

Registration to Write a Diploma Exam at a Distance Learning Special Writing Centre 2018–2019

This section to be completed by the student:

1. Student's Personal Information

ALBERTA STUDENT NUMBER	<input type="text"/>	PRIMARY TELEPHONE	<input type="text"/>	SECONDARY TELEPHONE	<input type="text"/>
SURNAME	<input type="text"/>				BIRTH DATE
					Year Month Day
LEGAL FIRST AND MIDDLE NAMES	<input type="text"/>				
PERMANENT ADDRESS	Apt/Street/Ave/P.O. Box/Route				
	Village/Town/City				
	Province	Postal Code			
Email ADDRESS	<input type="text"/>				
PARENT email ADDRESS	<input type="text"/>				

2. Diploma exam administration for which this registration applies

- November 2018**; deadline for application: October 5, 2018
 June 2019; deadline for application: April 12, 2019
 January 2019; deadline for application: November 1, 2018
 August 2019; deadline for application: July 2, 2019
 April 2019; deadline for application: February 22, 2019

3. Diploma exam(s) to be written (language of the diploma exam and diploma exam name/component) at the SWC in this administration:

Diploma Exam Name/Component	Diploma Exam Language and Diploma Exam Name/Component	Diploma Exam Language and Diploma Exam Name
	E* F*	E* F*
<input type="checkbox"/> ELA 30–1 Pt. A	<input type="checkbox"/> <input type="checkbox"/> Social Studies 30–1 Pt. A	<input type="checkbox"/> <input type="checkbox"/> Biology 30
<input type="checkbox"/> ELA 30–1 Pt. B	<input type="checkbox"/> <input type="checkbox"/> Social Studies 30–1 Pt. B	<input type="checkbox"/> <input type="checkbox"/> Chemistry 30
<input type="checkbox"/> ELA 30–2 Pt. A	<input type="checkbox"/> <input type="checkbox"/> Social Studies 30–2 Pt. A	<input type="checkbox"/> <input type="checkbox"/> Physics 30
<input type="checkbox"/> ELA 30–2 Pt. B	<input type="checkbox"/> <input type="checkbox"/> Social Studies 30–2 Pt. B	<input type="checkbox"/> <input type="checkbox"/> Science 30
<input type="checkbox"/> FLA 30–1 Pt. A		<input type="checkbox"/> <input type="checkbox"/> Mathematics 30–1
<input type="checkbox"/> FLA 30–1 Pt. B		<input type="checkbox"/> <input type="checkbox"/> Mathematics 30–2
<input type="checkbox"/> Français 30–1 Pt. A		
<input type="checkbox"/> Français 30–1 Pt. B		

* E = English; F = French

4. Diploma course completion information for diploma exam(s) being written for the first time

Diploma Course	Teacher Name	Course Enrolment Date		Scheduled Final School Test Date	
		Month	Year	Day	Month

- A Teacher Confirmation of Student Readiness to Write a Diploma Exam form is attached for each diploma course listed above

5. Diploma course completion information for diploma exam(s) being rewritten; instruction in the diploma course currently being retaken

5.1

Diploma Course Name _____ School Name _____

Teacher Name _____ Diploma Course Enrolment Date (month & year) _____ Scheduled Date of Final School Test (day & month) _____

Final school-awarded mark(s) previously received for this diploma course; month/year awarded _____

Diploma exam mark(s) previously achieved for this diploma course; month/year awarded _____

Student Name: _____ Student ASN: _____

5.2 _____
Diploma Course Name School Name

Teacher Name Diploma Course Enrolment Date (month & year) Scheduled Date of Final School Test (day & month)

Final school-awarded mark(s) previously achieved for this diploma course; month/year awarded

Diploma exam mark(s) previously achieved for this diploma course; month/year awarded

A Teacher Confirmation of Student Readiness to Write a Diploma Exam form is attached for each course listed above

6. Diploma course completion information: diploma exam(s) being rewritten without retaking instruction in the course

6.1 Diploma Course Name: _____

Specific reason why this diploma exam must be rewritten at this administration (attach official supporting documentation)

Final school-awarded mark(s) previously achieved for this diploma course; month(s)/year(s) achieved

Diploma exam mark(s) previously received for this diploma course; month(s)/year(s) achieved

6.2 Diploma Course Name: _____

Specific reason why this diploma exam must be rewritten at this administration (attach official supporting documentation)

Final school-awarded mark(s) previously achieved for this diploma course; month(s)/year(s) achieved

Diploma exam mark(s) previously achieved for this diploma course; month(s)/year(s) achieved

7. Student/Parent Declaration

S P

- I have read, understand, and agree to adhere to the rules, directives, guidelines and procedures associated with the establishment and writing of a diploma exam at a Special Writing Centre
- I understand that the student is responsible for being proficient in the use of Quest A+ and that exemptions from writing diploma exams are not granted for technical issues
- The diploma courses for which diploma exams are being requested were initiated and completed through a distance learning program while in residence outside Alberta
- I understand that the reasonable likelihood of passing a diploma exam must be demonstrated before the writing of that diploma exam at a Special Writing Centre will be permitted
- I understand that, if approval to write a diploma exam at a Special Writing Centre is based on current enrolment in that diploma exam course, then the validation and release of that diploma exam mark is contingent upon the successful completion of that diploma course prior to the scheduled diploma exam administration date, even if the course is being retaken
- I understand that the release of diploma exam marks for diploma exams written at the Special Writing Centre is contingent upon the adherence to all diploma exam rules, directives, guidelines and procedures
- I am not a relative or friend of, and have no other personal relationship with, the person who will serve as the Special Writing Centre Supervisor
- I am not a relative or friend of, and have no other personal relationship with, any person who has or will provide documentation in support of this application, except where specifically indicated on that documentation
- All of the information on this form is true, accurate and complete
- I understand that the personal information collected on this form is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act, and will be used to administer and process the writing and/or rewriting of diploma exam(s) at a Special Writing Centre. It will be treated in accordance with the privacy protection provision of Part 2 of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, contact the Director, Exam Administration, at (780) 643-9157.

Signature of Student _____ Date _____

Signature of Parent or Guardian (if student is under 18 years of age) _____ Date _____ Page 2 of 3

Student Name: _____ Student ASN: _____

This section to be completed by the Application Process Manager (school staff person responsible for managing the application process):

8. Pre-Approved Special Writing Centre Site Confirmation

- I have communicated with the institution or organization pre-approved to serve as the Special Writing Centre to confirm that the tentatively procured secure diploma exam writing room is available when required for the requested diploma exam administration

The pre-approved secure diploma exam writing room is:

- Available and procured **OR**
 No longer available; the following alternative secure space at the Special Writing Centre is proposed:

9. Pre-Approved Special Writing Centre Supervisor Confirmation

- I have reviewed the official diploma exam schedule with the pre-approved Special Writing Centre Supervisor to confirm his/her readiness and availability to:
- Administer the diploma exam online using Quest A+
 - Administer the diploma exam(s) on the officially scheduled day(s) and time(s) and in accordance with the administration rules, directives and procedures
- The pre-approved Special Writing Centre Supervisor has confirmed his/her availability and willingness to serve at the requested diploma exam writing administration **OR**
- The pre-approved Special Writing Centre Supervisor is no longer willing or able to serve in that capacity
Note: If the pre-approved Special Writing Centre Supervisor is unable to fulfill all of the duties listed above, a replacement supervisor must be identified and his/her *Application to Serve as a Distance Learning Special Writing Centre Supervisor* form must be attached to this form

10. Application Process Manager Declaration

- I have verified and confirmed the accuracy and completeness of all information provided on this form and the supporting documents attached to it
- I have attached a copy of the completed *Application to Establish a Pre-Approved Distance Learning Special Writing Centre* form that was sent on behalf of this student

Process Manager First Name Process Manager Surname School Name and School Code

Telephone Number Email Address

Process Manager Signature Date

11. Principal Declaration

- I have reviewed this form and all attached documents that are being submitted in support of the student's registration to write a diploma exam(s) at the pre-approved Special Writing Centre and, to the best of my knowledge, the information on these documents is accurate and complete

Principal's Name Principal's Signature Date

Telephone Number Email Address

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Edmonton AB T5J 5E6

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