

# Registration to Write a Diploma Exam at a Special Writing Centre 2021–2022

This section to be completed by the student:

## 1. Student Personal Information (Please PRINT/TYPE)

Alberta Student Number	Surname (Last Name)	Legal First and Middle Name(s)		
Previous Names (if applicable)			Year	Month
			Date of Birth (e.g., 95 Jul 20)	
Current Mailing Address (Apt/Street/Ave/P.O. Box/Route)		Village/Town/City	Province	Postal Code
Student Email Address (required)				

## 2. Diploma exam administration for which this request applies (use a separate application form for each administration)

- November 2021** deadline for application: October 5, 2021       **June 2022** deadline for application: April 9, 2022  
 **January 2022** deadline for application: November 2, 2021       **August 2022** deadline for application: July 2, 2022  
 **April 2022** deadline for application: February 19, 2022

## 3. Diploma exam(s) to be written (language of the diploma exam and diploma exam name/component) at the proposed SWC in this administration:

Diploma Exam Name/Component	Diploma Exam Language and Diploma Exam Name/Component		Diploma Exam Language and Diploma Exam Name	
	English	French	English	French
<input type="checkbox"/> English Language Arts 30-1 Part A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> English Language Arts 30-1 Part B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> English Language Arts 30-2 Part A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> English Language Arts 30-2 Part B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> French Language Arts 30-1 Part A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> French Language Arts 30-1 Part B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Français 30-1 Partie A			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Français 30-1 Partie B			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

## 4. Diploma course completion information for diploma exam(s) being written for the first time

- A *Teacher Confirmation of Student Readiness to Write a Diploma Exam* form is attached for each course listed above

## 5. Reason for requesting approval to establish a Special Writing Centre

- I have a right of access to education in Alberta; after completing instruction in a diploma exam course at an accredited Alberta high school I (will) have moved from the province permanently; I cannot return to Alberta to write the diploma exam (**proceed to Section 6**)  
 I will be participating in an activity or event outside Alberta during the diploma exam administration (**proceed to Section 7**)  
 I am a student taking instruction in an Alberta Education distance education program (**proceed to section 8**)

Alberta Student Number	Student Name
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## 6. Permanent move from Alberta

Date of the move	(Attach official supporting documentation)
Reason for the move	(Attach official supporting documentation)
If you are currently enrolled in diploma course(s) for which you have requested to write diploma exams at a Special Writing Centre, how, when and where will you be writing the final school tests for those diploma courses?	(Attach official supporting documentation)

## 7. Participation in a scheduled event or activity outside of Alberta

Type of Activity or Event	Sponsoring Institution or Organization	
First Name and Surname of Person Authorizing or Supervising Student's Participation	Title/Role in the Organization	
Supervising Person's Email Address		
Dates and Times of Official Participation in the Activity or Event (Attach official supporting documentation)		

## 8. Student/Parent Declaration

**S P**

- I have read, understand, and agree to adhere to the rules and procedures associated with the establishment and writing of a diploma exam at a Special Writing Centre
- I understand that the reasonable likelihood of passing a diploma exam must be demonstrated before the writing of that diploma exam at a Special Writing Centre will be permitted
- I understand that, if approval to write a diploma exam at a Special Writing Centre is based on current enrolment in that diploma exam course, then the validation and release of that diploma exam mark is contingent upon the successful completion of that course prior to the scheduled diploma exam administration date, even if instruction in the diploma course is being retaken
- I understand that the release of diploma exam marks for diploma exams written at the Special Writing Centre is contingent upon the adherence to all diploma exam rules and procedures
- I am not a relative or friend of, and have no other personal relationship with, the person who will serve as the Special Writing Centre Supervisor
- I am not a relative or friend of, and have no other personal relationship with, any person who has or will provide documentation in support of this application, except where specifically indicated on that documentation
- I am able to use Quest A+ proficiently and understand that exemptions will not be granted for reasons related to technical issues.
- All of the information on this form is true, accurate and complete
- I understand that the personal information collected through the *Registration to Write Diploma Exams at a Special Writing Centre* form is collected for the purpose of establishing a writing centre outside of Alberta and the administration and writing of diploma exams at this writing centre. This personal information collection is authorized by section 33(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of personal information, you may contact Exam Administration Branch at (780) 643-9157 (toll free connection 780-310-0000) or by email at exam.admin@gov.ab.ca.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent or Guardian (if student is under 16 years of age)

Alberta Student Number	Student Name
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**This section to be completed by the school staff member who is managing the application process on behalf of the student.**

## 9. Application Declaration

- I have reviewed this form and all attached documents that are being submitted in support of the student's registration to write a diploma exam(s) at the proposed Special Writing Centre and, to the best of my knowledge, the information on these documents is accurate and complete

First Name	Surname	School Name and School Code
Email Address		

\_\_\_\_\_  
Signature of Process Manager

## 10. Principal Declaration

- I am aware of the student's request to write the diploma exam at a Special Writing Centre and I endorse this request

Principal's Name
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\_\_\_\_\_  
Signature of Principal

**This form must be submitted to:** Special Cases and Accommodations Team, Alberta Education, by email to [special.cases@gov.ab.ca](mailto:special.cases@gov.ab.ca) using the subject line **SWC Last Name, First Name ASN – your school code and school name** (e.g., SWC Headroom, Max 123456789 - 9999 Ben Hur High School).