer-school writing centres and (b) indicate unique shipping instructions for the August administration.

**Provincial Writing Centres for the August 2019 Administration**

<table>
<thead>
<tr>
<th>School Code</th>
<th>Town/City</th>
<th>School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1546</td>
<td>Athabasca</td>
<td>Centre for Alternative and Virtual Education (CAVE)</td>
</tr>
<tr>
<td>0099</td>
<td>Barrhead</td>
<td>Alberta Distance Learning Centre – 4601 63 Avenue</td>
</tr>
<tr>
<td>2950</td>
<td>Bonnyville</td>
<td>Bonnyville Centralized High School</td>
</tr>
<tr>
<td>6718</td>
<td>Brooks</td>
<td>Sunrise School</td>
</tr>
<tr>
<td>9996</td>
<td>Calgary</td>
<td>SAIT, Symposium Room in the Campus Centre Building</td>
</tr>
<tr>
<td>1780</td>
<td>Camrose</td>
<td>Battle River Summer School</td>
</tr>
<tr>
<td>5725</td>
<td>Drumheller</td>
<td>Drumheller Valley Secondary School</td>
</tr>
<tr>
<td>1223</td>
<td>Edmonton</td>
<td>Bonaventure Gate 13140 St. Albert Trail N.W., Edmonton (west entrance)</td>
</tr>
<tr>
<td>1857</td>
<td>Fort McMurray</td>
<td>Westwood High School</td>
</tr>
<tr>
<td>1153</td>
<td>Grande Prairie</td>
<td>Bridge Network Outreach School</td>
</tr>
<tr>
<td>1715</td>
<td>High Level</td>
<td>High Level Learning Store</td>
</tr>
<tr>
<td>2028</td>
<td>Hinton</td>
<td><strong>The Learning Connection</strong></td>
</tr>
<tr>
<td>2702</td>
<td>Lac La Biche</td>
<td>J.A. Williams High School</td>
</tr>
<tr>
<td>6449</td>
<td>Lethbridge</td>
<td>Victoria Park School</td>
</tr>
<tr>
<td>1648</td>
<td>Medicine Hat</td>
<td>Medicine Hat School District Summer School at Alexandra Middle School</td>
</tr>
<tr>
<td>1511</td>
<td>Peace River</td>
<td>Peace River High School</td>
</tr>
<tr>
<td>4462</td>
<td>Red Deer</td>
<td>Community Programs at Hunting Hills High School</td>
</tr>
</tbody>
</table>

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

Writing centres in the Northwest Territories will be designated as needed. Please contact Northwest Territories Education at (867) 920-6235.
Writing centres in Nunavut will be designated as needed. Please contact Nunavut Department of Education at (867) 975-5660 or (867) 473-2681.
# Marks, Results and Appeals

| **Diploma Exam Weighting** | Diploma exams are worth 30% of the overall mark for the diploma course. The school-awarded mark is worth 70%. |
| **Course Challenges** | Course challenge is a provision that allows senior high school students to challenge the expectations of a course by participating in a formal assessment process in lieu of taking instruction in the course. Course challenge is intended for students who have the required knowledge, skills and attitudes, as defined by the Programs of Study, to successfully complete the course. A student must apply for course challenge with the principal of the high school at which he or she is attending. For diploma courses, this opportunity only applies to the school-awarded mark component (refer to the *Guide to Education, ECS to Grade 12*). Students who successfully achieve course challenge for diploma courses must still write the diploma exam to be eligible for a final course mark and credit in that course. |
| **Diploma Exam Challenge** | Only individuals with mature student status may challenge a diploma exam without taking instruction in the course. All other students must have a school-awarded mark. |
| **Submitting School-Awarded Marks** | School staff must submit school-awarded marks to Alberta Education for students who have completed diploma course instruction or challenged the diploma course. School-awarded marks for all diploma exam administrations must be transmitted to PASI in accordance with the dates specified in the *Schedules & Significant Dates* section. Further directives about reporting student achievement in high school courses are published in the *Guide to Education, ECS to Grade 12*, available on the website at [https://education.alberta.ca/guide-to-education/](https://education.alberta.ca/guide-to-education/). |
Official Marks on Results Statements, Transcripts and Alberta High School Diplomas

Students obtain their diploma exam marks using myPass. The Results Statement shows the diploma exam mark received for the diploma exam administration specified, the school-awarded mark received for the diploma exam administration specified, and the highest official mark for the diploma course. Marks shown on Results Statements may or may not correspond to marks shown on the official transcript. The transcript reports the highest school-awarded mark, the highest diploma exam mark and the highest official mark.

1. Students Registered for Classroom Instruction

The highest school-awarded mark is used in the blending process for:

a. Regular Students

The school-awarded mark (SM) and the diploma exam mark (DM) are blended with 70/30 weighting to calculate an official mark.

b. Students with Mature Student Status

The highest school-awarded mark is used in the 70/30 blending process only if it is higher than the diploma exam mark. If the highest school-awarded mark is lower than or equal to the diploma exam mark, the school-awarded mark is not used and the diploma exam mark becomes the official mark. In both cases, all three marks will appear on the Results Statement.

<table>
<thead>
<tr>
<th></th>
<th>School-Awarded Mark</th>
<th>Diploma Exam Mark</th>
<th>Final Official Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student A (Regular)</td>
<td>70</td>
<td>60</td>
<td>67</td>
</tr>
<tr>
<td>Student B (Mature)</td>
<td>70</td>
<td>60</td>
<td>67</td>
</tr>
<tr>
<td>Student C (Mature)</td>
<td>(55)</td>
<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>

2. Students Registered for Classroom Instruction But Not Writing the Diploma Exam in the Current Administration

If a student has been issued a school-awarded mark and does not have a current diploma exam mark in the current administration, PASI searches for an available diploma exam mark for that course. If a diploma exam mark is found, it is blended with the school-awarded mark using 70/30 weighting.

If more than one diploma exam mark is found, the highest mark is blended with the school-awarded mark using 70/30 weighting.

If no eligible diploma exam mark is found, documents issued by Alberta Education will be annotated INC (incomplete) with further explanation in a footnote.
**Rounding of Marks**

Alberta Education does not award final official marks of 48% or 49% for diploma courses. Students may receive a school-awarded mark or diploma exam mark of 48% or 49%, but in the blending process, a final official mark of 48% or 49% is raised to 50%.

If the school-awarded mark and diploma exam mark result in a blended final mark of 47.5% this mark is rounded to 48% and then raised to a final official mark of 50%.

**Reporting to Students**

Students who write diploma exams can access their results using myPass.

The results on myPass for all diploma exam administrations show three important marks:
- The submitted school-awarded mark correlated to the diploma exam administration
- The diploma exam mark achieved during the diploma exam administration
- The highest blended final official mark

The breakdown of humanities diploma exam marks is included on the Results Statement in myPass, i.e., written-response and multiple-choice raw scores. The results of written-response questions for math diploma exam marks are available on the Results Statement.

**Transcripts**

Using myPass, students can request an official Alberta Transcript of High School Achievement. The transcript is a record of student achievement and shows the following information:

(a) For each course reported:
- The course name
- Year completed
- Term completed
- Language of instruction
- Highest school-awarded mark
- Highest diploma exam mark (if diploma course)
- Credits earned
- The highest final official mark achieved
- School information (if the student consents to this disclosure)

(b) For each diploma course the language of the diploma exam is also reported

Transcripts will constitute a complete record for most students, however, the following exceptions should be noted:
- Transcripts will show only one mark for courses completed before September 1, 1984, that are now diploma courses

If a student repeats any course or rewrites a diploma exam, the transcript reports only the highest school-awarded mark, the highest diploma exam mark and the highest blended final official mark.
mark and the highest blended final official mark.

Alberta Education Credentials

Once students have met the credential requirements, Alberta Education will issue a high school credential. Alberta high school credentials are issued at the end of each semester (February and August). Refer to the Guide to Education, ECS to Grade 12, for more information on the requirements to achieve an Alberta high school credential.

Reporting to Schools and School Authorities

Alberta Education must provide multiyear reports on student achievement and participation on diploma exams by school and school authority electronically on the Alberta Education extranet site. Alberta Education also provides detailed reports for the January and June administrations of the diploma exams. These detailed reports are useful for identifying areas of strength and weakness in instructional programs.

The Grade 12 Diploma Examinations Program is intended to develop and maintain excellence in educational standards by certifying academic achievement of individual students and by providing information to educators and the public about the effectiveness of the educational system.

Maintaining Consistent Standards Through Equating

A goal of Alberta Education is to make diploma exam results directly comparable from administration to administration, thereby enhancing equity to students across administrations. To achieve this goal a number of questions, called anchor items, remain the same from one diploma exam to another. Anchor items are used to find out if the student population writing in one administration is different in achievement from the student population writing in another administration. Anchor items are also used to find out if the unique items (questions that are different on each diploma exam) are different in difficulty from the unique items on the baseline diploma exam (the first exam to use anchor items). A statistical process, called equating, adjusts for differences in diploma exam form difficulty. The resulting equated diploma exam scores ensure that no matter when a student writes, the standard applied to the diploma exam remains consistent.

Diploma exam marks may be adjusted slightly upward or downward depending on the difficulty of the exam written, relative to the baseline diploma exam. These equated marks will be reported to students. As a result of equating to the baseline diploma exam, students’ marks will accurately reflect their levels of achievement regardless of the diploma exam administration in which the student wrote.

When a diploma exam is redesigned in response to a change in the program of studies for that course, the equating process may be temporarily suspended. In such a case, the equating process for that diploma exam is reintroduced following the initial administration cycles for that diploma exam and the reestablishment of a stable baseline.
Additional information on Maintaining Consistent Standards Through Equating is available on the Alberta Education website at https://education.alberta.ca/diploma-exam-administration/provincial-standards/.

**Instructional Group Reports**

School authorities have the option of having diploma exam results reported by instructional group, i.e., at the class level. This service is available to all superintendents for their schools for the January and June administrations only. The instructional group identifier is an optional data field on Diploma Exam School Mark transmissions. If you wish to have instructional group reports, this data field should be filled out.

The instructional group reports are only available if the Class ID has been provided. Contact the Workforce Development Help Desk for more specific information about submitting a unique Class ID for each class.

**Reporting to the Public**

Provincial results for the previous school year are released every fall by the Minister of Education. Prior to this release, an annual summary report containing combined provincial results for all diploma exam administrations is provided to schools. Summary results for the school year are also published in Alberta Education’s annual Results Report, which forms part of the department’s Annual Report.

**Planning and Results Reporting**

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

- Measure progress, set priorities and use results to improve education for students on an ongoing basis
- Incorporate provincial direction and community input into their plans
- Communicate school authority and school directions and results with 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. School staff plan and implement three-year education plans aligned with school authority directions, monitor progress, report annually to stakeholders and use results to plan improvements that will support student learning. School authorities and schools report results on all performance measures in their education plans, including the following required provincial measure: the percentage of students writing Grade 12 diploma exams who achieved the acceptable standard and the percentage who achieved the standard of excellence.

For more information on planning and reporting, including target setting,
see the Guide for Education Planning and Results Reporting on the Alberta Education website at https://education.alberta.ca/diploma-exam-administration/diploma-results/. School administrators can also access the Guidelines for Interpreting Diploma Exam Results on the Alberta Education Extranet site.

Multi-year Reports

Multi-year reports of diploma exam results, which include results for the 2017-2018 school year, will be available in October 2018.

Appeal of School-Awarded Mark

A student who is concerned with a school-awarded mark may:

- appeal to his/her principal under the appeal policy set by the local school authority, or
- retake the course

Changes to school-awarded marks for diploma courses must be reported to PASI before the official release of diploma exam results for each administration.

Retaking a Course

Students may retake instruction in a course to achieve a new school-awarded mark. Students are not required to rewrite the diploma exam.

Concern About a Diploma Exam Mark

A student who is concerned with a diploma exam mark may:

- Request a rescore on myPass or by forwarding a completed Diploma Exam Rescore Application Form
- Rewrite the diploma exam
- Retake instruction in the course and rewrite the diploma exam

Rescoring an Exam

A diploma exam rescore is a request to have the diploma exam remarked at Alberta Education. The previous marks are deleted and the diploma exam is remarked by teachers without knowledge of the original marks. For the written component all assignments are rescored. For all rescoring the rescore mark is the final diploma exam mark for that particular diploma exam whether the mark is raised, lowered or remains the same.

Rescore requests must be submitted before the deadline using myPass. Rescore requests will be denied if the examinee fails to:

- Submit payment
- Sign the Declaration

There is an administration fee for each diploma exam rescored. If a diploma exam mark is increased by 5% or more as a result of resoring, the fee is fully refunded.
Rewriting an Exam  Students must pay a fee and register to rewrite a diploma exam.

Further information about rewriting diploma exams is available in the FAQ about Writing Diploma Exams, which is available on the Alberta Education website at: https://education.alberta.ca/writing-diploma-exams/frequently-asked-questions/ and in the Diploma Exam Registration section of this bulletin.
Benefits of Field Testing

How do Field Tests Benefit Teachers and Students?

Teachers receive students’ marks promptly, gaining useful, immediate information about their students’ levels of knowledge, skills and attitudes. Field tests provide students and teachers with good examples of the style and content of questions that may appear on diploma exams. Field testing allows students to become familiar with the diploma exam testing environment and test-style questions. This exposure has the potential to reduce test anxiety. Finally, students, teachers and parents can be reassured that the questions on diploma exams have undergone a rigorous process of development, improvement and validation.

Why is Field Testing Necessary?

Field testing is a critical large scale assessment design process which ensures that Alberta Education provincial assessments are valid and reliable. Field testing is essentially the process of testing the test questions before they appear on a diploma exam. Potential diploma exam questions are administered to students in diploma courses throughout the province to determine their level of difficulty and appropriateness. Each field test requires a large student sample to provide the diploma exam developers with reliable information including, but not limited to, statistical data and comments from teachers and students.

How is Field Test Data Used?

The data received from field tests indicates the reliability of each question. Reliability refers to the consistency of scores provided by an assessment within an administration and across administrations. A question has high reliability if it produces similar results under consistent conditions. Questions are also examined for validity and appropriateness with regard to course content. Validity refers to how well the question tests the material that it was designed to test.

To ensure the reliability of the field test administration scores and feedback, field tests are administered to a prescribed number of students in classes that are selected to ensure a representative sample from across the province.

Other questions, or sets of questions, which do not perform as well as required are subject to revision and are retested with the objective of generating questions that meet Alberta Education standards. These changes are influenced by the written comments of students and teachers, who provide valuable advice.
Field Testing

Description of the Field Testing Program

Alberta Education prepares and administers field tests prior to the January and June diploma exam administrations.

Teachers and students are to consider the following points when commenting on individual questions and the overall field test:

• appropriateness of the questions
• test length
• text readability
• artwork/Graphics clarity and appropriateness
• question difficulty

Depending on the diploma course and type of field test being administered, the field test will be comprised of multiple-choice, numerical-response and/or written-response items.

Generally, field tests, like diploma exams, are designed to assess outcomes from the entire programs of study. However, Alberta Education also administers unit tests which assess learning outcomes from components within a particular area of the programs of study.

Diploma exam program field tests are available in some or all formats: paper, digital, or hybrid formats.

Paper format: field tests are shipped to, and administered by, an Alberta Education field test supervisor. The humanities and mathematics diploma courses have field tests that are available in paper format.

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, however, it is not always possible to do so.

Digital format: field tests are delivered and administered to students using computers under the supervision of the teacher who requested the field test. Field tests of this format must be administered using Alberta Education’s Quest A+ locked browser application, which is available for download at: http://questaplus.alberta.ca/help/requirements.html. The humanities, mathematics and all science diploma courses have field tests that are available in digital format.

Hybrid format: field test source materials are shipped to the school and the questions are accessed using computers under the supervision of the teacher who requested the field test. Prior to the hybrid format field test administration, the paper format source materials must remain secured at the school by the school principal. Teachers must return the paper...
format source materials to Alberta Education. The humanities and all science diploma courses have field tests that are available in hybrid format.

Field Test Accommodations

Humanities, mathematics and all science field tests are not available in special formats. Writing accommodations such as reader or scribe may be permitted.

Field tests are to be completed within the scheduled timeframe; it is important for teachers and Alberta Education to obtain information regarding appropriate test lengths which are captured by the field test completion rate. The genuine information captured in relation to students who complete the field test in the allotted time is invaluable and informative the creation of strong and reliable field tests.

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 by 15 minutes. However, students who are unable to complete the entire field test 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 does not provide data that is a genuine representation of student ability.

Participation Requirements

To have a field test administered the following conditions must be met:

1. The teacher must submit a request for a field test by the deadline.
2. A field test placement of the format specified by the teacher must be available for scheduling.

Participation Approval and Request Process

A formal and deadline-sensitive process is used by Alberta Education to schedule field test administrations in Alberta schools. That process, as well as 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 in his or her school authority, the consent will automatically be carried forward to subsequent years. If a superintendent does not permit its 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

Instructions regarding the process to request field tests digitally can be found at this link: http://goo.gl/aTGB8F
<table>
<thead>
<tr>
<th>Step</th>
<th>Item</th>
<th>Staff and Resource</th>
<th>Troubleshooting and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Obtain <a href="#">Alberta Education account</a></td>
<td>Teacher</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Authorize new-to-the-school teachers</td>
<td>Principal</td>
<td>New PAS accounts will generate an email sent to the principal. Principal must authorize that teacher before a field test request can be submitted. Principals must remove authorization from staff who are no longer working at the school.</td>
</tr>
<tr>
<td>3.</td>
<td>Request field test:</td>
<td>Teacher</td>
<td></td>
</tr>
<tr>
<td>Option 3.1</td>
<td>Submit the field test request digitally</td>
<td>Field Test Scheduler</td>
<td><a href="https://public.education.alberta.ca/FieldTestScheduler">https://public.education.alberta.ca/FieldTestScheduler</a> Digital submission allows for self-management of field test requests.</td>
</tr>
<tr>
<td>Option 3.2</td>
<td>Submit the field test request by paper form</td>
<td>Form</td>
<td><a href="http://education.alberta.ca/diploma-exam-administration/forms/">http://education.alberta.ca/diploma-exam-administration/forms/</a>; email to <a href="mailto:field.test@gov.ab.ca">field.test@gov.ab.ca</a></td>
</tr>
</tbody>
</table>
| 4.   | Alberta Education processes the field test request | Alberta Education Staff | - Paper field test requests are reviewed for supervisor availability.  
- Cancellations for paper field test requests typically mean (a) there was no supervisor available on the date and/or time selected, (b) the field test request was submitted after the deadline, (c) the field test request is outside of the established timeframe (applies to digital requests as well). |
| 5.   | Alberta Education communicates and confirms field test placements | Alberta Education Staff by email | - Paper format field tests: email confirmation is transmitted to the teacher who requested the field test. An Alberta Education field test supervisor contacts the teacher. Note: school staff who submit requests for other teachers must identify the actual classroom instructor in the comment field for. |
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 the administration of diploma exams. Consequently, all of the directives and rules that are specified in this bulletin for the administration of diploma exams 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, the Alberta Education field test supervisor at all times

3. Digital and hybrid format field tests must be administered by a school supervisor, and at all times the materials must remain secure

4. Teachers, whose students are writing paper format field tests, must remain present in the field testing room for the duration of the field test and are expected to verify the answer key, and to review and validate test items

5. Prior to reviewing and validating a paper format field test, a teacher must review and sign a declaration regarding the security of the field test materials

6. Only teachers whose students are writing a particular field test may examine its contents

- Digital format field tests: email confirmation is transmitted to the teacher who placed the request. The email communicates information the teacher requires to access and administer the digital format field test. Note: school staff who submit requests for other teachers must provide the confirmation email to the actual classroom instructor.
7. Validation of a paper format field test must occur in the room where the field test is being administered.

8. Validation of a digital or hybrid format field test must occur within a 24-hour period following the field test administration. Digital and hybrid format field test contents are secure, and must not be copied or replicated in any manner.

9. After the 24-hour perusal period, source material for hybrid format field tests must be returned to Alberta Education.

10. No paper, digital, or hybrid format field test questions 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.

13. Students who arrive late are not permitted to write a field test if there is insufficient time to complete it within the scheduled administration time.

**Field Test Marking**

Digital and hybrid format field tests will be electronically marked at Alberta Education. Student scores will be emailed to the teacher who supervised its administration. In addition to a raw score, digital and hybrid format field test results will also contain supplementary information, including the proportion of students in the class who chose each alternative on the multiple-choice items and the proportion that left a numerical-response item blank. Teachers may use the report during the digital or hybrid field test perusal. For mathematics and all science field tests, the items will be blueprinted to the programs of study outcomes. Teachers are then able to meaningfully use field test results to learn more about the strengths and weaknesses of their students.

The paper format multiple choice questions 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.

**Field Test Request and Administration Dates**

In 2018–2019, Alberta Education will be administering paper, digital and hybrid format field tests for diploma courses within the following timeframes:
### Field Testing

**August 2018**

#### Field Tests:
- **Paper Format Field Test Administration**
  - **Session 1**
    - **Year End Field Tests:**
      - December 3-21*
      - January 2–22
      - Note: The last day for Math 30-1 and Math 30-2 field tests is January 18, 2019
  - **Session 2**
    - **Year End Field Tests:**
      - May 13–June 18**
      - Note: The last day for Math 30-1 and Math 30-2 field tests is June 14, 2019

- **Digital Format Field Test Administration**
  - **Session 1**
    - **Unit Tests:**
      - September 17–December 21
      - January 2–22
    - **Year End Field Tests:**
      - December 3-21
      - January 2–22
  - **Session 2**
    - **Unit Tests:**
      - February 4–June 18
    - **Year End Field Tests:**
      - May 13–June 18**

- **Hybrid Format Field Test Administration**
  - **Session 1**
    - **Year End Field Tests:**
      - December 3-21
      - January 2–22
  - **Session 2**
    - **Year End Field Tests:**
      - May 13–June 18**

* Social Studies must not be administered in December
** Social Studies must not be administered between May 13 and May 27

**Notes:**
- Mathematics and all science **unit tests** field tests are not available in hybrid format
- Requests for **paper and hybrid** format field tests must be submitted to Alberta Education by **November 2** for Session 1 and by **April 12** for Session 2
- Requests for **digital** format field tests must be submitted to Alberta Education at least 5 working days prior to the preferred field test administration date

**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, 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 made-to-order. Special format practice tests are produced for all diploma exam 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 diploma exam accommodations. For more information, contact the Field Test Office.
### Significant Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 4, 2018</td>
<td>The field test request system is open; teachers may submit <strong>Session 1</strong> and <strong>Session 2</strong> paper, digital and hybrid format field test requests.</td>
</tr>
<tr>
<td>November 2, 2018</td>
<td>Last day for participating schools to submit <strong>Session 1</strong> paper or hybrid format field test requests.</td>
</tr>
<tr>
<td>April 12, 2019</td>
<td>Last day for participating schools to submit <strong>Session 2</strong> paper or hybrid format field test requests.</td>
</tr>
<tr>
<td>June 11, 2019</td>
<td>Last day for participating schools to submit digital format field test requests.</td>
</tr>
</tbody>
</table>
# Resources—Printed and Web Documents

| **Diploma Exam Administration Forms** | All forms related to the administration of diploma exams in 2018-2019 (see *Diploma Exam Administration Forms* section) are available on the Alberta Education website at [http://education.alberta.ca/diploma-exam-administration/forms/](http://education.alberta.ca/diploma-exam-administration/forms/). |
| **Information for Students Planning to Write Diploma Exams** | For an overview of diploma exams, including rules for students and frequently asked questions, go to [https://education.alberta.ca/writing-diploma-exams/](https://education.alberta.ca/writing-diploma-exams/). |
| **Information for Parents About Writing Diploma Exams** | For an overview of diploma exams, including rules for students and frequently asked questions, go to [https://education.alberta.ca/writing-diploma-exams/](https://education.alberta.ca/writing-diploma-exams/). |
| **Subject Information Bulletins** | Diploma exams are based on the Alberta's provincially mandated Programs of Study. At the start of each school year, Alberta Education makes available subject information bulletins. The bulletins provide detailed descriptions of the exams, as well as test blueprints, sample assignments and scoring criteria or sample responses. The bulletins also include other information of particular relevance in the current school year. Subject information bulletins are available on the Alberta Education website:  
   - [https://education.alberta.ca/mathematics-10-12/diploma-exam-info/](https://education.alberta.ca/mathematics-10-12/diploma-exam-info/)  
   - Social Studies information bulletins [http://education.alberta.ca/social-studies-10-12/diploma-exam-info/](http://education.alberta.ca/social-studies-10-12/diploma-exam-info/)  
   - Data Booklets are provided for Chemistry 30 and Science 30 diploma exams. The data booklets may be retained at the school after the administration of the diploma exams. |
| **Released and Unsecured Diploma Exam Materials** | The written-response component (Part(ie) A) of some humanities diploma exams are released immediately following their administration in January and June. Unused copies of released Part(ie) A diploma exams, and other non-secure diploma exam materials such as data booklets, may remain at the school following administration. |
| Released Items and Diploma Exams | Occasionally, entire diploma exams or selected items from previously secured diploma exams are released. On account of third-party copyright issues, all released humanities item sets or diploma exams are distributed to schools in a paper format document. Released mathematics and science diploma exams or item sets are posted to the Alberta Education website at: [http://education.alberta.ca/writing-diploma-exams/diploma-exam-exemplars/](http://education.alberta.ca/writing-diploma-exams/diploma-exam-exemplars/) and are available on Quest A+: [http://questaplus.alberta.ca](http://questaplus.alberta.ca) |
| Essential Information for Students and Teachers in Reference to Mathematics and Science Diploma Exams | Information of importance to teachers and students writing mathematics and diploma exams is available on the Alberta Education website at: [http://education.alberta.ca/science-10-12/diploma-exam-info/](http://education.alberta.ca/science-10-12/diploma-exam-info/). This information addresses issues and concerns specific to mathematics and science diploma exams such as: |
| • approved graphing calculators and the requirements to clear them |
| • significant digits |
| • manipulation of data |
| • rounding of numbers |
| • mathematics/science directing words |
| Guides for Students | Guides for Students are available to provide students with information that will increase the likelihood of their success when writing their diploma exams. These documents are available on the Alberta Education website at: [http://education.alberta.ca/writing-diploma-exams/guides-for-students/](http://education.alberta.ca/writing-diploma-exams/guides-for-students/) |
| Examples of the Standards for Students’ Writing | Occasionally, examples of student responses to written-response questions on Part(ie) A portions of humanities diploma exams are released in subject-specific documents entitled *Examples of the Standards for Students’ Writing*. The written responses in these documents are examples of actual student work on previous diploma exams that received scores of Satisfactory (S), Proficient (Pf), or Excellent (E). The purpose of example responses is to illustrate the standards that governed the marking of that Part(ie) A written response question after it was administered, and that anchored similar example responses selected for subsequent marking sessions. The example student responses, and the commentaries that accompany them, were used to train markers to apply the scoring criteria consistently and to justify their decisions about the scores they awarded. These example responses represent a very small sample of how students successfully approached the diploma exam assignments. |
| Online Services for Students | Alberta students can access the following online student services at: [http://alis.alberta.ca/](http://alis.alberta.ca/) |
| • applying for post-secondary admission |
| • applying for Alberta student financial assistance |
Diploma Exam Administration Forms

Nature and Purpose of Diploma Exam Administration Forms

School administrators, diploma exam supervisors and students are required to complete and submit a variety of forms before, during and after each diploma exam administration. The purpose of completing and submitting these forms is to initiate a diploma exam administration-related process or to enable one to occur.

All diploma exam administration forms are deadline sensitive; their submission has consequences related to the production, scheduling and delivery of diploma exam materials, their administration, marking, or scoring and/or the reporting of marks and results. Consequently, to ensure that students are able to meet their diploma exam-related needs and requirements, they and their school administrators and teachers need to be aware, and understand the nature and purpose, of these forms, any deadlines associated with their use and their responsibilities related to their submission.

Diploma Exam Form Types and Names

Diploma exam forms can be grouped into three types. Those types, and the generic names of the forms in each type, include:

1. Forms commonly completed and submitted by students/examinees:
   a. Diploma Exam Registration/Rewrite Form
   b. Diploma Exam Rescore Application Form
   c. Notification of Separate Writing for Part A/B of the Humanities Diploma Exams

2. Forms that relate to special cases, accommodations, and appeals:
   a. List of Special Format Materials
   b. Application for Accommodations
   c. Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam
   d. Accommodation Transfer Form
   e. Application to Serve as a Special Writing Centre Supervisor
   f. Registration to Write a Diploma Exam at a Special Writing Centre
   g. Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Special Writing Centre
   h. Application to Establish a Pre-Approved Distance Learning Special Writing Centre
   i. Application to Serve as a Distance Learning Special Writing Centre Supervisor
   j. Registration to Write a Diploma Exam at a Distance Learning Special Writing Centre
   k. Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Distance Learning Special Writing Centre
   l. Request for Exemption from Writing Diploma Exams
   m. Examinee Appeal Form: Eviction from a Diploma Exam
n. Examinee Appeal Form: Invalidation of a Diploma Exam

3. Forms commonly completed by administrators, diploma exam supervisors and other personnel before or after a diploma exam administration:
   a. Request for Supplemental Shipment Form Diploma Exams
   b. Diploma Exam Special Format Practice Test Order Form
   c. Principal’s Statement
   d. List of Students

**Field Test Form**

Type and Name  
*Diploma Exam Field Test Request Form*

Form Availability  
All forms are available from the Alberta Education website at:  
[http://education.alberta.ca/diploma-exam-administration/forms/](http://education.alberta.ca/diploma-exam-administration/forms/)

**Sample Diploma Exam Forms**

Overview  
Provided below is a brief description of each type of form that students/examinees and/or school personnel may need to access in relation to the administration of diploma exams in 2018–2019.
<table>
<thead>
<tr>
<th>Form</th>
<th>Use</th>
</tr>
</thead>
</table>
| Diploma Exam Registration/Rewrite Form     | • Students writing a diploma exam for the first time in a course for which they are not currently receiving instruction  
• Students rewriting a diploma exam that was previously written; payment is required  
Students must use myPass for all diploma exam registrations and fee payment; the form is intended for students who do not have access to a credit card. |
| Diploma Exam Rescore Application Form      | Students would like to have one or more diploma exams rescored and who do not have access to a credit card.                                                                                           |
| Request for Special Format Materials       | School personnel submit list of special format materials to Alberta Education for processing and shipment.                                                                                           |
| Application for Accommodations Form        | This form should only be submitted for:  
• Mature Students not enrolled with a high school  
• Homeschooled students  
• Students who require unique accommodations                                                                                     |
<p>| Physician Confirmation of Acute Medical    | Supports exemption requests or may be used as supporting document for accommodations.                                                                                                               |
| Condition or Illness Affecting the Writing of A Diploma Exam |                                                                                                                                                                                                 |
| Accommodation Transfer Form                | Student has transferred courses after the registration deadline and a new accommodation must be processed and shipped.                                                                               |
| Notification of Separate Writing           | Student has written the Part(ie) A and B components of the humanities diploma exam in different administrations and must notify Exam Admin staff.                                                |
| Application to Serve as a Special Writing  | Request permission to supervise the writing of a diploma exam outside of the province on behalf of a student who is receiving instruction for a course within Alberta. This form must be submitted with the Registration to Write a Diploma Exam at a Special Writing Centre and Teacher Confirmation of Student Readiness to Write A Diploma Exam at a Special Writing Centre forms. |
| Centre Supervisor                          |                                                                                                                                                                                                 |
| Registration to Write a Diploma Exam at a Special Writing Centre | Student is receiving instruction for a course within Alberta but is requesting to write his/her diploma exam at a Special Writing Centre. This form must be submitted with the Application to Serve as a Special Writing Centre Supervisor; and Teacher Confirmation of Student Readiness to Write A Diploma Exam at a Special Writing Centre forms. |
| Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Special Writing Centre | Teacher of a student who is receiving instruction for a course within Alberta but is requesting to write his/her diploma exam at a Special Writing Centre. This form must be submitted with the Application to Serve as a Special Writing Centre Supervisor; and Registration to Write a Diploma Exam at a Special Writing Centre forms. |
| Application to Establish a Pre-Approved Distance Learning Special Writing Centre | Application to have a Special Writing Centre established on behalf of a student who is registering to take a diploma exam course through distance learning outside Alberta. This form must be submitted with the Application to Serve as a Distance Learning Special Writing Centre Supervisor form. |
| Application to Serve as a Distance Learning Special Writing Centre Supervisor | Request permission to supervise the writing of a diploma exam outside of the province on behalf of a student who is registering to take a diploma exam course through distance learning outside Alberta. This form must be submitted with the Application to Establish a Pre-Approved Distance Learning Diploma Exam Special Writing Centre form. |
| Registration to Write a Diploma Exam at a Distance Learning Special Writing Centre | Student who is taking a diploma exam course through distance learning outside Alberta and is requesting to write his/her diploma exam at a pre-approved Distance Learning Special Writing Centre. This form must be submitted with the Teacher Confirmation of Student Readiness to Write A Diploma Exam at a Distance Learning Special Writing Centre form. |
| Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Distance Learning Special Writing Centre | Teacher of a student who is taking a diploma exam course through distance learning outside Alberta and is requesting to write his/her diploma exam at a pre-approved Distance Learning Special Writing Centre. This form must be submitted with the Registration to Write a Diploma Exam at a Distance Learning Special Writing Centre form. |
| Request for Exemption from Writing Diploma Exams | A student/examinee or group of students request an exemption or partial exemption from writing a diploma exam. |</p>
<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examinee Appeal Form: Eviction from a Diploma Exam</td>
<td>Student is appealing an <strong>eviction</strong> from a diploma exam.</td>
</tr>
<tr>
<td>Examinee Appeal Form: Invalidation of a Diploma Exam</td>
<td>Student is appealing an <strong>invalidation</strong> of a diploma exam.</td>
</tr>
<tr>
<td>Request for Supplemental Shipment Form Diploma Exams</td>
<td>Administrators request the shipment of additional diploma exam materials.</td>
</tr>
<tr>
<td>Diploma Exam Special Format Practice Test Order Form</td>
<td>Administrators request the shipment of Special Format Practice Test materials.</td>
</tr>
<tr>
<td>Principal's Statement</td>
<td>Contains school and diploma exam administration-specific information. It <strong>must</strong> be completed at the end of each diploma exam administration and included in the return shipment of the diploma exams to which it applies. The <strong>Principal’s Statement</strong> must be completed if diploma exam booklets and materials were shipped to the school but students/examinees did not write the diploma exam.</td>
</tr>
<tr>
<td>List of Students</td>
<td>Contains school and diploma exam administration-specific information. It <strong>must</strong> be completed at the end of each diploma exam administration and included in the return shipment of the diploma exams to which it applies.</td>
</tr>
<tr>
<td>Diploma Exam Field Test Request Form</td>
<td>Request one or more field test placements.</td>
</tr>
</tbody>
</table>
### CONTACTS

#### Provincial Assessment Sector

Dan Karas, Executive Director  
Provincial Assessment Sector  
Dan.Karas@gov.ab.ca

Exam security, exam rules, scheduling, policy issues

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

Special cases, accommodations, provisions, marking centre, special format materials

Pamela Klebanov, Senior Manager  
Business Operations and Special Cases  
Pamela.Klebanov@gov.ab.ca

Packing, shipping of diploma exam materials

Exam Administration team  
exam.admin@gov.ab.ca

Result statements and rescores

Rita Boonstra, Director’s Assistant  
Marking Centre  
exam.admin@gov.ab.ca

Field testing

Field Test Office  
field.test@gov.ab.ca

Digital exam administration and website

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

Special cases, accommodations for students, provisions, special format materials

General inquiries:

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

Steven Diachuk  
Business Coordinator (Field Testing, GED and Special Cases and Accommodations)  
Steven.Diachuk@gov.ab.ca

Special Cases and Accommodations team  
Special.Cases@gov.ab.ca

Diploma Exam format, content, confirming standards, marking, results reporting

Deanna Shostak, Director  
Diploma Programs  
Deanna.Shostak@gov.ab.ca

When contacting Alberta Education by email or when leaving a phone message, please include your name, title, school name, school code and if referring to a student include the student’s Alberta Student Number.
Senior Managers

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Gary.Hoogers@gov.ab.ca

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Stan.Bissell@gov.ab.ca

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6th Floor, 44 Capital Boulevard
10044 – 108 Street
Edmonton AB T5J 5E6

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For a toll free connection, dial (780) 310-0000
Fax: (780) 422-4200
Alberta Education website:
http://education.alberta.ca

Diploma exam registration/myPass
Workforce Development Help Desk
(780) 427-5318
Email: WFDhelpdesk@gov.ab.ca

Inquiries about Transcripts, Detailed Academic Reports, and rewrite fees
Telephone: (780) 427-5732
Email: TAD@gov.ab.ca

Inquiries about school marks and mature student status
Telephone: (780) 422-9337
Fax: (780) 427-4708

Inquiries about diploma certificates
Telephone: (780) 427-5732
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Student enrolment and marks
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