This document was written primarily for

- Students
- Teachers [✓]
- Administrators [✓]
- Parents
- General Audience

2021–2022 Provincial Achievement Testing Program Grades 6 and 9 General Information Bulletin

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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 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 Provincial Assessment, Alberta Education, at 780-427-1857 or email exam.admin@gov.ab.ca. To be connected toll-free in Alberta, dial 310-0000.
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Please note that if you cannot access one of the direct website links referred to in this document, you can find provincial achievement test-related materials on the [K to 12 Provincial Assessment website](https://www.education.ab.ca/kt12provincialassessment/).
Introduction

The Provincial Achievement Testing Program Grades 6 and 9 General Information Bulletin is developed by Alberta Education for administrators, school authority personnel, 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 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 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 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
- 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 unable to access the provincial assessment in its original form, or with accommodations and/or unique accommodations due to behavioural, intellectual, learning, communication or physical characteristics, or any combination of any of them, that impair the student’s ability and opportunity to learn
   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. Students enrolled in an Alberta Accredited school shall write 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 option 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.

Improving student learning

Careful examination and interpretation of the Provincial Achievement Testing Program results can help reveal areas of relative strength and areas for growth 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.
Key features of provincial achievement tests

A brief summary of provincial achievement tests is provided below. Information specific to each of the subjects 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>
<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>Français Partie A</td>
<td>1</td>
<td>No</td>
<td>120 minutes</td>
</tr>
<tr>
<td></td>
<td>Français 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 official time, if needed.
*Part(ie) A and Part(ie) B may be administered separately.
Summary of Revisions for the 2021–2022 School Year

The following major revisions have been made. All major changes for the 2021–2022 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>Reader</td>
<td>One reader may read the provincial achievement test to a small group of students.</td>
<td>Provincial Achievement Tests Using Accommodations and Provisions</td>
</tr>
<tr>
<td>Distribution of MP3 files</td>
<td>Links to MP3 files will be sent to technical personnel only. The technical personnel must be identified on the <em>Request for Special Format Materials</em> form.</td>
<td>Provincial Achievement Tests Using Accommodations and Provisions</td>
</tr>
</tbody>
</table>
Provincial Achievement Test Administration Schedules

January 2022

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>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, January 11</td>
<td>9:00 A.M.</td>
<td>11:00 A.M.</td>
<td>Grade 9 English Language Arts Part A</td>
</tr>
<tr>
<td></td>
<td>9:00 A.M.</td>
<td>10:20 A.M.</td>
<td>Grade 9 K&amp;E English Language Arts Part A</td>
</tr>
<tr>
<td>Friday, January 14</td>
<td>9:00 A.M.</td>
<td>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 individual student needs or the entire class', 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 20 and 28** in accordance with schedules set by school authority superintendents.

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

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

The Grade 9 Mathematics Part(ie) A and B is administered over 110 minutes. With the principal’s approval, all 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 2022

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 noted below, if they require it.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, May 16</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.–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, May 18</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 individual student needs or the entire classes’, 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 13 and 24 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 official time noted below, if they require it.

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

The Grade 6 Mathematics Part(ie) A and B is administered over 90 minutes. With the principal’s approval, all 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, all 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.
Provincial Achievement Test Draft Administration Schedules

January 2023 — 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>Date</th>
<th>Time</th>
<th>Test Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, January 12</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>Monday, January 16</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 individual student needs or the entire classes', 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 19 and 27** in accordance with schedules set by school authority superintendents.

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

<table>
<thead>
<tr>
<th>Provincial Achievement Test</th>
<th>Official Time</th>
<th>Provincial Achievement Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 minutes</td>
<td></td>
<td>Grade 9 English Language Arts Part B</td>
</tr>
<tr>
<td>75 minutes</td>
<td></td>
<td>Grade 9 Français/French Language Arts Partie B</td>
</tr>
<tr>
<td>75 minutes</td>
<td></td>
<td>Grade 9 K&amp;E English Language Arts Part B</td>
</tr>
<tr>
<td>75 minutes</td>
<td></td>
<td>Grade 9 K&amp;E Mathematics</td>
</tr>
<tr>
<td>75 minutes</td>
<td></td>
<td>Grade 9 K&amp;E Science</td>
</tr>
<tr>
<td>75 minutes</td>
<td></td>
<td>Grade 9 K&amp;E Social Studies</td>
</tr>
<tr>
<td>30 minutes</td>
<td></td>
<td>Grade 9 Mathematics Part(ie) A</td>
</tr>
<tr>
<td>80 minutes</td>
<td></td>
<td>Grade 9 Mathematics Part(ie) B</td>
</tr>
<tr>
<td>75 minutes</td>
<td></td>
<td>Grade 9 Science</td>
</tr>
<tr>
<td>80 minutes</td>
<td></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, all 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 2023 — 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 noted below, if they require it.

| Monday, May 15 | 9:00 A.M.–11:00 A.M. | Grade 6 Français/French Language Arts Partie A |
|                | 9:00 A.M.–11:00 A.M. | Grade 9 English Language Arts Part A |
|                | 9:00 A.M.–10:20 A.M. | Grade 9 K&E English Language Arts Part A |
| Wednesday, May 17 | 9:00 A.M.–11:00 A.M. | Grade 6 English Language Arts Part A |
|                | 9:00 A.M.–11:00 A.M. | Grade 9 Français/French Language Arts Partie A |

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 individual student needs or the entire classes, 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 12 and 23** 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 official time noted below, if they require it.

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

The Grade 6 Mathematics Part(ie) A and B is administered over 90 minutes. With the principal’s approval, all 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, all 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.
Security of Provincial Achievement Testing Materials

Security of Provincial Achievement Testing 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.

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.

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.

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.

Security status of May provincial achievement tests and materials

All English, Français, 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.

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 for an unscheduled break 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 materials 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. Any Alberta Education lined paper needed for rough work must be provided to students by the supervisor. Alternately, students can prepare their rough draft work in the provided provincial achievement test booklet.
   All Alberta Education lined paper provided by the supervisor must be collected at the end of the provincial achievement test administration and returned with the provincial achievement test materials to Alberta Education.
4. No electronic or paper templates and/or graphic organizers are allowed for the written response component of provincial achievement tests.
5. Students may not bring into the provincial achievement test writing room any cellphones, wearable technology or other electronic devices.

Provincial achievement test administration schedules

Grade 6 and 9 provincial achievement tests written-response components (Part-ieA) are to be administered on specific dates 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. In case of early departure at the end of the school year, students may NOT write provincial achievement tests prior to the administration dates on which their classmates are scheduled to write.
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 with respect to the validity of student results and share that recommendation with the Director, Exam Administration. The Director, Exam Administration, will then render an official decision. 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
- share that communication with the superintendent.

Request for reconsideration

A student who has had a Provincial Achievement Test result invalidated may request the decision be reconsidered within 30 days of the decision rendered. The Executive Director, Provincial Assessment will only reconsider an official decision to invalidate student results if the request includes (a) The Request for Reconsideration of an Invalidation form and (b) new supporting official documentation which will assist the Executive Director, Provincial Assessment in the review to change the original status of the decision.

Upon receiving a request for reconsideration, the Executive Director, Provincial Assessment shall assess whether new relevant evidence has been provided and:

- if new relevant evidence has been provided, render a new decision based on all of the evidence; or
- if new relevant evidence has not been provided, refuse to reconsider the original decision.

The Executive Director, Provincial Assessment shall notify the parent/guardian in writing of the decision.

A person aggrieved by a reconsidered decision may in writing appeal the decision to the Minister within 30 days after notification of the decision.
Provincial Achievement Testing Administration Procedures

Procedures for superintendents

Provincial achievement test administration preparation

Prior to each diploma exam 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 are given the opportunity to complete the provincial achievement tests 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 Provincial Assessment Directive, superintendents must have in place a process for dispute resolution for decisions related to accommodations, excusing students from writing provincial achievement tests and managing contraventions of rules and policies
Procedures for Principals and Supervisors

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 digital format provincial achievement tests

☐ 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

☐ Ensure 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

☐ Must be completed by Alberta Education deadline.

Immediately upon their receipt, inspect received provincial achievement test materials for errors or deficiencies. Count booklets through the shrink-wrap

*Communicate error or deficiency with Exam Administration Branch staff (exam.admin@gov.ab.ca)
Alberta Education deadlines are published in *Significant Dates at-a-Glance* (see Appendix).

- Ensure all students writing provincial achievement tests use a valid Alberta Student Number

- Ensure 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 after other students have written the provincial achievement tests. Writing provincial achievement tests early is not permitted

- Designate and schedule rooms within the school to be used as provincial achievement test writing rooms
Provincial achievement test administration preparation and supervision

The following checklist will assist principals and supervisors in providing additional assurance that supervision adheres to current expectations and requirements. Teachers other than the classroom teacher may supervise the provincial achievement test in their classroom.

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. Answer keys have remained in the secured location (preferably the main office) during the administration of the provincial achievement test.

- Ensure that appropriate procedures for the administration of writing accommodations are being followed. Students may take up to twice the official writing time, if required.

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

- Ensure 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.

- Verify the identity of each student and record their location in the provincial achievement test writing room. This seating plan must be retained at the school until September 30th of the new school year.

- Establish approved breaks during the administration/supervision.

- 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 the rules and procedures related to writing a provincial achievement test with the students. Ensure that students are aware of, and understand their responsibilities for adhering to those rules.

  On the administration date, instructions pages for all Grade 6 provincial achievement tests must be read aloud to all students.

  Grade 6 English Language Arts part A requirement: the written response instruction pages and assignments must be read aloud to all students at the beginning of the Grade 6 English Language Arts written component administration.

- Consider scheduling and administering a field test. Field testing the questions and providing students with an opportunity to become familiar with the provincial assessment testing environment is important for student preparation.

- Prepare and submit recommendations and supporting documentation related to the following requests and communicate the official responses of these requests to the student and parent/guardian:
  a. writing accommodations for eligible students
  b. being excused from writing one or more provincial achievement test
Alberta Education deadlines are published in *Significant Dates at-a-Glance* (see Appendix).

- 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.
  
  Only authorized materials are permitted in the provincial achievement test writing room and are not shared between students.

- 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.
  
  Ensure that students planning to use technology to write provincial achievement tests are proficient in the use of technology before the administration. Quest A+ can be used in the classroom for written assignments and practice tests to assist students in developing proficiency of use.

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

  Students may elect, at any time, to write the provincial achievement tests using the provided provincial achievement test booklet.

- 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*.

- **Must be completed by Alberta Education deadline.**
  
  Nominate teachers to centrally mark written response provincial achievement tests.
Provincial achievement test administration completion

The following checklist will assist principals, supervisors and teachers in completing the administration of the provincial achievement tests.

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

- Supervisors have documented any unusual circumstances or contraventions of rules that occurred during the provincial achievement test administration and forwarded this information to the principal.

  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.

  Mark and/or score provincial achievement tests in accordance with Alberta Education standards and school based procedures and in a manner that:

  a. maintains the security and integrity of student responses,
  b. protects the security of all provincial achievement test materials, and
  c. 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*.

- Students’ preliminary scores from the provincial achievement tests are shared with parents/guardians. Student preliminary results can be accessed using the Preliminary Results web application.

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

- 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 available to parents through MyPass and detailed reports are available to school staff through Achievement Test Results.

- Must be completed by Alberta Education deadline.

  Multiyear reports are released and available to school staff through Achievement Test Results.
Grades 6 and 9 Provincial Achievement Tests (PATs) Quick Facts for Students and 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 will provide parents access to their child’s ISP through at least one the following options:

- Forward the PDF ISP electronically to parents using the school’s digital system
- Print and mail a paper copy
- Sign-up parents for MyPass where they may access their child’s account and results directly
- 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/provincial-achievement-tests.aspx.

The personal information collected for the purpose of the Provincial Achievement Testing Program and the support of programs, policy evaluation and measurement is under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). Student personal information will not be used or disclosed for any other purpose, without written consent or unless required to do so by law.

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 6° et de 9° année Points saillants à l’intention des parents ou des tuteurs

Que sont que les tests de rendement provinciaux?

Les tests de rendement provinciaux sont administrés aux élèves de 6° et de 9° 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 6° et de la 9° 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 personnel des écoles communique ensuite les ISP aux parents ou les parents peuvent avoir accès aux résultats directement en utilisant myPass (l’accès à myPass doit être donné aux parents par le personnel de l’école). Un exemplaire de l’ISP doit être conservé 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 et du soutien des programmes de stratégies en mesure et évaluation est en vertu de l’alinéa 33(c) de la Freedom of Information and Protection of Privacy Act (FOIP). Les renseignements personnels des étudiants ne seront utilisés ou rendues publics pour aucune autre raison sans l’accord écrit de l’étudiant, à moins qu’ils ne soient requis par la loi.

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 for all administrators**. 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 for Francophone students or French Language Arts for students in French Immersion programming)</td>
<td>Type of French language arts test (Français for Francophone students or French Language Arts for students in French Immersion programming)</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>
</tbody>
</table>

**Home education materials**

School authorities that have students registered and coded as Home Education will have their provincial achievement test materials shipped to either the School Authority office or a school as identified by School Authority staff.
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.

2. 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.

3. 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.

4. 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.

5. 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.

Labels should NOT be applied to provincial achievement test booklets prior to the administration as this step necessitates opening the shrink-wrapped packages and therefore compromises the security of provincial achievement test materials. It is recommended that:

- labels be applied by students at the time of administration or;
- students write their name in the designated area of the booklet so labels can be applied after administration.

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

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 an out-of-cohort 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
4. 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.
Green and Orange Labels

The following materials must be returned in a box using the GREEN LABEL:

- Packing Slip(s)
- List(s) of Students
- Principal’s Statement(s)/Additional paperwork
- Used Writing booklets*
- Used answer sheets*
*Including coloured paper and large print versions

The following materials must be returned in a box using the ORANGE LABEL:

- Unused Writing booklets
- Used and unused Questions, Reading and Source booklets
- Scoring materials (exemplars, keys, overlays, etc.)
- Unused student labels, instruction sheets, envelopes and waybills

Dates for returning provincial achievement tests and supporting materials

All secured provincial achievement test materials, Principal’s 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.

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.
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 code and school name (e.g., PAT Return Shipment – 9999 - Ben Hur School). Include a contact name and phone number in the email message.

2. 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.

3. 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.
   g. Scoring Guides must not be left in student booklets. Scoring Guides should be placed on top of the envelope containing the Packing Slip, Principal’s Statement and List of Students.

4. 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.

5. 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.
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.

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
Account number starting with 61592XX
Use the pre-printed return waybills included in your *Principal Kit*

*Loomis*
Dispatch Telephone Number: 1-855-256-6647
Account number starting with LU46XX

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
Identify yourself as a school making a return shipment to Exam Administration Branch

*DV Delivery*
Dispatch Telephone Number: (780) 868-5503
Use the pre-printed return slips included in your *Principal Kit*
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(e) A: Use a calculator is not permitted,
     - Part(e) B: Students may use calculators; however, use of scientific or graphing calculators is not permitted.
   - **Grade 9 Mathematics**
     - Part(e) A: Use of a calculator is not permitted,
     - Part(e) B: Use of a calculator is permitted; however, use of a graphing calculator 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 to Write Provincial Achievement Tests

Background

Provincial Achievement Tests for grade 6 and 9 can be written digitally. While schools may choose to use local word processing solutions to administer the written-response component, all components are available on Quest A+, Alberta Education’s online assessment system. For more information on local word processing solutions, refer to the Using Technology to Administer Provincial Assessment document.

For PCs and Macs, Quest A+ requires the installation of LockDown Browser and can be used on both school-owned and student-owned devices. LockDown Browser is available for download here: https://questaplus.alberta.ca/help/. School-owned Chromebooks can also be used to administer provincial achievement tests on Quest A+, but requires specific configurations from Alberta Education in order to be made secure and are available upon request.

Before using technology to write provincial achievement tests, students should practice to increase their level of comfort and ensure their capability of using all required features. The principles, rules, and procedures that follow address the requirements associated with the use of technology.

Students may become familiar with Quest A+ by using it for classroom assignments and assessments.

Guiding principles for the use of technology

Computing devices, word processing applications and Quest A+ may be used when administering the written response component of the Language Arts Provincial Achievement Tests. Quest A+ is the only digital solution for machine-scored components. 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 selected technology,
- the students understand, and are able to implement, the rules and procedures for using technology,
- technical expertise is available before, during, and after the provincial achievement test administration to ensure effective and secure system functioning, and
- the security, validity, and confidentiality of student work and provincial achievement test materials are in no way compromised.

For the written component (in addition to the above guiding principles):

- 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,
- a contingency plan must be developed for students who use technology to compose the written-response component of a provincial achievement test in the event that the technology fails before or during the administration.
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 provincial achievement tests 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. Typed responses must adhere to the instructions in the course booklet.

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. In collaboration with the coordinator of Special Format Materials, the technical personnel shall prepare for the distribution and security of MP3 files.

6. For the use of Quest A+, the principal shall request codes using this form: http://surveys.education.gov.ab.ca/novi/n/QuestPAT.aspx

7. The principal shall ensure that school-owned devices have been properly configured when administering the written component using local word processing solutions.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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 including MP3 files on PCs or Macs.

16. 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.

17. If Quest A+ is used for provincial achievement tests, the Quest A+ LockDown 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/.

18. If using school-owned Google Chromebooks, technical personnel will ensure the devices are managed in accordance with Alberta Education’s Google Chromebook guidelines.
19. Schools may allow students to use personally owned computers (Windows or Mac OS) when using *Quest A+*. Due to device management requirements, student-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.

**Technical and administrative set-up**

1. Prior to the commencement of the scheduled provincial achievement test administration, all devices to be used for provincial achievement 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 connected to the internet. In addition, all Windows and Macs must have a current version of *Quest A+* LockDown 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 local 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 tools integrated into the software such as a spell checker and grammar check.
   - the auto-correct and template features of these tools must be disabled. Independent student access to the internet to access online dictionaries or thesauri, along with personal dictionaries or dictionaries that can be amended, are not allowed.

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 responding to the written component using technology may access all of the test materials, including a copy of the Part(ie) A booklet, that are available to students who are writing the provincial achievement test without technology.

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

3. 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.

4. Students 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.

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

6. Students may not access search engines, research tools or other prohibited online or electronic resources while using a computer to write a provincial achievement test.

**Preparation and submission of completed work**

**Written-response component**

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.

6. Students who submit their response using Quest A+ must be so noted on the List of Students (D).

**Multiple-choice component**

7. Students do not have to respond to the questions sequentially.

8. Students using Quest A+ must not complete the bubble sheet in the booklet. Teachers do no need to score student responses using bubble sheets when students have submitted their responses using Quest A+. Principals may request multiple-choice results through their Alberta Education account. Provincial Achievement Test results are located under Preliminary Results Grade 6/9.

9. Students who submit their response using Quest A+ must be so noted on the List of Students (D).

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

<table>
<thead>
<tr>
<th>Provincial Achievement Test Administration</th>
<th>Quest A+ Request Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2022</td>
<td>December 1, 2021</td>
</tr>
<tr>
<td>May/June 2022</td>
<td>April 14, 2022</td>
</tr>
</tbody>
</table>
Provincial Achievement Tests Using Accommodations and Provisions

Policy

Students unable to access the provincial assessment in its original form may use regular accommodations and/or unique accommodations. Instructional accommodations are designed to address specific areas for academic growth and/or barriers that may be impacting the ability of individual learners to engage in learning opportunities including provincial assessments.

The accommodations listed under Regular accommodation types, for the purpose of writing provincial achievement tests, are reviewed, managed, and ordered by school personnel. Students are eligible for regular accommodations and provisions to write provincial achievement tests without an application process.

Condition for students to write provincial assessments with accommodations: Use of the accommodation during 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.

Decisions rendered by school personnel are official and must be communicated to the parent/guardian. Parents/guardians must contact the school authority should they wish to dispute the decision rendered.

Accommodations used by students for classroom instruction and assessment but are not listed below under Regular accommodations types are considered to be unique. The review of unique accommodations is delegated by the Director of Exam Administration Branch to the Special Cases and Accommodations Team.

Every application for unique accommodations will be considered individually on its particular facts and own merit.

Students in a home education program

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

Special Cases and Accommodations Team encourage school staff to contact them as early as possible to discuss accommodations and options for provincial assessments. Special Cases and Accommodations Team is designed to assist students, families and school staff with exploring alternate means for accessing provincial assessments.

Deficiency Notification: The accommodation request has been received; however, the supporting documentation is incomplete. The specific supporting documentation needed to complete the review will be outlined and sent by email.

Case Suspended: The material required for review has not been received by the deadline provided. 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: Reconsiderations are reviewed by the Executive Director of Provincial Assessment. Review of an official decision will be reconsidered if the request is submitted within 30 days of notification of the original decision and includes (a) the Request for Reconsideration of a Unique Accommodation or Exemption Decision form and (b) new supporting official documentation which will assist the Executive Director.

Process to submit requests for unique accommodations

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

Step 2: The Director of Exam Administration Branch or an assigned member of 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, only if required) School staff prepares and submits the Request for Reconsideration of a Unique Accommodation or Exemption Decision form and new supporting official documentation. The original decision may be reconsidered once only.

A person aggrieved by a reconsidered decision may in writing appeal the decision to the Minister within 30 days after notification of the decision.
### Regular accommodation types

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

<table>
<thead>
<tr>
<th>Regular Accommodation</th>
<th>Eligible Population</th>
<th>Process Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Audio (MP3 or Quest A+ version)*</td>
<td>Student with visual impairments</td>
<td>School personnel orders MP3 file to deliver audio</td>
<td>Deadline to submit order is found in <a href="#">Significant Dates at-a-Glance</a></td>
</tr>
<tr>
<td>2. Audio (MP3 or Quest A+ version)*</td>
<td>Student with a learning or physical disability and students who use audio throughout the year</td>
<td>School personnel orders MP3 file to deliver audio</td>
<td>Deadline to submit order is found in <a href="#">Significant Dates at-a-Glance</a></td>
</tr>
<tr>
<td>4. 10 x 10 multiplication table</td>
<td>Student 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 uses this accommodation</td>
<td>School personnel implements this accommodation</td>
<td></td>
</tr>
<tr>
<td>6. Large print</td>
<td>Student uses this accommodation</td>
<td>School personnel orders large-print version</td>
<td>Deadline to submit order is found in <a href="#">Significant Dates at-a-Glance</a></td>
</tr>
<tr>
<td>7. Braille</td>
<td>Student uses this accommodation</td>
<td>School personnel orders Braille</td>
<td>Deadline to submit order is found in <a href="#">Significant Dates at-a-Glance</a></td>
</tr>
<tr>
<td>8. Reader</td>
<td>Student 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 uses this accommodation</td>
<td>School personnel implements this accommodation</td>
<td></td>
</tr>
<tr>
<td>10. Transcriber of Recorded Response</td>
<td>Student uses this accommodation</td>
<td>School personnel implements this accommodation</td>
<td></td>
</tr>
</tbody>
</table>

*Quest A+ audio is available for the written component only. Quest A+ audio does not need to be ordered from Special Cases and Accommodations Team.*
<table>
<thead>
<tr>
<th>Regular Accommodation</th>
<th>Eligible Population</th>
<th>Process Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coloured Paper and Overlays</td>
<td>Student uses this accommodation</td>
<td>School personnel orders coloured paper version</td>
<td>Deadline to submit order is found in <em>Significant Dates at-a-Glance</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Students who use overlays for classroom testing may use the same overlays to write provincial achievement tests</td>
</tr>
<tr>
<td>Writing in Isolation and Use of Computers</td>
<td>All students</td>
<td>School personnel implements this process</td>
<td>Writing in isolation and the use of computers are school decisions determined by internal school business processes, availability and supervision.</td>
</tr>
</tbody>
</table>
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 to the deadline for each provincial achievement test administration.

5. In collaboration with the staff in the School Authority office, principals and technical personnel must determine a plan for distributing and securing MP3 files. Links to MP3 files will be sent to technical personnel only. The technical personnel must be identified on the Request for Special Format Materials form.

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 regular accommodation type

<table>
<thead>
<tr>
<th>Regular Accommodation</th>
<th>Rules</th>
</tr>
</thead>
</table>
| 1. & 2. Audio (MP3 or Quest A+) Version    | Students who use audio throughout the school year are eligible to receive this accommodation to write provincial achievement tests. Audio versions of tests are available in English and French for all provincial achievement tests. Except in unique circumstances, audio versions of provincial achievement tests should be used rather than a reader. Accommodation 1 is intended for students with visual impairments only. Students may not use personal devices for MP3 playback. To enable student access to the MP3 files, 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 school-owned 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. |
| 5. Scribe                                 | 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. |
| 8. Reader                                  | One reader may read the provincial achievement test to a small group of students. In order to maintain a reasonable pace and meet the needs of all students, the group should be limited to a maximum of 7 students. Students receiving targeted and specialized interventions may still require a one-to-one support. 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. |
### Regular Accommodation Rules

| 5. Scribe         | A scribe may inscribe the provincial achievement test for 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.  
                  | The scribe must record the student's response verbatim; that is, exactly as the student dictates.  
                  | The scribe may record the student’s response by hand or may use a computer. Scribes should use a handwriting style that is legible and familiar to the student.  
                  | 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.  
                  | The student shall review the scribed work and request changes if necessary. The scribe may read the student response to the student for this purpose. 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.  
                  | A scribe may not read a provincial achievement test to a student. An audio version or reader will be provided for this purpose.  
                  | A student who is being assisted by a scribe must complete the provincial achievement test in the allotted writing time. |

| 8. Reader         | *NEW*  
                  | One reader may read the provincial achievement test to a small group of students. In order to maintain a reasonable pace and meet the needs of all students, the group should be limited to a maximum of 7 students. Students receiving targeted and specialized interventions may still require one-to-one support.  
                  | 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.  
                  | 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.  
                  | 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. |
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.

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.”

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 provincial achievement test is used by the student, a reader may read the transcription of the student’s response to the student for editing and validation.
<table>
<thead>
<tr>
<th>Regular Accommodation</th>
<th>Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text-to-Speech software</td>
<td>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.</td>
</tr>
<tr>
<td>Speech-to-Text software</td>
<td>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</td>
</tr>
<tr>
<td>Coloured Overlays</td>
<td>Students who use coloured overlays for classroom instruction may use the same overlays for writing provincial achievement tests.</td>
</tr>
<tr>
<td>Ambient Noise Audio</td>
<td>Students using ambient-noise audio must use professionally/commercially recorded MP3s intended for background sound.</td>
</tr>
</tbody>
</table>
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. It is the responsibility of the teacher to keep a record of the identification number they have assigned to themselves.

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

Use the following information to assign the score for each student's test:

**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

```
Total score for Part A: Writing
Narrative Writing ___/35 (63.6%)
+ Functional Writing ___/20 (36.4%)
= Total score ___/55 (100%)
```

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

Teachers of grades 6 and 9 are expected to score all machine-scored 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.

If the Quest A+ application is used to write machine-scored provincial achievement tests, students’ results will appear in the Preliminary Results application within 24 hours of the provincial achievement test administration.

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—2021–2022

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 Provincial Assessment. 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 within the timeframe 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 2022</td>
</tr>
<tr>
<td></td>
<td>End of April 2022</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 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. Because it is almost impossible to construct tests that are precisely equal in difficulty, cut scores may be adjusted slightly from year to year through 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 reset standards and cut scores. A formal standard-setting procedure, involving classroom teachers from across the province, is conducted to set standards and recommend cut scores that appropriately reflect the intent of the new curriculum in terms of its expectations and standards. The information obtained through this standard-setting procedure is used, in conjunction with other information such as results from the equating process (if available), to determine appropriate cut scores.

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, All Schools 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, all schools, 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, or have a significant impact on the meaning or value of provincial data, or results in the likelihood that doubts will be raised about the integrity of an entire report. The request for report re-issue must be approved by the superintendent.
2. 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 copies of the Individual Student Profile (ISP) of each student to the staff of the school where the student wrote the provincial achievement test. ISPs are available in the Provincial Approach to Student Information (PASI) system.

Schools are responsible for forwarding ISPs to parents through the following options: forwarding the PDF ISPs electronically to parents through school systems, printing the ISPs for mailing, or signing up parents for myPass access to their child’s account. Students and parents will be able to access the PAT Results ISPs as needed using myPass.

ISPs for students who are excused or absent from the assessment, and students whose results have been withheld, will be annotated Not Available (N/A).

Home education reports

Results for students in home education programs are not included in the regular school authority report. Results are reported separately to each school authority for their students in home education programs.

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.

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.

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.
## Appendix

### Significant Dates at-a-Glance: Provincial Achievement Tests (PATs) 2021-2022

#### Communications

<table>
<thead>
<tr>
<th>Who</th>
<th>Responsibility</th>
<th>January 2022</th>
<th>May 2022</th>
<th>June 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Authority Staff</td>
<td>September 1, 2021 – Communicate PAT schedules to principals for January and June administrations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provincial Achievement Testing Program Branch, Alberta Education</td>
<td>February 1, 2022 – Marker nomination packages sent to School Authority Assessment Contacts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Authority Staff</td>
<td>End of April 2022 (Specific dates are communicated in the marker nomination package sent to school authority assessment contacts) – Return marker nominations to Provincial Achievement Testing Branch, Alberta Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal or Delegate</td>
<td>September 2021 – 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)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>September 2021 to June 2022 – School staff may enter parent/guardian information and email address to ensure Individual Student Profiles (ISPs) are available through myPass.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>DEADLINE</strong> send list of out-of-cohort students (Programs of Study completed) writing PATs to <a href="mailto:exam.admin@gov.ab.ca">exam.admin@gov.ab.ca</a></td>
<td>November 15, 2021</td>
<td>February 11, 2022</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Time sensitive period:</strong> Confirm PAT materials using the online Achievement Test Confirmation form</td>
<td>November 12-27, 2021</td>
<td>November 12, 2021–March 1, 2022</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>DEADLINE</strong> to submit forms to the Special Cases and Accommodations team: List of Special Format Materials Application for Accommodations and Unique Accommodations</td>
<td>November 2, 2021</td>
<td>March 1, 2022</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>DEADLINE</strong> to request Quest A+ codes</td>
<td>December 1, 2021</td>
<td>April 14, 2022</td>
<td></td>
</tr>
</tbody>
</table>
## Receiving and Administering Provincial Assessment Booklets and Supporting Materials

<table>
<thead>
<tr>
<th>Who</th>
<th>Responsibility</th>
<th>January 2022</th>
<th>May 2022</th>
<th>June 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exam Administration Branch, Alberta Education</strong></td>
<td>Send PAT booklets and supporting materials to schools</td>
<td>January 4–5, 2022</td>
<td>April 11–12, 2022</td>
<td>May 24-26, 2022</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 10, 2022</td>
<td>April 22, 2022</td>
<td>June 3, 2022</td>
</tr>
<tr>
<td><strong>Exam Administration Branch, Alberta Education</strong></td>
<td>Distribute MP3 files to schools</td>
<td>January 4–7, 2022</td>
<td>April 25–29, 2022</td>
<td>June 1–7, 2022</td>
</tr>
<tr>
<td><strong>Exam Administration Branch, Alberta Education</strong></td>
<td>Distribute Quest A+ codes to schools</td>
<td>December 10–17, 2021</td>
<td>April 22–29, 2022</td>
<td>April 19–23, 2022</td>
</tr>
<tr>
<td><strong>Principal or Designate</strong></td>
<td>Administer PATs Part(ie) As (except Mathematics) in accordance with schedules set by Alberta Education</td>
<td>January 11 and 14, 2022</td>
<td>May 16 and 18, 2022</td>
<td>N/A</td>
</tr>
<tr>
<td>Teachers</td>
<td>Teachers may locally mark Part(ie) A English Language Arts/French Language Arts/Français/K&amp;É</td>
<td>Until January 27, 2022</td>
<td>Until May 27, 2022</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Principal or Designate</strong></td>
<td>Administer PATs in accordance with schedules set by school authority superintendents for Part(ie) B and (Mathematics Part(ie) A and B)</td>
<td>January 20–28, 2022</td>
<td>N/A</td>
<td>June 13–24, 2022</td>
</tr>
<tr>
<td>Teachers</td>
<td>Teachers locally mark PATs Part(ie) B Language Arts, Social Studies, Science and Mathematics (Part(ie) A and B) to determine preliminary results</td>
<td>N/A</td>
<td>N/A</td>
<td>June 13–24, 2022</td>
</tr>
</tbody>
</table>
## Returning Provincial Assessment Booklets and Supporting Materials (these dates are mandatory)

<table>
<thead>
<tr>
<th>Who</th>
<th>Responsibility</th>
<th>January 2022</th>
<th>May 2022</th>
<th>June 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal or Designate</td>
<td>RETURN using GREEN LABEL</td>
<td>By January 25, 2022</td>
<td>By May 27, 2022</td>
<td>By June 27, 2022</td>
</tr>
<tr>
<td></td>
<td>Packing Slip(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>List(s) of Students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Principal’s Statement(s)/Additional paperwork</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used Writing booklets*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used answer sheets*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Including coloured paper and large print versions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>RETURN using ORANGE LABEL</td>
<td>By January 28, 2022</td>
<td>By May 27, 2022</td>
<td>By June 27, 2022</td>
</tr>
<tr>
<td></td>
<td>Unused Writing booklets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used and unused Questions, Reading and Source booklets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Scoring materials (exemplars, keys, overlays, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unused student labels, instruction sheets, envelopes and waybills</td>
<td></td>
<td></td>
<td></td>
</tr>
<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 2022</td>
<td></td>
</tr>
<tr>
<td>System Assurance Branch</td>
<td>Release detailed reports and Individual Student Profiles</td>
<td>N/A</td>
<td>Late September 2022</td>
<td></td>
</tr>
</tbody>
</table>
Subscribable Calendars

Exam Administration Branch publishes and maintains subscribable, electronic calendars.

Successful subscription to these calendars will automatically push provincial achievement test schedules, deadlines and significant dates for the current and future school years to the most commonly used electronic calendars, including Outlook, iOS and Google.

Depending on individual calendar syncing configurations, it may be necessary to subscribe to the same calendar from multiple devices.

<table>
<thead>
<tr>
<th>Writing Session</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td><a href="http://bit.do/JanuaryPATs">http://bit.do/JanuaryPATs</a></td>
</tr>
<tr>
<td>May/June</td>
<td><a href="http://bit.do/MayJunePATs">http://bit.do/MayJunePATs</a></td>
</tr>
</tbody>
</table>
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The office is open during the lunch hour.