

General Information Bulletin

Provincial Achievement Testing Program Grades 6 and 9

2018–2019
School Year



This document was written primarily for

Students	
Teachers	✓
Administrators	✓
Parents	
General Audience	
Others	

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

In this bulletin,

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

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

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

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General Information Bulletin

Introduction to the Provincial Achievement Testing Program

Purpose of this Bulletin	This bulletin is comprised of directives, test rules, guidelines and procedures related to the administration of the Provincial Achievement Testing Program. Within this bulletin are specific directives issued under the authority of the <i>Student Evaluation Regulation, Alberta Regulation 177/2003</i> . The information provided is intended primarily to support school authorities, school administrators and classroom teachers in implementing the Provincial Achievement Testing Program in their authorities and schools.
Purpose of the Provincial Achievement Testing Program	The purpose of the Provincial Achievement Testing program is to <ul style="list-style-type: none">• determine if students are learning what they are expected to learn• report to Albertans how well students have achieved provincial standards at given points in their schooling• assist schools, authorities, and the province in monitoring and improving student learning.
Available Languages	Provincial Achievement Tests are administered annually in English and Français/French language arts, mathematics, science and social studies in grades 6 and 9. Grade 9 Provincial Achievement Tests based on the Knowledge and Employability programs of study in English language arts, mathematics, science and social studies are also administered. French versions of all mathematics, science and social studies Provincial Achievement Tests are available for students in Francophone and French immersion programs.
Who is Expected to Write Provincial Achievement Tests?	<p>All students in grades 6 and 9 are expected to write Provincial Achievement Tests. Writing accommodations are available for students with learning disabilities or physical disabilities and English Language Learners students to provide them access to the writing of Provincial Achievement Tests.</p> <p>Every effort is made to ensure that the Provincial Achievement Tests demonstrate respect for cultural diversity.</p>
Home Education Students	<p>Students enrolled in home education programs are expected to write the Provincial Achievement Tests or an alternative assessment that has been approved by the superintendent and reflects standards similar to the Provincial Achievement Tests. If, in the judgment of the parent, a home education student's performance will be adversely affected by taking the tests at a school, an alternative location, such as the home, may be used.</p> <p>A parent may not administer the tests. The parent may, however, remain in the room while a child is taking the tests. A relative, friend, or person residing at the same address as the student shall not administer the tests to that student. In special circumstances, however, the superintendent may approve a member of the community such as a</p>

member of the clergy, to administer the Provincial Achievement Tests to the student.

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

Key Features of Provincial Achievement Tests

A brief summary of Provincial Achievement Tests is provided below. Further information is available in the Provincial Achievement Testing Program *Subject Bulletins*.

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

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

†† All students may use up to twice the allotted time, if needed

Improving Student Learning

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

Interpreting Reporting Results

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

Information about student performance on Provincial Achievement Tests is provided to school staff, school authorities, parents and the public so that they may know how well students in their schools are meeting local targets and provincial expectations. Group results for fewer than six students are reported to the school and authority but are not reported publicly.

Tips to Share with Students

General Tips

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

Multiple Choice Tests

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

Summary of Revisions for the 2018–2019 School Year

The following major revisions and/or changes to dates, directives, guidelines and/or processes have been made 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 may have important implications for administrators, teachers and students/examinees, it is important that school authority and school staff review this bulletin carefully as they prepare for the administration of Provincial Achievement Tests in the 2018–2019 school year.

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

Subject:	Changes made:	Section(s):
Reporting of accommodations used by students	<ul style="list-style-type: none"> • Reporting on Principal Statement not required • Reporting must be done on the answer sheets and booklets only 	Accommodations
Math Grades 6 and 9 PATs	<ul style="list-style-type: none"> • Administration times for components were revised 	Introduction & Revisions
Time allocation for all PATs	<ul style="list-style-type: none"> • All students will continue to have access to up to twice the official time; the additional 30 minutes is discontinued 	Introduction & Revisions
Distribution and Receiving Warehouse relocation	<ul style="list-style-type: none"> • Distribution and Receiving Warehouse addresses 	Ordering, Receiving, Returning Testing Materials
Return of Provincial Achievement Test materials	<ul style="list-style-type: none"> • All Provincial Achievement Test materials are to be shipped to the Distribution and Receiving Warehouse 	Ordering, Receiving, Returning Testing Materials

Provincial Achievement Test Administration Schedule: January 2019

Written Response Provincial Achievement Tests are administered between **January 14 and 23** according to schedules set by school authority superintendents.

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

Provincial Achievement Test Allotted Time*	Provincial Achievement Test
120 minutes	Grade 9 English Language Arts Part A
120 minutes	Grade 9 Français/French Language Arts Partie A
80 minutes	Grade 9 K&E English Language Arts Part A

* For Language Arts Part A: Writing Provincial Achievement Tests, test supervisors, under the direction of the principal, are expected to uphold test security by maintaining a continuous writing time. If it is required, based on students' needs, to administer a short supervised break, the teacher must receive approval from the principal. All test administration guidelines must be maintained. The amount of time consumed by a break is not included in the total test-taking time.

Mathematics and Multiple Choice Provincial Achievement Tests are administered between **January 24 and 31** according to schedules set by school authority superintendents.

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

Provincial Achievement Test Allotted Time	Provincial Achievement Test
75 minutes	Grade 9 English Language Arts Part B
75 minutes	Grade 9 Français/French Language Arts Partie B
75 minutes	Grade 9 K&E English Language Arts Part B
75 minutes	Grade 9 K&E Mathematics
75 minutes	Grade 9 K&E Science
75 minutes	Grade 9 K&E Social Studies
30 minutes	Grade 9 Mathematics Part(ie) A
80 minutes	Grade 9 Mathematics Part(ie) B
75 minutes	Grade 9 Science
80 minutes	Grade 9 Social Studies

The Grade 9 Mathematics Part(ie) A and B is administered over 110 minutes. With the principal's approval, students can take a break/recess between Part(ie) A and B and determine the flexibility regarding the length of the break. All test administration guidelines must be maintained. The amount of time consumed by a break is not included in the total test-taking time.

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

Significant Dates: January 2019 Administration

September 7, 2018	<ul style="list-style-type: none"> • Notify parents/guardians that their child/children will be writing Provincial Achievement Tests in this current school year. A Quick Facts for Parents/Guardians document is included <i>Administration Directives, Guidelines and Procedures</i> section for school staff to share with parents/guardians. • Superintendents communicate Provincial Achievement Test schedules to principals for January, May and June administrations
November 1, 2018	<ul style="list-style-type: none"> • Deadline for submitting <i>List of Special Format Materials Form</i> to Alberta Education for the January Grade 9 Provincial Achievement Test administration • Deadline to submit application to use Quest A+ for written response component for the January Grade 9 Provincial Achievement Test administration
November 14 – 30, 2018	<ul style="list-style-type: none"> • Schools must confirm their January Grade 9 Provincial Achievement Test material requirements using the online <i>Achievement Test Confirmation</i> form
November 14, 2018 – March 8, 2019	<ul style="list-style-type: none"> • Schools must confirm their May/June Grades 6 and 9 Provincial Achievement Test material requirements using the online <i>Achievement Test Confirmation</i> form
November 19 – 21, 2018	<ul style="list-style-type: none"> • Exam Administration will confirm the use of Quest A+ for those schools that have applied
January 2 – 8, 2019	<ul style="list-style-type: none"> • Quest A+ codes and MP3 files are distributed to schools
January 7 - 8, 2019	<ul style="list-style-type: none"> • Grade 9 Provincial Achievement Test materials are shipped to schools administering Provincial Achievement Tests in January
January 11, 2019	<ul style="list-style-type: none"> • Last day for schools to inspect their January shipment of Grade 9 Provincial Achievement Test materials and to contact Exam Administration if Provincial Achievement Test materials have not been received or if there are errors or omissions in the shipment
January 14 – 23, 2019	<ul style="list-style-type: none"> • Administration window Grade 9 Part(ie) A Provincial Achievement Tests (English Language Arts/French Language Arts/Français/K&E)
January 24 – 31, 2019	<ul style="list-style-type: none"> • Administration window Grade 9 Mathematics and Multiple Choice Provincial Achievement Tests
By January 31, 2019	<ul style="list-style-type: none"> • School staff return all Provincial Achievement Test booklets and materials including <i>Principal’s Statements, Lists of Students</i> and locally-marked/scored Grade 9 Part(ie) A and Part(ie) B Provincial Achievement Test materials to the distribution and receiving warehouse using the GREEN label. English Language Arts Part A is secured in January and must be returned to the distribution and receiving warehouse.

Provincial Achievement Test Administration Schedule: May and June 2019

Written Response Provincial Achievement Tests are administered between **May 6 and 10** according to schedules set by school authority superintendents.

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

Provincial Achievement Test Allotted Time*	Provincial Achievement Test
120 minutes	Grade 6 English Language Arts Part A
120 minutes	Grade 6 Français/French Language Arts Partie A
120 minutes	Grade 9 English Language Arts Part A
120 minutes	Grade 9 Français/French Language Arts Partie A
80 minutes	Grade 9 K&E English Language Arts Part A

* For Language Arts Part A: Writing Provincial Achievement Tests, test supervisors, under the direction of the principal, are expected to uphold test security by maintaining a continuous writing time. If it is required, based on students' needs, to administer a short supervised break, the teacher must receive approval from the principal. All test administration guidelines must be maintained. The amount of time consumed by a break is not included in the total test-taking time.

Mathematics and Multiple Choice Provincial Achievement Tests are administered between **June 10 and 27** according to schedules set by school authority superintendents.

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

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

Provincial Achievement Test Allotted Time	Provincial Achievement Test
60 minutes	Grade 6 English Language Arts Part B
60 minutes	Grade 6 Français/French Language Arts Partie B
20 minutes	Grade 6 Mathematics Part(ie) A
70 minutes	Grade 6 Mathematics Part(ie) B
60 minutes	Grade 6 Science
60 minutes	Grade 6 Social Studies
75 minutes	Grade 9 English Language Arts Part B
75 minutes	Grade 9 Français/French Language Arts Partie B
75 minutes	Grade 9 K&E English Language Arts Part B
75 minutes	Grade 9 K&E Mathematics
75 minutes	Grade 9 K&E Science
75 minutes	Grade 9 K&E Social Studies
30 minutes	Grade 9 Mathematics Part(ie) A
80 minutes	Grade 9 Mathematics Part(ie) B
75 minutes	Grade 9 Science
80 minutes	Grade 9 Social Studies

The Grade 6 Mathematics Part(ie) A and B is administered over 90 minutes. With the principal's approval, students can take a break/recess between Part(ie) A and B and determine the flexibility regarding the length of the break. All test administration guidelines must be maintained. The amount of time consumed by a break is not included in the total test-taking time.

The Grade 9 Mathematics Part(ie) A and B is administered over 110 minutes. With the principal's approval, students can take a break/recess between Part(ie) A and B and determine the flexibility regarding the length of the break. All test administration guidelines must be maintained. The amount of time consumed by a break is not included in the total test-taking time.

Superintendents may establish administration schedules where Part(ie) A and B of the Grades 6 and 9 Mathematics PAT are administered on different days.

Significant Dates: May/June 2019 Administration

November 14, 2018 – March 8, 2019	<ul style="list-style-type: none"> Schools must confirm their May/June Grade 6 & 9 Provincial Achievement Test material requirements using the online <i>Achievement Test Confirmation</i> form
March 1, 2019	<ul style="list-style-type: none"> Deadline to submit application to use Quest A+ for written response component
March 1, 2019	<ul style="list-style-type: none"> Deadline for submitting the <i>List of Special Format Materials Form</i> to Alberta Education for the May/June Provincial Achievement Test administration
March 25 – 27, 2019	<ul style="list-style-type: none"> Exam Administration will confirm the use of Quest A+ for those schools that have applied
April 15–16, 2019	<ul style="list-style-type: none"> Grades 6 & 9 Part(ie) A Provincial Achievement Test materials (Shipment 1) are shipped to schools for the May Provincial Achievement Test administration
April 24 – 30, 2019	<ul style="list-style-type: none"> Quest A+ codes and May MP3 files are distributed to schools
April 23, 2019	<ul style="list-style-type: none"> Last day for schools to inspect their shipment of grades 6 & 9 Part(ie) A Provincial Achievement Test materials (Shipment 1) and to contact Exam Administration if Provincial Achievement Test materials have not been received or if there are errors or omissions in the shipment
May 6 – 10, 2019	<ul style="list-style-type: none"> Administration window Grades 6 & 9 (shipment 1) Provincial Achievement Tests (English Language Arts/French Language Arts/Français/K&E)
By May 27, 2019	<ul style="list-style-type: none"> School staff return Shipment 1 Provincial Achievement Test materials to the distribution and receiving warehouse using the GREEN label All unused/extra Shipment 1 booklets that are unsecured after administration may be kept at the school (securely until after the June administration) or returned to the distribution and receiving warehouse
May 27 – 29, 2019	<ul style="list-style-type: none"> Grades 6 & 9 (Shipment 2) Provincial Achievement Test materials are shipped to schools for the June Provincial Achievement Test administration
June 3 – 7, 2019	<ul style="list-style-type: none"> June MP3 files are distributed to schools
June 5, 2019	<ul style="list-style-type: none"> Last day for schools to inspect their shipment of Grades 6 & 9 (Shipment 2) Provincial Achievement Test materials and to contact Exam Administration if Provincial Achievement Test materials have not been received or if there are errors or omissions in the shipment
June 10 – 27, 2019	<ul style="list-style-type: none"> Administration window Grades 6 & 9 (shipment 2) Provincial Achievement Tests
By June 27, 2019	<ul style="list-style-type: none"> Since all of shipment 2 materials are secured, school staff return all Shipment 2 Provincial Achievement Test materials to the distribution and receiving warehouse using the GREEN label
August 29, 2019	<ul style="list-style-type: none"> Schools and school authorities access their Provincial Achievement Testing Program result reports using Alberta Education’s Stakeholder File Exchange and review them for errors or omissions
September 6, 2019	<ul style="list-style-type: none"> Last day for schools and school authorities to report any errors or omissions in their reports to the Director, Student Learning Assessments and Provincial Achievement Testing

September 27, 2019	<ul style="list-style-type: none">• Alberta Education releases Individual Student Profiles, which school staff may access using Alberta Education’s Stakeholder File Exchange
Late September 2019	<ul style="list-style-type: none">• Alberta Education releases multiyear reports, which school staff may access using Alberta Education’s Stakeholder File Exchange

Provincial Achievement Test Administration Schedule: January 2020

Written Response Provincial Achievement Tests are administered between **January 15 and 22** according to schedules set by school authority superintendents.

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

Provincial Achievement Test Allotted Time*	Provincial Achievement Test
120 minutes	Grade 9 English Language Arts Part A
120 minutes	Grade 9 Français/French Language Arts Partie A
80 minutes	Grade 9 K&E English Language Arts Part A

* For Language Arts Part A: Writing Provincial Achievement Tests, test supervisors, under the direction of the principal, are expected to uphold test security by maintaining a continuous writing time. If it is required, based on students' needs, to administer a short supervised break, the teacher must receive approval from the principal. All test administration guidelines must be maintained. The amount of time consumed by a break is not included in the total test-taking time.

Mathematics and Multiple Choice Provincial Achievement Tests are administered between **January 23 and 31** according to schedules set by school authority superintendents.

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

Provincial Achievement Test Allotted Time	Provincial Achievement Test
75 minutes	Grade 9 English Language Arts Part B
75 minutes	Grade 9 Français/French Language Arts Partie B
75 minutes	Grade 9 K&E English Language Arts Part B
75 minutes	Grade 9 K&E Mathematics
75 minutes	Grade 9 K&E Science
75 minutes	Grade 9 K&E Social Studies
30 minutes	Grade 9 Mathematics Part(ie) A
80 minutes	Grade 9 Mathematics Part(ie) B
75 minutes	Grade 9 Science
80 minutes	Grade 9 Social Studies

The Grade 9 Mathematics Part(ie) A and B is administered over 110 minutes. With the principal's approval, students can take a break/recess between Part(ie) A and B and determine the flexibility regarding the length of the break. All test administration guidelines must be maintained. The amount of time consumed by a break is not included in the total test-taking time.

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

Provincial Achievement Test Administration Schedule: May and June 2020

Written Response Provincial Achievement Tests are administered between **May 4 and 8** according to schedules set by school authority superintendents.

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

Provincial Achievement Test Allotted Time*	Provincial Achievement Test
120 minutes	Grade 6 English Language Arts Part A
120 minutes	Grade 6 Français/French Language Arts Partie A
120 minutes	Grade 9 English Language Arts Part A
120 minutes	Grade 9 Français/French Language Arts Partie A
80 minutes	Grade 9 K&E English Language Arts Part A

* For Language Arts Part A: Writing Provincial Achievement Tests, test supervisors, under the direction of the principal, are expected to uphold test security by maintaining a continuous writing time. If it is required, based on students' needs, to administer a short supervised break, the teacher must receive approval from the principal. All test administration guidelines must be maintained. The amount of time consumed by a break is not included in the total test-taking time.

Mathematics and Multiple Choice Provincial Achievement Tests are administered between **June 15 and 26** according to schedules set by school authority superintendents.

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

Provincial Achievement Test Allotted Time	
60 minutes	Grade 6 English Language Arts Part B
60 minutes	Grade 6 Français/French Language Arts Partie B
20 minutes	Grade 6 Mathematics Part(ie) A
70 minutes	Grade 6 Mathematics Part(ie) B
60 minutes	Grade 6 Science
60 minutes	Grade 6 Social Studies
75 minutes	Grade 9 English Language Arts Part B
75 minutes	Grade 9 Français/French Language Arts Partie B
75 minutes	Grade 9 K&E English Language Arts Part B
75 minutes	Grade 9 K&E Mathematics
75 minutes	Grade 9 K&E Science
75 minutes	Grade 9 K&E Social Studies
30 minutes	Grade 9 Mathematics Part(ie) A
80 minutes	Grade 9 Mathematics Part(ie) B
75 minutes	Grade 9 Science
80 minutes	Grade 9 Social Studies

The Grade 6 Mathematics Part(ie) A and B is administered over 90 minutes. With the principal's approval, students can take a break/recess between Part(ie) A and B and determine the flexibility regarding the length of the break. All test administration guidelines must be maintained. The amount of time consumed by a break is not included in the total test-taking time.

The Grade 9 Mathematics Part(ie) A and B is administered over 110 minutes. With the principal's approval, students can take a break/recess between Part(ie) A and B and determine the flexibility regarding the length of the break. All test administration guidelines must be maintained. The amount of time consumed by a break is not included in the total test-taking time.

Superintendents may establish administration schedules where Part(ie) A and B of the Grades 6 and 9 Mathematics PAT are administered on different days.

Security of Provincial Achievement Testing Materials

Security of Testing Materials

Unless otherwise designated, all Provincial Achievement Tests and testing materials are secured before, during and after the Provincial Achievement Test administration and must be handled accordingly.

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

After each Provincial Achievement Test administration, the principal must sign the declaration on the *Principal's Statement* attesting that the security requirements outlined in this bulletin have been met.

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

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

A teacher may view the Provincial Achievement Test only when the teacher:

- is supervised by the school principal and
- has students writing the Provincial Achievement Test

The Provincial Achievement Test must be viewed within the 24-hour period immediately preceding the scheduled date and time of administration.

Teachers may also access their students' Provincial Achievement Tests after administration to mark or score them before the return of that material to Alberta Education.

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

Security Status of January Testing Materials

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

All photocopies of student writing from the January written response Provincial Achievement Tests must remain secured and may not be provided to students or parents until the completion of the June Provincial Achievement Test administration.

Security Status of May Testing Materials All English and French Language Arts exemplars are **secure** before and after administration in May and all copies must be returned as scheduled.

The Grades 6 and 9 English Language Arts, K&E English Language Arts, Français and French Language Arts **Part(ie) A** Provincial Achievement Test booklets written in May are unsecured after the Provincial Achievement Test administration. Unused copies of these test booklets may be kept at the school after their May administration, however, they must remain secure until the June administration dates have happened.

Security Status of June Testing Materials All Provincial Achievement Test materials administered in June are **secure** and must be returned after the administration, as scheduled.

NEW* **Return of Secured Provincial Achievement Tests and Testing Materials** All Provincial Achievement Tests and Testing Materials must be returned to the **distribution and receiving warehouse**.

For further information about where and how to return Provincial Achievement Tests and Testing Materials, see *Packaging and Returning Provincial Achievement Test Materials* in the *Ordering, Receiving and Returning* section.

Photocopying of Students' Written Responses Following the Provincial Achievement Test administration, teachers may make a photocopy of a student's writing from any English, Français, or French Language Arts Part(ie) A Provincial Achievement Test for inclusion in a portfolio of the year's work. Copies may also be made for parents who request them. All photocopies must remain secure until after the June administration.

Previously Secured Provincial Achievement Test Forms That Are Now Released Released questions from specific Provincial Achievement Tests that may be used by school staff are available on the Alberta Education website.

Additional released items can be accessed on Quest A+ at <https://questaplus.alberta.ca>.

Provincial Achievement Test Rules

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

Provincial Achievement Test Administration Supervision

1. All Provincial Achievement Tests must be administered in accordance with the directions specified for each Provincial Achievement Test. This is the key responsibility of supervising teachers.
2. Supervising teachers may not assist students in responding to Provincial Achievement Test questions.
3. No answer keys or scoring guides are permitted in the Provincial Achievement Test room, and no Provincial Achievement Tests may be marked, while students are writing the Provincial Achievement Test.
4. Supervisors are not to make, or encourage changes or alterations of any kind, to the Provincial Achievement Test responses made by students on their Provincial Achievement Test booklets and answer sheets during or after the Provincial Achievement Test administration.
5. Teachers must not mark or add notes of any kind to a Provincial Achievement Test booklet or answer sheet when marking or scoring those materials after a Provincial Achievement Test administration.

Alberta Student Number

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

Entrance Into and Exit From the Provincial Achievement Test Writing Room

***NEW**

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

Materials Allowed in the Provincial Achievement Test Writing Room

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

Materials Not Allowed in the Provincial Achievement Test Writing Room

1. All classroom materials in a Provincial Achievement Test writing room that could provide assistance to a student writing a Provincial Achievement Test, other than those items specifically noted in the subject bulletins, must be removed or covered.
2. No notes in any form, papers, informal dictionaries, electronic dictionaries, or books relating to a Provincial Achievement Test may be brought into the Provincial Achievement Test writing room, or used by

a student, unless expressly permitted to do so by the Provincial Achievement Test administration instructions.

3. No electronic or paper templates and/or graphic organizers are allowed for the written response component of Provincial Achievement Tests.
4. Students may not bring into the Provincial Achievement Test writing room or use any headsets, digital audio players, wearable digital devices, cell phones, or other electronic devices.

Discussion and Sharing

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

Breaches of Security and Violations of Provincial Achievement Test Rules

Managing Breaches of Security and Violation of Provincial Achievement Test Rules

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

If a breach of security or violation of Provincial Achievement Test rules occurs or is suspected, the school principal must immediately report the incident to the superintendent and to the Director, Exam Administration. Where a breach of security or violation of Provincial Achievement Test rules occurs, the superintendent shall make recommendations to Alberta Education regarding the validity of the student's or students' results (see the *Protocol* in this section).

Consequences of Inappropriate Student Behaviour

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



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

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

Introduction

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

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

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

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

Identifying a Problem

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

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

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

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

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

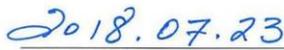
Provincial Assessment Sector Follow-up

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

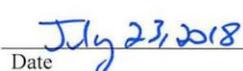
- If the school results, or an individual student's results, are determined to be valid, the Executive Director, Provincial Assessment Sector ensures that the results are released and the outcome of the investigation communicated to the Superintendent, the Principal, and the student where necessary.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


Executive Director
College of Alberta School Superintendents


Date


Executive Director
Provincial Assessment Sector


Date

Provincial Achievement Testing Administration Directives

Provincial achievement testing directives identify requirements and expectations related to the administration of Provincial Achievement Tests. These directives are issued by the Minister of Education under the authority of the *Student Evaluation Regulation, Alberta Regulation 177/2003* pursuant to the *School Act*. The directives in this section outline what should occur to prepare for, supervise and complete the administration of all Provincial Achievement Tests. These directives apply to all superintendents of schools, principals of private schools, principals, test supervisors, teachers and students who will be writing Provincial Achievement Tests. Additional directives related to the administration of Provincial Achievement Tests, including those that pertain to the use of computers, calculators, and/or writing accommodations and Provincial Achievement Test provisions may be found in the respective sections within this Bulletin.

General Provincial Achievement Testing Program Directives

Who Writes Provincial Achievement Tests Students registered in grades 6 and 9 and ungraded students* in their sixth and ninth years of schooling shall write Provincial Achievement Tests, with the following considerations:

1. Only a superintendent, on an individual basis, may excuse a student from writing a Provincial Achievement Test for the following reasons:
 - a. the student is not capable of responding to the assessment in its original form, or with approved accommodations or additional time provision
 - b. participation would be harmful to the student
2. The principal in consultation with the parent/guardian and the teacher, shall recommend to the superintendent that the student be excused from writing. A copy of the documentation in support of the recommendation, including the student's Individual Program Plan, if applicable, shall remain in the school.
3. If a parent withdraws a student from participation, the school indicates the student is *absent* on the *List of Students*. A copy of the parent's letter indicating that the child will not be participating shall remain in the school.
4. Students who are repeating grades 6 or 9 shall write Provincial Achievement Tests in their repeating year.

* Ungraded students are funded students registered in classes that are not considered equivalent to one of the grades classified as elementary (grades 1 to 6), junior high (grades 7 to 9), or senior high (grades 10 to 12)

5. All private school students shall write Provincial Achievement Tests.
6. Home educated students at a level equivalent to grades 6 or 9 must be given the opportunity to write the grade 6 or 9 Provincial Achievement Test, in accordance with schedules established by the superintendent, and under the supervision of the associate school authority or associate private school, in accordance with the *Home Education Regulation, Alberta Regulation 145/2006*
7. If a student is excused by the Superintendent from writing grade 6 or 9 Mathematics Part(ie) A but writes Part(ie) B, the student’s achievement on Part(ie) B will be used to determine the total mark for the Mathematics Provincial Achievement Test through prorating.

Provincial Achievement Test Administration Schedules

Grade 6 and 9 Provincial Achievement Tests are administered to students during an administration “window” specified by Alberta Education. Superintendents have the flexibility to establish Provincial Achievement Test schedules for their respective school authorities within the administration window in accordance with local needs.

Students who are absent on the day of the test are expected to write when they return, up to the published return shipment date(s) for those Provincial Achievement Testing materials.

Directives for Superintendents of Schools

Provincial Achievement Test Administration Preparation

Prior to each Provincial Achievement Test administration, the superintendent of schools or board of directors of a private school shall achieve the following:

1. Review this bulletin and update or modify Provincial Achievement Test related processes, procedures and schedules within the school authority or private school to ensure that they adhere to current directives, expectations and requirements
2. Establish and communicate January, May and June Provincial Achievement Test Schedules to principals at the beginning of the current school year or at the end of the previous school year
3. Appropriate procedures and schedules within the school authority or private school must be established, reviewed with principals and implemented to receive requests and communicate decisions related to excusing of students from writing Provincial Achievement Tests
4. Appropriate procedures and schedules within the school authority or private school must be established, reviewed with principals and

implemented to ensure that students enrolled in home education programs complete the Provincial Achievement Tests or an alternative form of assessment in accordance with the *Home Education Regulation, Alberta Regulation 145/2006*

5. Appropriate procedures and schedules within the school authority or private school must be established, reviewed with principals and implemented to investigate and report Provincial Achievement Test administration anomalies and suspected breach of security
6. Establish, and review with principals, a Provincial Achievement Test administration emergent response protocol to be implemented, as required, to address unexpected issues or problems that arise while Provincial Achievement Tests are being written
7. Appropriate procedures and schedules within the school authority or private school must be established, reviewed with principals and implemented to notify parents/guardians, at the beginning of the school year, that their child/children will be writing Provincial Achievement Tests in the current school year

**Provincial
Achievement Test
Administration
Completion**

Following each Provincial Achievement Test administration, the superintendent of schools or principal of a private school shall notify the Director, Exam Administration, of any breaches of Provincial Achievement Test rules that occurred, and report in writing, any circumstances that may affect the validity of the results of any student or group of students who wrote a Provincial Achievement Test.

Directives for Principals

**Provincial
Achievement Test
Administration
Preparation**
***NEW**

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

The following checklist will assist principals to prepare for administering Provincial Achievement Tests.

- ✓ Provide the *Quick Facts for Parents/Guardians* to parents of students who will write Provincial Achievement Tests
- ✓ Communicate Provincial Achievement Tests schedules, as established by the Superintendent
- ✓ Use the PAT Confirmation site to confirm that correct Provincial Achievement Testing materials will be provided, including Knowledge & Employability (K&E) tests *Must confirm for January and May/June separately – make sure both are completed
- ✓ Order special format materials from Alberta Education

- ✓ Prepare to provide technology, as required, for students to complete Provincial Achievement Tests
- ✓ If desired, submit a request to use Quest A+ for written response or digital format machine-scored PATs
- ✓ Rules to administer Provincial Achievement Tests are communicated to teachers and students
- ✓ Submit documentation to the Superintendent for students who may be excused from writing Provincial Achievement Tests
- ✓ Review with school staff the Provincial Achievement Test administration emergent response protocol to be implemented, as required, to address unexpected issues or problems that arise while Provincial Achievement Tests are being written
- ✓ Appropriate procedures and schedules have been established, reviewed with staff and implemented to maintain strict security of all Provincial Achievement Test materials while they are in the custody and control of the school
- ✓ Immediately upon their receipt, inspect received Provincial Achievement Test materials for errors or deficiencies
*Communicated error or deficiency with Exam Admin staff (Exam.Admin@gov.ab.ca)
- ✓ All students writing Provincial Achievement Tests use a valid Alberta Student Number
- ✓ Appropriate procedures and schedules have been established, reviewed with staff and implemented to arrange for students who are absent on the scheduled administration day to write on an alternate day
- ✓ Appropriate procedures and schedules have been established, reviewed with staff and implemented to peruse Provincial Achievement Tests
- ✓ Designate and schedule facilities to be used as Provincial Achievement Test writing rooms

Provincial Achievement Test Administration Supervision

The following checklist will assist principals 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 being followed and that all accommodations used are accurately recorded on each student's written-response booklet and/or answer sheet and initialed by the supervisor
- ✓ 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

Provincial Achievement Test Administration Completion

The following checklist will assist principals in completing the administration of the Provincial Achievement Tests.

- ✓ 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
- ✓ Teachers mark and score Provincial Achievement Tests in a manner that maintains the security of student responses and the Provincial Achievement Test materials and ensures that Provincial Achievement Test materials are returned to Alberta Education in accordance with the dates published in this bulletin
- ✓ Appropriate procedures and schedules have been established, reviewed with staff and implemented to ensure that students' preliminary scores from the Provincial Achievement Tests are shared with parents/guardians
- ✓ Ensure that the preparation, packaging and return of Provincial Achievement Test materials follows procedures for locally-marked/locally-scored booklets. All Provincial Achievement Tests and testing materials must be returned to the **distribution and receiving warehouse** using the **GREEN LABEL**
- ✓ Notify the Superintendent and the Director, Exam Administration, of any contraventions of the *Provincial Achievement Test Rules* that occurred, and report in writing, any circumstances that may affect the validity of the results of any student or group of students who wrote a Provincial Achievement Test
- ✓ Ensure that if computers and/or other digital devices were used for Provincial Achievement Test administration purposes, the rules for using computers are followed
- ✓ Complete, and ensure the accuracy of, the *List of Students* and complete and sign the *Principal's Statement*; excused (E) by the superintendent from writing the Provincial Achievement Test, any students who transferred (T) from the school or who were absent (A) from writing are correctly annotated
- ✓ Following the June Provincial Achievement Test administration, provide a summer contact name and phone number (which is not the school phone number) on the *Principal's Statement*
- ✓ Review school reports for errors or omissions and report any error or omission to Alberta Education
- ✓ Access released Individual Student Profiles
- ✓ Access multiyear reports

Directives for Provincial Achievement Test Supervisors

Provincial Achievement Test Administration Preparation

Prior to each Provincial Achievement Test administration, Provincial Achievement Test supervisors shall review this bulletin and the processes, procedures and schedules within the school.

The following checklist will assist Provincial Achievement Test supervisors to prepare for administering Provincial Achievement Tests.

- ✓ Be able to implement the directives, rules, processes and procedures that relate to the administration of Provincial Achievement Tests using computers, calculators, writing accommodations and additional writing time provision
- ✓ Confirm with the principal approved breaks during writing
- ✓ Ensure that the Provincial Achievement Test writing room is appropriately set up and free of materials or distractions that could affect the outcome of the Provincial Achievement Test
- ✓ Ensure that the Provincial Achievement Test writing environment is quiet and free of distractions
- ✓ Appropriate procedures and schedules have been established, reviewed and implemented to ensure that students are able to correctly staple their written response into the Provincial Achievement Test booklet
- ✓ Appropriate procedures and schedules have been established, reviewed and implemented to ensure that all students are aware of, and understand, the rules and procedures for writing a Provincial Achievement Test and their responsibilities for adhering to those rules

Provincial Achievement Test Administration Supervision

***NEW**

The following checklist will assist Provincial Achievement Test supervisors to supervise and administer Provincial Achievement Tests in accordance with the current directives, expectations and requirements.

- ✓ Verify and confirm Provincial Achievement Test allocated test time. Students may take up to twice the additional writing time, if required.
- ✓ Verify the identity of each student and record their location in the Provincial Achievement Test writing room
- ✓ Ensure that all Provincial Achievement Test 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
- ✓ Only authorized materials are brought into the Provincial Achievement Test writing room and are not shared by students
- ✓ Ensure that approved calculators are cleared of all information that is stored in programmable or parametric memory before and after the administration
- ✓ Actively observe and supervise all students who are in the test room

before, during and after the scheduled writing time to ensure that they are adhering to all Provincial Achievement Test rules.

Remember: supervisors are not to assist students with questions related to Provincial Achievement Test content

- ✓ Ensure that if computers and/or other digital devices were used for Provincial Achievement Test administration purposes, the rules for using computers are followed. Ensure that contingency plans are reviewed and implemented, as required

Provincial Achievement Test Administration Completion

The following checklist will assist Provincial Achievement Test supervisors in completing the administration of the Provincial Achievement Tests.

- ✓ Document any unusual circumstances or contraventions of rules and/or directives that occurred during the Provincial Achievement Test administration and forward this information to the principal
- ✓ Validate the accommodations used and initial the student's written-response booklet and/or answer sheet

Directives for Teachers of Students Writing Provincial Achievement Tests

Provincial Achievement Test Administration Preparation

The following checklist will assist teachers of students writing Provincial Achievement Tests to prepare their class(es) for the writing of Provincial Achievement Tests.

- ✓ Review the rules and procedures related to writing a Provincial Achievement Test with the students. Ensure that students are aware of, and understand their responsibilities for adhering to those rules
- ✓ Schedule and administer a field test
- ✓ Ensure that students are proficient in clearing all information stored in programmable or parametric memory on their calculators
- ✓ Ensure that students planning to use technology to write Part(ie) A are proficient in the use of technology before the Provincial Achievement Test administration
- ✓ Prepare and submit recommendations and supporting documentation related to the following requests and communicate the official responses of these requests to the student and parent/guardian:
 - a. Writing accommodations for eligible students
 - b. Being excused from writing one or more Provincial Achievement Test

Provincial Achievement Test Administration Completion

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

- ✓ Mark and/or score Provincial Achievement Tests in accordance with Alberta Education standards and school based procedures and in a manner that:
 - a. Maintains the security and integrity of student responses.
 - b. Protects the security of all Provincial Achievement Test materials
 - c. Ensures that all secure Provincial Achievement Test material is returned in accordance with the dates and times published in this bulletin
- ✓ Implement school based procedures related to the appropriate use and reporting of students' preliminary scores from the Provincial Achievement Test administration

Active Supervision Active supervision refers to specific actions taken by supervisors to ensure that Provincial Achievement Test directives and rules are appropriately adhered to and implemented and that all students have access to the writing of their Provincial Achievement Tests. Individuals who are active supervisors have a clear understanding of Provincial Achievement Test directives and rules. They use that knowledge, along with forethought and planning, to predict the types of behaviours that would enable a directive or rule to be contravened. Then, to reduce the opportunity for these contravening actions to occur, they implement deliberate and proactive strategies to control student behaviour, before, during and after the Provincial Achievement Test administration.

Some specific strategies that can be employed to mitigate the opportunity to contravene Provincial Achievement Test directives and rules include:

1. Randomizing and assigning seating so students cannot choose or know in advance where they will be sitting, and documenting where each student is actually seated
2. Ensuring that all desks in the Provincial Achievement Test writing room are empty before, during and after the Provincial Achievement Test administration
3. Creating, communicating and enforcing clear rules of conduct for students
4. Making and maintaining frequent eye contact with students
5. Setting up the room and positioning Provincial Achievement Test supervisors so that students and their behaviours can be viewed from all directions and so that students are aware that they are being observed
6. Establishing and implementing specific strategies to verify that:
 - a. No prohibited materials have been brought into the Provincial Achievement Test writing room
 - b. No Provincial Achievement Test materials are removed from the Provincial Achievement Test writing room
 - c. Student work has been removed from all calculators and rough drafts are sent with the Provincial Achievement Test booklets

and materials to Alberta Education. For students writing Language Arts Part(ie) A on computer, written responses must be archived securely until marking has been finalized and schools have received results (end of September). This also applies to Provincial Achievement Tests written in January, for which central marking only occurs at the end of the school year. Archived files must only be accessible to school authority network administrators

Completing the *List of Students*

Prior to packaging materials for return to Alberta Education, principals must complete a *List of Students* form and return it with a signed and completed *Principal's Statement* and the Provincial Achievement Test materials. The *List of Students* and the *Principal's Statement* **must be completed and signed even in the event that the students did not write the Provincial Achievement Tests.**

All grades 6 and 9 students in a school, including home schooled students, Knowledge and Employability program students, and all ungraded students in their 6th and 9th years of schooling must be accounted for on the *List of Students*. All documents used within the context of the K-12 Education system, by K-12 Education staff, including materials and reports related to Provincial Achievement Tests will use the students' preferred name.

In preparing the *List of Students* for return to Alberta Education, the principal's must ensure the following:

1. Validate the information that was printed on the form, noting any changes that are required
2. Add the names and Alberta Student Numbers of all unregistered students, *whether or not they wrote a Provincial Achievement Test*, alphabetically, in the space provided at the end of the *List of Students* form. Students registered after the *Provincial Achievement Test Confirmation* deadline will not appear on the *List of Students*; **they must be manually added**
3. If a student is registered in a Home Education program write *Home Ed. Student* next to the student's name on the *List of Students*
4. If an out of grade student writes a Provincial Achievement Test (e.g., he or she is in grade 5 or 7 when writing a grade 6 test) write *Out of Grade* next to the student's name on the *List of Students*
5. Use the following legend to indicate the participation status of all registered and unregistered students who wrote or were expected to write a Provincial Achievement Test:
✓—test written (paper format)
D—test written (digital format using *Quest A+*)
A—absent **E**—excused **T**—transferred

Before returning the *List of Students* form with the signed *Principal's Statement*, a copy must be made and retained at the school for reference.

Directives for Students Writing Provincial Achievement Tests

Provincial Achievement Test Writing

The following checklist should be shared with students. Students must understand their responsibilities when writing Provincial Achievement Tests as well as the rules and current directives.

- ✓ Discuss with school personnel your needs and intentions with respect to the use of writing accommodations and provisions
- ✓ Discuss with school personnel your intentions with respect to the use of a computer to write Provincial Achievement Tests
- ✓ Are you proficient in clearing all information that is stored in programmable or parametric memory on your calculator?
- ✓ You are not permitted to share materials in the Provincial Achievement Test Writing room
- ✓ When using technology, you must: (a) save your work frequently, (b) accurately printed and (c) ensure that the work you are submitting is properly stapled to the correct locations in the booklet
- ✓ Do you know the writing schedule?
- ✓ Do you know how much time you will have to write each Provincial Achievement Test?



Grades 6 and 9 Provincial Achievement Tests (PATs) Quick Facts for Parents/Guardians

What are PATs?

Provincial Achievement Tests (PATs) are administered to students in grades 6 and 9 and have three main purposes:

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

When are PATs administered?

PATs are administered annually in May and June in English and French language arts, mathematics, science and social studies in grade 6 and grade 9. Some grade 9 students write PATs in January.

Are there any practice questions my child can do before writing PATs?

Yes. Students can try out the released questions from previous PATs that are located at <https://questaplus.alberta.ca/PracticeMain.html>.

When will I find out my child's PAT results?

School staff can share preliminary results with parents after the PAT administration. Individual Student Profiles (ISPs) are available to schools in the fall of the following school year. School staff can then share the ISPs with parents and keep a record of the ISP on the student's record in accordance with the *Student Record Regulation*.

Want to know more?

Additional information and resources are available on the Alberta Education website at: <https://education.alberta.ca>

The personal information collected in the Provincial Achievement Testing program is collected pursuant to section 33(c) of the ***Freedom of Information and Protection of Privacy Act*** (RSA 2000, C. F-25). This information will be used for the purpose of administering the Provincial Achievement Testing program as well as support program and policy evaluation and measurement.

Questions regarding the program and collection, use and disclosure of information may be directed to Director, Student Learning Assessments and Provincial Achievement Testing or by telephone at 780-427-6204.

(Dial 310-0000 to be connected toll-free from outside the Edmonton area.)

Tests de rendement provinciaux de 6^e et de 9^e année

Points saillants à l'intention des parents ou des tuteurs

Qu'est-ce que les tests de rendement provinciaux?

Les tests de rendement provinciaux sont administrés aux élèves de 6^e et de 9^e année. Ils ont trois objectifs principaux :

- déterminer si les élèves apprennent ce qu'ils sont censés apprendre;
- informer les Albertains du rendement des élèves par rapport aux normes provinciales à certains niveaux scolaires;
- aider les écoles, les autorités scolaires et le Ministère à suivre et à améliorer l'apprentissage des élèves.

Quand les élèves passent-ils les tests de rendement provinciaux?

Les tests de rendement sont administrés chaque année en mai et en juin aux élèves de la 6^e et de la 9^e année dans les matières suivantes : English Language Arts, français/French Language Arts, mathématiques, sciences et études sociales. Certains élèves de 9^e année passent les tests de rendement en janvier.

Existe-t-il des modèles de questions avec lesquels mon enfant peut s'exercer avant de passer les tests de rendement provinciaux?

Oui. Les élèves peuvent s'exercer avec les questions rendues publiques des tests de rendement antérieurs, qui se trouvent à <https://questaplus.alberta.ca/PracticeMain.html>.

Quand connaîtrai-je les résultats obtenus aux tests de rendement provinciaux par mon enfant?

Une fois que les tests de rendement provinciaux ont été administrés, les écoles communiquent les résultats préliminaires aux parents. Chaque automne, les résultats individuels officiels de chaque élève (Individual Student Profile ou ISP) sont communiqués aux écoles. Les écoles communiquent ensuite les ISP aux parents et en conservent un exemplaire dans le dossier scolaire de l'élève conformément à ce qui est indiqué dans *Student Record Regulation*.

Comment obtenir plus d'information?

Vous trouverez de l'information détaillée et des ressources concernant les tests de rendement provinciaux à <http://education.alberta.ca>.

Les renseignements personnels recueillis dans le cadre du programme de tests de rendement provinciaux le sont conformément à l'alinéa 33(c) de la ***Freedom of Information and Protection of Privacy Act*** (RSA 2000, C. F-25). Ces renseignements serviront à administrer le programme de tests de rendement provinciaux et à appuyer l'évaluation et la mesure des programmes et des politiques.

Si vous avez des questions concernant le programme ainsi que la collecte, l'utilisation et la communication des renseignements personnels, vous pouvez les adresser à Director, Student Learning Assessments and Provincial Achievement Testing ou appeler le 780-427-6204 (sans frais en Alberta en composant le 310-0000).

Ordering Provincial Achievement Test Materials

Confirming Provincial Achievement Test Material Requirements

To ensure that school staff receive the correct language and program Provincial Achievement Testing materials required for their students, school staff must use the online *Provincial Achievement Test Confirmation* application, available on Alberta Education’s website at <https://account.education.alberta.ca/Pas.Account/>.

School staff must confirm the type and language of Provincial Achievement Test material requirements for each of their students:

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

Receiving and Inspecting Provincial Achievement Test Materials

Receiving Provincial Achievement Test Materials

Formal procedures for handling Provincial Achievement Test materials when they are delivered to the school should be established to ensure that the Provincial Achievement Test materials are available when needed and are kept secured at all times while in the custody and control of school staff.

1. All queries and concerns about the shipping and receipt of Provincial Achievement Test materials must be directed to Exam Administration at exam.admin@gov.ab.ca using the subject line: **PAT Shipment - your school name and school code** (e.g. **PAT Shipment – Ben Hur School, 9999**). Include a contact name and phone number in the email message. **Note:** Couriers, including Purolator, offer their customers a *No Signature Required* (NSR) option. If this policy has been activated, your school will **not** be able to receive Alberta Education secured shipments, including Provincial Achievement Test materials. Exam Administration strongly advises all administrators, especially those new to their positions, to make sure that an NSR policy is not in place. Your local courier driver, or agent of the courier company, can confirm if your school has a *No Signature Required* option in place.
2. An individual should be identified with the specific responsibility for receiving all Provincial Achievement Test materials when they are delivered by the courier. This person should know when those materials

- are expected to arrive and should contact Exam Administration if:
- a. No-one will be at the school when the Provincial Achievement Test materials are expected to be received
 - b. The Provincial Achievement Test shipment has not been received within two or three days of when it was expected to arrive.
3. When Provincial Achievement Test materials are delivered by a courier, the shipment of boxes should immediately be visually inspected to determine if:
 - a. The shipment is complete (if more than one box was included in the shipment from Exam Administration, the boxes will have been identified as a set by numbering them as such, for example, 1/3, 2/3, 3/3). If there are boxes in the shipment that have not yet been delivered, discuss with the courier when they are expected to arrive
 - b. The shipment has been damaged or tampered with in any way. Damage or tampering may indicate that the security of the Provincial Achievement Test materials has been compromised. Consequently, before signing for and accepting receipt of the shipment, the damage or tampering should be discussed with the courier to determine how and when it occurred. This anomaly must be noted on the *Principal's Statement*. Dependent on the circumstances, it may also be prudent to immediately contact the Director, Exam Administration to discuss this potential threat to security.
 4. After formally receiving a shipment of Provincial Achievement Test materials, the box(es) should be immediately moved to a secure location where they can be opened and inspected.

Inspecting Provincial Achievement Test Materials

The boxes of all Provincial Achievement Test material shipments **must be opened and inspected immediately upon their receipt**. The purpose of this inspection is to determine if there are any errors or deficiencies in the shipment that need to be addressed **prior to** the scheduled administrations of the Provincial Achievement Tests.

Formal procedures for inspecting Provincial Achievement Test materials should be established.

1. Before inspecting a Provincial Achievement Test shipment, a current list of Provincial Achievement Test material requirements, by subject and grade and including any special format materials that have been approved for that administration, should be prepared, validated and compared with the actual shipment
2. Provincial Achievement Test shipments should be checked against a current list of Provincial Achievement Test material requirements to determine if:

- a. The required types, language and quantities of Provincial Achievement Test materials were received and matches what was ordered
 - b. The quantity of materials received matches what is indicated on the enclosed packing slips (these packing slips should be set aside for safekeeping as they need to be returned with the Provincial Achievement Test material when it is sent back to Exam Administration)
3. Any identified errors or deficiencies in a shipment should be addressed immediately by submitting a *Request for Supplemental Shipment* form to Exam Administration. This form must be forwarded, by email, to exam.admin@gov.ab.ca, using the subject line: **PAT Supplemental Shipment - your school name and school code** (e.g. **PAT Supplemental Shipment – Ben Hur School, 9999**). Include a contact name and phone number in the email message.

Provincial Achievement Testing Materials Shipped to Schools by Administration

January Shipment Contents

Depending on the programs offered at the school, all or some of the following Provincial Achievement Testing materials may be included in shipments to a school that administers Grade 9 Provincial Achievement Tests in January:

Received (Y/N)	Item	Notes
	School Packing Slip(s)	
	Principal's Kit <ul style="list-style-type: none"> • Return envelope(s) • Coloured return address/identification label(s) • Return waybills • Instruction sheets for applying labels to booklets and packaging and returning Provincial Achievement Test materials • <i>Principal's Statement</i> 	
	<i>List of Students Form</i>	
	Student Labels	
	Booklets (correct number, type and language)	Supplement shipment required? Extra copies of Provincial Achievement Test materials for late

		registered students received?
	Scoring criteria and exemplars for English Language Arts, K&E English Language Arts and Français/French Language Arts Part(ie) A Provincial Achievement Tests	
	Answer keys for multiple-choice and numerical-response questions	
	Note: Special format materials (if requested) are shipped separately from print materials	Supplement shipment required?

**Shipment 1
Contents: May
Administration –
Grades 6 & 9**

Depending on the programs offered at the school, all or some of the following Provincial Achievement Testing materials may be included in a **Shipment 1** delivery to a school that administers grades 6 and 9 Provincial Achievement Tests in May:

Received (Y/N)	Item	Notes
	School Packing Slip(s)	
	Principal's Kit <ul style="list-style-type: none"> • Return envelope(s) • Coloured return address/identification label(s) • Return waybills • Instruction sheets for applying labels to booklets and packaging and returning Provincial Achievement Test materials • <i>Principal's Statement</i> 	
	<i>List of Students Form</i>	
	Student Labels	
	Booklets (correct number, type and language)	Supplement shipment required? Extra copies of Provincial Achievement Test materials for unregistered students received?
	Scoring criteria and exemplars for English Language Arts, K&E English Language Arts and Français/French Language Arts	

**Shipment 2
Contents: June
Administration –
Grades 6 & 9**

	Part(ie) A Provincial Achievement Tests	
	Note: Special format materials (if requested) are shipped separately from print materials	Supplement shipment required?

Depending on the programs offered at the school, all or some of the following Provincial Achievement Testing materials may be included in a **Shipment 2** delivery to a school that administers Grades 6 and 9 Provincial Achievement Tests in June:

Received (Y/N)	Item	Notes
	School Packing Slip(s)	
	Principal's Kit <ul style="list-style-type: none"> • Return envelope(s) • Coloured return address/identification label(s) • Return waybills • Instruction sheets for applying labels to booklets and packaging and returning Provincial Achievement Test materials • <i>Principal's Statement</i> 	
	<i>List of Students Form</i>	
	Student Labels	
	Booklets (correct number, type and language)	Supplement shipment required? Extra copies of Provincial Achievement Test materials for unregistered students received?
	Scoring criteria and exemplars for English Language Arts, K&E English Language Arts and Français/French Language Arts Part(ie) A Provincial Achievement Tests	
	Answer keys for multiple-choice and numerical-response questions	
	Note: Special format materials (if requested) are shipped separately from print materials	Supplement shipment required?

Home Education Materials School authorities that have all their home education students registered under a Home Education code will have their Provincial Achievement Test materials shipped to the authority office.

Packaging and Returning Provincial Achievement Test Materials

Dates for Returning Provincial Achievement Test Materials All secured Provincial Achievement Test materials, *Principals Statements*, *Lists of Students* and other administration related forms and documents must be returned to Alberta Education in accordance with the dates specified in the *Schedules & Significant Dates* section of this bulletin.

***NEW Return Shipment Locations** **IMPORTANT:** Refer to the *Significant Dates* section for shipping location instructions

Exam Administration Distribution and Receiving Warehouse – Alberta Education
12360 142 Street
Edmonton, AB T5L 2H1

Receiving hours at the Exam Administration Distribution and Receiving Warehouse are Monday to Friday 8:00 A.M. to 4:00 P.M. Specific arrangements must be made for the receipt of shipments that will arrive outside of these hours.

Preparing Materials for Return Procedures for preparing and packaging Provincial Achievement Test materials for return to Alberta Education must be established.

1. All queries and concerns about the packaging and return of Provincial Achievement Test materials must be directed to Exam Administration, by email, at exam.admin@gov.ab.ca using the subject line: **PAT Return Shipment - your school name and school code** (e.g. **PAT Return Shipment – Ben Hur School, 9999**). Include a contact name and phone number in the email message.
2. An individual should be identified with the specific responsibility of preparing and packaging all Provincial Achievement Test materials for return to Exam Administration in accordance with the directives in this bulletin.
3. Return envelopes and coloured return address/identification labels **must** be used when packaging and returning Provincial Achievement Test materials. **Do not** cover the bar code on the coloured return labels.
4. Materials to be returned for **marking or scoring** must be prepared as follows and returned to the **distribution and receiving warehouse**:
 - a. For each type of Provincial Achievement Test booklet or answer sheet being returned, sort the late registered and registered student

- materials into separate piles
 - b. Sort each pile of answer sheets or student booklets in alphabetic order, by student name, and bundle them with a paper clip or elastic
 - c. Place sorted answer sheets into the envelopes that are provided for that purpose
 - d. Complete the *Packing Slip, Principal's Statement and List of Students*
 - e. Place the *Packing Slip, Principal's Statement and List of Students* in the envelope provided for that purpose
 - f. Put the envelope containing the *Packing Slip, Principal's Statement and List of Students* on top of the piles of answer sheets or Provincial Achievement Test booklets to be returned to the distribution and receiving warehouse.
5. If Provincial Achievement Test materials will be shipped to Alberta Education in boxes that have been previously used, all previous address information on them should be covered or removed to ensure that they are not shipped to the wrong address.
 6. If more than one box will be shipped to Alberta Education, they should be identified as a set by numbering them as such, for example 1/3, 2/3, 3/3. A coloured return address/identification label should be affixed to each box in a prominent location.

Using Couriers for the Return of Provincial Achievement Test Materials

The following courier services may be used to return Provincial Achievement Test materials to Alberta Education:

Loomis

Dispatch Telephone Number: 1-800-225-5345

Purolator

Dispatch Telephone Number: 1-800-387-3027

Schools or school authorities located within Edmonton, St. Albert, or Sherwood Park can also be return Provincial Achievement Test materials using:

Mr. Courier

Dispatch Telephone Number: (780) 464-5719

DV Delivery

Dispatch Telephone Number: (780) 868-5503

School Authority Procedures for the Return of Test Materials

School authorities may choose to have schools return their Provincial Achievement Test materials directly to Alberta Education, or to have these materials returned to Alberta Education through their school authority office. Prior to the dates of administration, school staff should confirm with

their school authority what approach to the return of Provincial Achievement Test materials is being implemented within their school authority.

Unless given specific alternative directions by a school authority, all materials being returned to the distribution and receiving warehouse should be shipped *collect* by courier or truck transport. If a school or school authority returns materials by mail or bus, the school/school authority will be responsible for all costs incurred.

Using Calculators

BACKGROUND

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

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

RULES

1. Mathematics and science Provincial Achievement Tests may only be administered with the use of calculators as follows:
 - Grade 6 Mathematics**
 - Part(ie) A: Use of calculators is not permitted
 - Part(ie) B: Students may use calculators; however, use of scientific or graphing calculators is not permitted
 - Grade 9 Mathematics**
 - Part(ie) A: Use of calculators is not permitted
 - Part(ie) B: Students may use calculators; however, use of graphing calculators is not permitted
 - Knowledge and Employability Mathematics**
 - Students may use calculators; however, use of graphing calculators is not permitted
 - Grade 6 Science**
 - Students may use calculators; however, use of scientific or graphing calculators is not permitted
 - Grade 9 Science**
 - Students may use calculators; use of a graphing calculator is not permitted
2. Students may bring approved calculators and extra batteries into the Provincial Achievement Test room, *for their exclusive use*, when writing a mathematics or science Provincial Achievement Test.
3. The following calculator materials, properties, and/or configurations are **not** permitted in the Provincial Achievement Test writing room:
 - programmed memory content
 - built-in notes, libraries, or formulae (e.g., definitions or explanations in alpha notation),
 - upgraded or downloaded programs
 - remote communication capability
 - symbolic manipulation capabilities
 - external (peripheral) devices and other support materials such as manuals, printed or electronic cards, printers, memory expansion chips or cards, external keyboards

- calculator cases
4. Prior to the commencement of a Provincial Achievement Test, and before being taken from the Provincial Achievement Testing room, calculators must be cleared of all information that is stored in programmable or parametric memory.
 5. Calculators must be set to operate in silent mode.

Using Technology for the Written Response Component of Provincial Achievement Tests

BACKGROUND

Students who have been taught to compose written responses using a word processor, and who typically produce their written work in this way, may compose their written response components of the Provincial Achievement Tests using technology. The principles, directives, rules, and procedures that follow address the requirements associated with the use of computers for this purpose.

GUIDING PRINCIPLES FOR THE USE OF TECHNOLOGY TO COMPOSE WRITTEN RESPONSES

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

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

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

If a principal intends to permit the use of technology when writing Provincial Achievement Tests and has more students than devices, the principal should submit a written proposal, for meeting

students' Provincial Achievement Test writing needs, to his or her superintendent for approval, prior to the scheduled day of administration. The proposed solution must adhere to the administration rules and directives in this bulletin.

In the event of an emergency or disruption to administration, contact the Director, Exam Administration at (780) 492-1462.

DIRECTIVES

Principal

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

prepared for that role, including being aware of, and able to, implement contingency plans and emergency procedures, should the need arise.

10. The principal shall develop a process to ensure that students are able to print and staple their final written responses to their Provincial Achievement Test booklets.

Technical Personnel

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

Provincial Achievement Test Supervisors

1. Teachers who are designated to supervise the administration of Provincial Achievement Tests that are being written using technology shall be familiar with, and able to implement, USING CALCULATORS & TECHNOLOGY

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the guiding principles, directives, rules, and procedures related to the administration of Provincial Achievement Tests using technology.

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

Students

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

RULES AND PROCEDURES

Technical and Administrative Set-Up

1. Prior to the commencement of the scheduled Provincial Achievement Test administration, all devices to be used for written response test writing purposes must be networked and configured to:
 - Enable secure and ready access to designated printers only, during and after the scheduled Provincial Achievement Test administration
 - Enable the saving of each student's written work in a manner, and/or to a network location, that (a) ensures its security while it must be retained and (b) permits school personnel to readily access those documents following the scheduled test administration and to remove those documents after the results are made available to the school in September
 - Disable access to the internet and other online or electronic resources that are not permitted
2. All devices to be used for Provincial Achievement Test writing purposes using *Quest A+* must be networked and must have a current version of *Flash Player* installed. In addition, all PCs and Macs must have a current version of *Quest A+ Locked Browser* installed, to enable secure access to the digital format Provincial Achievement Test using *Quest A+*.
3. Prior to the commencement of the scheduled Provincial Achievement Test administration, all word processing applications to be used for test writing purposes must be configured to enable:
 - Insertion of footers that include the student's index number on each page of written work
Note: The index number (Provincial Achievement Test booklet number) is the six-digit number that appears in the bottom right corner of the student's label. Late registered students will not have an index number, so they must create a six-digit number and place that number on the back of their test booklet.
 - Automatic and frequent saving of word processing documents to a designated location only
 - Access to routine tools, such as a spell checker, that are integrated into the software.
Note: The *auto correct* and template features of these tools must be disabled. For local word processing solutions, online dictionaries and online thesauri are not permitted.
4. Prior to the commencement of the scheduled Provincial Achievement Test administration, all computing devices, printers and word processing applications must be online and ready for use.

Provincial Achievement Test Administration

1. Students using technology must have a copy of the Part(ie) A booklet available for use at the start of the Provincial Achievement Test. Students must staple a printed copy of their written

response into the Provincial Achievement Test booklet provided to them once they have completed the written component.

2. Students responding to the written component using technology may access all of the test materials that are available to students who are writing the Provincial Achievement Test without technology.
3. Students using technology may revert to writing with pen or pencil at any time during the Provincial Achievement Test administration.

Students using *Quest A+* must transfer all of their answers from the digital format to the paper answer sheet. Transfer of answers may occur after the allotted Provincial Achievement Test time (plus provision, if applicable), however, editing or modification of answers must occur within the total available time.

4. Students are encouraged to do rough work or planning in the Provincial Achievement Test booklet that is to be provided to them at the start of the Provincial Achievement Test.
5. Students, not using *Quest A+*, may print interim hard copies of their written work at any time during the Provincial Achievement Test administration for review and editing. Multiple copies should be correctly identified and all copies must be returned to Alberta Education.
6. Students may compose and edit their written work until the end of the available administration time.
7. Students may not access search engines, research tools or other prohibited online or electronic resources while writing a Provincial Achievement Test using a computer.

Preparation and Submission of Written Work

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

5. Students must clearly label all word-processed rough work or early drafts as *rough* and must staple these documents into the Provincial Achievement Test booklets on pages designated *Planning*.

Teachers may assist students with these tasks, particularly in Grade 6. However, **only those students who are able to complete these tasks and who know that they are expected to do so** should be permitted to use technology for the purpose of composing the written response component.

Preparation and Submission of Digital Format Provincial Achievement Tests

Written Response Component:

1. Students must clearly label each page of their finished work according to its assignment title or question number.
2. Each student must include his or her six-digit index number on every page of the finished work.
3. Students who submit their response using Quest A+ must be so noted on the *List of Students (D)*.
4. Students must submit their final written work double-spaced and in an easy-to-read 12-point font (see the instruction page in the specific Provincial Achievement Test for details).
5. Students must clearly label all rough work or early drafts, if applicable, as *rough* and must staple these documents into the Provincial Achievement Test booklets on pages designated *Planning*.
6. Supervisors must monitor the status of students' progression as they work on their written response component using Quest A+.

Multiple Choice Component

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

Teachers may assist students with these tasks, particularly in Grade 6. However, **only those students who are able to complete these tasks and who know that they are expected to do so** should be permitted to use technology for the purpose of composing the written response component.

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

BACKGROUND

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

USE OF PERSONALLY OWNED DEVICES FOR QUEST A+

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

ACCESS TO QUEST A+

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

Principals may apply to use *Quest A+* and obtain access codes for the written response and multiple choice components by completing the online request form: <http://surveys.education.gov.ab.ca/novi/n/QuestPAT.aspx>.

DEADLINES TO USE QUEST A+:

Provincial Achievement Test Administration	<i>Quest A+</i> Request Deadline
January 2018	November 1, 2018
May/June 2018	March 1, 2019

ADDITIONAL INFORMATION ON USING TECHNOLOGY FOR PROVINCIAL ACHIEVEMENT TESTS

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

Provincial Achievement Test Writing Accommodations and Provisions for Students

OVERVIEW

Accommodations, for the purpose of writing Provincial Achievement Tests, are reviewed, managed, and ordered by school personnel. Students are eligible for accommodations and provisions to write Provincial Achievement Tests without an application process.

Provincial Assessment recommends that staff continue to adhere to the requirements outlined in the [*Standards for Special Education*](#) (amended June 2004).

Criteria for students to write provincial assessments with accommodations: Regular use of the accommodation for classroom instruction and assessment.

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

Home-Schooled Students

Students who are home-schooled are eligible for accommodations and provisions. To ensure the writing centre is prepared for home-schooled students to write Provincial Achievement Tests with accommodations and provisions, the parents of home-schooled students must contact the writing centre principal directly.

ACCOMMODATIONS TYPES

Students who use accommodations are required to indicate the use of the accommodation on their Provincial Achievement Test booklet and/or answer sheet in accordance with the corresponding number (numbers 1-10 only).

Accommodation	Eligible Population	Process Requirements	Notes
1. Audio (CD/MP3 version)	Any student with visual impairments, and uses audio throughout the year	School personnel orders CD or MP3 file	Deadline to submit order is found in the <i>Schedules and Significant Dates</i> section
2. Audio (CD/MP3 version)	Students who use audio throughout the year	School personnel orders CD or MP3 file	Deadline to submit order is found in the <i>Schedules and Significant Dates</i> section
4. 10 x 10 multiplication table	Student typically uses this accommodation	School personnel implements this accommodation	

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

ACCOMMODATION REQUEST PROCESS

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

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

ADMINISTRATION OF PROVINCIAL ACHIEVEMENT TESTS WITH ACCOMMODATIONS AND PROVISIONS

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

Prior to Administration

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

5. The principal shall develop and implement processes to ensure that only those students who are granted an accommodation are permitted to do so.

During the Administration

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

After the Administration

1. All special format materials, including those in audio, large print and Braille format, must be returned to Alberta Education with the regular return shipment of other Provincial Achievement Test materials (including answer sheets) from the school.
2. All accommodations used must be recorded on the student's Provincial Achievement Test materials.

Returning Materials

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

DIRECTIVES FOR ACCOMMODATIONS

1 and 2 – Audio (CD/MP3) Version

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

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

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

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

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

locations or storage devices.

The Testing Process

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

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

4 – 10 x 10 Multiplication Table

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

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

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

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

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

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

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

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

5 - Scribe

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

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

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

computer.

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

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

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

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

A student who is being assisted by a scribe must complete the test in the Provincial Achievement Test writing time.

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

To properly record student responses, scribes should have:

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

8 – Reader

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

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

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

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

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

9 – Sign Language Interpreter

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

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

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

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

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

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

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

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

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

10 – Transcriber of Recorded Response

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

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

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

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

Text-to-Speech Software

Students may only use this accommodation to read back their own work when using a computer to compose their English or Français/French Language Arts Part(ie) A written response. Features such as word

prediction, word wizard, fact finder and scientific calculator must be disabled.

Speech-to-Text Software

Written response Provincial Achievement Tests that are administered with the use of speech-to-text software must take place in a separate writing area (isolated space) so that other students writing the Provincial Achievement Test are not disrupted.

Students may use speech-to-text software **only for written response Provincial Achievement Tests**. No other use of such software is permitted.

For specific Provincial Achievement Test administration requirements related to the use of technology see *Using Computers* Section.

Coloured Overlays

Students who use coloured overlays for classroom instruction may use the same overlays for writing Provincial Achievement Tests.

Ambient Noise Audio

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

Local and Central Marking of Provincial Achievement Tests

Local Marking of Part(ie) A Language Arts Tests

All Language Arts written response components will be marked centrally in Edmonton in July.

Classroom teachers may mark students' writing, using the scoring guides provided before returning the Provincial Achievement Tests to Alberta Education. A locally awarded mark submitted to Alberta Education will be considered as the first reading of students' Provincial Achievement Test written response. Local markers must use the *For Teacher Use Only* section on the back of the Part A Provincial Achievement Test booklet to record their marks. Teachers must not mark inside student booklets when local marking.

Teachers who would like to compare the marks issued locally versus centrally must create and enter an identification number on the back of each student booklet. It is important that no two teachers from the same school create and use the same identification number.

Once returned to Alberta Education, the papers will be read for a second time and marked centrally. Both marks contribute to students' final mark. In the event of a discrepancy between the two marks, papers will be adjudicated by a third reading, which will determine the final mark awarded. In this way, students are ensured to receive fair results.

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

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

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

Narrative/Essay Writing:

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

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

Maximum score possible for Narrative/Essay Writing = 35.

Functional Writing:

Assign a score of 1 to 5 for each of *content* and *content management*.
Multiply these scores by 2.
Maximum score possible for Functional Writing = 20.

Total Score:

Add the narrative/essay and functional scores.

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

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

Local Marking of Multiple Choice Provincial Achievement Tests

Teachers of Grades 6 and 9 are expected to score all multiple choice Provincial Achievement Tests, using the answer keys provided, and to report these preliminary results to parents. An electronic reporting form is available for this purpose on the Stakeholder File Exchange site, however, schools may decide to use their own method to report preliminary results to parents in June.

Eligibility to Participate in Central Marking

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

Reporting Provincial Achievement Test Results

Public Access to Results

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

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

An individual may make a formal request for results information under the

Freedom of Information and Protection of Privacy (FOIP) Act. In accordance with this legislation, Alberta Education will respond to formal FOIP requests without conditions and without notification to any school or school authority.

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

Cut Scores and Standards

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

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

Planning and Results Reporting

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

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

School authorities plan and implement three-year education plans aligned with ministry directions, allocate resources to schools and programs, monitor progress, report annually to stakeholders and use results to plan

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

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

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

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

The *Guide for School Board Planning and Results Reporting* and *Guidelines for Interpreting Achievement Test Results* contains more information on planning, reporting and target setting. For assistance accessing these documents contact the Workforce Development Help Desk.

Guidelines Regarding the Re-Issue of Reports

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

Individual School and School Authority Report

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

All School and School Authority Reports

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

Individual Student Profiles (ISP)

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

Home Education Reports

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

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

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

Using the Reports

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

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

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

Field Testing

Purpose of the Field Testing Program

Alberta Education administers field tests prior to the May/June Provincial Achievement Test administration each year.

Field testing is a critical large scale assessment design process which ensures that Alberta Education provincial assessments are reliable and valid. Field testing is essentially a way of *testing the test questions* before they appear on a Provincial Achievement Test – field test questions determine question difficulty levels and their appropriateness for use on a future Provincial Achievement Test.

Moreover, field testing allows students to become familiar with the Provincial Achievement Test testing environment and test-style questions. This exposure has the potential to reduce test anxiety. Teachers also receive students' marks promptly, gaining useful, immediate information.

Teachers are asked to consider the following points when commenting on both individual questions and the overall Provincial Achievement Test:

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

Field Test General Information

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

Field Test Design

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

Field Test Formats

Provincial Achievement program field tests are available in either digital or paper formats, or, for some courses, both.

Special Formats, Accommodations

Field tests are not available in special formats. Students may write Provincial Achievement Test field tests using reader or scribe accommodations. The

and Additional Writing Time

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

Participation Requirements

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

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

Participation Approval and Request Process

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

1. If a superintendent has previously provided authorization for Alberta Education to conduct field tests within his or her school authority, the consent will automatically be carried forward to subsequent years. If a superintendent does not permit schools to participate in field testing or would like to verify or change the status of authorization, the superintendent must 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, the principal must 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>

Step	Item	Staff and Resource	Troubleshooting and Notes
1.	Obtain Alberta Education account	Teacher	
2.	Authorize new-to-the-school teachers	Principal 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
3.	Request field test:	Teacher	
Option	Submit the field test	Field Test Scheduler	https://public.education.alberta.ca

3.1.	request digitally		a.ca/FieldTestScheduler Digital submission allows for self-management of field test requests
Option 3.2.	Submit the field test request by paper form	Form	http://education.alberta.ca/admin/testing/forms/ ; email to field.test@gov.ab.ca
4.	Alberta Education processes the field test request	Alberta Education Staff	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 contact purposes. • 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.
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**Field Test
Security and
Administration
Rules**

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. Teachers whose students are writing paper format field tests must be present in the writing room at all times.
2. Teachers whose students are writing paper format field tests may verify the answer key and review and validate field test questions.
3. Prior to reviewing and validating a paper format field test, a teacher must review and sign a declaration concerning the security of the field test materials.
4. Only teachers whose students are writing a particular field test may examine its contents.
5. Validation of a paper format field test must occur in the writing room where the field test is being administered.
6. Validation of a digital format field test may occur within a 24-hour period following the field test administration.
7. No paper or digital format field test question or answer key may be copied, either by hand or digitally for any purpose.
8. 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.
9. Students must be made aware of the purpose and importance of a field test prior to its administration. Field tests are not intended to be used as a student assessment, they *test* the test questions.
10. Students who arrive late are not permitted to write a field test if there is insufficient time for them to complete it within the scheduled administration time.

Field Test Scoring

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

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

Field Test Administration Dates

In 2018-2019 Alberta Education will administer paper and digital format field tests for Provincial Achievement Test courses as follows:

Paper Format Field Test Administration Dates	
Unit Tests:	
Year End Field Tests:	<p>April 15 – May 3</p> <ul style="list-style-type: none"> • Français 6 et 9 Partie A: Écriture • French Language Arts 6 et 9 Partie A: Écriture • Grade 6 ELA Part A: Writing • Grade 9 ELA Part A: Writing • K&E 9 ELA Part A: Writing <p>May 13 – June 14</p> <ul style="list-style-type: none"> • Français 6 et 9 Partie B : Lecture • French Language Arts 6 et 9 Partie B : Lecture • Grade 6 ELA Part B: Reading • Grade 9 ELA Part B: Reading • K&E ELA 9 Part B: Reading • Grade 6 Mathematics and Mathématiques Part A • Grade 9 Mathematics and Mathématiques Part A • K&E Mathematics • Grade 6 Social Studies and Études sociales • Grade 9 Social Studies and Études sociales • K&E 9 Social Studies • Grade 6 Science • Grade 9 Science • K&E 9 Science

Digital Format Field Test Administration Dates	
Unit Tests:	
Year End Field Tests:	<p>April 15 – May 3</p> <ul style="list-style-type: none"> • Grade 6 ELA Part A: Writing • K&E 9 ELA Part A: Writing <p>May 13 – June 14</p> <ul style="list-style-type: none"> • Grade 6 ELA Part B: Reading • Grade 9 ELA Part B: Reading • K&E ELA Part B: Reading • Grade 6 Mathematics and Mathématiques Part A and Part B • Grade 9 Mathematics and Mathématiques Part A and Part B • K&E 9 Mathematics • Grade 6 Social Studies and Études sociales Part(ie) B • Grade 9 Social Studies • K&E 9 Social Studies

	<ul style="list-style-type: none"> • Grade 6 Science and Sciences • Grade 9 Science and Sciences • K&E 9 Science
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Deadline for Field Test Requests:

- Paper format year-end field tests must be submitted by **March 19, 2019**. Digital format year end field tests must be submitted five business 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 Provincial Achievement Test courses and are distributed free of charge. Special format practice tests are produced in limited quantities, therefore, the number of special format practice tests distributed to each school is restricted and should only be administered to students eligible for Provincial Achievement Test accommodations. For more information, contact the Field Test Office.

Significant Dates

- September 4, 2018** The field test request system is open; teachers may submit field test requests.
- March 19, 2019** Last day for participating schools to submit *Paper Format Field Test Requests*.
- June 9, 2019** Last day for participating schools to submit *Digital Format Field Test Requests*.

Resources and Web Documents

Resource Materials from Alberta Education

Alberta Education generates a number of resources to support teachers: (1) in becoming more familiar and knowledgeable about Provincial Achievement Tests and (2) provide informative direction around the interpretation of the Provincial Achievement Test results in the context of classroom instruction. The materials listed below are located on the Alberta Education website at

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

- **General Information Bulletin:** Provides directives and rules related to the administration of Provincial Achievement Tests.
- **Subject Bulletins:** Provide detailed descriptions of the Provincial Achievement Tests, the Provincial Achievement Test blueprints, sample questions, scoring criteria and other information relevant to the current school year.
- **Released Items:** Items previously used on Provincial Achievement Tests are available and may be used by schools for instructional purposes. In addition to the items located on the Alberta Education website, many released items are available on Quest A+:
<https://questaplus.alberta.ca>.
- **Assessment Highlights:** Provide a summary of student achievement strengths and weaknesses identified by Provincial Assessment staff after Provincial Achievement Tests have been administered.

The Alberta Education website is organized by grade – Provincial Assessment - Course. The Resource Materials, with the exception of the *General Information Bulletin*, are located within each course area card:

Grade 6:

[English Language Arts 6](#)

[Français 6](#)

[French Language Arts 6](#)

[Mathematics 6](#)

[Science 6](#)

[Social Studies 6](#)

Grade 9:

[English Language Arts 9](#)

[K&E English Language Arts](#)

[Français 9](#)

[French Language Arts 9](#)

[Mathematics 9](#)

[K&E Mathematics](#)

[Science 9](#)

[K&E Science](#)

[Social Studies 9](#)

[K&E Social Studies](#)

Provincial Achievement Test Administration Forms and Sample Letters

Nature and Purpose of Provincial Achievement Test Administration Forms and Sample Letters

School administrators, teachers and Provincial Achievement Test supervisors are required to complete and submit a variety of forms related to the Provincial Achievement Test administration.

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

Some Provincial Achievement Test administration forms are grade and/or administration-specific. Consequently, it is important to ensure that the appropriate version of a form is completed, as required.

Forms and sample letters are available on the Alberta Education website at <http://education.alberta.ca/admin/testing/forms.aspx>.

Descriptions

A brief description of each type of form that school personnel may need to access in relation to the administration of Provincial Achievement Tests in 2018–2019 is provided below.

<u>Request for Special Format Materials</u>	School personnel order special format materials from Alberta Education.
<u>Request for Supplemental Shipment</u>	Administrators request shipment of additional Provincial Achievement Test booklets.
Principal's Statement	<p>Contains school and administration-specific information. This form is shipped to principals accompanying the Provincial Achievement Test materials and booklets for each subject. It must be completed and included in the return shipment, to Exam Administration, with the Provincial Achievement Test to which it applies.</p> <p>The <i>Principal's Statement</i> must be completed if Provincial Achievement Booklets booklets and materials were shipped to the school but students did not write the Provincial Achievement Test.</p>
List of Students	<p>Contains school and administration-specific information. This form is shipped to principals accompanying the Provincial Achievement Test materials for each subject. It must be completed and included in the return shipment, to Exam Administration, with the Provincial Achievement Test to which it applies.</p>

<p><u>Permission-to-Excuse Sample Letter</u></p>	<p>This sample letter is designed to support the principal when a family decides to submit a request to have their child excused from writing a Provincial Achievement Test. The recommendation must be to the superintendent for approval. Modifications to the letter may be made as the situation warrants.</p>
<p><u>Paper Format Field Test Request Form</u></p>	<p>Teachers request one or more field test placements.</p>
<p><u>Special Format Practice Test Order Form</u></p>	<p>Teachers request special format practice tests. This form is not to be used for ordering special formats for Provincial Achievement Tests.</p>
<p><u>Sample Notification of Provincial Achievement Testing Letter to Parents</u></p>	<p>This sample letter may be used when the classroom teacher has decided to use the results from a Provincial Achievement Tests administration as part of students' final grades.</p>

Contacts 2018–2019

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