

Registration to Write a Diploma Exam at Special Writing Centre 2020–2021

This section to be completed by the student:

1. Student Personal Information (Please PRINT/TYPE)

Alberta Student Number — —	PRIMARY Phone Number (Include Area Code—e.g., 555-555-5555) — —	SECONDARY Phone Number — —	
Surname (Last Name)		Legal First and Middle Name(s)	
Previous Names (if applicable)		Year Date of Birth (e.g., 95 Jul 20)	Month Day
Current Mailing Address (Apt/Street/Ave/P.O. Box/Route)	Village/Town/City	Province	Postal Code
Student Email Address (if applicable)			
Parent/Guardian Name (if applicable)		Parent/Guardian Email Address (if applicable)	

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

November 2020 deadline for application: October 5, 2020

June 2021 deadline for application: April 9, 2021

January 2021 deadline for application: November 2, 2020

August 2021 deadline for application: July 2, 2021

April 2021 deadline for application: February 19, 2021

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

English Language Arts 30–1 Part A
English Language Arts 30–1 Part B
English Language Arts 30–2 Part A
English Language Arts 30–2 Part B
French Language Arts 30–1 Part A
French Language Arts 30–1 Part B
Français 30–1 Part A
Français 30–1 Part B

Diploma Exam Language and Diploma Exam Name/Component

English	French	
		Social Studies 30–1 Part A
		Social Studies 30–1 Part B
		Social Studies 30–2 Part A
		Social Studies 30–2 Part B

Diploma Exam Language and Diploma Exam Name

English	French	
		Biology 30
		Chemistry 30
		Physics 30
		Science 30
		Mathematics 30–1
		Mathematics 30–2

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

Diploma Course	Teacher Name	School Name	Final School Test Date	
			Day	Month

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

5. Diploma course completion information for diploma exam(s) being rewritten; instruction in the course currently being retaken

5.1	Diploma Course Name	School Name		
	Teacher Name	Diploma Course Enrolment Date (month & year)	Scheduled Date of Final School Test (day & month)	
5.2	Diploma Course Name	School Name		
	Teacher Name	Diploma Course Enrolment Date (month & year)	Scheduled Date of Final School Test (day & month)	



Alberta Student Number - -	Student Name
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6. Course completion information: diploma exam(s) being rewritten without retaking instruction in the course

6.1	Diploma Course Name	Year originally written/instruction taken
	Specific reason why this diploma exam must be rewritten at this administration (Attach official supporting documentation)	
6.2	Diploma Course Name	Year originally written/instruction taken
	Specific reason why this diploma exam must be rewritten at this administration (Attach official supporting documentation)	

7. 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 8)**

I will be participating in an activity or event outside Alberta during the diploma exam administration **(proceed to Section 9)**

8. 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)

9. 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 Phone Number (Include Area Code)	Supervising Person's Email Address		
Student's Role in the Activity or Event	Location of Activity or Event (City, Province/State, & Country)		
Dates and Times of Official Participation in the Activity or Event (Attach official supporting documentation)			
Dates and Times of Travel To and From the Activity or Event (Attach official supporting documentation)			

10. Address where student will reside while writing diploma exams at a Special Writing Centre

Building or Hotel Name or Name of the Individual Who Owns the Residence			
Apt#/Street/Ave/P.O. Box			
Village/Town/City			
Province or State	Country	Postal Code	Phone Number (Include Area Code)



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11. 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 on this form is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*, and will be used to administer and process the writing and/or rewriting of diploma exam(s) at a Special Writing Centre. It will be treated in accordance with the privacy protection provision of **Part 2** of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information, contact the Director, Exam Administration, at (780) 643-9157 (toll free connection 780-310-0000).

Signature of Student_____
Date_____
Signature of Parent or Guardian
(if student is under 16 years of age)_____
Date

This section to be completed by the school staff member who is managing the application process on behalf of the student:

12. Application Declaration (school staff member who is managing the application process on behalf of the student)

I have verified the accuracy and completeness of all information provided on this form and the supporting documents attached to it

First Name	Surname	School Name and School Code
Phone Number (Include Area Code—e.g., 555-555-5555)	Extension	Email Address

Signature of Process Manager_____
Date**13. Principal 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

Principal's Name	Phone Number (Include Area Code—e.g., 555-555-5555)	Extension
Email Address		

Signature of Principal_____
Date

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

