If you plan to print this document 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 *Field Testing Program: Rules, Procedures and Request Guide* includes many links.

The Alberta Education website has recently undergone a major redesign and continues to be updated. Links in the *Field Testing Program: Rules, Procedures and Request Guide* 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.
# Contents

Introduction ................................................................................................................................. 1
- Assessing the Programs of Study .......................................................................................... 1
- Benefits for teachers and students ....................................................................................... 1
- The necessity of field testing ............................................................................................... 1
- Types of feedback ................................................................................................................. 2
- Question format .................................................................................................................... 2

Field Test Format ......................................................................................................................... 3

Field Test Accommodations ......................................................................................................... 5

Special-format Practice Tests ..................................................................................................... 5

Participation Requirements ......................................................................................................... 5

Participation Approval and Request Process ............................................................................... 6

Field Test Security and Administration Rules ............................................................................ 8

Field Test Request and Administration Dates ............................................................................. 9
  - Provincial Achievement Tests .............................................................................................. 9
  - Diploma Examination Program—Session 1 .......................................................................... 11
  - Diploma Examination Program—Session 2 ......................................................................... 13

Field Test Perusal Processes ...................................................................................................... 14

Receiving Field Test Materials .................................................................................................. 14
  - Pickup or delivery for paper and hybrid formats ................................................................. 14
    - Pick up ............................................................................................................................ 14
    - Delivery .......................................................................................................................... 14

Preparation Prior to the Field Test ............................................................................................. 16

Administering Field Tests ......................................................................................................... 16
  - Instructions to students and teachers .................................................................................. 16
  - Test security ...................................................................................................................... 17
  - Distributing field test booklets ........................................................................................... 17
  - Completing a general purpose answer sheet (Feuille de réponses à usage général) for field tests ......................................................................................................................... 17

Marking and Collecting Field Tests .......................................................................................... 18
  - Marking multiple-choice and/or numeric response field tests .......................................... 18
  - Field test supervisor’s statement ....................................................................................... 18

Returning Field Tests .................................................................................................................. 19

Sample Forms ............................................................................................................................ 21
  - Field test packing slip ......................................................................................................... 21
  - General Purpose Answer Sheet ............................................................................................ 22
  - Feuille de Réponses À Usage Général .................................................................................. 23

Contacts ...................................................................................................................................... 25

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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 field test-related materials on the [Alberta Education website](https://www.gov.ab.ca).
Introduction

Field testing is a critical large scale assessment design process with the objective of testing the test questions before they appear on a provincial assessment.

Assessing the Programs of Study

Generally, field tests, like provincial assessments, are designed to assess outcomes from the entire Programs of Study. However, Alberta Education also administers unit field tests which assess learning outcomes from components within a particular area of the Programs of Study.

Benefits for teachers and students

Field tests provide teachers and students with examples of the style and content of questions that may appear on provincial assessments. Through the field testing experience, students are exposed to provincial assessment rules and procedures as well as a conventional large-scale standardized writing environment. This exposure and familiarization has the potential to reduce test anxiety.

Teachers receive students’ marks promptly, for many provincial assessment-related courses, gaining useful, immediate information about their students’ understanding of the Programs of Study outcomes.

Teachers and students can be reassured that the questions on provincial assessments have undergone a rigorous process of development, improvement and validation.

The necessity of field testing

Field testing ensures that Alberta Education provincial assessments are fair, reliable and valid. Therefore, it is important to remember that field tests are as important as Provincial Achievement Tests and diploma exams. They must be administered and supervised with the same rigour and standard.

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

Each field test requires a large student sample to provide the assessment developers with information including, but not limited to, statistical data and comments from teachers and students.
Types of feedback

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

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

Changes to questions are influenced by the written comments of teachers and students, who provide valuable feedback.

Question format

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

Field tests are available in some or all formats: paper, digital, or hybrid formats. Alberta Accredited International Schools only have access to digital format field tests.

<table>
<thead>
<tr>
<th></th>
<th>Paper</th>
<th>Digital</th>
<th>Hybrid</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supervisors</strong></td>
<td>May be administered by a contracted Alberta Education employee, by the requesting teacher or a teacher designate employed by the school</td>
<td>Supervised by the requesting teacher</td>
<td>Supervised by the requesting teacher</td>
</tr>
<tr>
<td><strong>Receiving and Security</strong></td>
<td><strong>Contracted Alberta Education employee:</strong> will bring the paper field test and materials on the date of administration</td>
<td>Alberta Education’s Quest A+ locked browser application ensures field test storage and administration security</td>
<td>The paper portion are shipped to the school and <strong>must be stored in a secured environment</strong>; preferably the main office</td>
</tr>
<tr>
<td><strong>Administration</strong></td>
<td><strong>Requesting or designated teacher:</strong> paper field test and materials are shipped to the school and <strong>must be stored in a secured environment</strong>; preferably the main office</td>
<td>Using Alberta Education’s Quest A+ locked browser application</td>
<td>Using paper format and Alberta Education’s Quest A+ locked browser application</td>
</tr>
<tr>
<td><strong>Returning Field Tests</strong></td>
<td>All paper format field tests and source materials must be returned to Alberta Education</td>
<td>Provincial Achievement Tests Written Response Components using local word-processing solutions: all paper, source materials and student responses must be returned to Alberta Education</td>
<td>All hybrid format field tests and source materials must be returned to Alberta Education</td>
</tr>
<tr>
<td>Paper</td>
<td>Digital</td>
<td>Hybrid</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>--------</td>
<td>--------</td>
<td></td>
</tr>
</tbody>
</table>
| **Marks**<br><br>**Multiple-choice and/or numeric response questions**<br>are marked by the supervisor:<br><br>- Student results are tabulated and provided to the requesting teacher (if administered by an Alberta Education contracted employee)<br>- Alberta Education does not provide any other supplementary information<br><br>**Written-response components:**<br>- Grade 6 and 9 Language Arts written response components are not to be marked by the requesting or designated teacher.<br>- For Mathematics 30-1 and Mathematics 30-2 written response components, the requesting or designated teacher is responsible for marking student responses to these questions.<br>- If an Alberta Education contracted employee administers the field tests, marking must occur within the scheduled time allocated.<br><br>**Student results are electronically marked at Alberta Education and emailed to the requesting teacher**<br>- In addition to a raw score, results contain supplementary information, including the proportion of students in the class who chose each alternative on the multiple-choice items and the proportion that left a numeric response item blank<br>- Teachers may use the results during the field test perusal<br>- For mathematics and all science field tests, the blueprint information will also be included<br><br>- Student results are electronically marked at Alberta Education and emailed to the requesting teacher<br>- In addition to a raw score, results contain supplementary information, including the proportion of students in the class who chose each alternative on the multiple-choice items and the proportion that left a numeric response item blank<br>- Teachers may use the report during the field test perusal<br>- For mathematics and all science field tests, the blueprint information will also be included
Field Test Accommodations

Field tests are not available in special formats. Writing accommodations such as reader or scribe may be permitted.

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

If class time permits, and students need more time, the writing time may be extended by 15 minutes. However, students who are unable to complete the entire field test are not to be penalized and raw scores may be prorated. Teachers may create a mark for the student out of the number of questions completed and not the entire field test. Students should not be instructed to guess the remaining answers on the field test as this does not provide data that is a genuine representation of student ability.

Special-format Practice Tests

To provide students with an opportunity to practice provincial assessment-style questions and content in Braille, audio, large print, or coloured print versions, Alberta Education special-format practice tests are available. Special-format practice tests are offered in all provincial assessment courses. Braille tests are available in English and are made-to-order in French. All special-format practice tests are provided free of charge, but limits may be placed on order volumes to ensure access for everyone.

Special-format practice test order form

Participation Requirements

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

1. The teacher must submit a request for a field test by the deadline.

2. A field test placement of the format specified by the teacher must be available for scheduling.
Participation Approval and Request Process

The process to review field test requests and schedule field test administrations is deadline-sensitive.

1. If a superintendent has previously provided authorization for Alberta Education to conduct field tests in their school authority, the consent will automatically be carried forward to subsequent years. If a superintendent does not permit their schools to participate in field testing or would like to verify or change the status of authorization, please notify field.test@gov.ab.ca expressing this intent.

2. If a school principal has previously provided consent for teachers within their school to participate in the Field Testing Program, the consent will be carried over to subsequent years. If a school principal would like to remove this consent or would like to verify or change the status of consent, please notify field.test@gov.ab.ca expressing this intent.

Instructions regarding the process to request field tests digitally can be found at this link: http://goo.gl/aTGB8F

<table>
<thead>
<tr>
<th>Step</th>
<th>Item</th>
<th>Staff and Resource</th>
<th>Troubleshooting and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Obtain Alberta Education account</td>
<td>Teacher</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Authorize new-to-the-school teachers</td>
<td>Principal: new PAS accounts will generate an email sent to the principal. Principal must authorize that teacher before a field test request can be submitted</td>
<td>Principals must remove authorization from staff who are no longer working at the school</td>
</tr>
<tr>
<td>3</td>
<td>Request field test:</td>
<td>Teacher</td>
<td></td>
</tr>
<tr>
<td>Option 3.1.</td>
<td>Submit the field test request digitally</td>
<td>Field Test Scheduler <a href="http://public.education.alberta.ca/FieldTestScheduler">http://public.education.alberta.ca/FieldTestScheduler</a></td>
<td>Digital submission allows for self-management of field test requests</td>
</tr>
<tr>
<td>Option 3.2.</td>
<td>Submit the field test request by paper form</td>
<td>Forms <a href="https://www.alberta.ca/assets/documents/ed-pat-field-test-request-form.pdf">https://www.alberta.ca/assets/documents/ed-pat-field-test-request-form.pdf</a> <a href="https://www.alberta.ca/assets/documents/ed-diploma-exam-field-test-request-form.pdf">https://www.alberta.ca/assets/documents/ed-diploma-exam-field-test-request-form.pdf</a></td>
<td>Email to <a href="mailto:field.test@gov.ab.ca">field.test@gov.ab.ca</a></td>
</tr>
<tr>
<td>Step</td>
<td>Item</td>
<td>Staff and Resource</td>
<td>Troubleshooting and Notes</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------------------------------------</td>
<td>--------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 4    | Alberta Education processes the field test request                   | **Field test office staff**          | Paper field test requests are reviewed to assign a contracted Alberta Education employee or requesting/designated teacher in the request system  
For requests made outside of the designated administration dates, teachers will be contacted |
| 5    | Alberta Education communicates and confirms field test placements    | **Field test office staff by email** | • Paper format field tests: email confirmation is transmitted to the teacher who requested the field test. School staff who submit requests for other teachers must identify the actual classroom instructor in the comment field for contact purposes  
• Digital and hybrid format field tests: email confirmation is transmitted to the teacher who placed the request. The email communicates information the teacher requires to access and administer the digital or hybrid format field test. School staff who submit requests for other teachers must provide the confirmation email to the actual classroom instructor |
Field Test Security and Administration Rules

For field test results to be valid and reliable, field tests must be administered under conditions equivalent to the administration of provincial assessments. Consequently, all of the rules and procedures that are specified in the *General Information Bulletins* for the administration of Provincial Achievement Tests and diploma exams apply to the administration of field tests.

In addition to the rules and procedures that are specified in the *General Information Bulletins*, the following rules must be adhered to when field tests are administered:

1. The security of all field test materials must be maintained before, during and after their administration
2. Students must be made aware of the purpose and importance of a field test prior to its administration
3. Students who arrive late are not permitted to write a field test if there is insufficient time to complete it within the scheduled administration time
4. Teachers whose students are writing paper format field tests under the supervision of a contracted Alberta Education employee must remain present in the field testing room for the duration of the field test and are expected to verify the answer key and to review and validate field test items
5. Prior to reviewing and validating a paper format field test, a teacher must review and sign a declaration regarding the security of the field test materials
6. Only teachers whose students are writing a particular field test may examine its contents
7. Validation of a paper format field test must occur in the room where the field test is being administered
8. Validation of a digital or hybrid format field test must occur within a 24-hour period following the field test administration
9. After the 24-hour perusal period, *source material for hybrid format field tests must be returned to Alberta Education*
10. No paper, digital, or hybrid format field test questions or answer key may be copied, either by hand, electronically, or replicated in any manner for any purpose
11. Discussion of field test questions after their administration must be limited to a review of the concepts being assessed rather than to details of specific questions
Field Test Request and Administration Dates

Provincial Achievement Tests

Begin requesting field tests: September 3, 2019

<table>
<thead>
<tr>
<th>Course</th>
<th>Administration Dates</th>
<th>Paper Format Request Deadline</th>
<th>Digital Format Request Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Français 6 et 9 Partie A: Écriture</td>
<td>March 2–April 27</td>
<td>February 3</td>
<td></td>
</tr>
<tr>
<td>Français 6 et 9 Partie B: Lecture</td>
<td>April 30–June 8</td>
<td>April 2</td>
<td></td>
</tr>
<tr>
<td>French Language Arts 6 et 9 Partie A: Écriture</td>
<td>March 2–April 27</td>
<td>February 3</td>
<td></td>
</tr>
<tr>
<td>French Language Arts 6 et 9 Partie B: Lecture</td>
<td>April 30–June 8</td>
<td>April 2</td>
<td></td>
</tr>
<tr>
<td>Grade 6 ELA Part A: Writing</td>
<td>March 2–April 17</td>
<td>February 3</td>
<td></td>
</tr>
<tr>
<td>Grade 6 ELA Part B: Reading</td>
<td>May 19–June 19</td>
<td>April 20</td>
<td></td>
</tr>
<tr>
<td>Grade 6 ELA Part B: Reading</td>
<td>May 19–June 19</td>
<td>April 20</td>
<td></td>
</tr>
<tr>
<td>Grade 9 ELA Part A: Writing</td>
<td>March 2–April 17</td>
<td>February 3</td>
<td></td>
</tr>
<tr>
<td>Grade 9 ELA Part B: Reading</td>
<td>May 19–June 19</td>
<td>April 20</td>
<td></td>
</tr>
<tr>
<td>K&amp;E 9 ELA Part A: Writing</td>
<td>March 2–April 17</td>
<td>February 3</td>
<td></td>
</tr>
<tr>
<td>K&amp;E 9 ELA Part B: Reading</td>
<td>May 19–June 19</td>
<td>April 20</td>
<td></td>
</tr>
<tr>
<td>Grade 6 Mathematics and Mathématiques Part(ie) A Year-End Number Operations (No Calculator)</td>
<td>May 19–June 19</td>
<td>April 20</td>
<td></td>
</tr>
<tr>
<td>Grade 6 Mathematics and Mathématiques Part(ie) B Year-End</td>
<td>May 19–June 19</td>
<td>April 20</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Administration Dates</td>
<td>Paper Format Request Deadline</td>
<td>Digital Format Request Deadline</td>
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<tr>
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<td>-----------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Grade 9 Mathematics and Mathématiques Part(i)e A Year-End Number Operations (No Calculator)</td>
<td>May 19–June 19</td>
<td>April 20</td>
<td>Five (5) working days prior to administration</td>
</tr>
<tr>
<td>Grade 9 Mathematics and Mathématiques Part(i)e B Year-End</td>
<td>May 19–June 19</td>
<td>April 20</td>
<td></td>
</tr>
<tr>
<td>K&amp;E Mathematics</td>
<td>May 19–June 19</td>
<td>April 20</td>
<td></td>
</tr>
<tr>
<td>Grade 6 Social Studies and Études sociales</td>
<td>May 19–June 19</td>
<td>April 20</td>
<td></td>
</tr>
<tr>
<td>Grade 9 Social Studies and Études sociales</td>
<td>May 19–June 19</td>
<td>April 20</td>
<td></td>
</tr>
<tr>
<td>K&amp;E Social Studies</td>
<td>May 19–June 19</td>
<td>April 20</td>
<td></td>
</tr>
<tr>
<td>Grade 6 Science and Sciences</td>
<td>Unit tests: September 16–June 19 Year end: May 19–June 19</td>
<td>April 20</td>
<td></td>
</tr>
<tr>
<td>Grade 9 Science and Sciences</td>
<td>Unit tests: September 16–June 19 Year end: May 19–June 19</td>
<td>April 20</td>
<td></td>
</tr>
<tr>
<td>K&amp;E Science</td>
<td>May 19–June 19</td>
<td>April 20</td>
<td></td>
</tr>
</tbody>
</table>
### Diploma Examination Program—Session 1

**Begin requesting field tests: September 3, 2019**

<table>
<thead>
<tr>
<th>Course</th>
<th>Administration Dates (Paper and Hybrid)</th>
<th>Paper Request Deadline</th>
<th>Hybrid Request Deadline</th>
<th>Administration Dates (Digital)</th>
<th>Digital Format Request Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology and Biologie 30</td>
<td>Year end: December 2–20 and January 2–23</td>
<td>N/A</td>
<td>November 25</td>
<td>Year end: December 2–20 and January 2–23</td>
<td>Five (5) working days prior to administration</td>
</tr>
<tr>
<td>Chemistry and Chimie 30</td>
<td>Year end: December 2–20 and January 2–24</td>
<td>N/A</td>
<td>November 25</td>
<td>Unit tests: September 16–December 20 and January 2–24 Year end: December 2–20 and January 2–24</td>
<td></td>
</tr>
<tr>
<td>English Language Arts 30-1</td>
<td>December 2–20</td>
<td>November 4</td>
<td>November 4</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>January 2–22</td>
<td>November 25</td>
<td>November 25</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>English Language Arts 30-2</td>
<td>December 2–20</td>
<td>November 4</td>
<td>November 4</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>January 2–22</td>
<td>November 25</td>
<td>November 25</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Français 30-1</td>
<td>December 2–20</td>
<td>November 4</td>
<td>November 4</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>January 2–20</td>
<td>November 25</td>
<td>November 25</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>French Language Arts 30-1</td>
<td>December 2–20</td>
<td>November 4</td>
<td>November 4</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>January 2–20</td>
<td>November 25</td>
<td>November 25</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Administration Dates (Paper and Hybrid)</td>
<td>Paper Request Deadline</td>
<td>Hybrid Request Deadline</td>
<td>Administration Dates (Digital)</td>
<td>Digital Format Request Deadline</td>
</tr>
<tr>
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</tr>
<tr>
<td>Mathematics and Mathématiques 30-1</td>
<td>Year end: December 2–20</td>
<td>November 4</td>
<td>N/A</td>
<td>Year end: December 2–20</td>
<td>Five (5) working days prior to administration</td>
</tr>
<tr>
<td></td>
<td>Year end: January 2–17</td>
<td>November 25</td>
<td>N/A</td>
<td>Year end: January 2–20</td>
<td></td>
</tr>
<tr>
<td>Mathematics and Mathématiques 30-2</td>
<td>Year end: December 2–20</td>
<td>November 4</td>
<td>N/A</td>
<td>Unit tests: October 1–December 20 and January 2–20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year end: January 2–17</td>
<td>November 25</td>
<td>N/A</td>
<td>Year end: December 2–20 and January 2–20</td>
<td></td>
</tr>
<tr>
<td>Physics and Physique 30</td>
<td>Year end: December 2–20 and January 2–27</td>
<td>N/A</td>
<td>November 25</td>
<td>Unit tests: September 3–December 20 and January 2–27</td>
<td>Year end: December 2–20 and January 2–27</td>
</tr>
<tr>
<td>Science 30</td>
<td>Year end: December 2–20 and January 2–28</td>
<td>N/A</td>
<td>November 25</td>
<td>Unit tests: September 16–December 20 and January 2–28</td>
<td>Year end: December 2–20 and January 2–28</td>
</tr>
<tr>
<td>Social Studies 30-1 and Études sociales 30-1</td>
<td>January 2–23</td>
<td>November 25</td>
<td>November 25</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Social Studies 30-2</td>
<td>January 2–23</td>
<td>November 25</td>
<td>November 25</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
### Diploma Examination Program—Session 2

Begin requesting field tests: September 3, 2019

<table>
<thead>
<tr>
<th>Course</th>
<th>Administration Dates (Paper and Hybrid)</th>
<th>Paper Request Deadline</th>
<th>Hybrid Request Deadline</th>
<th>Administration Dates (Digital)</th>
<th>Digital Format Request Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology and Biologie 30</td>
<td>Year end: May 11–June 19</td>
<td>N/A</td>
<td>April 24</td>
<td>Year end: May 11–June 19</td>
<td>Five (5) working days prior to administration</td>
</tr>
<tr>
<td>Chemistry and Chimie 30</td>
<td>Year end: May 11–June 22</td>
<td>N/A</td>
<td>April 9</td>
<td>Unit tests: February 17–June 22</td>
<td>Year end: May 11–June 22</td>
</tr>
<tr>
<td>English Language Arts 30-1</td>
<td>May 11–June 18</td>
<td>April 9</td>
<td>April 9</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>English Language Arts 30-2</td>
<td>May 11–June 18</td>
<td>April 9</td>
<td>April 9</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Français 30-1</td>
<td>May 11–June 16</td>
<td>April 9</td>
<td>April 9</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>French Language Arts 30-1</td>
<td>May 11–June 16</td>
<td>April 9</td>
<td>April 9</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Mathematics and Mathématiques 30-1</td>
<td>Year end: May 11–June 15</td>
<td>April 24</td>
<td>N/A</td>
<td>Year end: May 11–June 16</td>
<td></td>
</tr>
<tr>
<td>Mathematics and Mathématiques 30-2</td>
<td>Year end: May 11–June 15</td>
<td>April 24</td>
<td>N/A</td>
<td>Unit tests: March 1–June 16</td>
<td>Year end: May 11–June 16</td>
</tr>
<tr>
<td>Physics and Physique 30</td>
<td>Year end: May 11–June 23</td>
<td>N/A</td>
<td>April 24</td>
<td>Unit tests: February 3–June 23</td>
<td>Year end: May 11–June 23</td>
</tr>
<tr>
<td>Science 30</td>
<td>Year end: May 11–June 24</td>
<td>N/A</td>
<td>April 24</td>
<td>Unit tests: February 3–June 24</td>
<td>Year end: May 11–June 24</td>
</tr>
<tr>
<td>Social Studies 30-1 and Études sociales 30-1</td>
<td>June 1–19</td>
<td>May 4</td>
<td>May 4</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Social Studies 30-2</td>
<td>June 1–19</td>
<td>May 4</td>
<td>May 4</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
Field Test Perusal Processes

Digital-format and hybrid-format field test validation versions are accessed in the same way that students access digital-format and hybrid-format field tests. Log in with the Exam PIN under, “Secure Exams.” Then read through the instructional pages. On the next screen, click on the, “Teacher?” link near the top. The Supervisor PIN will then be required, which is included with the field test instructions.

Receiving Field Test Materials

Pickup or delivery for paper and hybrid formats

Contracted Alberta Education employees will receive notification by email when field test materials are ready for pick up or delivery.

Pick up

Contracted Alberta Education employees located in Edmonton and surrounding area

Provincial Assessment Sector Distribution Office
Bonaventure Gate Building, Main Floor
13156 Street Albert Trail NW
Edmonton, AB T5L 4P6
780-427-1857
(The door is on the west side of the building)

Delivery

Shipped by courier to areas outside the greater Edmonton area to the supervisor.

Deliveries will include the following:

- **Packing Slip:** the packing slip is to be used to verify the number of paper copies received for each field test. It is the responsibility of the field test supervisor to ensure all field test materials are received. Upon receipt of the field test materials, count the number of booklets in each package. Initial the packing slip if the number of booklets received matches the number on the packing slip. If there is an error, contact the field test office immediately.

- **Validation Copy:** an exact replica of the field test and is available for the teacher to review, work through and comment. The first copy in the bundle of field tests received has been stamped Validation Copy #1 and has a space, which the requesting teacher must sign. All comments are to be made directly on the Validation Copy.
• In each field test bundle is:
  – One Validation Copy
  – One copy of the booklet for the supervisor’s reference
  – The numbers of booklets requested by the teacher

Not including the Validation Copy, the supervisor must number the remaining field test booklets in the upper right corner of each booklet beginning with number 2. Numbering booklets are part of the preparation time and must be completed before the administration date and time.

Numbering the booklets is a security measure; supervisors are to ensure that all booklets are returned to Exam Administration.

One Question Booklet and one Readings/Source Booklet equal one set. The booklets will not appear separately on the packing slip. If you are missing any part of a set, contact the field test office.

• Declaration of Security Form: the teacher must sign the Declaration of Security Form. In the event that a substitute teacher replaces the classroom teacher during the field test administration, the substitute teacher is required to sign the Declaration of Security Form.

• Marking Keys (printed and transparency): use the printed keys to mark multiple-choice and/or numeric response questions and transparency marking keys for answer sheets. The identification number on each marking key must be verified to ensure that it matches the identification number on the corresponding field test.

• Alberta Education Contracted Employee Contact Information: Alberta Education contracted employees are responsible for finding an alternate in all circumstances in which you are unable to administer a scheduled field test.

• Checklist for Completing Field Tests: a guide for processing and returning field test materials

• Individual Class Record Form: students enter their own first and last name beside the corresponding booklet number. The field test supervisor must not fill in the Individual Class Record. This form may be used to record students’ marks. The teacher may retain a copy at the school and the original must be returned to Exam Administration.

• Answer sheets (for multiple-choice and/or numeric response): The answer sheets are included for multiple-choice and/or numeric response field tests. Use the transparent marking key for marking.
Preparation Prior to the Field Test

Alberta Education contracted employees will receive tentative schedules prior to the administration. Tentative schedules are distributed to ensure that Alberta Education contracted employees contact teachers, by email, to confirm field test administration dates, times and number of students writing. Tentative schedules are not official and may be modified by the Field Test Office. Alberta Education contracted employees will receive an official schedule with their materials.

Confirmation of Field Test Information must occur in writing.

Alberta Education contracted employees must confirm:

- Class size, administration date and start/end time of administration. Contact the field test office with your Field Test Request Number immediately if additional materials are required.

- The type of field test (multiple-choice/numeric response, written response) and length of the field test.

Alberta Education contracted employees must ensure that a reply to the confirmation email is received from the teacher by email. This reply confirmation email must be forwarded to field.test@gov.ab.ca.

Administering Field Tests

**Alberta Education contracted employees** must identify their role upon arrival at the school and wear the provided lanyard to each scheduled field test administration.

Instructions to students and teachers

Directions must be given quickly yet accurately to ensure that students have time to answer all questions on the field test.

*Through the field testing process, questions are removed, revised, or used as-is on future provincial assessments. The statistics gained from field tests inform the building of Provincial Assessments. Field tests also provide exposure to provincial assessment-type questions. For these reasons, field tests are administered under the same conditions as all provincial assessments. It is very important students answer all questions on the field test to the best of their ability.*

*Students must be informed that if they do not have time to complete all the questions in a field test, it is better to leave the answer blank than to quickly fill in random responses. Students are not to be instructed that they will be scored on only the questions that they attempt.*
If a question is unclear, teachers should comment using the Validation Copy. Neither the supervisor nor the teacher is permitted to interpret or discuss the question with the students during the field test administration.

• Field test supervisors must inform students of the number of questions on the field test and the amount of time allotted to write the field test

• There must be no personal electronic devices in the field testing room

• Teachers and/or students may use the washroom during the field test at any time; however, teachers and students must leave the field test materials in the field testing room

Test security
• All field tests materials are secured and must be treated in the same manner as all provincial assessments

• The creation of copies of questions and/or answers of questions either digitally/by hand is prohibited

It is expected that supervisors circulate around the room throughout the field test administration and actively observe the students while they are writing the field test.

In the event that you suspect a cheating incident or possible breach of security during a field test administration, you must report this event on the Declaration of Security, noting the event, names of students involved and a statement outlining the incident.

Distributing field test booklets
Field test supervisors must hand out the booklets to each student and field tests are not to be passed from the front of each row, nor are they to be distributed according to a class list. Students must be instructed to print their first and last name on the front cover of the field test booklet.

Completing a general purpose answer sheet (Feuille de réponses à usage general) for field tests
It is imperative that students are instructed to complete the answer sheets correctly. Examples of the answer sheets for English and French versions and instructions for completing them are included in this manual. No answer sheets are to be used other than those provided by the Provincial Assessment Sector. Field test supervisors must ensure that all sections on the answer sheets have been fully completed.
Marking and Collecting Field Tests

Following the administration, the answer sheet must be placed inside the front cover of each student’s question booklet. The field test readings/source and question booklets, and the answer sheet must all include the student’s name.

Supervisors must ensure students have the information completed before marking the field test.

Marking multiple-choice and/or numeric response field tests

Use the transparency provided to mark the multiple-choice and/or numeric response field tests. Record the marks on the Individual Class Record form; a copy may be retained at the school and the original must be returned with the field test materials to Exam Administration Branch.

- No check marks or annotations are to be made on the answer sheets
- Scoring is not mandatory
- The classroom teacher is encouraged to mark the Mathematics field test written response component. A scoring guide is provided for their reference.

Field test supervisor’s statement

Validates that all scheduled field test administrations during the field testing session were administered in accordance with the rules outlined in this manual and all duties and responsibilities of the field test supervisor were fulfilled. Only one Field Test Supervisor’s Statement needs to be completed per session for Alberta Education contracted employees.
Returning Field Tests

Alberta Education contracted employees must return all field test materials immediately following their last scheduled field test.

Requesting teachers or teachers designated at the school must return the field test material with two (2) business days of the administration.

All school staff and Alberta Education contracted employees outside the greater Edmonton region

All field test materials must be returned to Provincial Assessment Sector Distribution Office using the waybill. Remove the original shipment bills from the box if boxes are being reused. The return waybill must be completed carefully and accurately. Notify the field test office of all problems regarding the shipment of field test booklets using the subject line: FT Shipping and Receiving: Supervisor Code, Supervisor Name, Field Test Request Number. Do not ship from the depot. Mileage will not be compensated.

Alberta Education contracted employees in Edmonton and Surrounding Area: Edmonton and surrounding area Alberta Education contracted employees must return field test materials to the Provincial Assessment Sector Distribution Office:

Provincial Assessment Sector Distribution Office
Bonaventure Gate Building, Main Floor
13156 Street Albert Trail NW
Edmonton, AB T5L 4P6
780-427-1857

Office hours for pickup and delivery of field tests are from 7:15 A.M. to 12:00 P.M. and from 1:00 P.M. to 3:15 P.M.
Loomis waybill

The Loomis waybill must be completed as per the instructions indicated in the examples provided below. Failure to correctly complete the waybill may delay or result in the loss of a shipment. This can have serious consequences, as the field tests are secured materials.

Sample Loomis waybill

In addition to the rules and procedures that are specified in the General Information Bulletins, the following rules must be adhered to when field tests are administered:

1. Name, Address, City, Province, Postal Code and Telephone

2. Reference: Enter any reference number for your shipment. This number allows you to track the shipment at [www.loomis-express.com](http://www.loomis-express.com)

3. Date and signature

4. Shipment Information: Enter the total number of boxes
# Sample Forms

## Field test packing slip

<table>
<thead>
<tr>
<th>Field Test Packing Slip</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supervisor</strong></td>
</tr>
<tr>
<td><strong>School</strong></td>
</tr>
<tr>
<td><strong>Length (min.)</strong></td>
</tr>
<tr>
<td><strong>Teacher</strong></td>
</tr>
</tbody>
</table>

### Special Instructions

This space is to be used to notify the Shipping and Receiving area of any issues surrounding the acceptance and/or return of field testing materials. This may include, but is not limited to: late shipments, shipments not being picked up in a timely manner, open boxes, damaged boxes, boxes left attended, and so forth.
Ensure that the corners and edges of the answer sheet are protected. When damaged, the scanner cannot read the sheet.

Students writing diploma field tests must fill in sections A through H. Ensure that students fill in the circles in sections D through H with an HB pencil.

Section F: school code, located on the front of the packing slip.

Section G: eight-digit test code, located on the test booklet as well as on the packing slip.

Section H: Special Fields (English Language Arts 30–1 and English Language Arts 30–2)

- Boxes A and B: students indicate the number of years of instruction in English, commencing with Grade 1. Years in French Immersion programs also are counted as years in English. In the example shown on page 10, the student’s language of instruction has been English for nine years.

- Boxes C and D: indicate the length of class in minutes. For example, if the class is 65 minutes, the students would mark in 6 in column C and 5 in column D, as shown on page 13.

Students omit Section H for Social Studies 30–1, Etudes Sociales 30–1 and Social Studies 30–2 field tests.
Feuille de Réponses À Usage Général

Assurez-vous que les coins et les côtes de la feuille de réponses ne sont pas endommagés. Si c’est le cas, le balayeur ne pourra lire les feuilles.

Les élèves qui passent des tests expérimentaux dans des matières qui font l’objet d’un examen en vue du diplôme de 13e année doivent remplir les sections A à H. Assurez-vous que les élèves noircissent les cercles des sections D à H avec un crayon à mine HB.

Dans la Section F: indiquer le code de l’école, qui figure sur le bon d’envoi.

Dans la Section G: indiquer le code du test (code à 8 chiffres), qui figure sur le livret de test et sur le bon d’envoi.

La Section H: Domaines spéciaux, vise seulement les tests expérimentaux dans les matières qui font l’objet d’un examen en vue de l’obtention du diplôme de 13e année.

- **Cases A et B:** indiquer le nombre d’années d’instruction en français à partir de la 1re année. Les années d’instruction en immersion française seront considérées comme des années d’instruction en français. Dans l’exemple ci-contre, la langue d’instruction de l’élève a été le français pendant neuf années.

- **Cases C et D:** indiquer la durée des classes en minutes. Par exemple, si les classes durent 65 minutes, on doit noircir le cercle 6 dans la colonne C et le cercle 5 dans la colonne D.
Section H, domaines spéciaux, pour les tests de Français 30–1 et French Language Arts 30–1

- **Cases A et B**: indiquer le nombre d’années d’instruction en français à partir de la 1re année. Les années d’instruction en immersion française seront considérées comme des années d’instruction en français. Dans l’exemple ci-contre, la langue d’instruction de l’élève a été le français pendant neuf années.

- **Cases C et D**: indiquer la durée des classes en minutes. Par exemple, si les classes durent 65 minutes, on doit noircir le cercle 6 dans la colonne C et le cercle 5 dans la colonne D.

- **Case E**: les élèves qui passent le test expérimental de Français 30–1 ou de French Language Arts 30–1 doivent indiquer le cours qu’ils suivent à présent.

1. Français 30–1
2. French Language Arts 30–1

Dans l’exemple donné, l’élève indique qu’il suit le cours de Français 30–1 à présent.

Section H special fields (Français 30–1 and French Language Arts 30–1)

- **Boxes A and B**: students indicate the number of years of instruction in French, commencing with Grade 1. Years in French Immersion programs count as years in French. In this example, the student’s language of instruction has been French for nine years.

- **Boxes C and D**: indicate the length of the class in minutes. For example, if the class is 65 minutes, the students would mark in 6 in column C and 5 in column D.

- **Box E**: students writing Français 30–1 or French Language Arts 30–1 field tests are to indicate the course they are currently taking

1. Français 30–1
2. French Language Arts 30–1

In the example shown, the student indicates that he/she is currently taking Français 30–1.
Contacts

Exam Administration Branch

Pascal Couture, Director
Exam Administration
780-643-9157
Pascal.Couture@gov.ab.ca

Pamela Klebanov, Senior Manager
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780-427-1912
Pamela.Klebanov@gov.ab.ca

Field Testing Program Office

Mira Klimek
Field Test Support
780-492-1570
Field.Test@gov.ab.ca

Field Test Request
and Quest A+

Website
http://public.education.alberta.ca/
FieldTestScheduler

Jeremy Wiebe
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780-641-8987
Jeremy.Wiebe@gov.ab.ca

Jennifer Phillips
Online Exam Administration Coordinator
780-644-1099
Jennifer.Phillips@gov.ab.ca

Provincial Assessment Sector
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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
Alberta Education website:
education.alberta.ca

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