

Application to Serve as a Distance Learning Special Writing Centre Supervisor 2020–2021

(Please PRINT/TYPE)

1. Proposed Special Writing Centre Supervisor Name and Contact Information at the Proposed Special Writing Centre

Alberta Student Number - -	Student First Name and Surname Name
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2. Proposed Diploma Exam Administration for Which This Request Applies (Month/Year) _____

3. Applicant's Name and Contact Information at the Proposed Special Writing Centre

First Name	Surname Name	Title/Role in the Organization	
Name of Institution or Organization Where Employed		Type of Institution or Organization	
Building Name (If applicable)	Office/Room Number	Street Name and/or Number	
Town/City	Province/State	Country	Postal or Zip Code
Phone Number (Include Area Code & Extension # – e.g., 555-555-5555)		Email Address	

4. Confirmation of Ability to Serve as a Special Writing Centre Supervisor

I fluently read and write the language of the diploma exam(s) to be administered (English and/or French, depending on the diploma exam)

I have read and understand the rules and procedures associated with the establishment and writing of a diploma exam at a Special Writing Centre

I have reviewed the diploma exam schedule for the administration in which the student is proposed to write and will be available to:

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

administer the diploma exam(s) in accordance with the diploma exam schedules rules and procedures specified in the

[Diploma Examinations Program General Information Bulletin](#)

administer the diploma exams utilizing Quest A+ with proficiency

5. Proposed Special Writing Centre Site Information

Detailed description of the room where the provincial assessment (s) would be securely and appropriately administered (include room or office number):

Photograph(s) of the proposed **secure diploma exam writing room** are attached

A letter from my employer, on official business letterhead, authorizing the use of the proposed spaces for Special Writing Centre purposes, and confirming their tentative procurement for the dates and times required for that use, is attached

First Name and Surname of Person Authorized to Approve the Use of This Space	Title/Role in the Organization
Phone Number (Include Area Code & Extension # – e.g., 555-555-5555)	Email Address

Applicant's Declaration:

I am currently employed at the location that is proposed to serve as a Special Writing Centre
I have read the diploma exam rules and procedures including those specific to the administration within a *Special Writing Centre*, and affirm that I am willing and able to honour and enforce them

I am not a relative or friend or past or present teacher or coach of the student and I have no other personal relationship with the student and/or their family
I am not a relative or friend of, and have no other personal relationship with the persons who have provided letters of confirmation in support of this application
The information on this form is accurate and complete

Applicant's Signature _____

Date _____

The personal information you provide on this form is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) and is managed in accordance with Part 2 of FOIP. The information you provide will be used for the purposes of administering and processing diploma exams at a Special Writing Centre. Your personal information will not be used or disclosed for any other purpose, without your written consent or unless required to do so by law. Should you wish to have your information removed, corrected or have concerns, please contact us at Exam Administration at (780) 643-9157 (toll free connection 780-310-0000).

This form must be submitted to: Special Cases and Accommodations Team, Alberta Education.

Email this form and direct all questions to: special.cases@gov.ab.ca using the subject line:

SWC Last Name, First Name ASN – your school code and school name

(e.g., Headroom, Max 123456789 – 9999 - Ben Hur High School).

