General Information Bulletin
Grades 6 and 9

Alberta Provincial Achievement Testing 2019–2020
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>
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<tr>
<td>Others</td>
<td></td>
</tr>
</tbody>
</table>

Alberta Education, Government of Alberta

2019–2020

_Provincial Achievement Testing Program Grades 6 and 9 General Information Bulletin_

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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 may be 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 Provincial Achievement Testing Program Grades 6 and 9 General
Information Bulletin includes many links.

The Alberta Education website has recently undergone a major redesign and continues to
be updated. Links in the Provincial Achievement Testing Program Grades 6 and 9 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.
Contents

Introduction........................................................................................................................................1
  Purpose of the bulletin.....................................................................................................................1
  Definitions and interpretations.........................................................................................................2
  Purpose of the Provincial Achievement Testing Program..............................................................3
  Available languages.......................................................................................................................3
  Who is expected to write Provincial Achievement Tests?............................................................4
  Home education students...............................................................................................................5
  Out-of-cohort students..................................................................................................................5
  Key features of provincial achievement tests...............................................................................6
  Improving student learning............................................................................................................8
  Interpreting reporting results.........................................................................................................8

Summary of Revisions for the 2019–2020 School Year..................................................................9

Provincial Achievement Test Administration Schedules.................................................................10
  January 2020................................................................................................................................10
  May and June 2020.......................................................................................................................12

Provincial Achievement Test DRAFT Schedule............................................................................14
  January 2021—Draft.....................................................................................................................14
  May and June 2021—Draft............................................................................................................16

Security of Provincial Achievement Testing Materials.................................................................18
  Security of provincial achievement tests and materials...............................................................18
  Access to provincial achievement tests and materials...............................................................18
  Security status of January provincial achievement tests and materials.......................................18
  Security status of May provincial achievement tests and materials............................................19
  Security status of June provincial achievement tests and materials..........................................19
  Return of secured provincial achievement tests and materials..................................................19
  Photocopying of students' written responses.............................................................................19
  Released questions.....................................................................................................................19

Provincial Achievement Test Rules and Policies...........................................................................20
  Provincial achievement test supervision......................................................................................20
  Discussion and sharing................................................................................................................21
  Alberta Student Number..............................................................................................................21
  Identification on provincial achievement tests...........................................................................21
  Entrance into and exit from the provincial achievement test writing room...............................21
  Materials allowed in the provincial achievement test writing room...........................................21
  Materials not allowed in the provincial achievement test writing room.....................................22
  Provincial achievement test administration schedules..............................................................22

Contraventions of Provincial Achievement Test Security, Rules and Policies.................................23
  Managing contravention of provincial achievement test security, rules and/or policies..............23
  Request for reconsideration.........................................................................................................23
Provincial Achievement Testing Administration Procedures............................................... 24
  Procedures for superintendents .................................................................................. 24
    Provincial achievement test administration preparation .............................................. 24
  Procedures for Principals ......................................................................................... 25
    Provincial achievement test administration preparation .............................................. 25
The following checklist will assist principals to prepare for administering provincial achievement tests. ................................................................. 25
  Provincial achievement test administration supervision .............................................. 27
  Provincial achievement test administration completion .............................................. 28
  Procedures for provincial achievement test supervisors ............................................. 29
    Provincial achievement test administration preparation .............................................. 29
    Provincial achievement test administration supervision .............................................. 30
    Provincial achievement test administration completion .............................................. 31
  Procedures for teachers of students writing Provincial Achievement Tests .................. 32
    Provincial achievement test administration preparation .............................................. 32
    Procedures for teachers of students writing provincial achievement tests ................. 33
    Provincial achievement test administration completion .............................................. 33
Quick Facts for Parents/Guardians .............................................................................. 34
  Points saillants à l’intention des parents ou des tuteurs .............................................. 35
Ordering Provincial Achievement Tests and Supporting Materials.............................. 36
  Confirming provincial achievement test requirements .................................................. 36
  Home education materials .......................................................................................... 36
Receiving and Inspecting Provincial Achievement Tests and Supporting Materials ....... 37
  Receiving provincial achievement tests and supporting materials .................................. 37
  Inspecting provincial achievement tests and supporting materials ............................... 39
Packaging and Returning Provincial Achievement Tests and Supporting Materials ....... 40
  Completing the List of Students ................................................................................. 40
    Dates for returning provincial achievement tests and supporting materials ............... 41
    Return shipment location ......................................................................................... 41
    Preparing provincial achievement tests and supporting materials for return .............. 42
    Using couriers for the return of provincial achievement tests and supporting materials 43
    School authority procedures for the return of provincial achievement tests and supporting materials ........................................................................................................... 43
Using Calculators ........................................................................................................... 44
  Background ................................................................................................................ 44
  Rules ........................................................................................................................... 44
Using Technology for the Written-response Component of Provincial Achievement Tests

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background</td>
<td>46</td>
</tr>
<tr>
<td>Guiding principles for the use of technology to compose written responses</td>
<td>46</td>
</tr>
<tr>
<td>Rules for the use of technology during provincial achievement test administration</td>
<td>47</td>
</tr>
<tr>
<td>Rules and Procedures</td>
<td>48</td>
</tr>
<tr>
<td>Principal</td>
<td>48</td>
</tr>
<tr>
<td>Technical and administrative set-up</td>
<td>49</td>
</tr>
<tr>
<td>Provincial achievement test administration</td>
<td>50</td>
</tr>
<tr>
<td>Preparation and submission of written work</td>
<td>51</td>
</tr>
<tr>
<td>Preparation and submission of digital format provincial achievement tests</td>
<td>52</td>
</tr>
<tr>
<td>Written-response component</td>
<td>52</td>
</tr>
<tr>
<td>Multiple-choice component</td>
<td>52</td>
</tr>
<tr>
<td>Using Quest A+ for written-response and multiple-choice components of provincial achievement tests</td>
<td>53</td>
</tr>
<tr>
<td>Background</td>
<td>53</td>
</tr>
<tr>
<td>Use of personally owned devices for Quest A+</td>
<td>53</td>
</tr>
<tr>
<td>Access to Quest A+</td>
<td>53</td>
</tr>
<tr>
<td>Deadlines to request use of Quest A+</td>
<td>53</td>
</tr>
<tr>
<td>Additional information on using technology for provincial achievement tests</td>
<td>54</td>
</tr>
</tbody>
</table>

Provincial Achievement Test Writing Accommodations and Provisions

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>55</td>
</tr>
<tr>
<td>Home-schooled students</td>
<td>55</td>
</tr>
<tr>
<td>Unique accommodations</td>
<td>55</td>
</tr>
<tr>
<td>The following process is intended to assist school staff in their submission of accommodation requests for unique accommodations</td>
<td>56</td>
</tr>
<tr>
<td>Accommodation types</td>
<td>57</td>
</tr>
<tr>
<td>Administration of provincial achievement tests with accommodations and provisions</td>
<td>59</td>
</tr>
<tr>
<td>Prior to administration</td>
<td>59</td>
</tr>
<tr>
<td>After the administration</td>
<td>59</td>
</tr>
<tr>
<td>Rules by accommodation type</td>
<td>60</td>
</tr>
</tbody>
</table>

Local and Central Marking of Provincial Achievement Tests

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Marking of Part(ie) A Language Arts Tests</td>
<td>65</td>
</tr>
<tr>
<td>Calculating local marks</td>
<td>66</td>
</tr>
<tr>
<td>Narrative / Essay Writing assignment</td>
<td>66</td>
</tr>
<tr>
<td>Functional Writing</td>
<td>66</td>
</tr>
<tr>
<td>Total Part A: Writing score</td>
<td>66</td>
</tr>
<tr>
<td>Local marking of multiple choice provincial achievement tests</td>
<td>67</td>
</tr>
<tr>
<td>Eligibility to participate in central marking</td>
<td>67</td>
</tr>
</tbody>
</table>
Please note that if you cannot access one of the direct website links referred to in this document, you can find provincial achievement test-related materials on the Alberta Education website.
Introduction

The Provincial Achievement Testing Program Grades 6 and 9 General Information Bulletin is developed by Alberta Education for the use of administrators, counsellors, teachers and other parties engaged in the delivery of provincial assessments.

Purpose of the bulletin

The bulletin serves the following purposes:

• to support school authorities and their staff in the administration, and marking, of provincial achievement tests

• to provide information about provincial assessment administration and marking procedures

• to serve as the key policy, rules and procedures repository for provincial assessments
Definitions and interpretations

In this document:

- **school** includes all learning environments in which a Provincial Achievement Test is administered by a School Authority including, but not limited to:
  - a school as defined in the *Education Act*;
  - and a learning environment operated by an entity that has an agreement with Alberta Education to administer a Provincial Achievement Tests.

- **school authority** includes all entities responsible for the administration of Provincial Achievement Tests 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 the a Provincial Achievement Tests.

- **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 Provincial Achievement Testing Program

The purpose of the provincial achievement testing program is to:

• determine if students are learning what they are expected to learn in Grades 6 and 9
• report to Albertans how well students have achieved provincial standards at given points in their schooling
• assist schools, school authorities and the province in monitoring and improving student learning

Available languages

Provincial achievement tests are administered annually in English and Français/French language arts, mathematics, science and social studies in grades 6 and 9. Grade 9 Provincial Achievement Tests based on the Knowledge and Employability programs of study in English language arts, mathematics, science and social studies are also administered. French versions of all mathematics, science and social studies provincial achievement tests are available for students in Francophone and French immersion programs.
Who is expected to write Provincial Achievement Tests?

Students registered in grades 6 and 9 and ungraded students* in their sixth and ninth years of schooling shall write provincial achievement tests, with the following considerations:

1. Only a superintendent, on an individual basis, may excuse a student from writing a provincial achievement test for the following reasons:
   a. the student is not capable of responding to the provincial assessment in its original form, or with approved accommodations or additional time provision
   b. participation would be harmful to the student

2. The principal in consultation with the parent/guardian and the teacher, shall recommend to the superintendent that the student be excused from writing. A copy of the documentation in support of the recommendation, including the student’s Individual Program Plan, if applicable, shall remain in the school.

3. If a parent withdraws a student from participation, the school indicates the student is absent on the List of Students. A copy of the parent’s letter indicating that the child will not be participating shall remain in the school.

4. Students who are repeating grades 6 or 9 shall write provincial achievement tests in their repeating year.

5. All private school students shall write provincial achievement tests.

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

Writing accommodations are available for students with learning disabilities or physical disabilities and English Language Learners students to provide them access to the writing of provincial achievement tests.

Every effort is made to ensure that the provincial achievement tests demonstrate respect for cultural diversity.
Home education students

Students enrolled in home education programs may write the provincial achievement tests. If, in the judgment of the parent, a home education student’s performance will be adversely affected by taking the provincial achievement tests at a school, an alternate location, such as the home, may be used.

A parent may not administer the provincial achievement tests. The parent may, however, remain in the room while a child is taking the provincial achievement tests. A relative, friend, or person residing at the same address as the student shall not administer the provincial achievement tests to that student. In special circumstances, however, the superintendent may approve a member of the community such as a member of the clergy, to administer the provincial achievement tests to the student.

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

Out-of-cohort students

Alberta Education’s expectation is that all students registered in grades 6 and 9 and ungraded students in their sixth and ninth years of schooling write Provincial Achievement Tests (PAT). In some circumstances (such as multi-grade classrooms or accelerated programs), students may be receiving the programs of study in grades 5 or 8 and write the PAT(s) out of their cohort. School staff may request that the results for out-of-cohort students count as official marks and no rewriting be required when they reach grade 6 or 9.

To accommodate these situations, schools are asked to email this request by the deadline specified to exam.admin@gov.ab.ca with a list of students (including names and Alberta Student Numbers) indicating which course(s) out-of-cohort students will write in a year before they reach grade 6 or 9.

Upon receiving the request, Alberta Education will treat these out-of-cohort students as part of the grade 6 or 9 cohort for the course(s) they write and include their results in the grade 6 or 9 PAT reports for the school and school authority in the year they write. When these out-of-cohort students reach grade 6 or 9, they will not be required to rewrite the course(s) they wrote before.

If schools do not submit no-rewriting requests in advance or choose to have students writing PAT(s) out of cohort as an unofficial attempt, schools should write Out of Cohort next to each student’s name on the List of Students in order to avoid processing these students mistakenly as additional students in the grade 6 or 9 cohort for all PAT courses. Consequently, these out-of-cohort students’ PAT results will not count as official marks and will not be included in the school and school authority reports for the course(s) they wrote. When these students reach grade 6 or 9, they will have to rewrite the course(s) they wrote before in addition to the courses they did not write in the previous year.

Students’ PAT results count as official marks and are included in the school and school authority reports only once no matter which choice is chosen. If a school would like students first to write PAT(s) out of cohort before they reach grade 6 or 9 and then rewrite the same PAT(s) when they reach grade 6 or 9, schools must communicate with parents and students about the out-of-cohort writing and its consequences sufficiently in advance of the PAT writing.
Key features of provincial achievement tests

A brief summary of provincial achievement tests is provided below. Further information is available in the Provincial Achievement Testing Program Subject Bulletins.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Subject and Test Component†</th>
<th>Number of Booklets</th>
<th>Answer Sheet</th>
<th>Official Scheduled Time Allotted††</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>English Language Arts Part A</td>
<td>1</td>
<td>No</td>
<td>120 minutes</td>
</tr>
<tr>
<td></td>
<td>English Language Arts Part B</td>
<td>1</td>
<td>Yes</td>
<td>60 minutes</td>
</tr>
<tr>
<td></td>
<td>Français Partie A</td>
<td>1</td>
<td>No</td>
<td>120 minutes</td>
</tr>
<tr>
<td></td>
<td>Français Partie B</td>
<td>1</td>
<td>Yes</td>
<td>60 minutes</td>
</tr>
<tr>
<td></td>
<td>French Language Arts Partie A</td>
<td>1</td>
<td>No</td>
<td>120 minutes</td>
</tr>
<tr>
<td></td>
<td>French Language Arts Partie B</td>
<td>1</td>
<td>Yes</td>
<td>60 minutes</td>
</tr>
<tr>
<td></td>
<td>Mathematics: Part(ie) A</td>
<td>1</td>
<td>Yes</td>
<td>20 minutes</td>
</tr>
<tr>
<td></td>
<td>Mathematics: Part(ie) B</td>
<td>1</td>
<td>Yes</td>
<td>70 minutes</td>
</tr>
<tr>
<td></td>
<td>Science</td>
<td>1</td>
<td>Yes</td>
<td>60 minutes</td>
</tr>
<tr>
<td></td>
<td>Social Studies</td>
<td>1</td>
<td>Yes</td>
<td>60 minutes</td>
</tr>
</tbody>
</table>

† All mathematics, science and social studies provincial achievement tests are available in French and English.

†† All students may use up to twice the allotted time, if needed.
<table>
<thead>
<tr>
<th>Grade</th>
<th>Subject and Test Component†</th>
<th>Number of Booklets</th>
<th>Answer Sheet</th>
<th>Official Scheduled Time Allotted††</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>English Language Arts Part A</td>
<td>1</td>
<td>No</td>
<td>120 minutes</td>
</tr>
<tr>
<td></td>
<td>English Language Arts Part B</td>
<td>2</td>
<td>Yes</td>
<td>75 minutes</td>
</tr>
<tr>
<td></td>
<td>KE English Language Arts Part A</td>
<td>1</td>
<td>No</td>
<td>80 minutes</td>
</tr>
<tr>
<td></td>
<td>KE English Language Arts Part B</td>
<td>1</td>
<td>Yes</td>
<td>75 minutes</td>
</tr>
<tr>
<td></td>
<td>Francais Partie A</td>
<td>1</td>
<td>No</td>
<td>120 minutes</td>
</tr>
<tr>
<td></td>
<td>Francais Partie B</td>
<td>2</td>
<td>Yes</td>
<td>75 minutes</td>
</tr>
<tr>
<td></td>
<td>French Language Arts Partie A</td>
<td>1</td>
<td>No</td>
<td>120 minutes</td>
</tr>
<tr>
<td></td>
<td>French Language Arts Partie B</td>
<td>2</td>
<td>Yes</td>
<td>75 minutes</td>
</tr>
<tr>
<td></td>
<td>Mathematics: Part(ie) A</td>
<td>1</td>
<td>Yes</td>
<td>30 minutes</td>
</tr>
<tr>
<td></td>
<td>Mathematics: Part(ie) B</td>
<td>1</td>
<td>Yes</td>
<td>80 minutes</td>
</tr>
<tr>
<td></td>
<td>KE Mathematics</td>
<td>1</td>
<td>Yes</td>
<td>75 minutes</td>
</tr>
<tr>
<td></td>
<td>Science</td>
<td>1</td>
<td>Yes</td>
<td>75 minutes</td>
</tr>
<tr>
<td></td>
<td>KE Science</td>
<td>1</td>
<td>Yes</td>
<td>75 minutes</td>
</tr>
<tr>
<td></td>
<td>Social Studies</td>
<td>2</td>
<td>Yes</td>
<td>80 minutes</td>
</tr>
<tr>
<td></td>
<td>KE Social Studies</td>
<td>1</td>
<td>Yes</td>
<td>75 minutes</td>
</tr>
</tbody>
</table>

†All mathematics, science and social studies provincial achievement tests are available in French and English.

††All students may use up to twice the allotted time, if needed.
Improving student learning

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

Interpreting reporting results

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

Information about student performance on provincial achievement tests is provided to school staff, school authorities, parents and the public so that they may know how well students in their schools are meeting local targets and provincial expectations. Group results for fewer than six students are reported to the school and school authority but are not reported publicly.
Summary of Revisions for the 2019–2020 School Year

The following major revisions have been made. All 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>Individual Student Profiles</td>
<td>• Available for school staff on PASIprep and available for parents directly using myPass (access to myPass must be provided by school staff).</td>
<td></td>
</tr>
<tr>
<td>Schedules and Significant Dates</td>
<td>*NEW</td>
<td>Schedules and Significant Dates at-a-Glance</td>
</tr>
<tr>
<td>Written response schedule change for 2021</td>
<td>Alberta Education recommends that written response components are administered in accordance with the schedule provided</td>
<td>Schedules and Significant Dates at-a-Glance</td>
</tr>
</tbody>
</table>
Provincial Achievement Test Administration Schedules

January 2020

Written-response provincial achievement tests are administered between **January 15 and 22** in accordance with schedules set by school authority superintendents.

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

<table>
<thead>
<tr>
<th>Provincial Achievement Test Allotted Time</th>
<th>Provincial Achievement Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 minutes</td>
<td>Grade 9 English Language Arts Part A</td>
</tr>
<tr>
<td>120 minutes</td>
<td>Grade 9 Français/French Language Arts Partie A</td>
</tr>
<tr>
<td>80 minutes</td>
<td>Grade 9 K&amp;E English Language Arts Part A</td>
</tr>
</tbody>
</table>

For Language Arts Part A: Writing Provincial Achievement Tests, test teacher supervisors, under the direction of the principal, are expected to uphold Provincial Achievement Test security by maintaining a continuous writing time. If it is required, based on students' needs, to administer a short supervised break, the teacher supervisor must receive approval from the principal. All Provincial Achievement Test administration rules and policies must be maintained. The amount of time consumed by a break is not included in the total Provincial Achievement Test-taking time.
The following provincial achievement tests are administered between **January 23 and 31** in accordance with schedules set by school authority superintendents.

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

<table>
<thead>
<tr>
<th>Provincial Achievement Test Allotted Time</th>
<th>Provincial Achievement Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 minutes</td>
<td>Grade 9 English Language Arts Part B</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 Français/French Language Arts Partie B</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 K&amp;E English Language Arts Part B</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 K&amp;E Mathematics</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 K&amp;E Science</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 K&amp;E Social Studies</td>
</tr>
<tr>
<td>30 minutes</td>
<td>Grade 9 Mathematics Part(ie) A</td>
</tr>
<tr>
<td>80 minutes</td>
<td>Grade 9 Mathematics Part(ie) B</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 Science</td>
</tr>
<tr>
<td>80 minutes</td>
<td>Grade 9 Social Studies</td>
</tr>
</tbody>
</table>

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

Superintendents may establish administration schedules where Part(ie) A and B of the Grade 9 Mathematics Provincial Achievement Test are administered on different days.
May and June 2020

Written Response provincial achievement tests are administered between **May 4 and 8** in accordance with schedules set by school authority superintendents.

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

<table>
<thead>
<tr>
<th>Provincial Achievement Test Allotted Time</th>
<th>Provincial Achievement Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 minutes</td>
<td>Grade 6 English Language Arts Part A</td>
</tr>
<tr>
<td>120 minutes</td>
<td>Grade 6 Français/French Language Arts Partie A</td>
</tr>
<tr>
<td>120 minutes</td>
<td>Grade 9 English Language Arts Part A</td>
</tr>
<tr>
<td>120 minutes</td>
<td>Grade 9 Français/French Language Arts Partie A</td>
</tr>
<tr>
<td>80 minutes</td>
<td>Grade 9 K&amp;E English Language Arts Part A</td>
</tr>
</tbody>
</table>

For Language Arts Part A: Writing Provincial Achievement Tests, test teacher supervisors, under the direction of the principal, are expected to uphold Provincial Achievement Test security by maintaining a continuous writing time. If it is required, based on students’ needs, to administer a short supervised break, the teacher supervisor must receive approval from the principal. All Provincial Achievement Test administration rules and policies must be maintained. The amount of time consumed by a break is not included in the total Provincial Achievement Test-taking time.
The following provincial achievement tests are administered between **June 15 and 26** in accordance with schedules set by school authority superintendents.

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

<table>
<thead>
<tr>
<th>Provincial Achievement Test Allotted Time</th>
<th>Provincial Achievement Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 minutes</td>
<td>Grade 6 English Language Arts Part B</td>
</tr>
<tr>
<td>60 minutes</td>
<td>Grade 6 Français/French Language Arts Partie B</td>
</tr>
<tr>
<td>20 minutes</td>
<td>Grade 6 Mathematics Part(ie) A</td>
</tr>
<tr>
<td>70 minutes</td>
<td>Grade 6 Mathematics Part(ie) B</td>
</tr>
<tr>
<td>60 minutes</td>
<td>Grade 6 Science</td>
</tr>
<tr>
<td>60 minutes</td>
<td>Grade 6 Social Studies</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 English Language Arts Part B</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 Français/French Language Arts Partie B</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 K&amp;E English Language Arts Part B</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 K&amp;E Mathematics</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 K&amp;E Science</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 K&amp;E Social Studies</td>
</tr>
<tr>
<td>30 minutes</td>
<td>Grade 9 Mathematics Part(ie) A</td>
</tr>
<tr>
<td>80 minutes</td>
<td>Grade 9 Mathematics Part(ie) B</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 Science</td>
</tr>
<tr>
<td>80 minutes</td>
<td>Grade 9 Social Studies</td>
</tr>
</tbody>
</table>

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

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

Superintendents may establish administration schedules where Part(ie) A and B of the Grades 6 and 9 Mathematics provincial achievement tests are administered on different days.
Provincial Achievement Test
DRAFT Schedule

January 2021—Draft

Written-response provincial achievement tests should be administered in accordance with the dates and times indicated in this schedule, unless an alternate schedule has been approved by the Director, Exam Administration.

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Jan 11</td>
<td>9:00 A.M.–11:00 A.M</td>
<td>Grade 9 English Language Arts Part A</td>
</tr>
<tr>
<td></td>
<td>9:00 A.M.–10:20 A.M.</td>
<td>Grade 9 K&amp;E English Language Arts Part A</td>
</tr>
<tr>
<td>Wednesday, Jan 13</td>
<td>9:00 A.M.–11:00 A.M.</td>
<td>Grade 9 Français/French Language Arts Partie A</td>
</tr>
</tbody>
</table>

For Language Arts Part A: Writing Provincial Achievement Tests, teacher supervisors, under the direction of the principal, are expected to uphold provincial achievement test security by maintaining a continuous writing time. If it is required, based on students' needs, to administer a short supervised break, the teacher supervisor must receive approval from the principal. All provincial achievement test administration rules and policies must be maintained. The amount of time consumed by a break is not included in the total provincial achievement test-taking time.
The following provincial achievement tests are administered between January 21 and 29 in accordance with schedules set by school authority superintendents.

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

<table>
<thead>
<tr>
<th>Provincial Achievement Test Allotted Time</th>
<th>Provincial Achievement Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 minutes</td>
<td>Grade 9 English Language Arts Part B</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 Français/French Language Arts Partie B</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 K&amp;E English Language Arts Part B</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 K&amp;E Mathematics</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 K&amp;E Science</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 K&amp;E Social Studies</td>
</tr>
<tr>
<td>30 minutes</td>
<td>Grade 9 Mathematics Part(ie) A</td>
</tr>
<tr>
<td>80 minutes</td>
<td>Grade 9 Mathematics Part(ie) B</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 Science</td>
</tr>
<tr>
<td>80 minutes</td>
<td>Grade 9 Social Studies</td>
</tr>
</tbody>
</table>

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

Superintendents may establish administration schedules where Part(ie) A and B of the Grade 9 Mathematics Provincial Achievement Test are administered on different days.
May and June 2021—Draft

Written-response provincial achievement tests should be administered in accordance with the dates and times indicated in this schedule, unless an alternate schedule has been approved by the Director, Exam Administration.

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, May 3</td>
<td>9:00 A.M.–11:00 A.M</td>
<td>Grade 6 Français/French Language Arts Partie A</td>
</tr>
<tr>
<td></td>
<td>9:00 A.M.–10:20 A.M.</td>
<td>Grade 9 K&amp;E English Language Arts Part A</td>
</tr>
<tr>
<td>Wednesday, May 5</td>
<td>9:00 A.M.–11:00 A.M</td>
<td>Grade 6 English Language Arts Part A</td>
</tr>
<tr>
<td></td>
<td>9:00 A.M.–11:00 A.M.</td>
<td>Grade 9 Français/French Language Arts Partie A</td>
</tr>
</tbody>
</table>

For Language Arts Part A: Writing Provincial Achievement Tests, teacher supervisors, under the direction of the principal, are expected to uphold provincial achievement test security by maintaining a continuous writing time. If it is required, based on students’ needs, to administer a short supervised break, the teacher supervisor must receive approval from the principal. All provincial achievement test administration rules and policies must be maintained. The amount of time consumed by a break is not included in the total provincial achievement test-taking time.
The following provincial achievement tests are administered between **June 14 and 25** in accordance with schedules set by school authority superintendents.

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

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

<table>
<thead>
<tr>
<th>Provincial Achievement Test Allotted Time</th>
<th>Provincial Achievement Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 minutes</td>
<td>Grade 6 English Language Arts Part B</td>
</tr>
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</tr>
<tr>
<td>20 minutes</td>
<td>Grade 6 Mathematics Part(ie) A</td>
</tr>
<tr>
<td>70 minutes</td>
<td>Grade 6 Mathematics Part(ie) B</td>
</tr>
<tr>
<td>60 minutes</td>
<td>Grade 6 Science</td>
</tr>
<tr>
<td>60 minutes</td>
<td>Grade 6 Social Studies</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 English Language Arts Part B</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 Français/French Language Arts Partie B</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 K&amp;E English Language Arts Part B</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 K&amp;E Mathematics</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 K&amp;E Science</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 K&amp;E Social Studies</td>
</tr>
<tr>
<td>30 minutes</td>
<td>Grade 9 Mathematics Part(ie) A</td>
</tr>
<tr>
<td>80 minutes</td>
<td>Grade 9 Mathematics Part(ie) B</td>
</tr>
<tr>
<td>75 minutes</td>
<td>Grade 9 Science</td>
</tr>
<tr>
<td>80 minutes</td>
<td>Grade 9 Social Studies</td>
</tr>
</tbody>
</table>

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

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

Superintendents may establish administration schedules where Part(ie) A and B of the Grades 6 and 9 Mathematics Provincial Achievement Tests are administered on different days.
Security of Provincial Achievement Testing Materials

Security of provincial achievement tests and materials

Unless otherwise designated, all provincial achievement tests and testing materials are secured before, during and after the provincial achievement test administration and must be handled accordingly.

No secured provincial achievement test, written-response exemplar, or other secured testing material may be kept at a school or school authority office following the provincial achievement test administration. Copying of any secured provincial achievement test material in whole or in part is prohibited.

After each provincial achievement test administration, the principal must sign the declaration on the Principal’s Statement attesting that the security requirements outlined in this bulletin have been met.

Access to provincial achievement tests and materials

Students may only access secured provincial achievement test materials while writing the provincial achievement tests.

Teachers may access the provincial achievement tests after the administration to mark or score them before returning the provincial achievement tests and materials to Alberta Education. Appropriate procedures for teachers to peruse Provincial Achievement Tests must be established.

No notes about, or copies of provincial achievement test questions, may be made during or after the viewing of a secured provincial achievement test. It is a contravention of security and Provincial Achievement Testing Program rules to create, use, or distribute provincial achievement test questions that imitate or closely resemble secured provincial achievement test questions in appearance, content, or style.

Security status of January provincial achievement tests and materials

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

All photocopies of student writing from the January written-response provincial achievement tests must remain secured and may not be provided to students or parents until the completion of the June provincial achievement test administration.
Security status of May provincial achievement tests and materials
All English and French Language Arts exemplars are secure before and after administration in May and all copies must be returned as scheduled.

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

Security status of June provincial achievement tests and materials
All provincial achievement tests and materials administered in June are secure and must be returned after the administration, as scheduled.

Return of secured provincial achievement tests and materials
All provincial achievement tests and testing materials must be returned to the distribution warehouse.

For further information about where and how to return provincial achievement tests and testing materials, see Packaging and Returning Provincial Achievement Tests and Materials in the Ordering, Receiving and Returning section.

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

Released questions
Released questions are available on the Alberta Education website at https://www.alberta.ca/provincial-achievement-tests.aspx and Quest A+ https://questaplus.alberta.ca.
Provincial Achievement Test Rules and Policies

The provincial achievement test rules and policies listed below apply to the administration of all provincial achievement tests.

Provincial achievement test supervision

1. All provincial achievement tests must be administered in accordance with the instructions specified for each provincial achievement test. This is the key responsibility of supervising teachers.

2. Supervising teachers must not provide additional support, clarification or feedback to any students regarding the contents of the provincial achievement test outside of what is included in the instruction pages or as outlined in the General Information Bulletin.

3. Supervising teachers must actively supervise the writing of provincial achievement tests. Supervision must be distraction-free and focused on student behavior during the administration.

4. No answer keys or scoring guides are permitted in the provincial achievement test room, and no provincial achievement tests may be marked, while students are writing the provincial achievement test.

5. Supervisors are not to make, or encourage changes or alterations of any kind, to the provincial achievement test responses made by students on their provincial achievement test booklets and answer sheets during or after the provincial achievement test administration.

6. Teachers must not mark or add notes of any kind to a provincial achievement test booklet or answer sheet when marking or scoring those materials after a provincial achievement test administration.

7. Teachers and supervising teachers must not share or discuss the contents of the provincial achievement test with anyone other than those directly involved in its administration.

8. With the exception of student written responses, teachers are not permitted to copy any portion, nor take notes of any portion, of the provincial achievement test.
Discussion and sharing
1. Students may not communicate in any way with one another during the administration of a provincial achievement test, unless specifically permitted to do so as part of the assessment activity.
2. Students may not share or exchange any provincial achievement test materials while in the provincial achievement test writing room, unless specifically permitted to do so as part of the assessment activity.
3. Once a provincial achievement test administration has officially started, students may not discuss the provincial achievement test with the supervising teacher unless the test booklet is incomplete or illegible.

Alberta Student Number
All students must have, and use, a valid Alberta Student Number when writing provincial achievement tests.

Identification on provincial achievement tests
Students must not write their names or the name of their school anywhere in, or on, provincial achievement test booklets except in the designated space provided on the back cover and the answer sheet.

Entrance into and exit from the provincial achievement test writing room
1. Students may not enter or leave the provincial achievement test writing room without the consent of the supervising teacher.
2. Students who must leave the provincial achievement test writing room while the provincial achievement test administration is underway must be accompanied by an available supervisor or other teacher. Students must not be left alone in the writing room.
Materials allowed in the provincial achievement test writing room

The only student materials that are allowed to be used while writing a particular provincial achievement test are those specified in the subject bulletin for that provincial achievement test.

Materials not allowed in the provincial achievement test writing room

1. All classroom materials in a provincial achievement test writing room that could provide assistance to a student writing a provincial achievement test, other than those questions specifically noted in the subject bulletins, must be removed or covered.

2. No notes in any form, papers, informal dictionaries, electronic dictionaries, or books relating to a provincial achievement test may be brought into the provincial achievement test writing room, or used by a student, unless expressly permitted to do so by the provincial achievement test administration instructions.

3. No electronic or paper templates and/or graphic organizers are allowed for the written response component of provincial achievement tests.

4. Students may not bring into the provincial achievement test writing room any cellphones, wearable technology or other electronic devices.

Provincial achievement test administration schedules

*NEW

In 2020-2021, Grade 6 and 9 provincial achievement tests written-response components (Part(ie) A) are to be administered in accordance with the Alberta Education schedule. Requests for alternate administration dates must be submitted to the Director, Exam Administration.

Provincial Achievement Tests Part(ie) B and Mathematics Part(ie) A and B are administered to students during an administration window specified by Alberta Education. Superintendents have the flexibility to establish provincial achievement test schedules for their respective school authorities within the administration window in accordance with local needs.

Students who are absent on the day of the provincial achievement tests are expected to write when they return, up to the published return shipment date(s) for those provincial achievement testing materials.
Contraventions of Provincial Achievement Test Security, Rules and Policies

Managing contravention of provincial achievement test security, rules and/or policies

Immediately following the administration and scoring or marking of a provincial achievement test, the principal must report, to the Director, Exam Administration, and superintendent any circumstances in which a student or students interfered with the security of provincial achievement tests and/or supporting materials, violated provincial achievement test rules or policies, falsified provincial achievement test responses or results, or committed any other act that may enable them to fraudulently represent their or another student’s provincial achievement test performance.

Where the above is suspected, an investigation must be conducted and include: (a) information detailing the allegation and series of events and (b) a statement from the student. Based on the information, the superintendent shall formulate a recommendation and share that commendation with the Director, Exam Administration. The Director, Exam Administration, will then render a decision which is official and final. The Director, Exam Administration will communicate the decision in writing to the parent/guardian and:

- include a resolution to retain the student’s results or invalidate the results
- be shared with the superintendent

Request for reconsideration

A student who has had a Provincial Achievement Test result invalidated may request the decision be reconsidered within 10 business days of the decision rendered. The Director, Exam Administration 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 Director, Exam Administration 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.
Provincial Achievement Testing
Administration Procedures

Procedures for superintendents

Provincial achievement test administration preparation

Prior to each provincial achievement test administration, the superintendent must:

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

2. Establish and communicate January and June Provincial Achievement Test Schedules to principals at the beginning of the current school year or at the end of the previous school year

3. Appropriate procedures and schedules within the school authority must be established, reviewed with principals and implemented to receive requests and communicate decisions related to excusing of students from writing Provincial Achievement Tests

4. Appropriate procedures and schedules within the school authority must be established, reviewed with principals and implemented to ensure that students enrolled in home education programs complete the Provincial Achievement Tests or an alternative form of assessment in accordance with the Home Education Regulation, Alberta Regulation 89/2019

5. Appropriate procedures and schedules within the school authority must be established, reviewed with principals and implemented to investigate and report Provincial Achievement Test administration irregularities and suspected contraventions of rules and policies

6. Establish, and review with principals, a Provincial Achievement Test administration emergent response protocol to be implemented, as required, to address unexpected issues or problems that arise while Provincial Achievement Tests are being written

7. Appropriate procedures and schedules within the school authority or private school must be established, reviewed with principals and implemented to notify parents/guardians, at the beginning of the school year, that their child/children will be writing Provincial Achievement Tests in the current school year

8. In accordance with the Education Act, superintendents must have in place a process for dispute resolution for decisions related to accommodations, excusing students from writing and contraventions of rules and policies

Procedures for Principals

Provincial achievement test administration preparation

The following checklist will assist principals to prepare for administering provincial achievement tests.

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

- Provide the *Quick Facts for Parents/Guardians* to parents of students who will write provincial achievement tests.

- Communicate provincial achievement tests schedules to parents/guardians.

- **Must be completed by Alberta Education deadline.**
  
  Use the PAT Confirmation site to confirm that correct provincial achievement testing materials will be provided, including Knowledge & Employability (K&E) tests

  *Must confirm for January and May/June separately – make sure both are completed*

- **Must be completed by Alberta Education deadline.**
  
  Order special format materials from Alberta Education

- **Must be completed by Alberta Education deadline.**
  
  Prepare to provide technology, as required, for students to complete provincial achievement tests

- **Must be completed by Alberta Education deadline.**
  
  If desired, submit a request to use Quest A+ for written response or digital format Part(ie) B PATs

- Rules to administer provincial achievement tests are communicated to teachers and students

- Submit documentation to the superintendent for students who may be excused from writing provincial achievement tests

- Review with school staff the provincial achievement test administration emergent response protocol to be implemented, as required, to address unexpected issues or problems that arise while provincial achievement tests are being written

- Appropriate procedures and schedules have been established, reviewed with staff and implemented to maintain strict security of all provincial achievement test materials while they are in the custody and control of the school. Answer keys are retained in secure storage before and during the administration
**Alberta Education deadlines** are published in *Significant Dates at-a-Glance* (see Appendix).

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must be completed by Alberta Education deadline.</td>
<td>Immediately upon their receipt, inspect received provincial achievement test materials for errors or deficiencies. Count booklets through the shrink-wrap.</td>
</tr>
<tr>
<td><em>Communicate error or deficiency with Exam Administration Branch staff</em></td>
<td><a href="mailto:exam.admin@gov.ab.ca">exam.admin@gov.ab.ca</a></td>
</tr>
<tr>
<td>All students writing provincial achievement tests use a valid Alberta Student Number</td>
<td></td>
</tr>
<tr>
<td>Appropriate procedures and schedules have been established, reviewed with staff and implemented to arrange for students who are absent on the scheduled administration day to write on an alternate day</td>
<td></td>
</tr>
<tr>
<td>Designate and schedule rooms within the school to be used as provincial achievement test writing rooms</td>
<td></td>
</tr>
</tbody>
</table>
Provincial achievement test administration supervision

The following checklist will assist principals in providing additional assurance that supervision adheres to current expectations and requirements.

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

- Ensure that the shrink-wrap, enclosing the booklets, was intact until the scheduled date of administration. The provincial achievement tests and supporting materials are brought into the writing room just prior to the writing.

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

- All accommodations used are accurately recorded on each student’s written-response booklet and/or answer sheet and initialed by the supervisor.

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

The following checklist will assist principals in completing the administration of the provincial achievement tests.

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

- **Contraventions of provincial achievement test administration rules or policies have been reported to the superintendent and Director, Exam Administration.**

- **Must be completed by Alberta Education deadline.**

Teachers mark and score provincial achievement tests in a manner that maintains the security of student responses and the provincial achievement test materials and ensures that provincial achievement test materials are returned to Alberta Education in accordance with the dates published in *Significant Dates at-a-Glance.*

- **Students’ preliminary scores from the provincial achievement tests are shared with parents/guardians.**

- **Must be completed by Alberta Education deadline.**

All *written* provincial achievement test booklets and supporting materials must be returned to the *distribution warehouse* using the *GREEN LABEL.*

- **Must be completed by Alberta Education deadline.**

All *unwritten* provincial achievement test booklets and supporting materials must be returned to the *distribution warehouse* using the *ORANGE LABEL.*

- **Ensure that if computers and/or other digital devices were used for provincial achievement test administration purposes, the rules for using computers were followed.**

- **Complete, and ensure the accuracy of, the *List of Students* and complete and sign the *Principal’s Statement,* excused (E) by the superintendent from writing the provincial achievement test, any students who transferred (T) from the school or who were absent (A) from writing are correctly annotated.**

- **Must be completed by Alberta Education deadline.**

Nominate teachers to mark written response provincial achievement tests.

- **Must be completed by Alberta Education deadline.**

Following the June provincial achievement test administration, provide a summer contact name and phone number (which is not the school phone number) on the *Principal’s Statement.*

- **Must be completed by Alberta Education deadline.**

Review school reports for errors or omissions and report any error or omission to Alberta Education.

- **Must be completed by Alberta Education deadline.**

*Individual Student Profiles* and detailed reports are released.

- **Must be completed by Alberta Education deadline.**

Multiyear reports are released.
Procedures for provincial achievement test supervisors

Provincial achievement test administration preparation

Teachers other than the classroom teacher may supervise the provincial achievement test in their classroom.

The following checklist will assist provincial achievement test supervisors to prepare for administering provincial achievement tests.

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

- Be able to implement the rules and procedures that relate to the administration of provincial achievement tests using computers, calculators, writing accommodations and additional writing time provision.

- Confirm with the principal approved breaks during the administration.

- Ensure that the provincial achievement test writing room is appropriately set up and free of materials or distractions that could affect the outcome of the provincial achievement test.

- Appropriate procedures have been established to ensure that students are able to correctly staple their written response into the provincial achievement test booklet.

- All students are aware of, and understand, the rules and procedures for writing a provincial achievement test and their responsibilities for adhering to those rules.
Provincial achievement test administration supervision
The following checklist will assist provincial achievement test supervisors to supervise and administer provincial achievement tests in accordance with the current expectations and requirements.

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

- Verify and confirm provincial achievement test allotted test time. Students may take up to twice the allotted writing time, if required.
- Verify the identity of each student and record their location in the provincial achievement test writing room.
- Ensure that all provincial achievement test accommodations used by students are recorded on their written-response booklet(s) and/or answer sheets and each written-response booklet and/or answer sheet is verified and initialed.
- Only authorized materials are brought into the provincial achievement test writing room and are not shared between students.
- Ensure that approved calculators are cleared of all information that is stored in programmable or parametric memory before and after the administration.
- Actively observe and supervise all students who are in the writing room before, during and after the scheduled writing time to ensure that they are adhering to all provincial achievement test rules.
- Supervisors *must not* provide additional support, clarification or feedback to any students regarding the content of the provincial achievement test outside of what is included in the instruction pages or outlined in the *General Information Bulletin*.
- Ensure that if computers and/or other digital devices are used for provincial achievement test administration purposes, the rules for using computers are followed. Ensure that contingency plans for technical issues and failures are implemented, as required.
Provincial achievement test administration completion

The following checklist will assist provincial achievement test supervisors in completing the administration of the provincial achievement tests.

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

- Document any unusual circumstances or contraventions of rules and/or directives that occurred during the provincial achievement test administration and forward this information to the principal.

- Validate the accommodations used and initial the student's written-response booklet and/or answer sheet.
## Procedures for teachers of students writing Provincial Achievement Tests

### Provincial achievement test administration preparation

Teachers other than the classroom teacher may supervise the provincial achievement test in their classroom.

The following checklist will assist teachers of students writing provincial achievement tests in preparation for the administration of provincial achievement tests.

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

<table>
<thead>
<tr>
<th>Checklist Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the rules and procedures related to writing a provincial achievement</td>
<td>Test with the students. Ensure that students are aware of, and understand their responsibilities for adhering to those rules.</td>
</tr>
<tr>
<td>The writing room is appropriately set up and free of materials or distractions</td>
<td>That could affect the outcome of the provincial achievement test.</td>
</tr>
<tr>
<td>Arrange for supervision of the provincial achievement test.</td>
<td></td>
</tr>
<tr>
<td>Schedule and administer a field test. Field testing the questions and providing</td>
<td>Students with an opportunity to become familiar with the provincial assessment testing environment is important for student preparation.</td>
</tr>
<tr>
<td>Ensure that students are proficient in clearing all information stored in</td>
<td>Programmable or parametric memory on their calculators.</td>
</tr>
<tr>
<td>Ensure that students planning to use technology to write Language Arts Part(i)</td>
<td>A are proficient in the use of technology before the provincial achievement test administration.</td>
</tr>
<tr>
<td>Prepare and submit recommendations and supporting documentation related to the</td>
<td>Following requests and communicate the official responses of these requests to the student and parent/guardian:</td>
</tr>
<tr>
<td>a. writing accommodations for eligible students</td>
<td>b. being excused from writing one or more provincial achievement test.</td>
</tr>
<tr>
<td>Answer keys have remained in the secured location (preferably the main office)</td>
<td>During the administration of the provincial achievement test.</td>
</tr>
</tbody>
</table>
Procedures for teachers of students writing provincial achievement tests

Provincial achievement test administration completion

The following checklist will assist teachers of students writing provincial achievement tests to ensure that the completion of the administration of provincial achievement tests adheres to current expectations and requirements.

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

- Mark and/or score provincial achievement tests in accordance with Alberta Education standards and school based procedures and in a manner that:
  - maintains the security and integrity of student responses,
  - protects the security of all provincial achievement test materials, and
  - ensures that all secure provincial achievement tests and supporting materials are returned in accordance with the dates and times published in *Significant Dates at-a-Glance*.

- Implement school based procedures related to the appropriate use and reporting of students’ preliminary scores from the provincial achievement test administration.
Grades 6 and 9 Provincial Achievement Tests (PATs)

Quick Facts for Parents/Guardians

What are Provincial Achievement Tests?

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

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

When are Provincial Achievement Tests administered?

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

Are there any practice questions my child can do before writing Provincial Achievement Tests?

Yes. Students can try out the released questions from previous provincial achievement tests that are located at https://questaplus.alberta.ca/.

When will I find out my child’s Provincial Achievement Test results?

School staff share preliminary results with parents after the PAT administration. Individual Student Profiles (ISPs) are available to schools in the fall of the following school year. School staff then share the ISPs with parents or parents can access results directly using myPass (access to myPass must be provided by school staff). A record of the ISP must be retained in the student’s record in accordance with the Student Record Regulation.

Want to know more?

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

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

Questions regarding the program and the collection, use and disclosure of information may be directed to the Director, Student Learning Assessments and Provincial Achievement Testing, Alberta Education, 6th Floor, 10044 -108 Street, 44 Capital Boulevard, Edmonton, AB T5J 5E6 or by telephone at 780-427-6204. (Dial 310-0000 to be connected toll-free from outside the Edmonton area.)
Tests de rendement provinciaux de 6e et de 9e année

Points saillants à l’intention des parents ou des tuteurs

Qu’est-ce que les tests de rendement provinciaux?
Les tests de rendement provinciaux sont administrés aux élèves de 6e et de 9e année. Ils ont trois objectifs principaux :
• déterminer si les élèves apprennent ce qu’ils sont censés apprendre;
• informer les Albertains du rendement des élèves par rapport aux normes provinciales à certains niveaux scolaires;
• aider les écoles, les autorités scolaires et le Ministère à suivre et à améliorer l’apprentissage des élèves.

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

Existe-t-il des modèles de questions avec lesquels mon enfant peut s’exercer avant de passer les tests de rendement provinciaux?
Oui. Les élèves peuvent s’exercer avec les questions rendues publiques des tests de rendement antérieurs, qui se trouvent à https://questaplus.alberta.ca/.

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

Comment obtenir plus d’information?

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

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

Confirming provincial achievement test requirements

Provincial Achievement Test confirmation is deadline sensitive and mandatory. To ensure that school staff receive provincial achievement tests in the correct language and program for their students, school staff must use the online Provincial Achievement Test Confirmation application, available on Alberta Education’s website at https://extranet.education.alberta.ca/patconfirm/.

School staff must confirm the type and language of provincial achievement tests for each of their students:

<table>
<thead>
<tr>
<th>Grade 6</th>
<th>Grade 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of French language arts test (Français or French Language Arts)</td>
<td>Type of French language arts test (Français or French Language Arts)</td>
</tr>
<tr>
<td>Language of mathematics, science and social studies test material (English or French)</td>
<td>Language of mathematics, science and social studies test material (English or French)</td>
</tr>
<tr>
<td>Type (regular or K&amp;E) of English language arts, social studies, mathematics and science test material</td>
<td>Type (regular or K&amp;E) of English language arts, social studies, mathematics and science test material</td>
</tr>
</tbody>
</table>

Home education materials

School authorities that have all their home education students registered under a Home Education code will have their provincial achievement test materials shipped to the authority office.
Receiving and Inspecting Provincial Achievement Tests and Supporting Materials

Provincial Achievement Tests and supporting materials must be available when needed and must be stored in a secured environment. All of the following items in this section must be attended to immediately upon receipt of the shipment from Alberta Education.

Receiving provincial achievement tests and supporting materials

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

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 provincial achievement test booklets and materials. Exam Administration Branch staff 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 provincial achievement test 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 provincial achievement test materials are expected to be received;

   b. The provincial achievement test shipment has not been received within two or three days of when it was expected to arrive.
3. When provincial achievement test materials are delivered by a courier, the shipment of boxes should immediately be visually inspected to determine if:

   a. The shipment is complete (if more than one box was included in the shipment from Exam Administration, the boxes will have been identified as a set by numbering them as such, for example, 1/3, 2/3, 3/3). If there are boxes in the shipment that have not yet been delivered, discuss with the courier when they are expected to arrive.

   b. The shipment has been damaged or tampered with in any way. Damage or tampering may indicate that the security of the provincial achievement test materials has been compromised. Consequently, before signing for and accepting receipt of the shipment, the damage or tampering should be discussed with the courier to determine how and when it occurred. This anomaly must be noted on the Principal’s Statement. Dependent on the circumstances, it may also be prudent to immediately contact the Director, Exam Administration to discuss this potential threat to security.

4. After formally receiving a shipment of provincial achievement test materials, the box(es) should be immediately moved to a secure location where they can be opened and inspected.
Inspecting provincial achievement tests and supporting materials

All provincial achievement test material shipment boxes must be opened and inspected immediately upon their receipt, without opening the shrink-wrapped provincial achievement test 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 provincial achievement tests.

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: PAT Shipment Error or Deficiency – your school name and school code (e.g., PAT Shipment Error or Deficiency – Ben Hur School, 9999).

Provincial achievement test shipments must be checked against a current list of provincial achievement tests and material requirements to determine if:

- The required types, language and quantities of provincial achievement test booklets were received and matches what was ordered

- The quantity of provincial achievement test booklets received matches what is indicated on the enclosed packing slips (these packing slips should be set aside for safekeeping as they need to be returned with the provincial achievement tests and supporting material when it is sent back to Exam Administration Branch)
Packaging and Returning Provincial Achievement Tests and Supporting Materials

Completing the List of Students

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

All grades 6 and 9 students in a school, including home schooled students, Knowledge and Employability Program students, and all ungraded students in their 6th and 9th years of schooling must be accounted for on the List of Students. All documents used within the context of the K–12 Education system, by K–12 Education staff, including materials and reports related to provincial achievement tests will use the students’ preferred name.

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

1. Validate the information that was printed on the List of Students, noting any changes that are required

2. Add the names and Alberta Student Numbers of all unregistered students, whether or not they wrote a provincial achievement test, alphabetically, in the space provided at the end of the List of Students form. Students registered after the Provincial Achievement Test Confirmation deadline will not appear on the List of Students; they must be manually added

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

4. If an out-of-grade student writes a provincial achievement test (for example, the student is in Grade 5 when writing a Grade 6 Provincial Achievement Test) write Out-of-Cohort next to the student’s name on the List of Students

5. Use the following legend to indicate the participation status of all registered and unregistered students who wrote or were expected to write a provincial achievement test:

   ✓–test written (paper format)
   D–test written (digital format using Quest A+)
   A–absent E–excused T–transferred

Before returning the List of Students with the signed Principal’s Statement, a copy must be made and retained at the school for reference.
Dates for returning provincial achievement tests and supporting materials

All secured provincial achievement test materials, *Principals Statements, Lists of Students* and other administration related forms and documents must be returned to Alberta Education in accordance with the dates specified in *Significant Dates at-a-Glance*.

Return shipment location

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

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

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

2. An individual should be identified with the specific responsibility of preparing and packaging all provincial achievement test materials for return to Exam Administration Branch in accordance with the rules in this bulletin.

3. Return envelopes and coloured return address/identification labels **must** be used when packaging and returning provincial achievement tests and supporting materials. **Do not** cover the bar code on the coloured return labels.

4. **Written** provincial achievement tests returned for marking or scoring must be prepared as follows and returned to the distribution warehouse:
   a. For each type of provincial achievement test booklet or answer sheet being returned, sort the registered and not registered student materials into separate piles
   b. Sort each pile of answer sheets or student booklets in alphabetic order, by student name, and bundle them with a paper clip or elastic
   c. Place sorted answer sheets into the envelopes that are provided for that purpose
   d. Complete the **Packing Slip, Principal’s Statement and List of Students**
   e. Place the **Packing Slip, Principal’s Statement and List of Students** in the envelope provided for that purpose
   f. Put the envelope containing the **Packing Slip, Principal’s Statement and List of Students** on top of the answer sheets envelope and pile of booklets.

5. If Provincial Achievement Tests will be returned to Alberta Education in boxes that have been previously used, all previous address information on them **must** be covered or removed to ensure that they are not shipped to the wrong address.

6. If more than one box will be shipped to Alberta Education, they **must** be identified as a set by numbering them as such, for example 1/3, 2/3, 3/3. A coloured return address/identification label should be affixed to each box in a prominent location.
Using couriers for the return of provincial achievement tests and supporting materials

The following courier services may be used to return provincial achievement test 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 provincial achievement tests and supporting materials

School authorities may choose to have schools return their provincial achievement tests directly to Alberta Education, or to have the provincial achievement tests returned to Alberta Education through their school authority office. Prior to the dates of administration, school staff should confirm with their school authority what approach to the return of Provincial Achievement Tests is being implemented within their school authority.

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

Background

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

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

Rules

1. Mathematics and science Provincial Achievement Tests may only be administered with the use of calculators as follows:

   **Grade 6 Mathematics**
   - Part(ie) A: Use of calculators is **not** permitted,
   - Part(ie) B: Students may use calculators; however, use of scientific or graphing calculators is not permitted

   **Grade 9 Mathematics**
   - Part(ie) A: Use of calculators is **not** permitted
   - Part(ie) B: Students may use calculators; however, use of graphing calculators is not permitted

   **Knowledge and Employability Mathematics**
   Students may use calculators; however, use of graphing calculators is not permitted.

   **Grade 6 Science**
   Students may use calculators; however, use of scientific or graphing calculators is not permitted.

   **Grade 9 Science**
   Students may use calculators; however, use of graphing calculators is not permitted.
2. Students may bring approved calculators and extra batteries into the provincial achievement test room, for their exclusive use, when writing a mathematics or science Provincial Achievement Test.

3. The following calculator materials, properties, and/or configurations are not permitted in the provincial achievement test writing room:
   • programmed memory content
   • built-in notes, libraries, or formulae (e.g., definitions or explanations in alpha notation)
   • upgraded or downloaded programs
   • remote communication capability
   • symbolic manipulation capabilities
   • manipulate algebraic expressions
   • external (peripheral) devices and other support materials such as manuals, printed or electronic cards, printers, memory expansion chips or cards, external keyboards
   • calculator cases

4. Prior to the commencement of a provincial achievement test, and before being taken from the provincial achievement test writing room, calculators must be cleared of all information that is stored in programmable or parametric memory.
Using Technology for the Written-response Component of Provincial Achievement Tests

Background

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

Guiding principles for the use of technology to compose written responses

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

A school principal may allow students to use technology to compose the written response component of the provincial achievement test if:

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

1. The principal shall decide whether to provide the opportunity for students to write Language Arts Written-response Provincial Achievement Test questions using school technology. This decision shall be based on the principal’s certainty that the school can comply with all provincial achievement test writing and administration rules, and with the guiding principles, rules, and procedures that follow.

2. The principal shall communicate to students and teachers the availability of, and requirements related to, the use of computing devices and word processing applications when writing written-response questions on Language Arts Provincial Achievement Tests.

3. Before implementing the use of technology for writing provincial achievement tests, the principal shall establish, in collaboration with technical personnel, technical and provincial achievement test administration contingency plans and emergency procedures to address technical issues and disruptions.

4. The principal, in collaboration with the teacher, shall ensure that only those students who understand and are able to follow all of the guiding principles, rules, and procedures established for writing provincial achievement test written-response questions using technology are permitted to do so.

5. The principal shall ensure that the school is registered with Alberta Education to use Quest A+.

6. The principal shall ensure that only school-owned devices that have been properly configured are used when administering written response provincial achievement tests. Student-owned Windows or Mac OS computers can be used with the Quest A+ application only.

7. The principal and technical personnel shall ensure that all computing devices, applications, and printers used for provincial achievement test administration purposes are appropriately configured to safeguard provincial achievement test security, validity and reliability, and to minimize distraction to students.

8. Technical personnel shall develop and implement a plan to test the digital system prior to each Provincial Achievement Test administration to ensure that all equipment and processes function as required.

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

10. The principal shall ensure that teachers who are designated to supervise the administration of provincial achievement tests that are being written using technology are appropriately prepared for that role, including being aware of, and able to, implement contingency plans and emergency procedures, should the need arise.
11. The **principal**, in collaboration with provincial achievement test **supervisors**, shall develop and implement procedures for the pick-up and distribution of printed written responses to students during and after students have completed the written component. These procedures shall safeguard test security, validity, and reliability and minimize distraction to students. Students must staple the written response to their booklet.

12. Provincial achievement test **supervisors** shall ensure that students do not access search engines, research tools, online dictionaries or other prohibited online or electronic resources while writing a provincial achievement test using technology.

13. **Technical personnel** shall ensure that the facility and all designated and configured devices are secured until the time the scheduled Provincial Achievement Test is written.

14. Following the provincial achievement test administration **technical personnel** shall ensure that devices are cleared of all student work and individual devices can no longer access student responses.

15. Following the provincial achievement test administration, **technical personnel** in schools using local word processing solutions shall ensure that student work is archived securely until marking has been finalized and schools have received results (end of September). This also applies to provincial achievement test written in January, for which central marking only occurs at the end of the school year. Archived files must only be accessible to a school authority network administrator.

16. If Quest A+ is used for written-response provincial achievement tests, the Quest A+ Locked Browser is configured, installed and tested to ensure the security and validity of the provincial achievement test administration and each device is working correctly in advance of the provincial achievement test administration [https://questaplus.alberta.ca/help/requirements.html](https://questaplus.alberta.ca/help/requirements.html).

17. If using school-owned Google Chromebooks, **technical personnel** will ensure the devices are managed in accordance with the Google Chromebook guidelines.

### Rules and Procedures

#### Principal

The principal shall ensure that only those students who understand and are able to follow all of the directives, rules, and procedures established for writing Provincial Achievement Test written response questions using technology are permitted to do so.
Technical and administrative set-up

1. Prior to the commencement of the scheduled Provincial Achievement Test administration, all devices to be used for written response test writing purposes must be networked and configured to:

   • enable secure and ready access to designated printers only, during and after the scheduled Provincial Achievement Test administration

   • enable the saving of each student’s written work in a manner, and/or to a network location, that (a) ensures its security while it must be retained and (b) permits school personnel to readily access those documents following the scheduled test administration and to remove those documents after the results are made available to the school in September

   • disable access to the internet and other online or electronic resources that are not permitted

2. All devices to be used for Provincial Achievement Test writing purposes using Quest A+ must be networked and must have a current version of Flash Player installed. In addition, all Windows and Macs must have a current version of Quest A+ Locked Browser installed, to enable secure access to the digital format Provincial Achievement Test using Quest A+.

3. Prior to the commencement of the scheduled Provincial Achievement Test administration, all word processing applications to be used for Provincial Achievement Test writing purposes must be configured to enable:

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

   • the index number (Provincial Achievement Test booklet number) is the six-digit number that appears in the bottom right corner of the student’s label. Late registered students will not have an index number, so they must create a six-digit number and place that number on the back of their test booklet.

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

   • access to routine tools, such as a spell checker and grammar check, that are integrated into the software. Grammar check is an acceptable routine tool for students to use on their provincial achievement tests.

   • The auto correct and template features of these tools must be disabled. For local word processing solutions, online dictionaries and online thesauri are not permitted.

4. Prior to the commencement of the scheduled Provincial Achievement Test administration, all computing devices, printers and word processing applications must be online and ready for use.
Provincial achievement test administration

1. Students using technology must have a copy of the Part(ie) A booklet available for use at the start of the provincial achievement test. Students must staple a printed copy of their written response into the provincial achievement test booklet provided to them once they have completed the written component.

2. Students responding to the written component using technology may access all of the test materials that are available to students who are writing the provincial achievement test without technology.

3. Students using technology may revert to writing with pen or pencil at any time during the provincial achievement test administration.

   Students using Quest A+ must transfer all of their answers from the digital format to the paper answer sheet if they revert to writing with pen or pencil. Transfer of answers may occur after the allotted provincial achievement test time (plus provision, if applicable), however, editing or modification of answers must occur within the total available time.

4. Students are encouraged to do rough work or planning in the provincial achievement test booklet that is to be provided to them at the start of the provincial achievement test.

5. Students, not using Quest A+, may print interim hard copies of their written work at any time during the provincial achievement test administration for review and editing. Multiple copies should be correctly identified and all copies must be returned to Alberta Education.

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

7. Students may not access search engines, research tools or other prohibited online or electronic resources while writing a provincial achievement test using a computer.
Preparation and submission of written work

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

2. Students must clearly label each page of their finished work according to its assignment or section title and must staple the work into the appropriate place(s) in the provincial achievement test booklet.

3. Each student must include his or her six-digit index number on every page of the finished work stapled into the provincial achievement test booklet.

4. Students must submit their final written work double-spaced and in an easy-to-read 12-point font (see the instruction page in the specific provincial achievement test for details).

5. Students must clearly label all word-processed rough work or early drafts as rough and must staple these documents into the provincial achievement test booklets on pages designated Planning.

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

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

Multiple-choice component:
7. Students may move through the questions as they require.
8. Students who submit their response using Quest A+ must be so noted on the List of Students (D).
Using *Quest A+* for written-response and multiple-choice components of provincial achievement tests

**Background**

Most grade 6 and 9 provincial achievement tests are available in digital format. Digital format provincial achievement tests are delivered and administered on school technology using Alberta Education’s *Quest A+* application. *Quest A+* requires the installation of LockDown Browser available for download: [https://questaplus.alberta.ca/help](https://questaplus.alberta.ca/help).

**Use of personally owned devices for *Quest A+***

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

**Access to *Quest A+***

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

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

**Deadlines to request use of *Quest A+***:

<table>
<thead>
<tr>
<th>Provincial Achievement Test Administration</th>
<th><em>Quest A+</em> Request Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2020</td>
<td>November 8, 2019</td>
</tr>
<tr>
<td>May/June 2020</td>
<td>March 13, 2020</td>
</tr>
</tbody>
</table>
Additional information on using technology for provincial achievement tests

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

Policy

Most accommodations, for the purpose of writing provincial achievement tests, are reviewed, managed, and ordered by school personnel. Students are eligible for accommodations and provisions to write provincial achievement tests without an application process.

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

Students must understand and adhere to the accommodations and provision administration rules and procedures of writing a provincial achievement test with the use of accommodations and provisions.

The decision rendered by school personnel is official and final and must be in writing to the parent/guardian: include a decision to permit or not permit the use of accommodations for the purpose of writing provincial achievement tests.

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

Home-schooled students

Students who are home-schooled are eligible for accommodations and provisions. To ensure the writing centre is prepared for home-schooled students to write provincial achievement tests with accommodations and provisions, the parents of home-schooled students must contact the writing centre principal directly before the administration.

Unique accommodations

Accommodations used by students for classroom instruction and assessment but are not listed below are considered to be unique. Unique accommodations are reviewed by the Special Cases and Accommodations Team.

- **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 Unique Accommodations for Students Writing Provincial Assessments* 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 reconsideration are final.
Accommodation types

Students who use accommodations must indicate the use of the accommodation on their provincial achievement test booklet and/or answer sheet in accordance with the corresponding number (numbers 1-10 only).

<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>School personnel orders 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>School personnel orders CD or MP3 file</td>
<td>Deadline to submit order is found in Significant Dates at-a-Glance</td>
</tr>
<tr>
<td>4. 10 x 10 multiplication table</td>
<td>Student typically uses this accommodation</td>
<td>School personnel implements this accommodation</td>
<td></td>
</tr>
<tr>
<td>5. Scribe and Speech-to-Text</td>
<td>Student typically uses this accommodation</td>
<td>School personnel implements this accommodation</td>
<td></td>
</tr>
<tr>
<td>6. Large print</td>
<td>Student typically uses this accommodation</td>
<td>School personnel orders 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 this accommodation</td>
<td>School personnel orders Braille</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 this accommodation</td>
<td>School personnel implements 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>9. Sign-Language Interpreter</td>
<td>Student typically uses this accommodation</td>
<td>School personnel implements this accommodation</td>
<td></td>
</tr>
<tr>
<td>Accommodation</td>
<td>Eligible Population</td>
<td>Process Required</td>
<td>Notes</td>
</tr>
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</tr>
<tr>
<td>10. Transcriber of Recorded Response</td>
<td>Student typically uses this accommodation</td>
<td>School personnel implements this accommodation</td>
<td>Recorded responses must be transcribed locally before being submitted to Alberta Education</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Student typically uses this accommodation</td>
<td>School personnel implements this accommodation</td>
<td></td>
</tr>
</tbody>
</table>
| Coloured Paper and Overlays | Student typically uses this accommodation | School personnel orders 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 provincial achievement tests |
| Writing in Isolation and Use of Computers | All students | School personnel implements this process | Writing in isolation and the use of computers are school decisions determined by internal school business processes, availability and supervision. |
Administration of provincial achievement tests with accommodations and provisions

The following outlines general requirements and expectations related to the use of accommodations and provisions when administering provincial achievement tests.

Prior to administration

1. All rules and procedures related to the use of a specific accommodation or provision must be explained and discussed with the student before the officially scheduled provincial achievement test administration.

2. The principal shall ensure that all provincial achievement test supervisors are appropriately prepared for provincial achievement tests that are being written with accommodations or provisions. Provincial achievement test supervisors must understand and implement all rules and procedures for the administration of provincial achievement tests using accommodations or provisions as well as all emergent situation protocols specifically related to, or not specifically related to, students with accommodations and provisions.

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

4. The principal shall develop and implement processes to ensure that special format materials are ordered prior by the deadline for each provincial achievement test administration.

After the administration

1. 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 provincial achievement tests and supporting materials from the school.

2. All accommodations used must be recorded on the student’s provincial achievement test booklet and/or answer sheet, and initialed by the supervisor.
## Rules by accommodation type

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Rules</th>
</tr>
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</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 for Provincial Achievement Tests. CD/MP3 versions of tests are available in English and French for all Provincial Achievement Tests. Except in unique circumstances, a CD/MP3 version of the test should be used rather than a reader.  
Accommodation 1 is intended for students with visual impairments only.  
If a student uses a personal CD/MP3 player when writing a Provincial Achievement Test, the Provincial Achievement Test supervisor must ensure that no prohibited material is brought into the Provincial Achievement Test writing room or used in that CD/MP3 player just before or during the scheduled Provincial Achievement Test administration.  
To enable student access to the MP3 files, school technical staff can either:  
- create a secure network location to store the MP3 files, taking the necessary steps to ensure only students who are writing that provincial achievement test can access the files or  
- transfer the MP3 files to a portable device.  
After the administration of the Provincial Achievement Test, technical staff must ensure that all MP3 files are removed from either the network locations or storage devices. |
| 4. 10 x 10 Multiplication Table                                              | Students may use a 10x10 multiplication table as an accommodation for Grade 6 and Grade 9 Mathematics Part(ie) A.  
Students may use manipulatives for Part(ie) A and Part(ie) B.  
Students may **not** use calculators for Part(ie) A, but may use them for Part(ie) B. |
<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Rules</th>
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<tbody>
<tr>
<td>5. Scribe</td>
<td>Provincial Achievement Tests that are administered with the support of scribes, readers, sign language interpreters, and transcribers of recorded response must take place in a separate writing area so that other students writing the Provincial Achievement Test are not disrupted. A reader may read the Provincial Achievement Test to one individual student who requires the accommodation. Readers must not group-read Provincial Achievement Tests. Scribes, readers, sign language interpreters, or transcribers of recorded responses must not be appointed when they are the relative, friend, a student peer at the school or attending another school, or a past or present teacher of the student writing the Provincial Achievement Test. Alberta Education is not responsible for the appointment of any support staff including scribes, readers, sign language interpreters, or transcribers of recorded responses nor is Alberta Education responsible for expenses incurred in appointing these individuals. Scribes, readers, sign language interpreters, or transcribers of recorded response are expected to adhere to all Provincial Achievement Testing rules and procedures outlined in this bulletin. If the student has a question or a query, the student must be directed to the Provincial Achievement Test supervisor.</td>
</tr>
<tr>
<td>8. Reader</td>
<td></td>
</tr>
<tr>
<td>9. Sign-Language Interpreter</td>
<td></td>
</tr>
<tr>
<td>10. Transcriber of Recorded Response</td>
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</tr>
<tr>
<td>5. Scribe</td>
<td>A scribe may inscribe the Provincial Achievement Test to one individual student who requires the accommodation. Scribes must not group-scribe Provincial Achievement Tests. Scribed Provincial Achievement Test written response papers are not marked for conventions in the Narrative/Essay assignment or for Content Management in the Functional assignment. To assist with clarity, the scribe may insert basic punctuation. The scribe must record the student’s response verbatim; that is, exactly as the student dictates. The scribe may record the student’s response in handwriting or may use a computer. The scribe should confirm the student’s responses which may include reading the student’s responses back for clarification. A scribe may not ask leading questions or provide suggestions or interpretations of any kind.</td>
</tr>
<tr>
<td>Accommodation</td>
<td>Rules</td>
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<tr>
<td>---------------</td>
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<tr>
<td><strong>continuation of:</strong> 5. <strong>Scribe</strong></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 Provincial Achievement Test writing time.</td>
</tr>
<tr>
<td></td>
<td>A scribe may not read a test to a student. An audio version or reader will be provided for this purpose.</td>
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<tr>
<td></td>
<td>A student who is being assisted by a scribe must complete the Provincial Achievement Test in the allotted writing time.</td>
</tr>
<tr>
<td></td>
<td>A scribe must sign the student’s work and indicate their position, i.e., program aide.</td>
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<tr>
<td></td>
<td>Scribes should word process student responses or use a handwriting style that is legible and familiar to the student.</td>
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<tr>
<td></td>
<td>A scribe may only provide this accommodation to one student.</td>
</tr>
<tr>
<td>8. <strong>Reader</strong></td>
<td>A reader may read the Provincial Achievement Test to one individual student who requires the accommodation. Readers must not group-read Provincial Achievement Tests.</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>
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<tr>
<td></td>
<td>The reader must read the Provincial Achievement Test verbatim; that is, exactly as it appears in the Provincial Achievement Test booklet. A reader may not add emphasis, inflection, or read in such a way as to prompt or guide the student. A reader may not ask leading questions, provide suggestions, provide interpretations, or provide word definitions of any kind.</td>
</tr>
<tr>
<td></td>
<td>The reader must read in such a way that the student understands the beginning and end of each sentence and paragraph. Without leading the student, the reader must be aware of and obey all punctuation and read in such a way that the student understands the use and purpose of the punctuation.</td>
</tr>
<tr>
<td></td>
<td>The reader may repeat readings as often as necessary and must read consistently in the same way each time, being careful not to indicate a correct/incorrect response.</td>
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</tbody>
</table>
9. **Sign-Language Interpreter**

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.

For purposes of interpreting for a provincial achievement test, a sign language interpreter may:

- voice what is signed by a student
- interpret all words spoken during the exam period that are intended for all students.

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

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.

The 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 message.

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

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

During the administration, all questions raised by the student must be directed to the Provincial Achievement Test supervisor. In this case, the interpreter must interpret spoken and signed messages between the student and the supervisor.
<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Rules</th>
</tr>
</thead>
</table>
| **10. Transcriber of Recorded Response** | Students who are dictating their responses require separate writing areas so that other students writing the Provincial Achievement Test are not disrupted.  
Students who are dictating their responses should be encouraged to do some rough work in the Provincial Achievement Test booklet. Rough work will not be marked but serves to guide the student as they dictate a response. For the written response component, advise students to indicate verbally when they have finished one assignment and are beginning the next one by saying “I am now finished assignment one and I am ready to begin assignment two.”  
Student responses may be recorded using audiotape or as digital audio files in WAV or MP3 format.  
Recorded Responses for both Part(ie) A and B **must be transcribed at the school** where the student is able to read, edit and approve the transcription. If an audio version of the test is used by the student, a reader may read the transcription of the student's response to the student for editing and validation. |
| **Text-to-Speech software**          | Students may only use this accommodation to read back their own work when using a computer to compose their English or Français/French Language Arts Part(ie) A written response. |
| **Speech-to-Text software**          | Written response Provincial Achievement Tests that are administered with the use of speech-to-text software must take place in a separate writing area (isolated space) so that other students writing the Provincial Achievement Test are not disrupted.  
Students may use speech-to-text software only for written response Provincial Achievement Tests. No other use of such software is permitted. |
| **Coloured Overlays**                | Students who use coloured overlays for classroom instruction may use the same overlays for writing provincial achievement tests. |
| **Ambient Noise Audio**              | Students using ambient-noise audio must use professionally/commercially recorded CDs/MP3s intended for background sound. |
Local and Central Marking of Provincial Achievement Tests

Local Marking of *Part(ie) A* Language Arts Tests

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

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

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

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

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

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

To support local marking, samples of student writing that exemplify the scoring criteria will be provided with the provincial achievement tests and supporting materials sent to the school. These exemplars are not to be shared with students and must be returned to Alberta Education with the provincial achievement tests. The procedure to calculate a total score for Grade 6 and Grade 9 students’ writing is provided on the next page.
Calculating local marks

To determine a student’s mark, convert the word descriptors to the following numeric values:

Excellent = 5
Proficient = 4
Satisfactory = 3
Limited = 2
Poor = 1

Narrative / Essay Writing assignment

1. Assign a score of 1 to 5 for each of Content, Organization, Sentence Structure, Vocabulary, and Conventions.

2. Multiply the scores for Content and Organization by 2 as these categories are worth twice as much as the other categories.

Maximum score possible for Narrative Writing = 35

Functional Writing

1. Assign a score of 1 to 5 for each of Content and Content Management.

2. Multiply these scores by 2.

Maximum score possible for Functional Writing = 20

Students who have used a scribe do not get marked for Conventions in the Narrative/Essay assignment or for Content Management in the Functional Writing assignment.

Total Part A: Writing score

Add the narrative and functional scores

<p>| | |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Total score for Part A: Writing</strong></td>
<td></td>
</tr>
<tr>
<td>Narrative Writing</td>
<td>___/35 (63.6%)</td>
</tr>
<tr>
<td>+ Functional Writing</td>
<td>___/20 (36.4%)</td>
</tr>
<tr>
<td>= Total score</td>
<td>___/55 (100%)</td>
</tr>
</tbody>
</table>

The mark for Part A: Writing is worth 50% of the total mark for Language Arts.
Local marking of multiple choice provincial achievement tests

Teachers of grades 6 and 9 are expected to score all multiple choice provincial achievement tests, using the answer keys provided, and to report these preliminary results to parents. An electronic reporting form is available to school administrators for this purpose on the Alberta Education website, however, schools may decide to use their own method to report preliminary results to parents in June.

Eligibility to participate in central marking

Teachers are nominated by their superintendent to participate in central marking of written responses in July. A teacher shall have taught the course within the last three years, be employed by a school authority at the time of marking, be able to mark on all scheduled days and have a valid Alberta permanent professional teaching certificate.
Provincial Achievement Test Marking Sessions—2019–2020

Nominations for Provincial Achievement Test Marking Session

The central marking of Language Arts Provincial Achievement Tests takes place in July following each school year. 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 should inform their principals. A teacher must clearly indicate to the principal which provincial achievement test course and which grade they wish 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</th>
<th>Deadline for Nominations to be Returned to Alberta Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>July Marking</td>
<td>End of February 2020</td>
</tr>
<tr>
<td></td>
<td>End of April 2020</td>
</tr>
</tbody>
</table>
Reporting Provincial Achievement Test Results

Public access to results

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

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

An individual may make a formal request for results information under the Freedom of Information and Protection of Privacy (FOIP) Act. In accordance with this legislation, Alberta Education will respond to formal FOIP requests without conditions and without notification to any school or school authority.

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

Cut scores and standards

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

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

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

• measure progress, set priorities and use results to improve education for students on an ongoing basis

• incorporate provincial directions and community input into their plans

• communicate school and school authority directions and results to stakeholders (provincial government, staff, parents and the public).

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

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

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

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

Individual School and School Authority Report

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

All School and School Authority Reports

2. In the first ten days following the publication of detailed Provincial Achievement Testing Program reports, the data of all school or school authorities may be changed and reports re-issued under the following circumstances:
   a. An error in a report, caused by Alberta Education, has a significant impact on the meaning or value of data that will be publicly reported, or is likely to raise doubts about the integrity of the entire report
   b. Requests for change to individual student records, made by one or more schools or school authorities subsequent to the initial publication of reports, have a significant impact on the meaning or value of provincial data that will be publicly reported or results in the likelihood that doubts will be raised about the integrity of an entire report.

3. Beyond ten days after the publication of detailed Provincial Achievement Testing Program reports, no changes will be made to any school or school authority report except under unusual circumstances or by order of the Minister of Education.
Individual Student Profiles (ISP)

In late September Alberta Education makes available two copies of the Individual Student Profile (ISP) of each student to the staff of the school where the student wrote the provincial achievement tests. ISPs of students who are excused or absent from the assessment, and students whose results have been withheld, will be annotated not available. The school must keep a copy of the ISP with the student’s records, and must provide the student’s parents or guardians with access to a copy of the ISP.

Home education reports

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

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

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

Using the reports

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

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

Plans should also be made to involve the school council and community in discussing Provincial Achievement Test results and in developing plans to improve student learning. Many school administrators and classroom teachers have developed successful strategies for involving parents and the community in helping students to meet standards and in supporting the school to maintain its programs.
# Significant Dates at-a-Glance:
Provincial Achievement Tests (PATs) 2019-2020

## Communications

<table>
<thead>
<tr>
<th>Who</th>
<th>Responsibility</th>
<th>January 2020</th>
<th>May 2020</th>
<th>June 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Authority Staff</td>
<td>September 6, 2019 – Communicate PAT schedules to principals for January and June administrations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam Administration Branch, Alberta Education</td>
<td>February 3, 2020 – Marker nomination packages sent to School Authority Assessment Contacts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Authority Staff</td>
<td>March 9, 2020 – Return marker nominations to Exam Administration Branch, Alberta Education</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
| Principal or Delegate                    | September 6, 2019 – Notify parents/guardians that their child/children will be writing PATs in this current school year  
(A Quick Facts for Parents/Guardians is available in the General Information Bulletin: Provincial Achievement Testing Program Grades 6 and 9) |              |          |           |
| *NEW September 2019 to June 2020* – School staff may enter parent/guardian information and email address to ensure Individual Student Profiles (ISPs) are available through myPass | | | | |
| *NEW DEADLINE* send list of out-of-grade/ cycled students (Programs of Study completed) writing PATs to exam.admin@gov.ab.ca | November 15, 2019 | February 10, 2020 | | |
| Time sensitive period: Confirm requirements using the online Achievement Test Confirmation form | November 13-29, 2019 | November 13–March 2, 2020 | | |
| DEADLINE to submit forms to the Special Cases and Accommodations team: List of Special Format Materials Application for Accommodations | November 1, 2019 | March 2, 2020 | | |
| DEADLINE to request Quest A+ (excluding Mathematics Part A) | November 1, 2019 | March 2, 2020 | | |
# Significant Dates at-a-Glance: Provincial Achievement Tests (PATs) 2019-2020

## Receiving and Administering Provincial Assessment Booklets and Supporting Materials

<table>
<thead>
<tr>
<th>Who</th>
<th>Responsibility</th>
<th>January 2020</th>
<th>May 2020</th>
<th>June 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam Administration Branch, Alberta Education</td>
<td>Send PAT booklets and supporting materials to schools</td>
<td>January 7-8, 2020</td>
<td>April 14-15, 2020</td>
<td>May 25-27, 2020</td>
</tr>
<tr>
<td>Principal or Designate</td>
<td>Contact Exam Administration if shipment has not arrived or if errors/omissions are identified</td>
<td>January 15, 2020</td>
<td>April 22, 2020</td>
<td>June 3, 2020</td>
</tr>
<tr>
<td>Exam Administration Branch, Alberta Education</td>
<td>Distribute MP3 files to schools</td>
<td>January 2-8, 2020</td>
<td>April 22-28, 2020</td>
<td>June 1-5, 2020</td>
</tr>
<tr>
<td>Exam Administration Branch, Alberta Education</td>
<td>Confirm the use of Quest A+ and distributes codes to schools</td>
<td>January 2-8, 2020</td>
<td>April 22-28, 2020</td>
<td></td>
</tr>
<tr>
<td>Principal or Designate</td>
<td>Administer PATs in accordance with schedules set by school authority superintendents for (Part(e) A English Language Arts/French Language Arts/Français/K&amp;E)</td>
<td>Between January 15 and 22, 2020</td>
<td>Between May 4 and 8, 2020</td>
<td>N/A</td>
</tr>
<tr>
<td>Teachers</td>
<td>Teachers may locally mark Part(e) A English Language Arts/French Language Arts/Français/K&amp;E</td>
<td>January 13-31, 2020</td>
<td>May 4-25, 2020</td>
<td>N/A</td>
</tr>
<tr>
<td>Principal or Designate</td>
<td>Administer PATs in accordance with schedules set by school authority superintendents for Part(e) B and (Mathematics Part(e) A and B)</td>
<td>January 23-31, 2020</td>
<td>N/A</td>
<td>June 15-26, 2020</td>
</tr>
<tr>
<td>Teachers</td>
<td>Teachers locally mark PATs Part(e) B Language Arts, Social Studies, Science and Mathematics (Part(e) A and B) to determine preliminary results</td>
<td>N/A</td>
<td>N/A</td>
<td>June 15-26, 2020</td>
</tr>
</tbody>
</table>
## Significant Dates at-a-Glance: Provincial Achievement Tests (PATs) 2019-2020

### Returning Provincial Assessment Booklets and Supporting Materials (these dates are mandatory)

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<tr>
<td>Principal or Designate</td>
<td>RETURN written PAT booklets and supporting materials: <strong>GREEN LABEL</strong></td>
<td>By January 30, 2020 (All January PATs are secured and must be returned; including English Language Arts Part A)</td>
<td>By May 27, 2020 (Unused English Language Arts Part(s) A booklets may be kept at the school)</td>
<td>By June 26, 2020</td>
</tr>
<tr>
<td></td>
<td>RETURN unwritten and secured PAT booklets: <strong>ORANGE LABEL</strong></td>
<td>By January 30, 2020</td>
<td>By May 27, 2020</td>
<td>By June 26, 2020</td>
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## Reporting Results

<table>
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<th>June 2020</th>
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</thead>
<tbody>
<tr>
<td>School Authority Staff and Principal/Designate</td>
<td>Access and review detailed report for errors/omissions</td>
<td>N/A</td>
<td>Late August 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>DEADLINE</strong> for reporting errors/omissions to the Director, Student Learning Assessments and Provincial Achievement Testing</td>
<td>N/A</td>
<td>Early September 2020</td>
<td></td>
</tr>
<tr>
<td>Evidence and Labour Relations Sector, Alberta Education</td>
<td>Release detailed reports and Individual Student Profiles</td>
<td>N/A</td>
<td>Late September 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Release multiyear reports</td>
<td>N/A</td>
<td>Late September 2020</td>
<td></td>
</tr>
</tbody>
</table>
Contacts 2019–2020

Provincial Assessment Sector

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Alberta Education website:
education.alberta.ca

Workforce Development Help Desk
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Toll-free within Alberta: 310-0000
Email:
WFDhelpdesk@gov.ab.ca
Office hours:
Monday through Friday, 8:15 a.m. to 4:30 p.m.
The office is open during the lunch hour.