This document was written primarily for:

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Students</td>
<td></td>
</tr>
<tr>
<td>Teachers</td>
<td>✓</td>
</tr>
<tr>
<td>Administrators</td>
<td>✓</td>
</tr>
<tr>
<td>Parents</td>
<td></td>
</tr>
<tr>
<td>General Audience</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
</tr>
</tbody>
</table>

Alberta Education, Government of Alberta

2019–2020

*Diploma Examinations Program General Information Bulletin*

Distribution: This document is posted on the [Alberta Education website](http://www.alberta.ca).

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All changes to Alberta Education requirements contained in this document are effective the first day of the school year as defined by the school authority.

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.

The electronic version of the *Diploma Examinations Program General Information Bulletin* includes many links.

The Alberta Education website has recently undergone a major redesign and continues to be updated. Links in the *Diploma Examinations Program General Information Bulletin* were checked for accuracy before publication but are subject to change. To report broken links, contact Alberta Education as indicated below.

For suggested changes or questions regarding content, contact the Provincial Assessment Sector, Alberta Education, at 780-427-1857 or email exam.admin@gov.ab.ca. To be connected toll-free in Alberta, dial 310-0000.
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Please note that if you cannot access one of the direct website links referred to in this document, you can find diploma exam-related materials on the Alberta Education website.
Introduction

Purpose of the bulletin

The bulletin serves the following purposes:

• to support school authorities and their staff in the administration of diploma exams
• to provide information about diploma exam administration and marking procedures
• to serve as the key policy, rules and procedures repository for diploma exams.

Definitions and interpretations

In this document:

• *school* includes all learning environments in which a diploma exam is administered by a School Authority including, but not limited to:
  – a school as defined in the *Education Act*;
  – a Special Writing Centre;
  – and a learning environment operated by an entity that has an agreement with Alberta Education to administer diploma exams.

• *school authority* includes all entities responsible for the administration of diploma exams including, but not limited to:
  – a board as defined in the *Education Act*;
  – a Francophone Regional Authority;
  – an operator and governing body of a charter school;
  – a person responsible for the operation of a private school;
  – any entity that has an agreement with Alberta Education to administer diploma exams.

• *superintendent* is in accordance with the definition used in the *Education Act* and includes persons designated to supervise the operation of schools and the provision of education programs

• *principal* is in accordance with the definition used in the *Education Act* and means all persons designated as a principal in the delivery and marking of provincial assessments. The principal is responsible to adhere to the policies, rules and procedures in this document

• *student* is in accordance with the definition used in the *Education Act*. 

Purpose of the Diploma Examinations Program

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

• to certify the level of individual student achievement in selected Grade 12 courses,

• to ensure that province-wide standards of achievement are maintained and

• to report individual and group results.

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

Diploma courses are required components to achieve an Alberta High School Diploma.
Eligibility to write diploma exams

- A student who has completed instruction in a diploma exam course in an accredited Alberta high school is eligible to write the diploma exam. Before course credit for a diploma exam course can be awarded, a student must write the diploma exam.

- A student who is not currently receiving instruction and has previously been awarded a school mark for the course may write the diploma exam.

- A mature student* may write the diploma exam without having a previously awarded school mark in that course.

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

Mature student status is granted effective September 1st for the subsequent school year, and cannot be applied retroactively to a student’s completed coursework on file with Alberta Education

- Non-funded visiting students are those who are not eligible to receive funding in Alberta and who have an enrolment type of 415 or 416. Non-funded visiting students seeking Alberta high school credits for official transcript purposes must write a diploma exam on the same terms as Albertan students. Non-funded visiting students are required to pay $50.00 (includes GST) per diploma exam and the fee is non-refundable and non-transferrable to other diploma exam administrations. Non-funded visiting students must pay this fee and register for diploma exams using myPass.

Multiple forms

As part of Alberta Education’s commitment to fairness to students and flexibility in the writing of diploma exams, there are two distinct forms (versions) of diploma exams in some subjects during major administrations (January and June). The two forms are equated to baseline diploma exams to ensure that the same standard applies to both forms. Both forms adhere to the established blueprint specifications and are reviewed by a technical review committee.

To facilitate the analysis of school-level results, each school receives only one exam form per subject. In subjects offering a translated French-language exam, both forms are administered in English and in French.
Student and parent/guardian notification

During the administration of diploma exams, Alberta Education collects personal information from each student for the purpose of processing, marking or scoring the diploma exams and reporting results on transcripts. Personal student information includes student legal name, Alberta Student Number (ASN), and student responses. The personal information is collected pursuant to section 33(c) of the *Freedom of Information and Privacy Act* (RSA 2000, C. F-25). At the beginning of each school year, school staff are required to notify parents/guardians that their child will be writing diploma exams. A *Quick Facts for Students and Parents/Guardians* document is included *Diploma Exam Administration Procedures* section for school staff to share with parents/guardians.

School authorities should direct questions from staff or parents regarding Alberta Education’s collection of student information to Director, Diploma Programs.
Summary of Revisions for the 2019–2020 School Year

The following major revisions have been made. All major changes for the 2019-2020 school year are indicated by *NEW. Other minor updates have been made throughout this bulletin, however, they are not noted here.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Changes made</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedules and Significant Dates</td>
<td>*NEW</td>
<td><a href="#">Schedules and Significant Dates at-a-Glance</a></td>
</tr>
<tr>
<td>Perusal process</td>
<td>• Addition of paper perusal</td>
<td><a href="#">Diploma Exam Security, Rules and Policies</a></td>
</tr>
</tbody>
</table>
Diploma Exams Schedule
November 2019

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

<table>
<thead>
<tr>
<th>All diploma exams remain secured before, during, and after administration.</th>
</tr>
</thead>
</table>
| **Friday, November 1** | 9:00 A.M.–12:00 P.M. | English Language Arts 30–1 Part A  
English Language Arts 30–2 Part A |
| **Monday, November 4** | 9:00 A.M.–12:00 P.M.  
9:00 A.M.–11:30 A.M. | Social Studies 30–1 Part(ie) A  
Social Studies 30–2 Part(ie) A |
| **Tuesday, November 5** | 9:00 A.M.–12:00 P.M. | English Language Arts 30–1 Part B  
English Language Arts 30–2 Part B |
| **Wednesday, November 6** | 9:00 A.M.–11:30 A.M. | Social Studies 30–1 Part(ie) B  
Social Studies 30–2 Part(ie) B |
| **Thursday, November 7** | 9:00 A.M.–12:00 P.M.  
1:00 P.M.–4:00 P.M. | Mathematics 30–1  
Chemistry 30 |
| **Friday, November 8** | 9:00 A.M.–12:00 P.M.  
1:00 P.M.–4:00 P.M. | Physics 30  
Biology 30 |

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

When more than one diploma exam is scheduled on one day, principals may decide to start the administration early, provided these rules are followed:

- Diploma exams scheduled in the morning must not be started before 8 A.M. A diploma exam that is scheduled in the afternoon must not be started before noon.
- Students writing morning diploma exams cannot be dismissed until 10:00 A.M. and students writing afternoon diploma exams cannot be dismissed until 2:00 P.M.
- The order of diploma exams that are scheduled on the same day cannot change.
Diploma Exams Schedule
January 2020

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

<table>
<thead>
<tr>
<th>All diploma exams, EXCEPT those that are ASTERISKED (*), remain secured before, during, and after administration.</th>
</tr>
</thead>
</table>
| Monday, January 13 | 9:00 A.M.–12:00 P.M. | English Language Arts 30–1 Part A*  
|                   |                   | English Language Arts 30–2 Part A* |
| Tuesday, January 14 | 9:00 A.M.–12:00 P.M. | Social Studies 30–1 Part(ie) A*  
|                   | 9:00 A.M.–11:30 A.M. | Social Studies 30–2 Part(ie) A* |
| Wednesday, January 15 | 9:00 A.M.–12:00 P.M. | Français 30–1 Partie A  
|                   | 9:00 A.M.–12:00 P.M. | French Language Arts 30–1 Partie A* |
| Tuesday, January 21 | 9:00 A.M.–12:00 P.M. | Français 30–1 Partie B  
|                   | 9:00 A.M.–12:00 P.M. | French Language Arts 30–1 Part B |
| Wednesday, January 22 | 9:00 A.M.–12:00 P.M. | Mathematics 30-1  
|                   |                   | Mathematics 30-2 |
| Thursday, January 23 | 9:00 A.M.–12:00 P.M. | English Language Arts 30–1 Part B  
|                   |                   | English Language Arts 30–2 Part B |
| Friday, January 24 | 9:00 A.M.–11:30 A.M | Social Studies 30–1 Part(ie) B  
|                   |                   | Social Studies 30–2 Part(ie) B |
| Monday, January 27 | 9:00 A.M.–12:00 P.M. | Biology 30 |
| Tuesday, January 28 | 9:00 A.M.–12:00 P.M. | Chemistry 30 |
| Wednesday, January 29 | 9:00 A.M.–12:00 P.M. | Physics 30 |
| Thursday, January 30 | 9:00 A.M.–12:00 P.M. | Science 30‡ |

‡Science 30 is administered only in English in January 2020.

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

April 2020

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, April 1</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>English Language Arts 30–1 Part A, English Language Arts 30–2 Part A</td>
</tr>
<tr>
<td>Thursday, April 2</td>
<td>9:00 A.M.–12:00 P.M. 9:00 A.M.–11:30 A.M.</td>
<td>Social Studies 30–1 Part(ie) A, Social Studies 30–2 Part(ie) A</td>
</tr>
<tr>
<td>Friday, April 3</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>English Language Arts 30–1 Part B, English Language Arts 30–2 Part B</td>
</tr>
<tr>
<td>Monday, April 6</td>
<td>9:00 A.M.–11:30 A.M.</td>
<td>Social Studies 30–1 Part(ie) B, Social Studies 30–2 Part(ie) B</td>
</tr>
<tr>
<td>Tuesday, April 7</td>
<td>9:00 A.M.–12:00 P.M. 1:00 P.M.–4:00 P.M.</td>
<td>Mathematics 30–1, Mathematics 30–2, Biology 30</td>
</tr>
<tr>
<td>Wednesday, April 8</td>
<td>9:00 A.M.–12:00 P.M. 1:00 P.M.–4:00 P.M.</td>
<td>Chemistry 30, Science 30†</td>
</tr>
<tr>
<td>Thursday, April 9</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Physics 30</td>
</tr>
</tbody>
</table>

†Science 30 is administered only in English in April 2020.

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

When more than one diploma exam is scheduled on one day, principals may decide to start the administration early, provided these rules are followed:

- Diploma exams scheduled in the morning must not be started before 8 A.M. A diploma exam that is scheduled in the afternoon must not be started before noon.
- Students writing morning diploma exams cannot be dismissed until 10:00 A.M. and students writing afternoon diploma exams cannot be dismissed until 2:00 P.M.
- The order of diploma exams that are scheduled on the same day cannot change.
Diploma Exams Schedule

June 2020

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

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

‡Both Science 30 (English) and sciences 30 (French) are administered in June 2020.

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

August 2020

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, August 4</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>English Language Arts 30–1 Part A</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M.–4:00 P.M.</td>
<td>English Language Arts 30–2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Français 30–1 Partie A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>French Language Arts 30–1 Partie A</td>
</tr>
<tr>
<td>Wednesday, August 5</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Social Studies 30–1 Part(ie) A</td>
</tr>
<tr>
<td></td>
<td>9:00 A.M.–11:30 A.M.</td>
<td>Social Studies 30–2 Part(ie) A</td>
</tr>
<tr>
<td>Thursday, August 6</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Mathematics 30–1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematics 30–2</td>
</tr>
<tr>
<td>Friday, August 7</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>English Language Arts 30–1 Part B</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M.–4:00 P.M.</td>
<td>English Language Arts 30–2 Part B</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M.–4:00 P.M.</td>
<td>Français 30–1 Partie B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>French Language Arts 30–1 Partie B</td>
</tr>
<tr>
<td>Tuesday, August 11</td>
<td>9:00 A.M.–11:30 A.M.</td>
<td>Social Studies 30–1 Part(ie) B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Studies 30–2 Part(ie) B</td>
</tr>
<tr>
<td>Wednesday, August 12</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Chemistry 30</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M.–4:00 P.M.</td>
<td>Biology 30</td>
</tr>
<tr>
<td>Thursday, August 13</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Physics 30</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M.–4:00 P.M.</td>
<td>Science 30‡</td>
</tr>
</tbody>
</table>

‡Both Science 30 (English) and sciences 30 (French) are administered in August 2020.

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

When more than one diploma exam is scheduled on one day, principals may decide to start the administration early, provided these rules are followed:

- Diploma exams scheduled in the morning must not be started before 8 A.M. A diploma exam that is scheduled in the afternoon must not be started before noon.
- Students writing morning diploma exams cannot be dismissed until 10:00 A.M. and students writing afternoon diploma exams cannot be dismissed until 2:00 P.M.
- The order of diploma exams that are scheduled on the same day cannot change.
Diploma Exams Schedule

November 2020

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

All diploma exams remain secured before, during, and after administration.

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

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

When more than one diploma exam is scheduled on one day, principals may decide to start the administration early, provided these rules are followed:

- Diploma exams scheduled in the morning must not be started before 8 A.M. A diploma exam that is scheduled in the afternoon must not be started before noon.
- Students writing morning diploma exams cannot be dismissed until 10:00 A.M. and students writing afternoon diploma exams cannot be dismissed until 2:00 P.M.
- The order of diploma exams that are scheduled on the same day cannot change.
Diploma Exams Schedule

January 2021

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

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

†Starting in the 2020–2021 school year, Science 30 will be administered in English and in French during the in January writing session.

All students are provided with up to double the official time noted above, if they require it.
## Diploma Exams Schedule

**April 2021**

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

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

‡Starting in the 2020–2021 school year, Science 30 will be administered in English and in French during the April writing session.

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

When more than one diploma exam is scheduled on one day, principals may decide to start the administration early, provided these rules are followed:

- Diploma exams scheduled in the morning must not be started before 8 A.M. A diploma exam that is scheduled in the afternoon must not be started before noon.
- Students writing morning diploma exams cannot be dismissed until 10:00 A.M. and students writing afternoon diploma exams cannot be dismissed until 2:00 P.M.
- The order of diploma exams that are scheduled on the same day cannot change.
Diploma Exams Schedule
June 2021

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, June 10</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>English Language Arts 30–1 Part A*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English Language Arts 30–2 Part A*</td>
</tr>
<tr>
<td>Friday, June 11</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Social Studies 30–1 Part(i) A*</td>
</tr>
<tr>
<td></td>
<td>9:00 A.M.–11:30 A.M.</td>
<td>Social Studies 30–2 Part(i) A*</td>
</tr>
<tr>
<td>Monday, June 14</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Français 30–1 Partie A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>French Language Arts 30–1 Partie A*</td>
</tr>
<tr>
<td>Wednesday, June 16</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Français 30–1 Partie B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>French Language Arts 30–1 Part B</td>
</tr>
<tr>
<td>Thursday, June 17</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Mathematics 30-1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematics 30-2</td>
</tr>
<tr>
<td>Friday, June 18</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>English Language Arts 30–1 Part B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English Language Arts 30–2 Part B</td>
</tr>
<tr>
<td>Tuesday, June 22</td>
<td>9:00 A.M.–11:30 A.M.</td>
<td>Social Studies 30–1 Part(i) B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Studies 30–2 Part(i) B</td>
</tr>
<tr>
<td>Wednesday, June 23</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Biology 30</td>
</tr>
<tr>
<td>Thursday, June 24</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Chemistry 30</td>
</tr>
<tr>
<td>Friday, June 25</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Physics 30</td>
</tr>
<tr>
<td>Monday, June 28</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Science 30†</td>
</tr>
</tbody>
</table>

†Starting in the 2020–2021 school year, Science 30 will be administered in English and in French during the in June writing session.

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

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

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

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

‡Starting in the 2020–2021 school year, Science 30 will be administered in English and in French during the in August writing session.

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

When more than one diploma exam is scheduled on one day, principals may decide to start the administration early, provided these rules are followed:

- Diploma exams scheduled in the morning must not be started before 8 A.M. A diploma exam that is scheduled in the afternoon must not be started before noon.
- Students writing morning diploma exams cannot be dismissed until 10:00 A.M. and students writing afternoon diploma exams cannot be dismissed until 2:00 P.M.
- The order of diploma exams that are scheduled on the same day cannot change.
Diploma Exams Schedule

November 2021—Draft

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

<table>
<thead>
<tr>
<th>All diploma exams remain secured before, during, and after administration.</th>
</tr>
</thead>
</table>
| **Tuesday, November 2** | 9:00 A.M.–12:00 P.M. | English Language Arts 30–1 Part A  
 |  |  | English Language Arts 30–2 Part A  
| **Wednesday, November 3** | 9:00 A.M.–12:00 P.M.  
 |  |  | Social Studies 30–1 Part(ie) A  
 |  | 9:00 A.M.–11:30 A.M. | Social Studies 30–1 Part(ie) B  
| **Thursday, November 4** | 9:00 A.M.–12:00 P.M. | Social Studies 30–2 Part(ie) A  
 |  |  | Social Studies 30–2 Part(ie) B  
| **Friday, November 5** | 9:00 A.M.–11:30 A.M. | Mathematics 30–1  
 |  |  | Chemistry 30  
| **Monday, November 6** | 9:00 A.M.–12:00 P.M.  
 |  |  | Physics 30  
 |  | 1:00 P.M.–4:00 P.M. | Biology 30  
| **Tuesday, November 9** | 9:00 A.M.–12:00 P.M.  
 |  |  |  
 |  | 1:00 P.M.–4:00 P.M. |

The diploma exam schedules for 2021–2022 are to be considered draft until confirmed in the November 2020 update. These dates may, however, be used as a planning tool when preparing the 2021–2022 school year calendar.

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

When more than one diploma exam is scheduled on one day, principals may decide to start the administration early, provided these rules are followed:

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- Students writing morning diploma exams cannot be dismissed until 10:00 A.M. and students writing afternoon diploma exams cannot be dismissed until 2:00 P.M.
- The order of diploma exams that are scheduled on the same day cannot change.
Diploma Exams Schedule
January 2022—Draft

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
</table>
| Tuesday, January 11| 9:00 A.M.–12:00 P.M. | English Language Arts 30–1 Part A*  
|                    |               | English Language Arts 30–2 Part A*          |
| Wednesday, January 12| 9:00 A.M.–12:00 P.M. | Social Studies 30–1 Part(ie) A*  
|                    | 9:00 A.M.–11:30 A.M. | Social Studies 30–2 Part(ie) A*          |
| Thursday, January 13| 9:00 A.M.–12:00 P.M. | Français 30–1 Partie A  
|                    | 9:00 A.M.–12:00 P.M. | French Language Arts 30–1 Partie A*       |
| Wednesday, January 19| 9:00 A.M.–12:00 P.M. | Français 30–1 Partie B  
|                    | 9:00 A.M.–12:00 P.M. | French Language Arts 30–1 Part B         |
| Thursday, January 20| 9:00 A.M.–12:00 P.M. | Mathematics 30-1  
|                    |               | Mathematics 30-2                           |
| Friday, January 21 | 9:00 A.M.–12:00 P.M. | English Language Arts 30–1 Part B  
|                    |               | English Language Arts 30–2 Part B          |
| Monday, January 24 | 9:00 A.M.–11:30 A.M. | Social Studies 30–1 Part(ie) B  
|                    |               | Social Studies 30–2 Part(ie) B            |
| Tuesday, January 25| 9:00 A.M.–12:00 P.M. | Biology 30                                  |
| Wednesday, January 26| 9:00 A.M.–12:00 P.M. | Chemistry 30                                |
| Thursday, January 27| 9:00 A.M.–12:00 P.M. | Physics 30                                  |
| Friday, January 28 | 9:00 A.M.–12:00 P.M. | Science 30‡                               |

‡Science 30 is administered only in English in January 2022.

The diploma exam schedules for 2021–2022 are to be considered draft until confirmed in the November 2020 update. These dates may, however, be used as a planning tool when preparing the 2021–2022 school year calendar.

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

April 2022 — Draft

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

| All diploma exams remain secured before, during, and after administration. |
|---------------------------------|------------------|--------------------------|
| Monday, April 4                 | 9:00 A.M.–12:00 P.M. | English Language Arts 30–1 Part A  
                                    |                  | English Language Arts 30–2 Part A |
| Tuesday, April 5                | 9:00 A.M.–12:00 P.M. | Social Studies 30–1 Part(ie) A  
                                    | 9:00 A.M.–11:30 A.M. | Social Studies 30–2 Part(ie) A |
| Wednesday, April 6              | 9:00 A.M.–12:00 P.M. | English Language Arts 30–1 Part B  
                                    |                  | English Language Arts 30–2 Part B |
| Thursday, April 7               | 9:00 A.M.–11:30 A.M. | Social Studies 30–1 Part(ie) B  
                                    |                  | Social Studies 30–2 Part(ie) B |
| Friday, April 8                 | 9:00 A.M.–12:00 P.M. | Mathematics 30-1  
                                    | 1:00 P.M.–4:00 P.M. | Mathematics 30-2  
                                    |                  | Biology 30 |
| Monday, April 11                | 9:00 A.M.–12:00 P.M. | Chemistry 30  
                                    | 1:00 P.M.–4:00 P.M. | Science 30\(^\d\) |
| Tuesday, April 12               | 9:00 A.M.–12:00 P.M. | Physics 30 |

\(^\d\)Science 30 is administered only in English in April 2022.

The diploma exam schedules for 2021–2022 are to be considered draft until confirmed in the November 2020 update. These dates may, however, be used as a planning tool when preparing the 2021–2022 school year calendar.

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

When more than one diploma exam is scheduled on one day, principals may decide to start the administration early, provided these rules are followed:

- **Diploma exams scheduled in the morning must not be started before 8 A.M. A diploma exam that is scheduled in the afternoon must not be started before noon.**
- **Students writing morning diploma exams cannot be dismissed until 10:00 A.M. and students writing afternoon diploma exams cannot be dismissed until 2:00 P.M.**
- **The order of diploma exams that are scheduled on the same day cannot change.**
Diploma Exams Schedule

June 2022 — Draft

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 13</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>English Language Arts 30–1 Part A*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English Language Arts 30–2 Part A*</td>
</tr>
<tr>
<td>Tuesday, June 14</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Social Studies 30–1 Part(ie) A*</td>
</tr>
<tr>
<td></td>
<td>9:00 A.M.–11:30 A.M.</td>
<td>Social Studies 30–2 Part(ie) A*</td>
</tr>
<tr>
<td>Wednesday, June 15</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Français 30–1 Partie A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>French Language Arts 30–1 Partie A*</td>
</tr>
<tr>
<td>Thursday, June 16</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Français 30–1 Partie B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>French Language Arts 30–1 Part B</td>
</tr>
<tr>
<td>Friday, June 17</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>English Language Arts 30–1 Part B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English Language Arts 30–2 Part B</td>
</tr>
<tr>
<td>Monday, June 20</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Mathematics 30-1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematics 30-2</td>
</tr>
<tr>
<td>Wednesday, June 22</td>
<td>9:00 A.M.–11:30 A.M.</td>
<td>Social Studies 30–1 Part(ie) B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Studies 30–2 Part(ie) B</td>
</tr>
<tr>
<td>Thursday, June 23</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Biology 30</td>
</tr>
<tr>
<td>Friday, June 24</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Chemistry 30</td>
</tr>
<tr>
<td>Monday, June 27</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Physics 30</td>
</tr>
<tr>
<td>Tuesday, June 28</td>
<td>9:00 A.M.–12:00 P.M.</td>
<td>Science 30†</td>
</tr>
</tbody>
</table>

†Both Science 30 (English) and sciences 30 (French) are administered in June 2022.

Tuesday, June 21, 2022 is National Indigenous Peoples Day—no diploma exams are scheduled.

The diploma exam schedules for 2021–2022 are to be considered draft until confirmed in the November 2020 update. These dates may, however, be used as a planning tool when preparing the 2021–2022 school year calendar.

All students are provided with up to double the official time noted above, if they require it.
Diploma Exams Schedule
August 2022 — Draft

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

| All diploma exams remain secured before, during, and after administration. |
| --- | --- | --- |
| Tuesday, August 2 | 9:00 A.M.–12:00 P.M. | English Language Arts 30–1 Part A English Language Arts 30–2 Part A Français 30–1 Partie A French Language Arts 30–1 Partie A |
| | 1:00 P.M.–4:00 P.M. | |
| Wednesday, August 3 | 9:00 A.M.–12:00 P.M. | Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A |
| | 9:00 A.M.–11:30 A.M. | |
| Thursday, August 4 | 9:00 A.M.–12:00 P.M. | Mathematics 30-1 Mathematics 30-2 |
| Friday, August 5 | 9:00 A.M.–12:00 P.M. | English Language Arts 30–1 Part B English Language Arts 30–2 Part B Français 30–1 Partie B French Language Arts 30–1 Partie B |
| | 1:00 P.M.–4:00 P.M. | |
| Monday, August 8 | 9:00 A.M.–11:30 A.M. | Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B |
| Tuesday, August 9 | 9:00 A.M.–12:00 P.M. | Chemistry 30 Biology 30 |
| | 1:00 P.M.–4:00 P.M. | |
| Wednesday, August 10 | 9:00 A.M.–12:00 P.M. | Physics 30 |
| | 1:00 P.M.–4:00 P.M. | Science 30‡ |

‡Both Science 30 (English) and sciences 30 (French) are administered in August 2022.

The diploma exam schedules for 2021–2022 are to be considered draft until confirmed in the November 2020 update. These dates may, however, be used as a planning tool when preparing the 2021–2022 school year calendar.

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

When more than one diploma exam is scheduled on one day, principals may decide to start the administration early, provided these rules are followed:

- Diploma exams scheduled in the morning must not be started before 8 A.M. A diploma exam that is scheduled in the afternoon must not be started before noon.
- Students writing morning diploma exams cannot be dismissed until 10:00 A.M. and students writing afternoon diploma exams cannot be dismissed until 2:00 P.M.
- The order of diploma exams that are scheduled on the same day cannot change.
Draft Diploma Exams
Marking Sessions—2019–2020

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

Emails to request marker nominations are distributed to school authorities on the dates below. Nominations must be returned to Alberta Education by the deadline date.

<table>
<thead>
<tr>
<th>Nomination Packages are Sent to School Authorities By</th>
<th>Deadline for Nominations to be Returned to Alberta Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>January Marking</td>
<td>Beginning of September</td>
</tr>
<tr>
<td>June Marking</td>
<td>Beginning of February</td>
</tr>
</tbody>
</table>


The following marking schedules are draft. Specific marking dates will be communicated directly by email to teachers who have been selected as markers.
## Draft diploma exams marking session January 2020

### Diploma Exams—Humanities, French Language, and Mathematics

<table>
<thead>
<tr>
<th>Course &amp; Group</th>
<th>January 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Language Arts 30-1</strong></td>
<td></td>
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<tr>
<td>Confirming Standards</td>
<td>January 16-20</td>
</tr>
<tr>
<td>Group Leader Training</td>
<td>January 22</td>
</tr>
<tr>
<td>Marking</td>
<td>January 23-29</td>
</tr>
<tr>
<td>Fifth Reads</td>
<td>January 30</td>
</tr>
<tr>
<td><strong>English Language Arts 30-2</strong></td>
<td></td>
</tr>
<tr>
<td>Confirming Standards</td>
<td>January 16-20</td>
</tr>
<tr>
<td>Group Leader Training</td>
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<tr>
<td>Fifth Reads</td>
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<tr>
<td><strong>Français 30-1</strong></td>
<td></td>
</tr>
<tr>
<td>Group Leader Training</td>
<td>January 23</td>
</tr>
<tr>
<td>Confirming Standards/Marking</td>
<td>January 24-26</td>
</tr>
<tr>
<td><strong>French Language Arts 30-1</strong></td>
<td></td>
</tr>
<tr>
<td>Confirming Standards</td>
<td>January 18-22</td>
</tr>
<tr>
<td>Group Leader Training</td>
<td>January 24</td>
</tr>
<tr>
<td>Marking</td>
<td>January 25-27</td>
</tr>
<tr>
<td>Fifth Reads</td>
<td>January 28</td>
</tr>
<tr>
<td><strong>Social Studies 30-1/ études sociales 30-1</strong></td>
<td></td>
</tr>
<tr>
<td>Confirming Standards</td>
<td>January 17-21</td>
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<tr>
<td>Group Leader Training</td>
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<td>Fifth Reads</td>
<td>January 30</td>
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<tr>
<td><strong>Social Studies 30-2/ études sociales 30-2</strong></td>
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</tr>
<tr>
<td><strong>Mathematics30-1/mathematiques 30-1</strong></td>
<td></td>
</tr>
<tr>
<td>Confirming Standards</td>
<td>January 25-28</td>
</tr>
<tr>
<td>Marking</td>
<td>January 29-31</td>
</tr>
<tr>
<td><strong>Mathematics 30-2/mathematiques 30-2</strong></td>
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</tr>
<tr>
<td>Confirming Standards</td>
<td>January 25-28</td>
</tr>
<tr>
<td>Marking</td>
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</tbody>
</table>

These dates are contingent upon the number of marker nominations received.
Draft diploma exams marking session June 2020

Diploma Exams—Humanities, French Language, and Mathematics

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<thead>
<tr>
<th>Course &amp; Group</th>
<th>June 2020</th>
</tr>
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<tbody>
<tr>
<td><strong>English Language Arts 30-1</strong></td>
<td></td>
</tr>
<tr>
<td>Confirming Standards</td>
<td>June 14-18</td>
</tr>
<tr>
<td>Group Leader Training</td>
<td>June 20</td>
</tr>
<tr>
<td>Marking</td>
<td>June 21-27</td>
</tr>
<tr>
<td>Fifth Reads</td>
<td>June 28**</td>
</tr>
<tr>
<td><strong>English Language Arts 30-2</strong></td>
<td></td>
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<tr>
<td>Confirming Standards</td>
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<td>Group Leader Training</td>
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<td>Fifth Reads</td>
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</tr>
<tr>
<td><strong>Français 30-1</strong></td>
<td></td>
</tr>
<tr>
<td>Group Leader Training</td>
<td>June 20</td>
</tr>
<tr>
<td>Confirming Standards/Marking</td>
<td>June 21-23</td>
</tr>
<tr>
<td><strong>French Language Arts 30-1</strong></td>
<td></td>
</tr>
<tr>
<td>Confirming Standards</td>
<td>June 15-19</td>
</tr>
<tr>
<td>Group Leader Training</td>
<td>June 21</td>
</tr>
<tr>
<td>Marking</td>
<td>June 22-24</td>
</tr>
<tr>
<td>Fifth Reads</td>
<td>June 25</td>
</tr>
<tr>
<td><strong>Social Studies 30-1/ études sociales 30-1</strong></td>
<td></td>
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<td>Marking</td>
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</tr>
</tbody>
</table>

These dates are contingent upon the number of marker nominations received.
Security of Diploma Exams

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

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

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

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

2. Security status of 2019–2020 diploma exams after administration
   In January and June 2020, all Part(ie) A humanities diploma exams, **except** Français 30–1, will be released following the administration. All mathematics, science and Part(ie) B humanities diploma exams remain secured after their administration.

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

   For all diploma exam administrations, data booklets for Chemistry 30 and Science 30 may remain in the school after those diploma exams have been administered.
Quick Reference: Secured Diploma Exams for the 2019–2020 School Year

Secured Exams in January 2020

<table>
<thead>
<tr>
<th>Diploma Exam</th>
<th>Written Response</th>
<th>Machine Scored</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 30</td>
<td>N/A</td>
<td>Secured</td>
</tr>
<tr>
<td>Chemistry 30</td>
<td>N/A</td>
<td>Secured</td>
</tr>
<tr>
<td>English Language Arts 30–1</td>
<td>Released after administration</td>
<td>Secured</td>
</tr>
<tr>
<td>English Language Arts 30–2</td>
<td>Released after administration</td>
<td>Secured</td>
</tr>
<tr>
<td>French Language Arts 30–1</td>
<td>Released after administration</td>
<td>Secured</td>
</tr>
<tr>
<td>Français 30–1</td>
<td>Secured</td>
<td>Secured</td>
</tr>
<tr>
<td>Mathematics 30–1</td>
<td>Secured—Written Response and Machine Scored questions are in the same booklet</td>
<td></td>
</tr>
<tr>
<td>Mathematics 30–2</td>
<td>Secured—Written Response and Machine Scored questions are in the same booklet</td>
<td></td>
</tr>
<tr>
<td>Physics 30</td>
<td>N/A</td>
<td>Secured</td>
</tr>
<tr>
<td>Science 30</td>
<td>N/A</td>
<td>Secured</td>
</tr>
<tr>
<td>Social Studies 30–1</td>
<td>Released after administration</td>
<td>Secured</td>
</tr>
<tr>
<td>Social Studies 30–2</td>
<td>Released after administration</td>
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</tr>
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### Secured Exams in June 2020

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<tr>
<td>Social Studies 30–2</td>
<td>Released after administration</td>
<td>Secured</td>
</tr>
</tbody>
</table>
Diploma Exam Rules and Policies

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

2. Discussion and sharing
   Students must not discuss the diploma exam with the diploma exam supervisor unless the diploma exam booklet is incomplete or illegible. Students must not talk or exchange information or writing tools and materials, including calculators, with another student.

   Alberta Education uses technology to compare student response patterns to ensure that students have not contravened diploma exam rules and fraudulently represented their performance.

3. Multiple-choice and numerical-response answer sheets
   Students must use an HB pencil to record their answers on the multiple-choice and numerical-response answer sheets.

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

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

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

   Should a student not be able to produce appropriate photo identification, they should be permitted to write the diploma exam, however the mark will be withheld until they have produced photo identification to the satisfaction of the diploma exam supervisor.

   Arrangements must be made between the student and the diploma exam supervisor to provide identification within the same diploma exam administration. Students who are not able to meet these arrangements will have their diploma exam marks invalidated. All instances of students without photo identification must be recorded on the Principal’s Statement clearly notifying Alberta Education staff whether or not a diploma exam mark needs to be withheld or invalidated.
6. **Identification on diploma exams**
   Students must not write their names or the name of their school anywhere in, or on diploma exam booklets, except in the designated space provided on the back cover and the answer sheet.

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

8. **Diploma exam administration and writing times**
   Students are not permitted to leave the diploma exam room before:
   
   a. For all A.M. diploma exams – 10:00 A.M.;
   
   b. For all P.M. diploma exams – 2:00 P.M.

9. **Late arrivals**
   Students who arrive late may be permitted to begin writing diploma exams up until the times listed below.
   
   a. For all A.M. diploma exams – up until 10:00 A.M.;
   
   b. For all P.M. diploma exams – up until 2:00 P.M.

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

10. **Teacher perusal of diploma exams**
    a. For January and June diploma exam administrations only, Grade 12 teachers who teach a diploma course within the current school year are eligible to peruse that diploma exam in the same language of instruction.
    
    b. Perusals are not permitted during the November, April or August diploma exam administrations.
    
    c. All perusal sessions must be supervised by the principal or the principal’s designate.
    
    d. Perusal copies are permitted in either paper or digital format. Only one digital perusal copy may be accessed per school through Quest A+. Principals or their designate may distribute extra paper copies of diploma exam booklets to Grade 12 teachers who are eligible to peruse the diploma exam.
    
    e. Digital and paper perusal sessions must begin between 10 a.m. and 1 p.m. for diploma exams scheduled in the morning and between 2 p.m and 5 p.m. for diploma exams scheduled in the afternoon. Perusal sessions must not exceed 3 hours.
f. School authorities may organize a centralized perusal session for Grade 12 teachers who are eligible to peruse the diploma exam.

g. Teachers may provide feedback on diploma exam questions using the paper perusal copy or the digital perusal copy on Quest A+.

h. When perusing the diploma exam, teachers may not post or share their responses with students. All diploma exam questions are secured and copies may not be made.

i. At the conclusion of the perusal session, all notes must be collected and securely shredded and the principal or their designate must complete an exit declaration. For digital perusal sessions, the exit declaration is done online.

j. Paper booklets used during the perusal session must be returned to Alberta Education using the designated envelope. The signed exit declaration must also be returned in this envelope.

11. Humanities diploma exams

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

12. November and April availability

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

13. Dual language and permitted diploma exam materials

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

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

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

Materials permitted in diploma exam writing rooms

14. General information

Supervisors must verify that unauthorized materials are not brought into the writing room and that authorized materials are free of notes and other prohibited materials.
The following materials may be used during the administration of diploma exams:

15. **Mathematics 30–1, Mathematics 30–2, Biology 30, Physics 30, Chemistry 30, Science 30**
   
   Approved calculators (see *Using Calculators* section), rulers and protractors are permitted in the diploma exam writing room.

16. **Français 30–1, French Language Arts 30–1**
   
   For Partie A only, all students may use a dictionary (French and/or French-English bilingual), a French thesaurus, and/or a book of verb forms/tenses. Two additional resources are authorized by Alberta Education for use during the administration of Partie A.
   
   *Avec brio : Guide pratique de communication* (Gladys Jean);
   
   *Référentiel pour la révision de textes* (Éditions L’artichaut).

17. **English Language Arts 30–1, English Language Arts 30–2**
   
   For Part A only, all students may use a dictionary (English and/or bilingual), a thesaurus and an authorized writing handbook. The following seven writing handbooks are authorized by Alberta Education to be used for this purpose. With the exception of *A Canadian Writer’s Guide*, any edition of these texts is acceptable for use.
   
   *A Canadian Writer’s Guide* (J. Finnbogason and A. Valleau), second edition only
   
   *A Canadian Writer’s Reference* (D. Hacker)
   
   *Checkmate: A Writing Reference for Canadians* (J. Buckley)
   
   *English Language Arts Handbook for Secondary Students* (Alberta Education)
   
   *Fit to Print: The Canadian Student’s Guide to Essay Writing* (J. Buckley)
   
   *The St. Martin’s Handbook for Canadians* (Andrea Lunsford, Robert Connors, and Judy Z. Segal)
   
   *The Writing Process* (Quentin L. Gehle and Duncan J. Rollo)
18. **Social Studies 30–1 and Social Studies 30–2**

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

*Checkmate: A Writing Reference for Canadians* (J. Buckley)

*English Language Arts Handbook for Secondary Students* (Alberta Education)

*Fit to Print: The Canadian Student’s Guide to Essay Writing* (J. Buckley)

*The St. Martin’s Handbook for Canadians* (Andrea Lunsford, Robert Connors, and Judy Z. Segal)

*The Writing Process* (Quentin L. Gehle and Duncan J. Rollo)

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

*Collins Paperback English Dictionary*

*Collins-Robert Paperback French Dictionary*

*Gage Canadian Dictionary*

*Harper-Collins French Dictionary (French-English)*

*Le Petit Robert 1*

*Merriam-Webster’s School Dictionary*

*The Canadian Oxford High School Dictionary*

*The Concise Oxford Dictionary*

*The Houghton Mifflin Canadian Dictionary of the English Language*

*The Oxford Dictionary of Current English*
19. **Materials not permitted in diploma exam rooms**

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

### Print materials

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

Students are not permitted to bring in blank pieces of paper for rough draft work. All additional paper must be provided to students by the supervisors. Alternately, students can prepare their rough draft work in the provided diploma exam booklet.

All additional paper provided by the supervisors must be collected at the end of the diploma exam administration and returned with the diploma exam materials to Alberta Education.

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

### Digital devices, tools, and materials

Students may not bring any digital device into the diploma exam writing room including, but not limited to, cell phones or wearable electronic devices. Graphic organizers are not permitted. Students may not bring prohibited calculators or calculators with prohibited properties into the diploma exam writing room.

20. **Materials not to be removed from the diploma exam writing room**

Students may not remove any diploma exams or other diploma exam materials from the diploma exam writing room. This includes any tear-out pages from the diploma exam booklets and any rough draft materials produced by students.
Contraventions of Diploma Exam Security, Rules and/or Policies

Unless instructed otherwise by the Director, Exam Administration, diploma exam supervisors must permit the student or students to continue writing the diploma exam in the event that the student or students:

• interfere with the security of diploma exams and/or supporting materials;
• violate diploma exam rules;
• falsify diploma exam responses or results; or
• commit any other act that enables them to fraudulently represent their or another student’s diploma exam performance.

Managing a contravention of diploma exam security, rules and/or policies

If there is an irregularity in the administration of a diploma exam that contravenes diploma exam security, rules and/or policy as described above, the principal shall immediately conduct an investigation and report the results of the investigation in writing to the Director, Exam Administration and superintendent. A signed declaration from the student(s) must be included in the investigation.

Based on the principal’s report, the superintendent shall formulate a recommendation as to whether the diploma exam mark should or should not remain valid and communicate this recommendation, in writing, to the Director, Exam Administration. The Director, Exam Administration will assemble the investigation package and provide the aggregated information to the Executive Director, Provincial Assessment Sector. The Executive Director, Provincial Assessment Sector will then render an official decision and must in writing to the parent/guardian and principal of the school:

• include a resolution to release the student’s results or invalidate the results
• include a resolution, if applicable, indicating the student is barred from rewriting the diploma exam up to 12 months following the incident, or
• take any action that, in the Director’s opinion, is appropriate.

Request for reconsideration of diploma exam invalidation

A student who has had a diploma exam invalidated may request the decision be reconsidered within 10 business days of the decision rendered. The Executive Director, Provincial Assessment Sector will only reconsider an official decision to invalidate student results if the request includes (a) The Request for Reconsideration of an Invalidation Decision form and (b) new supporting official documentation which will assist the Executive Director, Provincial Assessment Sector in the review to change the original status of the decision.

The decision reconsidering the original request is official, final and on behalf of the Minister with no right of appeal.
Diploma Exam Administration Procedures

Superintendents of Schools

Diploma exam administration preparation

Prior to each diploma exam administration, the Superintendent must:

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

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

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

4. Ensure appropriate procedures within the school authority are established, reviewed with principals and implemented to report diploma exam administration irregularities and suspected contraventions of security, rules and policies.

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

6. In accordance with the Education Act superintendents must have in place a process for dispute resolution for decisions rendered by school and school authority staff.

## Procedures for Principals

### Diploma exam administration preparation

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

*Alberta Education deadlines* are published in *Significant Dates at-a-Glance* (see Appendix).

<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter diploma exam sittings and capacities into PASIprep.</td>
<td>Alberta Education deadline.</td>
</tr>
<tr>
<td>Communicate available writing centres to students – November/April administrations, students rewriting diploma exams and students with mature student status.</td>
<td>Alberta Education deadline.</td>
</tr>
<tr>
<td>Establish appropriate procedures to ensure that students who register late, students rewriting diploma exams and students with mature student status are able to write at the school.</td>
<td>Alberta Education deadline.</td>
</tr>
<tr>
<td>Establish appropriate procedures to notify parents/guardians, at the beginning of the school year, that their child/children will be writing diploma exams in the current school year. This communication should include sharing the <em>Quick Facts for Students and Parents/Guardians</em>.</td>
<td>Alberta Education deadline.</td>
</tr>
<tr>
<td>Finalize course transfers.</td>
<td>Alberta Education deadline.</td>
</tr>
<tr>
<td>Upload registrations on PASIprep.</td>
<td>Alberta Education deadline.</td>
</tr>
<tr>
<td>Communicate the importance of registering by the deadline to students rewriting diploma exams and to students with mature student status; assist students to register using <em>myPass</em>.</td>
<td>Alberta Education deadline.</td>
</tr>
<tr>
<td>Submit the <em>List of Special Format Materials</em> form and all <em>Application for Accommodations for Students with Special Diploma Exam Writing Needs</em> forms (if required) to Special Cases and Accommodations.</td>
<td>Alberta Education deadline.</td>
</tr>
<tr>
<td>Prepare and submit request for Special Writing Centre forms, if required.</td>
<td>Alberta Education deadline.</td>
</tr>
<tr>
<td>Request the use of Quest A+ for written response diploma exams.</td>
<td>Alberta Education deadline.</td>
</tr>
<tr>
<td>Upon receipt of the diploma exam booklets and materials, verify the content and quantities (without removing the shrink-wrap) and contact Exam Administration if the diploma exam shipment has errors or omissions.</td>
<td>Alberta Education deadline.</td>
</tr>
</tbody>
</table>
Alberta Education deadlines are published in Significant Dates at-a-Glance (see Appendix).

- Establish appropriate procedures to ensure that all diploma exam booklets and materials remain secure while in the custody of the school.

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

- Must be completed by Alberta Education deadline. Submit school-awarded marks for diploma courses by the deadline.

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

- Establish appropriate procedures to ensure that identified supervisors are certified teachers, and are prepared for the role of diploma exam supervisor.

- Establish appropriate procedures to ensure that all students writing diploma exams have an Alberta Student Number.

- Establish appropriate procedures to ensure that students have photo identification with them when they arrive to write the diploma exam.

- Establish appropriate procedures to ensure that diploma exam schedules are posted and rules, policies and procedures are communicated to students.

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

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

- Establish appropriate procedures and schedules to enable perusal sessions for January and June diploma exam administrations in accordance with diploma exam administration rules.

- Ensure appropriate school procedures and schedules, based on those established by the Superintendent, are in place to review and notify the Director, Exam Administration of diploma exam administration anomalies and suspected contravention of security.
Diploma exam administration supervision

The following checklist will assist principals to provide additional assurance that supervision adheres to current Alberta Education expectations and requirements.

Alberta Education deadlines are published in Significant Dates at-a-Glance (see Appendix).

- Ensure that the shrink-wrap, enclosing the booklets, is intact until the scheduled administration time.

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

- Ensure that appropriate procedures are established, reviewed with staff and implemented to ensure that only approved calculators are allowed in the writing room and that these approved calculators are cleared of all information that is stored in programmable or parametric memory before and after the administration (see Using Calculators).

- Ensure that appropriate procedures are established, reviewed with staff and implemented to ensure that students staple their own written response assignments into their booklets.

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

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

**Alberta Education deadlines** are published in *Significant Dates at-a-Glance* (see Appendix).

- Notify the Superintendent and the Director, Exam Administration, of any contraventions of diploma exam rules that occurred, and report in writing, any circumstances that may affect the validity of the results of any student or group of students who wrote a diploma exam.

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

- **Must be completed by Alberta Education deadline.** Diploma exams and materials are returned to Alberta Education in accordance with the dates published in *Schedules and Significant Dates at-a-Glance*.

- Complete, and ensure the accuracy of, the *List of Students* and complete and sign the *Principal's Statement*.

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

- Establish appropriate procedures to inform students of options and requirements related to rewriting a diploma exam and rescores.
Procedures for diploma exam supervisors

Diploma exam administration preparation

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

Alberta Education deadlines are published in Significant Dates at-a-Glance (see Appendix).

- Establish appropriate procedures to implement the rules and procedures that relate to the administration of diploma exams using computers, calculators, writing accommodations and additional writing time provision.

- Establish appropriate procedures to verify the proper clearing and configuration of approved calculators before and after the administration.

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

- Establish appropriate procedures to ensure that students are able to correctly staple their written response into the diploma exam booklet.

- Establish appropriate procedures to ensure that each student uses a valid Alberta Student Number and has photo identification.

- Establish appropriate procedures to ensure that only authorized materials are brought into the diploma exam writing room and no materials are shared between students.

- Establish appropriate procedures to ensure that students are not permitted to be in possession of or use cell phones or wearable technology during the administration of the diploma exam.

- Establish appropriate procedures to ensure that diploma exams are administered during the official scheduled writing time with the correct specified time for writing.

- Establish appropriate procedures to ensure that students are not dismissed before 10:00 A.M. for morning diploma exams and 2:00 P.M. for afternoon diploma exams.

- Establish appropriate procedures for emergent response protocols.
Procedures for diploma exam supervisors

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

*Alberta Education deadlines* are published in *Significant Dates at-a-Glance* (see Appendix).

- Verify and confirm allocated administration times. Students may take up to twice the allocated writing time, if required.

- Establish appropriate procedures and schedules to ensure active supervision. Supervisors are not to assist students with questions related to diploma exam content.

- Verify that only authorized materials are brought into the diploma exam writing room and are not shared by students.

- Ensure that all student responses and materials including any draft work generated by the student is stapled into the booklet *by the student*.

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

- Ensure that approved calculators were used, the rules for using calculators are followed and approved calculators are cleared before and after the diploma exam administration.
Procedures for diploma exam supervisors

Diploma exam completion

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

*Alberta Education deadlines* are published in *Significant Dates at-a-Glance* (see Appendix).

- Ensure that all diploma exam accommodations used by students are recorded on their written-response booklet(s) and/or answer sheets and each written-response booklet and/or answer sheet is verified and initialed.

- Document any unusual circumstances or contraventions of rules, policies and security that occurred during the diploma exam administration and forward this information to the principal. Students involved in an alleged contravention of diploma exam rules or security must provide a written and signed statement to be included with the *Principal’s Statement*. If the student opts to not submit a statement, the principal must document and include this information on the *Principal’s Statement*.

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

Diploma exam administration preparation

The following checklist will assist teachers of students writing diploma exams to prepare their students for the writing of diploma exams.

Alberta Education deadlines are published in Significant Dates at-a-Glance (see Appendix).

- Review the rules and procedures related to writing diploma exams. Ensure that students are aware of, and understand, the diploma exam schedule, rules and procedures related to, and their responsibilities for adhering to them.

- Schedule and administer a field test. Field tests provide students and teachers with examples of the format and content of diploma exam style questions. Experiencing the secure field test environment is also important for student preparation.

- Notify students who owe a fee for writing a diploma exam to pay the fee and register using myPass (students rewriting or non-funded visiting students).

- Notify students that their diploma exam results will be available online using myPass.

- Ensure that students planning to use technology to write Part(ie) A are proficient in the use of technology before the diploma exam administration and understand that they will be responsible for stapling their written response into the booklet.

- Prepare and submit recommendations and supporting documentation related to requests for accommodations and communicate the official responses of these requests to the student and parent/guardian (if the student is under 18 years of age).

- Ensure that students writing mathematics and science diploma exams have approved calculators, are proficient in the use of the calculator and can appropriately clear and configure it.

Diploma Exam Administration Completion

Alberta Education deadlines are published in Significant Dates at-a-Glance (see Appendix).

- Review options and procedures with students who may need to
  a. Apply to rewrite a diploma exam;
  b. Apply for a diploma exam rescore
Quick Facts for Students and Parents/Guardians

What are diploma exams?

Diploma exams are administered to students in select Grade 12 courses and have three main purposes:

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

When are diploma exams administered?

Diploma exams are administered annually in January, April, June, August, and November according to the schedule posted in the General Information Bulletin at https://www.alberta.ca/writing-diploma-exams.aspx.

Are there any practice questions available to students before writing diploma exams?

Yes. Students can try out the released questions from previous diploma exams that are located at https://questaplus.alberta.ca/. In addition, there are released items documents available for each diploma-examination subject on the Alberta Education website.

How will results from diploma exams be shared with students?

Approximately 3 weeks after the administration of diploma exams, student results are available on myPass at https://public.education.alberta.ca/PASI/myPass/welcome. For assistance with myPass, contact the Workforce Development Help Desk at 780-427-5318 (Dial 310-0000 to be connected toll-free from outside the Edmonton area.)

Want to know more?

More information and resources for diploma exams are available on the Alberta Education website at https://www.alberta.ca/education.aspx.

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

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

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

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

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

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


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

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

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


Comment obtenir plus d’information?


Si vous avez des questions concernant le programme ainsi que la collecte, l’utilisation et la communication des renseignements personnels, vous pouvez les adresser à Gilbert Guimont, directeur, Évaluation des études en français, System Excellence, Alberta Education, 6th Floor, 10044 -108 Street, 44 Capital Boulevard, Edmonton, AB T5J 5E6 à Gilbert.Guimont@gov.ab.ca ou appeler le 780-422-1036 (sans frais en Alberta en composant le 310-0000).
Diploma Exam Sittings and Capacity

Diploma exam sittings, identifying diploma exam sitting capacity and ordering diploma exam materials

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

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

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

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

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

Receiving diploma exam materials

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

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

Couriers, including Purolator, offer their customers a No Signature Required (NSR) option. If this policy has been activated, your school will not be able to receive secured shipments from Alberta Education, including diploma exam booklets and materials. Exam Administration Branch strongly advises all administrators, especially those new to their positions, to make sure that an NSR policy is not in place. Your local courier driver, or agent of the courier company, can confirm whether or not your school has a NSR option in place.

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

3. When diploma exam materials are received, the shipment of boxes must immediately be visually inspected by the designated staff member to determine if:
   a. The shipment is complete. (If more than one box was included in the shipment from Exam Administration, the boxes will have been identified as a set by numbering them as such, for example, 1/3, 2/3, 3/3). If there are boxes in the shipment not yet received, ask the courier when they are expected to arrive.
   b. The shipment has been damaged or tampered with in any way. Before signing for and accepting receipt of the shipment, the damage or tampering must be brought to the courier’s attention and, if possible, it must be determined how and when it occurred. This anomaly must be noted on the Principal’s Statement and Exam Administration Branch must be contacted immediately to discuss this incident.

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

All diploma exam material shipment boxes must be opened and inspected immediately upon their receipt, without opening the shrink-wrapped diploma exam packages. The purpose of this inspection is to determine if there are any errors or deficiencies in the shipment that need to be addressed prior to the scheduled administration dates for those diploma exams. The diploma exam packages must remain shrink-wrapped until the day the diploma exam is scheduled to be written.

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

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

Packaging and Returning Diploma Exam Materials

Dates for returning diploma exam materials

All secured diploma exam materials, Principal’s Statement, List of Students and other administration supporting documents must be returned to Alberta Education in accordance with the dates specified in Significant Dates at-a-Glance.
Completing the *List of Students* Form

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

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

In preparing the *List of Students* for return to Alberta Education, the principal shall:

1. Validate the information that was printed on the form, noting any changes that are required.

2. Add the names and Alberta Student Numbers of all unregistered students, alphabetically, in the space provided at the end of the *List of Students* form.

3. If a student is registered in a Home Education program write “Home Ed. Student” next to the student’s name on the *List of Students*.

4. Use the following legend to indicate the participation status of all registered and unregistered students who wrote or were expected to write the diploma exam:
   
   ✔ diploma exam written (paper format)

   D diploma exam written (digital format using Quest A+)

   NW student did not write
Preparing Diploma Exam Materials for Return

Formal procedures for preparing and packaging diploma exam materials for return to Alberta Education must be established. In setting up these procedures, the following points should be kept in mind:

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

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

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

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

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

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

Exam Administration Marking Centre – Alberta Education
Bonaventure Gate
13156 St. Albert Trail NW
Edmonton AB T5L 4P6

Using couriers for the return of diploma exam materials

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

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

**Loomis**
Dispatch Telephone Number: 1-855-256-6647

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

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

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

School authority procedures for the return of diploma exam materials

School authorities may choose to have schools return their diploma exam materials directly to Alberta Education or to have these materials returned to Alberta Education through their school authority office. Prior to the dates of administration, school staff must confirm with their school authority office the approach to the return of diploma exam materials that is being implemented within their school authority.

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

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

Overview

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

Both **graphing** and **scientific** calculators, with no prohibited properties (see *Prohibited Calculator Materials and Properties for Scientific and Graphing Calculators*) may be used during a diploma exam. To be approved by Alberta Education for diploma exam writing purposes, a graphing calculator must be a hand-held device designed primarily to perform mathematical computations, including logarithmic, trigonometric and graphing functions.

The following graphing calculator properties are permitted for diploma exams:

- Function graphing and display capabilities, including displaying more than one function at a time and tracing a function
- Standard scientific calculator operations: sine, cosine, tangent, inverse functions, logarithms and exponents ($x^n$)
- Regression modelling functions
Alberta Education has approved the use of the following graphing calculators, if properly cleared and configured, when writing diploma exams; this list is updated annually.

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

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

**Texas Instruments**
- TI-83 Plus
- TI-84 Plus
- TI-84 Plus CE
- TI-84 Plus Pocket SE (no longer supplied to Canada)
- TI-Nspire CX II
- TI-Nspire CX II CAS (CAS must be disabled)

The following Texas Instrument calculator models are approved, but are no longer manufactured.
- TI-83
- TI-83 Plus Silver
- TI-84 Plus Silver
- TI-84 Plus C Silver Edition
- TI-Nspire (with Touchpad or Clickpad)
- TI-Nspire CX Handheld
Rules

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

Principals

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

2. Prior to each diploma exam administration, the principal of a school or designated writing centre shall
   2.1. communicate to students and teachers the rules related to the use of calculators during diploma exams
   2.2. develop procedures for teachers to ensure that approved calculators are properly cleared and configured

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

Exam supervisors

1. Exam supervisors who supervise diploma exam administrations shall:
   1.1. implement procedures to ensure that only approved calculators are brought into the diploma exam writing room and that they have been appropriately cleared and configured before and after the official scheduled diploma exam administration

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

Students

1. Students who write mathematics and science diploma exams shall:
   1.1. understand all diploma exam calculator use rules and procedures, and their responsibilities for implementing them
   1.2. only bring an approved and appropriately configured calculator to the diploma exam writing room for their exclusive use.
Calculator use rules

1. **Permitted Calculator Materials**

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

2. **Prohibited Calculator Materials and Properties for Scientific and Graphing Calculators**

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

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

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

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

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

Scientific calculators

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

- Casio fx-115 ES Plus
- Casio fx-CG10 or fx-CG50
- Casio fx-991 ES Plus (ES Plus C or EX)
- Casio fx-300 ES (ES Plus)
- Casio fx-82 ES Plus
- Casio fx-85 ES Plus
- Casio fx-95 ES Plus
- Casio fx-350 ES Plus
- Sharp EL W516X Writeview
- Sharp EL W535X Writeview
- TI 36X Pro
- TI 30XS Multiview

When checking scientific calculators for prohibited properties, it is advisable to check both trigonometric and radical values. For example, the calculations $\sqrt{12}$ and $\cos(30^\circ)$ should result in decimal values and not exact values. With these calculations, the button that converts fractions to decimals, and vice versa, should also be tested.

For further information about clearing calculators contact the Director, Diploma Programs.
Keystrokes to clear, configure, and check approved graphing calculators

Casio

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

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

<table>
<thead>
<tr>
<th>Calculator Model</th>
<th>Keystrokes to Clear Memory</th>
<th>Keystrokes and Information Regarding Cleared Calculator</th>
</tr>
</thead>
</table>
| EL-9600          | 2nd XΩTN (Option) Log 2 CL (All Memory) Clear all data) | 2nd XΩTN (Option)
| EL-9600C         |                            | Calculator will display: 18562 Bytes Free            |
| EL-9900          | 2nd ± (Option) Ln 2 CL (All Memory) Clear all data) | 2nd ± (Option)
|                  |                            | Calculator will display: 47447 Bytes Free            |
Texas Instruments

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

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

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

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

Note: When using the Press-to-Test feature, make sure to exit Press-to-Test so that all data and documents are cleared from the calculator after the diploma exam administration. Failure to exit Press-to-Test will allow all calculations and graphs to remain in the scratchpad.

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

1. Teacher sets up one TI-Nspire unit in Press-to-Test. See the link above for more details on the initial set up. Ensure that disable log template and summation functions line is unchecked and all other lines are checked. This should be done for all Mathematics and Science diploma exams.

2. When the unit reboots there is an option to Transfer Press-to-Test on the Press-to-Test Page.

3. Using the mini to mini cable, connect the unit that has been configured to a student handheld unit and select the transfer option.

4. You can then unplug and move on to the next student. It is not necessary to wait until the student calculator completes processing. Using this method, each calculator will be configured to the Press-to-Test format determined by the teacher.
<table>
<thead>
<tr>
<th>Calculator Model</th>
<th>Keystrokes to Clear Memory</th>
<th>Information Regarding Cleared Calculator</th>
</tr>
</thead>
<tbody>
<tr>
<td>TI-Nspire (with Clickpad) (OS 3.9)</td>
<td>With handheld off, hold down the “esc”, and “on” keys until the Press-to-Test dialog is displayed</td>
<td>Remaining memory may vary depending on the documents that are locked on the unit. These documents are inaccessible while in Press-to-Test.</td>
</tr>
<tr>
<td>TI-Nspire (with Touchpad) (OS 3.9)</td>
<td>Uncheck only the line “disable $\log_b x$ template and summation functions” for all diploma exams</td>
<td></td>
</tr>
<tr>
<td>TI-Nspire CX (OS 4.5)</td>
<td>Select Enter Press-to-Test and then select “ok”</td>
<td></td>
</tr>
<tr>
<td>TI-Nspire CX II (OS 5.0)</td>
<td>The handheld will reboot. After rebooting, a “Press-to-Test invoked” dialog box will appear on the screen, the LED light will blink amber, and a ‘lock’ icon will appear beside the battery icon.</td>
<td></td>
</tr>
<tr>
<td>TI-Nspire CX II CAS (OS 5.0)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes: For TI-Nspire models**

- Resetting the memory on TI-Nspire models is not sufficient as it fails to disable prohibited features

- Check that the calculator is in the correct Press-to-Test mode by watching for the flashing ‘amber’ LED on the top of the handheld unit

- The presence of an amber light does not ensure that the calculator has been correctly set unless the calculator clearing instructions have been followed or transfer Press-to-Test has been performed. i.e., an amber light indicates that a function has been disabled, but not which function.

- A blinking green light indicates that the calculator is in Press-to-Test mode, but no features have been disabled

- To exit Press-to-Test, the calculator must be connected to another TI-Nspire using a mini-USB cable. Use the following keystrokes:

  - From the homepage, press \[ \text{doc} \] and then \[ \text{doc} \]
  - Select 9 (Press-to-Test)
  - Select 1 (Exit Press-to-Test)

No light will be blinking once the calculator is out of Press-to-Test mode.
To prepare Texas Instruments calculators (TI-83 or TI-84 models) for diploma exam writing purposes, the APPS program Test Guard or the Press-to-Test feature can be used as indicated:

- Test Guard 4.3 for TI-83 Plus models (will clear calculator) and TI-84 Plus models (will disable or clear with setup)
- Test Guard 5.3 for TI-84 Plus CE models only (not compatible with older models of TI-84 Plus)
- Press-to-Test for TI-84 Plus models (with OS 2.55 or higher)

For TI-83 Plus and TI-84 Plus models, calculator memory can also be completely reset instead, using the steps outlined on the next page.
<table>
<thead>
<tr>
<th>Calculator Model</th>
<th>Keystrokes to Clear Memory</th>
<th>Keystrokes and Information Regarding Cleared Calculator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TI-83</strong>&lt;br&gt;(OS 1.19)</td>
<td>2nd + (MEM) 5 (Reset) 1 (All Memory) 2 (Reset)</td>
<td>2nd + (MEM) 1&lt;br&gt;<strong>Calculator will display:</strong>&lt;br&gt;61904 Bytes Free</td>
</tr>
<tr>
<td><strong>TI-83 Plus</strong>&lt;br&gt;(OS 1.19)</td>
<td>2nd + (MEM) 7 (Reset)</td>
<td>Remaining memory may vary depending on the model, operating system and age of the calculator.&lt;br&gt;2nd + (MEM) 2&lt;br&gt;<strong>Currently most operating systems will display:</strong>&lt;br&gt;RAM Free 24317</td>
</tr>
<tr>
<td><strong>TI-83 Plus Silver</strong>&lt;br&gt;(OS 1.19)</td>
<td>2nd + (MEM) 7 (Reset)</td>
<td>Remaining memory may vary depending on the model, operating system and age of the calculator.&lt;br&gt;2nd + (MEM) 2&lt;br&gt;<strong>Currently most operating systems will display:</strong>&lt;br&gt;RAM Free 24317</td>
</tr>
<tr>
<td><strong>TI-84 Plus</strong>&lt;br&gt;(OS 2.55)</td>
<td>2nd + (MEM) 7 (Reset) 1 (All Memory) 2 (Reset)</td>
<td>Remaining memory may vary depending on the model, operating system and age of the calculator.&lt;br&gt;2nd + (MEM) 2&lt;br&gt;<strong>Currently most operating systems will display:</strong>&lt;br&gt;RAM Free 21840</td>
</tr>
<tr>
<td><strong>TI-84 Plus Silver</strong>&lt;br&gt;(OS 2.55)&lt;br&gt;1<strong>TI-84 Plus Pocket SE</strong>&lt;br&gt;(OS 2.55)</td>
<td>2nd + (MEM) 7 (Reset) 1 (All Memory) 2 (Reset)</td>
<td>Remaining memory may vary depending on the model, operating system and age of the calculator.&lt;br&gt;2nd + (MEM) 2&lt;br&gt;<strong>Currently most operating systems will display:</strong>&lt;br&gt;RAM Free 21840</td>
</tr>
<tr>
<td><strong>TI-84 Plus C Silver</strong>&lt;br&gt;(OS 4.0)</td>
<td>2nd + (MEM) 7 (Reset) 1 (All Memory) 2 (Reset)</td>
<td>Remaining memory may vary depending on the model, operating system and age of the calculator.&lt;br&gt;2nd + (MEM) 2&lt;br&gt;<strong>Currently most operating systems will display:</strong>&lt;br&gt;RAM Free 152891</td>
</tr>
<tr>
<td><strong>TI-84 Plus CE</strong>&lt;br&gt;(OS 5.3 or higher)</td>
<td>2nd + (MEM) 7 (Reset) 1 (All Memory) 2 (Reset)</td>
<td>Remaining memory may vary depending on the model, operating system and age of the calculator.&lt;br&gt;2nd + (MEM) 2&lt;br&gt;<strong>Currently most operating systems will display:</strong>&lt;br&gt;RAM Free 152891</td>
</tr>
</tbody>
</table>

*Additional notes for clearing these calculator models are on the next page.*
Notes: For TI-83 and TI-84 models

**The ➔ step above is very important: If not followed, the memory may not be properly cleared.

- The application “Finance” is the only app that remains after following the clearing instructions.
- If, after clearing the calculator, the screen is blank, the contrast needs to be reset. To do this, use the 2nd and then ▲ repeatedly.
- Press-to-Test or Test Guard can be used rather than the directions above for some of these calculators in order to preserve stored programs, applications and other data if desired
- On the TI-84 Plus models, Press-to-Test can also be enabled with the following keystrokes:
  
  With the calculator Off, press the left arrow, right arrow, and On key simultaneously
  
  Select NO disable logBASE
  Select NO disable Σ(
  
  Press ZOOM (OK)

- To exit Press-to-Test on TI-84 Plus models, the calculator must be connected to another TI-84 Plus model. Use the following keystrokes:
  
  On the calculator that is in Press-to-Test mode, press 2nd (link), ➔ Receive
  
  On the calculator you have connected it to, press 2nd (link), 4: List, Select L1, ➔ Transmit

Note: A calculator program called “FAKE” has been identified which, when initiated, facilitates student attempts to fake a calculator Reset. When the FAKE program is running, screens may appear normally, however, calculator key presses do not respond in typical fashion. Pressing the “on” key will cause the FAKE program to break. Continue with proper clearing or configuration procedures above. If you have questions, please contact 1-800-TI-CARES, ti-cares@ti.com, or your local representative.
Writing Diploma Exams Using Technology

Background

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

Guiding principles

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

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

A contingency plan must be developed for students who use technology to compose the written-response component of a diploma exam.
Computer use rules

Principal

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

2. The principal shall communicate to students and teachers the availability of, and requirements related to, the use of computing devices and word processing applications when writing the Part(ie) A component of humanities diploma exams.

3. The principal shall ensure that only those students who understand and are able to follow all of the principles, rules and procedures established for writing Part(ie) A diploma exams using technology are permitted to do so.

4. If a school or designated writing centre has more students who request this option than it has devices, students who have documented learning needs that specify the use of a computer shall be given priority when assigning access for diploma exam writing purposes.

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

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

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

8. The principal shall ensure that teachers who are designated to supervise the administration of diploma exams that are being written using technology are appropriately prepared for that role, including being aware of and able to implement contingency plans and emergency procedures, should the need arise.

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

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

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

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

3. In cooperation with the principal and diploma exam supervisors, technical personnel shall develop a technical contingency plan that can be implemented, as required, to address unexpected network, device, or printer problems.

4. Technical personnel shall ensure that the facility and all designated and configured devices are secured until the time the scheduled diploma exams have been completed.

5. Following the diploma exam administration, technical personnel shall ensure that devices are cleared of all student work and individual devices can no longer access student responses.

6. Following the diploma exam administration, technical personnel in schools using local word processing solutions shall ensure that student work is archived securely for a period of 3 months from the date the diploma exam is written. Archived files must only be accessible to a school authority network administrator.

7. If Quest A+ is used for Partie) A, diploma exams, the Quest A+ LockDown Browser shall be installed and tested on Windows and Mac OS devices in advance of the diploma exam administration. [https://questaplus.alberta.ca/help/requirements.html](https://questaplus.alberta.ca/help/requirements.html).
**Diploma exam supervisors**

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

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

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

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

5. Exam supervisors shall ensure that students do not gain access to any prohibited applications or resources while writing a diploma exam using technology.

6. Exam supervisors shall ensure that students staple their printed copies into their diploma exam booklets and do not retain any paper or electronic copies of their responses including planning or drafts.

**Students**

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

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

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

4. Students shall ensure that the pages they staple into their diploma exam booklets is their own work. They must also ensure all pages are in the correct order, the index number appears on the bottom of each page and assignments are stapled into the proper section of the booklet.
Rules and Procedures

Technical and administrative set-up

1. Prior to the commencement of the official scheduled diploma exam administration, all devices to be used for diploma exam writing purposes must be networked and configured to:

   • enable secure and ready access to designated printers only, during and immediately after the official scheduled diploma exam administration (might only apply to diploma exam supervisors’ devices);

   • enable the saving of each student’s written work in a manner that ensures its security during, and permits school personnel to readily access and remove those documents 3 months following, the official scheduled diploma exam administration. Technical personnel may save students’ written work to a network location accessible to technical personnel only for this retention period;

   • applications are configured to ensure students do not gain access to any prohibited applications or resources while writing a diploma exam using technology.

2. Prior to the commencement of the official scheduled diploma exam administration, all word-processing applications to be used for diploma exam writing purposes should be configured to enable:

   • Insertion of footers that include the student’s index number on each page of written work.

   • The index number (test booklet number) is the six-digit number that appears in the bottom right corner of the student’s label.

   – Students who are not registered will not have an index number, they must create a six-digit number and indicate that number on the back of their diploma exam booklet. Quest A+ automatically places index numbers in the footer of printed pages.

   • Automatic and frequent saving of word processing documents to a designated location only.

   • Access to routine tools, such as spellcheck, grammar check, dictionary and thesaurus that are integrated into the software. Grammar check is an acceptable routine tool for students to use on their diploma exams. This change is in place to reflect the recent change by Google to include grammar check in their Google Docs word processor.

   • Speech-to-text and text-to-speech for students who typically use these accommodations.

The following features must be disabled: word prediction and auto correct.
Diploma exam administration

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

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

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

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

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

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

1. It is the students’ responsibility to print and staple their final written response(s) to their diploma exam booklets. This includes verifying that the final printed hard copy of their writing is accurately and completely printed and attached to their booklet in proper page order in the correct locations. This step may occur after the officially scheduled time limit; however, this verification step does not allow any revision to finished work.

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

2. Students writing Part(ie) A diploma exams using technology must clearly label each page of their finished work according to its assignment title or question number and must staple the work into the appropriate places in the diploma exam booklet.

3. Each student must include his or her six-digit index number on every page of the finished work stapled into the diploma exam booklet. If the student does not have a label because he or she registered after the registration deadline, a 6-digit number must be created and annotated on each page and indicated on the back of the diploma exam booklet. Quest A+ automatically places index numbers in the footer of printed pages.

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

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

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

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

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

Access to Quest A+

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

For example:

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

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

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

<table>
<thead>
<tr>
<th>Diploma Exam Administration</th>
<th>Quest A+ Request Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2019</td>
<td>October 11, 2019</td>
</tr>
<tr>
<td>January 2020</td>
<td>November 8, 2019</td>
</tr>
<tr>
<td>April 2020</td>
<td>February 28, 2020</td>
</tr>
<tr>
<td>June 2020</td>
<td>April 17, 2020</td>
</tr>
<tr>
<td>August 2020</td>
<td>July 10, 2020</td>
</tr>
</tbody>
</table>
Additional information on using technology for diploma exams

A document, *Using Technology to Administer Provincial Achievement Tests and Diploma Exams*, is available to assist school and technical personnel with decisions regarding the use of technology for students to write diploma exams. This document will be updated throughout the school year.
Diploma Exam Accommodations and Provisions

Policy

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

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

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

Accommodations managed at the school level

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

The decision rendered by school personnel is official and final and parents/guardians of students under the age of 18 must be informed of the decision.

Parents/guardians must contact the school authority should they wish to dispute the decision rendered.

Students must understand, and adhere to, the accommodation and provision administration directives, rules and procedures.
Home schooled students and students with mature student status not enrolled with a high school

Students who are home-schooled and students with mature student status not enrolled with a high school are eligible for accommodations and provisions. To ensure the writing centre is prepared for these out-of-school students to write diploma exams with accommodations and provisions, the students must contact the writing centre principal directly before the administration.
Accommodation types

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

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Eligible Population</th>
<th>Process Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Audio (CD/MP3 version)</td>
<td>Student with visual impairments and typically uses this accommodation</td>
<td>Schools order CD or MP3 file</td>
<td>Deadline to submit order is found in Significant Dates at-a-Glance</td>
</tr>
<tr>
<td>2. Audio (CD/MP3 version)</td>
<td>Student with a learning or physical disability who use audio throughout the year</td>
<td>Schools order CD or MP3 file</td>
<td>Deadline to submit order is found in Significant Dates at-a-Glance</td>
</tr>
<tr>
<td>4. Frequent Breaks</td>
<td>Student typically uses this accommodation</td>
<td>Schools implement this accommodation</td>
<td>Timer is stopped by the diploma exam supervisor as student needs and is resumed following supervised break</td>
</tr>
<tr>
<td>5. Scribe</td>
<td>Student typically uses accommodation</td>
<td>Schools implement this accommodation</td>
<td>Deadline to submit order is found in Significant Dates at-a-Glance</td>
</tr>
<tr>
<td>6. Large print</td>
<td>Student typically uses accommodation</td>
<td>Schools order large-print version</td>
<td>Deadline to submit order is found in Significant Dates at-a-Glance</td>
</tr>
<tr>
<td>7. Braille</td>
<td>Student typically uses accommodation</td>
<td>Schools order Braille version</td>
<td>Deadline to submit order is found in Significant Dates at-a-Glance</td>
</tr>
<tr>
<td>8. Reader</td>
<td>Student typically uses accommodation</td>
<td>Schools implement this accommodation</td>
<td>It is recommended that Readers are only used when students are unable to use audio versions in any other format</td>
</tr>
<tr>
<td>Accommodation</td>
<td>Eligible Population</td>
<td>Process Required</td>
<td>Notes</td>
</tr>
<tr>
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<td>-----------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>9. Sign-Language Interpreter</td>
<td>Student typically uses accommodation</td>
<td>Schools implement this accommodation</td>
<td></td>
</tr>
<tr>
<td>10. Transcriber of Recorded Response</td>
<td>Student typically uses accommodation</td>
<td>Schools implement this accommodation</td>
<td>Recorded responses must be transcribed locally before being submitted to Alberta Education</td>
</tr>
</tbody>
</table>
| 12. Coloured Paper and Overlays | Student typically uses accommodation | Schools order coloured paper version | Deadline to submit form is found in Significant Dates at-a-Glance  
Students who use overlays for classroom testing may use the same overlays to write diploma exams |
| 13. Text-to-Speech            | Student typically uses accommodation | Schools implement this accommodation | Use for written response accommodation only  
Use with other components or diploma exams application for unique accommodation must be submitted |
| 14. Speech-to-Text            | Student typically uses accommodation | Schools implement this accommodation | Use for written response accommodation only  
Use with other components or diploma exams application for unique accommodation must be submitted |
<p>| 15. Ambient Noise             | Student typically uses accommodation | Schools implement this accommodation |                                                                      |</p>
<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Eligible Population</th>
<th>Process Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing in Isolation and Use of Computers for Written-response Component</td>
<td>All students</td>
<td>Schools implement this accommodation</td>
<td>Writing in isolation and the use of computers to write the written response component are school-level decisions determined by internal school business processes, availability and supervision</td>
</tr>
</tbody>
</table>
Guidelines for granting unique accommodations

Accommodations used by students for classroom instruction and assessment but not listed in the Accommodation Types chart are considered to be unique. Criteria are dependent upon the student’s academic needs, however, in all cases the request for unique accommodation must directly correspond to the specialized assessment.

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

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

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

- **Request for Reconsideration of an Official Case Decision:** Special Cases and Accommodations Team will only reconsider an official case decision if the request includes (a) the *Request for Reconsideration of a Special Cases and Accommodations Decision* form and (b) new supporting official documentation which will assist the Special Cases and Accommodations Team in the review to change the original status of the decision.

The following process is intended to assist school staff in their submission of accommodation requests for unique accommodations.

**Step 1:** School staff prepares and submits the *Application for Accommodations* form and supporting documentation.

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

**Step 3:** School staff communicate the official response to the student and family members in writing.

**Step 4:** (Request for Reconsideration, if required) School staff prepares and submits the *Request for Reconsideration of a Special Cases and Accommodations Decision* form and new supporting official documentation. Special Cases and Accommodations Team may reconsider the decision rendered for a specific case only once.

All decisions rendered by Special Cases and Accommodations Team must be in writing. Decisions rendered following a request for reconsideration are final and on behalf of the Minister with no right for further appeal.

Exemptions or partial exemptions will not be granted for students because they were not eligible for accommodations at the time of writing or denied their request for accommodations.
Guidelines for academic learning needs that require accommodations

Ongoing medical conditions

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

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

Students with ongoing medical conditions are not eligible for exemption.

Post-concussion syndrome

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

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

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Potential Accommodation/Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headache</td>
<td>• Frequent Breaks</td>
</tr>
<tr>
<td>Dizziness</td>
<td>• Frequent Breaks</td>
</tr>
<tr>
<td>Visual symptoms: light sensitivity, double vision, blurry vision</td>
<td>• Reduce exposure to computers and digital devices</td>
</tr>
<tr>
<td></td>
<td>• Reduce brightness on screens</td>
</tr>
<tr>
<td></td>
<td>• Audio version</td>
</tr>
<tr>
<td></td>
<td>• Turn off fluorescent lighting</td>
</tr>
<tr>
<td>Noise sensitivity</td>
<td>• Consider the use of earplugs</td>
</tr>
<tr>
<td></td>
<td>• Isolated writing space</td>
</tr>
<tr>
<td>Difficulty concentrating or remembering</td>
<td>• Additional writing time provision</td>
</tr>
<tr>
<td></td>
<td>• Defer assessment until recovery</td>
</tr>
<tr>
<td>Sleep disturbances</td>
<td>• Late start of assessment writing</td>
</tr>
<tr>
<td></td>
<td>• Frequent Breaks</td>
</tr>
</tbody>
</table>
Administration of diploma exams with accommodations and provisions

All diploma exams administered with accommodation or provisions must comply with all Exam Administration directives, rules and procedures.

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 officially scheduled diploma exam administration.

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

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

4. The principal shall ensure that facilities, equipment, scribes, readers, sign language interpreters, transcribers of recorded response and materials used as diploma exam accommodations are supplied by the school or school authority, and appropriately prepared for the administration of the diploma exams with safeguards to diploma exam security and minimal distraction to other students.

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

After the administration

1. The principal shall ensure that all digitally recorded conversations and responses created during the administration of diploma exams are immediately deleted from local devices once they have been saved to a storage device for shipment to the Alberta Education marking centre.

2. All special format materials, including those in audio, large print and Braille format, must be returned to the Alberta Education marking centre with the regular return shipment of other diploma exams and supporting materials from the school.

3. All accommodations used must be recorded on the student’s diploma exam materials and initialed by the supervisor.
# Rules by accommodation and provision type

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Rules</th>
</tr>
</thead>
</table>
| **1. & 2. Audio (CD/MP3) Version** *(for visual impairment, physical or learning disabilities)* | Students who typically use audio throughout the school year are eligible to receive this accommodation when writing diploma exams. Diploma exam supervisors must ensure that prohibited materials are not brought into the diploma exam writing room or used in conjunction with the CD/MP3 player before or during the diploma exam administration. Technical staff must ensure that all MP3 files are removed from network locations or storage devices following the administration. If a student uses a personal CD/MP3 player when writing a diploma exam, the diploma exam administration supervisor must ensure that no prohibited material is brought into the writing room or used in that CD/MP3 player just before or during the scheduled diploma exam 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 diploma exam can access the files or  
  • transfer the MP3 files to a portable device.  
Accommodation 1 is intended for students with visual impairments only. |
| **3. Additional Writing Time** | All students are permitted twice the official time limit to write the diploma exam, if they need it. |
| **4. Frequent Breaks** | The student has permission to take breaks, as required.  
  • The diploma exam supervisor must stop the clock each time the student takes a break  
  • The clock continues once the student resumes writing  
  • The student must remain under supervision during each break  
  • The student must not be allowed access to any materials (for example but not limited to paper, notes, books, computers, phones, electronic devices) while on break. |
<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Scribe</td>
<td>Diploma exams that are administered with the support of scribes, readers, sign language interpreters and transcribers must take place in a separate writing area so that other students writing the diploma exam are not disrupted.</td>
</tr>
<tr>
<td>8. Reader</td>
<td>A reader may read the diploma exam to one individual student who requires the accommodation. Readers must not group-read diploma exams.</td>
</tr>
<tr>
<td>9. Sign-Language Interpreter</td>
<td>Scribes, readers, sign language interpreters, or transcribers must not be appointed when they are the relative, friend, a student peer at the school or attending another school, or a past or present teacher of the student writing the diploma exam.</td>
</tr>
<tr>
<td>10. Transcriber of Recorded Response and Transcription</td>
<td>Scribes, readers, sign language interpreters, or transcribers are expected to adhere to all diploma exam rules and procedures outlined in this bulletin.</td>
</tr>
<tr>
<td>General Information</td>
<td>If the student has a question or a query, the student is to be directed to the diploma exam supervisor.</td>
</tr>
<tr>
<td></td>
<td>Alberta Education is not responsible for the appointment of any support staff including scribes, readers, sign language interpreters, or transcribers nor is Alberta Education responsible for expenses incurred in appointing these individuals.</td>
</tr>
<tr>
<td></td>
<td>Once a diploma exam administration has commenced, a continuous recording of the complete communication that occurs between the individual students and their appointed scribes, readers, sign language interpreters and transcribers must be made. This recording must be of sufficient sound quality to permit clear understanding of the communication between the individual students and their appointed scribes, readers, sign language interpreters and transcribers.</td>
</tr>
<tr>
<td></td>
<td>If a reader, scribe, sign language interpreter or transcriber have been approved concurrently, one recording may be used to capture the interactions between the support individuals and the student. To ensure anonymity during marking, the identity of the student must not be revealed during the recording of the communications between the individual students and their appointed scribes, readers, sign language interpreters and transcribers. Student responses and the recorded communication may be recorded using any audio format including digital audio files.</td>
</tr>
</tbody>
</table>

(Continued on the next page)
### Accommodation | Rules
--- | ---
continuation of: | All storage devices containing scribe, reader, sign language interpreter, transcriber and recorded response communication with a student must be clearly labeled:

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

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

#### 5. Scribe
- A scribe is intended for one individual student who requires the accommodation.
- A scribe may record a student’s response in handwriting or using a computer.
- A scribe must record a student’s response exactly as the student dictates. A scribe may not improve the student’s response by rewording, correcting grammar, adding punctuation, indicating paragraphs, or otherwise changing a student’s answer.
- A scribe may confirm what the student has said by reading it back for clarification.
- A scribe may not ask leading questions or provide suggestions or interpretations of any kind.
- For written-response questions, students should be advised to indicate verbally when they have finished one assignment and are beginning the next one by saying, “I am now finished assignment one, and I am ready to begin assignment two.”
- Students who are dictating their responses should be encouraged to do some rough work in the diploma exam booklet.
<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>continuation of:</td>
<td>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 diploma exam writing time.</td>
</tr>
<tr>
<td>5. Scribe</td>
<td>A scribe may not read a diploma exam to a student. An audio version or reader will be provided for this purpose.</td>
</tr>
<tr>
<td></td>
<td>A scribe must sign the student’s work and indicate their position, i.e., program aide.</td>
</tr>
<tr>
<td></td>
<td>Scribes should word process student responses or use a handwriting style that is legible and familiar to the student.</td>
</tr>
<tr>
<td>8. Reader</td>
<td>A reader may read the diploma exam to one individual student who requires the accommodation. Readers must not group-read diploma exams.</td>
</tr>
<tr>
<td></td>
<td>The reader must read at a rate that is comfortable for the student, monitoring to ensure that the pace is appropriate.</td>
</tr>
<tr>
<td></td>
<td>A reader must read in such a way that the student understands the beginning and end of each sentence and paragraph. Without leading the student, the reader must be aware of, and obey, all punctuation and must read in such a way that the student understands the use and purpose of the punctuation.</td>
</tr>
<tr>
<td></td>
<td>A reader must read the diploma exam verbatim; that is, exactly as it appears in the diploma exam booklet. A reader may not add emphasis, inflection, or read in such a way as to prompt or guide the student. A reader may not ask leading questions or provide suggestions, interpretations, or word definitions of any kind.</td>
</tr>
<tr>
<td></td>
<td>A reader may repeat readings as often as necessary and must read consistently each time.</td>
</tr>
<tr>
<td>Accommodation</td>
<td>Rules</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>9. <strong>Sign-Language Interpreter</strong></td>
<td>The interpreter is a 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.</td>
</tr>
<tr>
<td></td>
<td>For purposes of interpreting for a diploma exam, a sign language interpreter may:</td>
</tr>
<tr>
<td></td>
<td>• voice what is signed by a student</td>
</tr>
<tr>
<td></td>
<td>• interpret all words spoken during the exam period that are intended for all students.</td>
</tr>
<tr>
<td></td>
<td>A sign language interpreter must not record a student's responses. This is the role of a scribe. The interpreter must not function as a reader.</td>
</tr>
<tr>
<td></td>
<td>A sign language interpreter must interpret consistently, always conveying the content and spirit of the spoken word using the signed language most readily understood by the student. The interpreter must not provide definitions or interpret beyond conveying the spoken/written message.</td>
</tr>
<tr>
<td></td>
<td>A sign language interpreter must not counsel, advise, interject personal opinions or ask leading questions, provide suggestions, or provide coaching of any kind.</td>
</tr>
<tr>
<td></td>
<td>During the administration of a diploma exam, all questions raised by the student must be directed to the diploma exam supervisor. In this case, the interpreter must interpret spoken and signed messages between the student and the diploma exam supervisor.</td>
</tr>
<tr>
<td>10. <strong>Transcriber of Recorded Response</strong></td>
<td>Recorded responses must be transcribed before returning the student’s diploma exam to the marking centre. The time required for transcription does not count toward the allocated writing time.</td>
</tr>
<tr>
<td></td>
<td>The student must verify, and edit if required, the text transcribed. The time required for verification and editing must be included in the allocated writing time.</td>
</tr>
<tr>
<td>12. <strong>Coloured Paper and Overlays</strong></td>
<td>Students who use coloured overlays for classroom instruction may use the same overlays for writing diploma exams.</td>
</tr>
<tr>
<td>Accommodation</td>
<td>Rules</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 13. Text-to-Speech | Written response diploma exams that are administered with the support of text-to-speech must take place in a separate writing area so that other students writing the diploma exam are not disrupted.  
To ensure security, no secured paper format diploma exam material may be scanned for any purpose, including enabling the use of text-to-speech software.  
Students may use text-to-speech software **only to read back their own responses**. No other use of such software is permitted. |
| 14. Speech-to-Text | Written response diploma exams that are administered with the use of speech-to-text software must take place in a separate writing area so that other students writing the diploma exam are not disrupted.  
Students may use speech-to-text software **only for written response diploma exams**. No other use of such software is permitted. |
| 15. Ambient Noise  | Students using ambient-noise audio must use professionally/commercially recorded CDs/MP3s intended for background sound.                  |
Separate Writing

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

• Write both Part(ie) A and Part(ie) B of the diploma exam at a subsequent administration, or

• Write one Part(ie) of the exam in one administration and defer the second Part(ie) to a subsequent administration. This is referred to as a Separate Writing.

Separate writing directives

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

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

Policy and Special Writing Centre rules

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

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

- The student lives outside Alberta and has completed a diploma exam course delivered through an Alberta Education approved distance learning program.
- The student is participating in a scheduled activity such as a national or international competition in athletics or music.
- The student has a right of access to education in Alberta, in accordance with the Education Act, and after completing instruction at an Alberta Education accredited high school they have moved from the province permanently and are unable to return to write the diploma exam.

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

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

Special Writing Centres are not elective writing locations.

All requests to establish a Special Writing Centre must be made using the appropriate application forms by the specified deadlines outlined in the Schedules and Significant Dates at-a-Glance. If you have applied outside of the identified business rule timelines due to extraordinary circumstances, please contact the Special Cases and Accommodations Team at Special.Cases@gov.ab.ca or 780-415-9242 or 780-427-9795 to determine your eligibility for future writing opportunities.

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

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

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

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

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

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

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

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

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

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

All students using Quest A+ to write a diploma exam at a Special Writing Centre must adhere to the following:

• Be prepared to use Quest A+ on the day of the diploma exam. The student must complete at least one practice test and provide the Special Writing Centre School personnel a signed statement confirming that (a) the practice test has been completed, (b) the student was able to respond to questions and (c) end the session without complication. **Exemptions will not be granted to students who are unable to use Quest A+ at the time of writing.**

• The Windows or Mac OS computer used may belong to the student or the writing centre. The Special Writing Centre supervisor must submit a photo of a Quest A+ secured diploma exam to indicate that LockDown Browser has been installed properly and is functioning as expected.

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

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

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

14. Exemptions or partial exemptions will not be approved for students who are unable to write a diploma exam as a result of any and all of the following reasons:

• The request to establish a Special Writing Centre was not granted

• Technical issues prevented the administration and/or writing of the diploma exam

• The supervisor withdrew their application or duty, provided misinformation or miscommunication and/or did not adhere to the rules and procedures outlined in this bulletin and by the Special Cases and Accommodations Team.

15. Student responses for Mathematics written-response questions have been archived securely for a period of 3 months from the date the diploma exam is written. Archived files must only be accessible to the Special Writing Centre diploma exam supervisor.
Special Writing Centre procedures

Principals

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

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

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

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

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

   2.1 Application to Serve as a Special Writing Centre Supervisor

   2.2 Registration to Write a Diploma Exam at a Special Writing Centre

   2.3 Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Special Writing Centre

3. To have a Special Writing Centre established on their behalf, a student residing and studying through a distance learning program outside Alberta, and their parents, are responsible for ensuring the accurate completion and timely submission, as communicated in Schedules and Significant Dates at-a-Glance, of the following forms to the school staff:

   3.1 Application to Establish a Pre-Approved Distance Learning Special Writing Centre

   3.2 Application to Serve as a Distance Learning Special Writing Centre Supervisor

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

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

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

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

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

• verify and confirm the accuracy and completeness of all information provided in support of that application

• coordinate and manage the application completion and submission process

• provide access and explain to the student and their parents all of the deadlines and rules associated with the writing and administration of diploma exams at a Special Writing Centre

• provide access and explain to the proposed Special Writing Centre Supervisor all of the deadlines and rules associated with the administration of diploma exams at a Special Writing Centre

• for students living outside of Alberta taking instruction with an Alberta Education approved distance learning program, upon course enrolment notify Special Cases and Accommodations Team and submit the appropriate forms.

Teachers of students writing diploma exams at a Special Writing Centre

Teachers of students registering to write a diploma exam at a Special Writing Centre shall provide a statement about the student’s readiness to write that diploma exam at the diploma exam administration proposed by the student (Teacher Confirmation of a Student Readiness to Write a Diploma Exam at a Distance Learning/Special Writing Centre form).

Special Writing Centre Supervisor

1. Prior to submitting an application form, a person applying to serve as a Special Writing Centre Supervisor shall:

   • review the rules associated with the management and administration of diploma exams at a Special Writing Centre

   • identify and procure an appropriate site for the administration of diploma exams

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

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

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

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

Deferments and Partial Deferments Policy

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

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

<table>
<thead>
<tr>
<th>Alberta Student Number</th>
<th>Student Name</th>
<th>Sex</th>
<th>Birth Date</th>
<th>Math 10-1 F</th>
<th>Math 10-1 F</th>
<th>Math 10-2 F</th>
<th>Math 10-2 F</th>
</tr>
</thead>
<tbody>
<tr>
<td>9899-0000-0</td>
<td>Gamer, Bruce</td>
<td>M</td>
<td>1990-05-30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9899-0000-1</td>
<td>Kunt, Clifton</td>
<td>M</td>
<td>1990-10-04</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9899-0000-2</td>
<td>Kirk, James</td>
<td>M</td>
<td>1990-06-01</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9899-0000-3</td>
<td>Lorne, Lisa</td>
<td>F</td>
<td>1990-08-30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9899-0000-4</td>
<td>Orange, Lisa</td>
<td>F</td>
<td>1990-09-12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9899-0000-5</td>
<td>Pheiro, Diane</td>
<td>F</td>
<td>1990-02-03</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9899-0000-6</td>
<td>Romanoff, Nathans</td>
<td>F</td>
<td>1990-07-11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9899-0000-7</td>
<td>Stark, Tomi</td>
<td>M</td>
<td>1990-01-02</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Alberta Student Numbers MUST be provided for all students who wrote diploma examinations.
Exemption business rules

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

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

3. If a student has been granted a full or partial exemption from writing a diploma exam, the student is no longer required to write that diploma exam in that diploma exam administration.

4. Exemptions and partial exemptions from diploma exams are administration-specific and cannot be carried forward to a future diploma exam administration. Once the diploma exam marks are released, exemptions and partial exemptions will not be reviewed or granted for that administration. If school-awarded marks are adjusted after the final official mark is calculated and released to students, the exemption and partial exemption mark will not be modified to reflect the new school-awarded mark.

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

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

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

Full exemption business rules

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

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

For partial exemptions from writing either the Part(ie) A or B of an English Language Arts/ Français/French Language Arts or Social Studies diploma exam, to derive the component exempted from writing, the average between the mark from the component completed and the student’s school-awarded mark from the course is calculated.

For example,

- A student has a school-awarded mark of 80%
- The student wrote the written response component (Part A) of the diploma exam and achieved a mark of 70%
- School-awarded mark 80% + written response component mark 70% /2 = 75% multiple choice component (Part B)
- The diploma exam mark is calculated by taking the average between the written component and the multiple choice component 70% + 75% /2 = 73% diploma exam mark
- The official mark for the course is calculated to be 56% school-awarded mark + 21.9% diploma exam mark = 77.9% rounded-up to 78%

If a student would like to improve their overall diploma exam mark the entire diploma exam must be rewritten once a partial exemption has been granted.

Terminology

- **School personnel:** Staff at school-level who organizes the requests and operates as school contact for all communication related to the requests. School personnel will act as the primary contact for students and parents, and are responsible for forwarding all inquiries to the Special Cases and Accommodations Team
- **Deficiency Notification:** The exemption request has been received; however, the supporting documentation or application is incomplete. Special Cases and Accommodations Team members will outline the specific materials needed to complete the review the request by email
- **Official Case Decision:** A decision to grant or not grant the request for exemption has been rendered and communicated to school personnel
- **Case Suspended:** The documentation required for review has not been received by the deadline provided by the Special Cases and Accommodations Team. An official case decision has not been rendered. Cases can be reopened once all additional information requested has been submitted for review
- **Request for Reconsideration of an Official Case Decision:** Special Cases and Accommodations Team will only reconsider an official case decision if the request includes (a) the Request for Reconsideration of a Special Cases and Accommodations Decision form and (b) new supporting official documentation which will assist the Special Cases and Accommodations Team in the review to change the original status of the decision. Special Cases and Accommodations Team may reconsider the decision rendered for a specific case only once.
Exemption process

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

Process for applying for an exemption from writing a diploma exam

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

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

**Step 3:** The Special Cases and Accommodations Team reviews, processes and communicates a response for each application to school personnel

**Step 4:** School personnel communicates the response to the student in writing

**Step 5:** (Request for Reconsideration if required) School personnel prepares and submits the Request for Reconsideration of a Special Cases and Accommodations Decision form and new supporting official documentation. Special Cases and Accommodations Team may reconsider the decision rendered for a specific case only once. All decisions rendered by Special Cases and Accommodations Team must be in writing. Decisions rendered following a request for reconsideration are final with no further appeal.

Group applications

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

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

<table>
<thead>
<tr>
<th>Reason</th>
<th>Business Rules</th>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acute illness</td>
<td>An acute illness has a:</td>
<td>• Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam form.</td>
</tr>
<tr>
<td></td>
<td>1. Rapid onset and</td>
<td>• Important Note: If a student becomes ill during the writing of the diploma exam at the school, a comment referencing the student’s illness on the Principal’s Statement will suffice as evidence of the illness. Students who are ill and call the school the morning of the diploma exam must complete and submit the Physician’s Confirmation of Acute Medical Illness form.</td>
</tr>
<tr>
<td></td>
<td>2. Short course (as opposed to an ongoing course)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam form indicating an acute illness cannot be applied to a diploma exam scheduled three weeks beyond the date of the medical consultation. Requests for exemptions for diploma exams that are beyond three weeks of the original medical appointment are considered ongoing medical conditions (refer to Reasons Not Eligible for Exemption).</td>
<td></td>
</tr>
<tr>
<td>Reason</td>
<td>Business Rules</td>
<td>Required Documents</td>
</tr>
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</tr>
<tr>
<td>Administrative error</td>
<td>Administrative error refers to an error in the administration of the diploma exam. For advice regarding what constitutes an administrative error, contact the Special Cases and Accommodations Team. Principals are expected to establish, implement and communicate emergent response protocols which promote effective and efficient management of (a) unexpected non-crisis events such as loss of power or a misprinted diploma exam booklet in accordance with the diploma exam administration rules and (b) late course transfers to prevent the administration of incorrect diploma exams.</td>
<td>• A statement and documentation from the school administrator clearly describing the event. • In the event that a group of students are affected during the writing of the diploma exam, a group application could be submitted to Alberta Education Special Cases and Accommodations Team.</td>
</tr>
<tr>
<td>Reason</td>
<td>Business Rules</td>
<td>Required Documents</td>
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<tr>
<td>--------------------------------</td>
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</tr>
<tr>
<td>Bereavement</td>
<td><strong>Death of an Immediate Family Member</strong>&lt;br&gt;Students who experience the death of</td>
<td>• Obituary/death certificate/funeral announcement and/or,&lt;br&gt;• Funeral arrangement/services&lt;br&gt;documentation outlining the date and time and/or,&lt;br&gt;• Travel information/flight itinerary</td>
</tr>
<tr>
<td></td>
<td>an immediate family member (parents, siblings and children) immediately before (within 3 weeks) of a diploma exam administration are eligible for exemptions from all diploma exams in that administration.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Death of a Non-immediate Family Member and Friends</strong>&lt;br&gt;Students who experience the death of a non-immediate family member (grandparents, uncles, aunts and cousins) or friend may be eligible for an exemption and may take up to three consecutive days starting from the day of passing for grieving.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In addition to the three days for grieving, students may take one day for the funeral services.</td>
<td></td>
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<tr>
<td></td>
<td><strong>Important Note:</strong> The services must conflict with the scheduled diploma exam to be an eligible reason for exemption from writing.</td>
<td></td>
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<tr>
<td></td>
<td>Additional consideration will be made for distance travelled for funeral services.</td>
<td></td>
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<tr>
<td></td>
<td>For the death of a classmate, Special Cases and Accommodations Team will take into consideration the relationship between the deceased and the bereaved.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If outside of the identified business rule timelines, supporting documentation must clearly outline the current academic functional mental state of the bereaved student. To ensure the application for exemption for bereavement outside of the identified business rule timelines is complete, it is recommended that the <strong>Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam</strong> form is used a guideline for the physician. <strong>The Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam</strong> form must be submitted before the diploma exam marks are available on myPass.</td>
</tr>
<tr>
<td>Reason</td>
<td>Business Rules</td>
<td>Required Documents</td>
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</tr>
<tr>
<td>Concussion</td>
<td>The Special Cases and Accommodations Team evaluates and considers the mechanism of the concussion and the severity and symptoms experienced by the student. Diploma exams written over the extent of the administration may be considered separately depending upon the mechanism of the concussion.</td>
<td>• <strong>Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam</strong> form that clearly includes the date and the specific cause of the concussion and the student’s academic functional limitations at the time of writing.</td>
</tr>
<tr>
<td></td>
<td><strong>If the concussion or a post-concussion event occurred within three weeks of the scheduled diploma exam</strong></td>
<td></td>
</tr>
<tr>
<td>Inclement weather</td>
<td>Inclement weather includes situations where the weather conditions prevent a student from being able to arrive safely at the nearest available writing location or where the writing locations have been closed.</td>
<td>• AMA road reports or police accident report or bus company report validating that busses were not operating or tow truck report or school personnel reporting closure.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• In the event that a group of students are impacted and unable to access the writing of a diploma exam as a result of inclement weather, a group application could be submitted to Alberta Education.</td>
</tr>
<tr>
<td>Parent illness</td>
<td>In the event that a parent falls seriously ill or is diagnosed with a terminal illness within three weeks of the diploma exam administration, the student may be eligible for exemption based on the student’s mental state.</td>
<td>• <strong>Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam</strong> form indicating the academic functional and/or cognitive limitations of the student at the time of writing.</td>
</tr>
<tr>
<td>Reason</td>
<td>Business Rules</td>
<td>Required Documents</td>
</tr>
<tr>
<td>--------------------------------------</td>
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<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>School or community emergency or crisis</td>
<td>School or community emergency or crises interfere with school operation immediately before, during or after the administration of a diploma exam. Such events might include natural disasters or other events that might necessitate school closures or the unexpected dismissal of students from the school or diploma exam writing area. In the event that the removal of students from the writing location is temporary, school personnel are expected to maintain security of diploma exam materials and allow the students to return to the diploma exam administration. <strong>Students in these situations must be allowed the full time allotted for the exam.</strong> Students must not be permitted access to digital devices during this time and must be sequestered.</td>
<td>• If a group of students has been impacted, a group application could be submitted to the Special Cases and Accommodations Team.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Principals must notify the Director of Exam Administration and/or the Senior Manager, Business Operations and Special Cases of any irregularities that occurred during the diploma exam administration. If the students impacted by the event may be eligible for exemption, a copy of the <strong>Principal’s Statement</strong> should be sent directly to the Special Cases and Accommodations Team.</td>
</tr>
</tbody>
</table>

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Alberta Education, Provincial Assessment Sector

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**Subpoena to attend court**

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

In the event that the student must attend court that is scheduled at the same time as a diploma exam, the student must:

- demonstrate that they attempted to postpone the court appearance,
- validate the court appearance and,
- provide official evidence that they were in attendance.

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

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

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

d. **Citizenship:** a Citizen certificate or a statement confirming attendance must be obtained from a person of authority commensurate with a court clerk, judge or lawyer.
<table>
<thead>
<tr>
<th>Reason</th>
<th>Business Rules</th>
<th>Required Documents</th>
</tr>
</thead>
</table>
| Surgery    | Students who are scheduled to have surgery are eligible for exemption if the surgery is scheduled at the same time as the diploma exam, occurs as planned and is not re-scheduled. Students may also be eligible for an exemption if the recovery from the surgical procedure covers the time during the diploma exam administration. Medical guidelines for recovery should be followed. | Supporting documentation must validate that surgery took place at the same time as the diploma exam. For surgery: [Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam](#) form or medical discharge papers indicating the surgery took place on the scheduled date. For recovery from surgery: [Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam](#) form indicating the:  
  - anticipated recovery period  
  - functional limitations of the student following surgery and  
  - medication and number of refills permitted. |
## Reasons not eligible for exemption

<table>
<thead>
<tr>
<th>Reason</th>
<th>Business Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ongoing Medical Conditions</strong></td>
<td>If a student with an ongoing medical condition experiences a medical crisis immediately before or during a particular diploma exam, he or she may apply for an exemption or partial exemption from that exam in the same manner in which all students may apply on the basis of an <strong>acute medical condition</strong>.</td>
</tr>
<tr>
<td><strong>Concussion if the student is experiencing symptoms more than three weeks prior to the scheduled diploma exam:</strong></td>
<td>Students experiencing ongoing symptoms related to concussions dated more than three weeks prior to the scheduled diploma exam must utilize the accommodations put into place for classroom instruction and assessment.</td>
</tr>
<tr>
<td><strong>Immediate Family Illness (more than three weeks prior to the diploma exam administration)</strong></td>
<td>In the event that an immediate family member falls seriously ill or is diagnosed with a terminal illness <strong>prior to</strong> three weeks of the diploma exam administration, the student may be eligible for accommodations based on the learning plan created by the school personnel to assist the student during this period of crisis. The learning plan must contain a list of the accommodations provided to this student.</td>
</tr>
<tr>
<td><strong>Severe Test Anxiety and Generalized Anxiety Disorder</strong></td>
<td>Students identified with anxiety-based disorders including severe test anxiety or Generalized Anxiety Disorder may be eligible for accommodations based on the learning plan created by the school personnel to assist the student in managing their anxiety. The learning plan must contain a list of the accommodations provided to this student.</td>
</tr>
<tr>
<td><strong>Planned trip, work or military service</strong></td>
<td>Students anticipating to be away and unable to write a diploma exam as a result of events such as weddings, vacations, work onset, military service, family event or any other planned absence are not eligible to be exempt from the writing of diploma exam(s). The writing of the diploma exam must be deferred to a subsequent administration.</td>
</tr>
<tr>
<td>Reason</td>
<td>Business Rules</td>
</tr>
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<td>----------------</td>
</tr>
</tbody>
</table>
| **Computer Failure/Power Outage and Work Not Saved** | In co-operation with the principal and technical personnel, diploma exam supervisors shall develop a diploma exam administration contingency plan that can be implemented, as required, to address unexpected issues or problems that arise while diploma exams are being written using computers.  
Students must be proficient in their use of technology and the rules governing technology during the writing of diploma exams. Technical difficulties, including the total loss of completed work, is not considered a reason for exemption. In the event of a power or computer/network failure access to the writing of the diploma exam is continuous as students must to be directed to complete the diploma exam by handwriting. |
| **Late Course Transfer** | Exemptions will not be granted for students who write the incorrect diploma exam because they transferred courses after the deadline and were not registered for the correct diploma exam by the registration deadline.  
Principals must develop and implement a process which allows for diploma exam supervisors to provide the correct diploma exam to the student if that student is not registered by the registration deadline. Principals are encouraged to print out a list of students using PASIprep, on the scheduled administration date, for a more current record. |
| **Misprinted Booklets** | If a school receives misprinted booklets with missing pages or questions, the school is permitted to:  
• Photocopy an intact copy and provide the copies to students who have a misprinted booklet  
• Permit students additional writing time equal to the amount of time lost due to photocopying logistics  
If an intact copy is not available at the school, contact Exam Administration and a team member will work to resolve the issue.  
Misprinted booklets are not an eligible reason for an exemption from writing the diploma exam.  
For the above circumstances, the principal shall document the event on the *Principal’s Statement*. |
Diploma Exam Administration
Registration

Diploma exam registration deadlines

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

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

Registration – first-time writers

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

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

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

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

Registration – students with diploma exam fees owing (rewriters and non-funded visiting students)

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

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

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

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

Course-level transfers

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

Students that transfer courses after the deadline must be registered in the new diploma exam. They will not be issued a label and they will not be included on the List of Students.

School staff that permit students to change course levels after the deadline for registering for diploma exams need to submit a Supplemental Shipment form if late course transfers were not included in their capacity calculations.

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

myPass

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

Rewrite fee

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

Rescore fee

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

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

Non-funded visiting students

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

Payment for rewrite, rescore and non-funded visiting student fees

Payment and registration can be submitted one of two ways:

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

Students must send in the Diploma Exam Registration/Rewrite form well in advance of the registration and payment deadline to allow for receipt and processing.
Provincial Writing Centres and August Writing Centres

Provincial diploma exam writing centre policy

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

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

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

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

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

Students who are enrolled in a distance education course and are also enrolled at a local high school are expected to write diploma exams at their local high school. School authority staff must coordinate and communicate available writing centres to high school principals and to Alberta Education.

For August administrations of diploma exams, high schools that operate summer-school programs are also expected to administer diploma exams at their local high school.

Technology is limited at both the Edmonton and Calgary provincial writing centres. Computing devices are distributed for the written component of the diploma exams on a first-come-first-serve basis.
August provincial writing centres

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

August shipping process for school authorities

Exam Administration Branch staff will send to each school authority a form with a list of schools within the authority that are identified, in Alberta Education School Authority Database System (SADS), as Summer Schools for the current school year. School authority staff must coordinate the August writing centres and notify Exam Administration Branch by returning the form to exam.admin@gov.ab.ca. The form is necessary to (a) identify the correct summer-school writing centres and (b) indicate unique shipping instructions for the August administration.
Provincial Writing Centres for the August 2020 administration

<table>
<thead>
<tr>
<th>School Code</th>
<th>Town/City</th>
<th>School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1546</td>
<td>Athabasca</td>
<td>Centre for Alternative and Virtual Education (CAVE)</td>
</tr>
<tr>
<td>0099</td>
<td>Barrhead</td>
<td>Alberta Distance Learning Centre – 4601 63 Avenue</td>
</tr>
<tr>
<td>2720</td>
<td>Bonnyville</td>
<td>Bonnyville Outreach School</td>
</tr>
<tr>
<td>6718</td>
<td>Brooks</td>
<td>Sunrise School</td>
</tr>
<tr>
<td>9996</td>
<td>Calgary</td>
<td>SAIT, Symposium Room in the Campus Centre Building</td>
</tr>
<tr>
<td>1780</td>
<td>Camrose</td>
<td>Battle River Summer School</td>
</tr>
<tr>
<td>5725</td>
<td>Drumheller</td>
<td>Drumheller Valley Secondary School</td>
</tr>
<tr>
<td>1223</td>
<td>Edmonton</td>
<td>Bonaventure Gate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13156 St. Albert Trail N.W., Edmonton (west entrance)</td>
</tr>
<tr>
<td>1857</td>
<td>Fort McMurray</td>
<td>Westwood High School</td>
</tr>
<tr>
<td>1153</td>
<td>Grande Prairie</td>
<td>Bridge Network Outreach School</td>
</tr>
<tr>
<td>1715</td>
<td>High Level</td>
<td>High Level Learning Store</td>
</tr>
<tr>
<td>2028</td>
<td>Hinton</td>
<td>The Learning Connection, Hinton</td>
</tr>
<tr>
<td>2702</td>
<td>Lac La Biche</td>
<td>J.A. Williams High School</td>
</tr>
<tr>
<td>6449</td>
<td>Lethbridge</td>
<td>Victoria Park School</td>
</tr>
<tr>
<td>6850</td>
<td>Medicine Hat</td>
<td>Medicine Hat High School</td>
</tr>
<tr>
<td>1511</td>
<td>Peace River</td>
<td>Peace River High School</td>
</tr>
<tr>
<td>4435</td>
<td>Red Deer</td>
<td>Outreach School Centre</td>
</tr>
</tbody>
</table>

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

Writing centres in the Northwest Territories will be designated as needed. Please contact Northwest Territories Education at (867) 920-6235.

Writing centres in Nunavut will be designated as needed. Please contact Nunavut Department of Education at (867) 975-5660 or (867) 473-2681.
Marks and Results

Diploma exam weighting

Diploma exams are worth 30% of the overall mark for the diploma course. The school-awarded mark is worth 70%.

Diploma exam challenge

Only individuals with mature student status may challenge a diploma exam without taking instruction in the course.

All other students must have completed the course and have a school-awarded mark.

Submitting school-awarded marks

School staff must submit school-awarded marks to Alberta Education for students who have completed diploma course instruction or challenged the diploma course.

School-awarded marks for all diploma exam administrations must be transmitted to PASI in accordance with the dates specified in Schedules and Significant Dates-at-a-Glance.

Further information about reporting student achievement in high school courses are published in the Guide to Education, ECS to Grade 12.
Official marks on Results Statements, transcripts and Alberta high school diplomas

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

1. **Students Registered for Classroom Instruction**

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

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

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

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

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

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

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

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

**Rounding of marks**

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

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

**Reporting to students**

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

The results on myPass, like the transcript, for all diploma exam administrations show:

- The submitted school-awarded mark correlated to the diploma exam administration
- The diploma exam mark achieved during the diploma exam administration
- The highest blended final official mark

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

**Transcripts**

Using myPass, students can request an official Alberta Transcript of High School Achievement.

**Reporting to schools and school authorities**

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

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

A goal of Alberta Education is to make scores achieved on diploma exams within the same course directly comparable from administration to administration, to ensure fairness to students across administrations.

To achieve this goal, the diploma exam has a number of questions in common with a previous diploma exam. Common items are used to find out if the student population writing in one administration differs in achievement from the student population writing in another administration. Common items are also used to find out if the unique items (questions that have never appeared in a previous diploma exam) differ in difficulty from the unique items on the baseline diploma exam that sets the standard to which all students are held.

A statistical process called equating adjusts for differences in difficulty between diploma exams. Diploma exam marks may be adjusted depending upon the difficulty of the diploma exam written relative to the baseline diploma exam. Therefore, the resulting equated diploma exam scores have the same meaning regardless of when and to whom the diploma exam was administered. Equated diploma exam marks are reported to students. More information about equating is available here.

Instructional group reports

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

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

Reporting to the public

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

Multi-year reports

Multi-year reports of diploma exam results, which include results for the 2018–2019 school year, will be available late September 2019.
Retaking a course

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

Concern about a diploma exam mark

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

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

Rescoring a diploma exam

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

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

- Submit payment
- Sign the Declaration

There is an administration fee for each diploma exam rescored. If a diploma exam mark is increased by 5% or more as a result of rescoring, the fee is refunded.

Rewriting a diploma exam

Students must pay a fee and register to rewrite a diploma exam.

If a diploma exam has two components, students must rewrite both components of the diploma exam. All marks are reported on the student’s academic record but only the highest diploma exam mark will be reported on the student’s transcript.
## Significant Dates at-a-Glance: Diploma Exams 2019–2020

### Communications

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>School Authority Staff</td>
<td><strong>September 3, 2019</strong> – Coordinate November, April, and August writing centres and communicate availability to principals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal or Delegate</td>
<td>Enter diploma exam sittings and capacity into PASIprep; system is open and all administration may be entered (<strong>September 3, 2019</strong>)</td>
<td>September 16, 2019</td>
<td>October 17, 2019</td>
<td>February 5, 2020</td>
<td>March 26, 2020</td>
<td>June 22, 2020</td>
</tr>
<tr>
<td></td>
<td><strong>DEADLINE</strong> registrations and course transfers; labels will not be sent for registrations after this date and schools may require a supplemental shipment request</td>
<td>October 2, 2019</td>
<td>November 1, 2019</td>
<td>February 21, 2020</td>
<td>April 9, 2020</td>
<td>July 3, 2020</td>
</tr>
<tr>
<td></td>
<td><strong>DEADLINE</strong> to submit forms to the Special Cases and Accommodations Team:</td>
<td>October 4, 2019</td>
<td>November 1, 2019</td>
<td>February 21, 2020</td>
<td>April 9, 2020</td>
<td>July 2, 2020</td>
</tr>
<tr>
<td></td>
<td>• List of Special Format Materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Application for Accommodations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Application for Special Writing Centre</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>DEADLINE</strong> to request Quest A+</td>
<td>October 11, 2019</td>
<td>November 8, 2019</td>
<td>February 28, 2020</td>
<td>April 17, 2020</td>
<td>July 10, 2020</td>
</tr>
<tr>
<td>Diploma Programs Branch, Alberta Education</td>
<td>Marker nomination packages sent to school authority assessment contacts</td>
<td>N/A</td>
<td>September 3, 2019</td>
<td>N/A</td>
<td>February 3, 2020</td>
<td>N/A</td>
</tr>
<tr>
<td>School Authority Staff</td>
<td>Return marker nomination packages to Diploma Programs Branch, Alberta Education</td>
<td>N/A</td>
<td>October 18, 2019</td>
<td>N/A</td>
<td>March 17, 2020</td>
<td>N/A</td>
</tr>
</tbody>
</table>
## Receiving and Administering Provincial Assessment Booklets and Supporting Materials

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Principal or Designate</td>
<td>Contact Exam Administration if shipment has not arrived or if errors/omissions are identified</td>
<td>October 25, 2019</td>
<td>December 16, 2019 (shipment 1: written components) January 14, 2020 (shipment 2: multiple choice components)</td>
<td>March 18, 2020</td>
<td>May 26, 2020 (shipment 1: written components) June 2, 2020 (shipment 2: multiple choice components)</td>
<td>July 22, 2020</td>
</tr>
<tr>
<td>Exam Administration Branch, Alberta Education</td>
<td>Distribute MP3 files to schools</td>
<td>October 18-22, 2019</td>
<td>January 2-8, 2020</td>
<td>March 20-23, 2020</td>
<td>June 1-5, 2020</td>
<td>July 17-23, 2020</td>
</tr>
<tr>
<td>Principal or Designate</td>
<td>Administer diploma exams in accordance with the schedule</td>
<td>November 1-8, 2019</td>
<td>January 13-30, 2020</td>
<td>April 1-9, 2020</td>
<td>June 10-26, 2020</td>
<td>August 4-13, 2020</td>
</tr>
<tr>
<td>------------------------------</td>
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</tr>
<tr>
<td>Principal or Designate</td>
<td>RETURN all booklets and supporting materials: English Language Arts Part A</td>
<td>November 5, 2019</td>
<td>January 14, 2020</td>
<td>April 2, 2020</td>
<td>June 10, 2020</td>
<td>August 4, 2020</td>
</tr>
<tr>
<td></td>
<td>RETURN all booklets and supporting materials: Français 30–1 and French Language Arts 30–1 Partie A</td>
<td>N/A</td>
<td>January 16, 2020</td>
<td>N/A</td>
<td>June 12, 2020</td>
<td>August 4, 2020</td>
</tr>
<tr>
<td></td>
<td>RETURN all booklets and supporting materials: Français 30–1 and French Language Arts 30–1 Partie B</td>
<td>N/A</td>
<td>January 22, 2020</td>
<td>N/A</td>
<td>June 18, 2020</td>
<td>August 7, 2020</td>
</tr>
<tr>
<td></td>
<td>RETURN all booklets and supporting materials: Mathematics and Mathématiques</td>
<td>November 8, 2019</td>
<td>January 23, 2020</td>
<td>April 7, 2020</td>
<td>June 18, 2020</td>
<td>August 6, 2020</td>
</tr>
<tr>
<td></td>
<td>RETURN all booklets and supporting materials: English Language Arts Part B</td>
<td>November 7, 2019</td>
<td>January 24, 2020</td>
<td>April 7, 2020</td>
<td>June 19, 2020</td>
<td>August 7, 2020</td>
</tr>
<tr>
<td></td>
<td>RETURN all booklets and supporting materials: Biology 30, biologie 30, Chemistry 30, chimie 30</td>
<td>November 8, 2019</td>
<td>January 28, 2020</td>
<td>April 8, 2020</td>
<td>June 24, 2020</td>
<td>August 12, 2020</td>
</tr>
</tbody>
</table>
### Significant Dates at-a-Glance: Diploma Exams 2019–2020

#### Reporting Results

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal or Designate</td>
<td>School-awarded marks must be transmitted to PASI</td>
<td>November 12, 2019</td>
<td>January 27, 2020</td>
<td>April 9, 2020</td>
<td>June 22, 2020</td>
<td>August 5, 2020</td>
</tr>
<tr>
<td>Student Records and PASI</td>
<td>Diploma exam marks are available on myPass</td>
<td>November 21, 2019</td>
<td>February 14, 2020</td>
<td>April 22, 2020</td>
<td>July 17, 2020</td>
<td>August 21, 2020</td>
</tr>
<tr>
<td>Student</td>
<td><strong>DEADLINE</strong> pay diploma exam rewrite fee</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Student Records and PASI</td>
<td><strong>DEADLINE</strong> for submitting rescore request; requests after the deadline will not be accepted</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Evidence and Labour Relations Sector, Alberta Education</td>
<td>Release detailed reports</td>
<td>N/A</td>
<td>March 16, 2020</td>
<td>N/A</td>
<td>August 24, 2020</td>
<td>N/A</td>
</tr>
<tr>
<td>Evidence and Labour Relations Sector, Alberta Education</td>
<td>Release multiyear reports</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Late September</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Contacts

Provincial Assessment Sector
Dan Karas, Executive Director
Provincial Assessment Sector
780-422-4848
Dan.Karas@gov.ab.ca

Exam security, exam rules, scheduling, policy issues
Pascal Couture, Director
Exam Administration
780-643-9157
Pascal.Couture@gov.ab.ca

Special cases, accommodations, provisions, marking centre, special format materials
Pamela Klebanov, Senior Manager
Business Operations and Special Cases
780-427-1912
Pamela.Klebanov@gov.ab.ca

Packing, shipping of diploma exam materials
Exam Administration team
780-427-1857
exam.admin@gov.ab.ca

Result statements and rescores
Rita Boonstra, Director’s Assistant
Marking Centre
780-427-1857
exam.admin@gov.ab.ca

Special cases, accommodations for students, provisions, special-format materials
General inquiries
780-427-9795
780-415-9242
special.cases@gov.ab.ca

Amy Wu, Coordinator
Business Coordinator (Field Testing, GED and Special Cases and Accommodations)
780-415-9242
Amy.Wu@gov.ab.ca

Diploma Exam format, content, confirming standards, marking, results reporting
Deanna Shostak, Director
Diploma Programs
780-422-5160
Deanna.Shostak@gov.ab.ca

French Assessment
Nicole Lamarre, Director
French Assessment
780-427-6204
Nicole.Lamarre@gov.ab.ca

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

**Diploma Exam Managers**

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**Marc Kozak (Examiner)**
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**Stan Bissell**
Science 30  
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Stan.Bissell@gov.ab.ca

**Provincial Assessment Sector**
Provincial Assessment Sector  
Alberta Education  
6th Floor, 44 Capital Boulevard  
10044 108 Street NW  
Edmonton AB T5J 5E6

Telephone: 780-427-0010  
For a toll free connection, dial  
(780) 310-0000  
Fax: 780-422-4200  
Alberta Education website:  
education.alberta.ca

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

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

**Inquiries about school marks and mature student status**
Telephone: (780) 422-9337  
Fax: (780) 427-4708

**Inquiries about diploma certificates**
Telephone: (780) 427-5732  
Email: StudentRecords@gov.ab.ca

**Student enrolment and marks**
Telephone: (780) 422-9337  
Email: StudentRecords@gov.ab.ca