

Diploma Exam Rules for Students

The following should be shared with students. Students must understand their responsibilities when writing diploma exams as well as the rules and directives.

Preparing to Write a Diploma Exam

Prior to a diploma exam administration, students who intend to write a diploma exam shall:

1. Confirm that they are aware of, and proficient in, their understanding of the diploma exam schedule, diploma exam rules, directives, procedures, and deadlines related to writing a diploma exam and their responsibilities for adhering to and/or implementing them. Students must be aware that all diploma exams are to be written at an accredited Alberta High School or a provincially designated writing centre.
2. Ensure that they have communicated their intention to write specific diploma exams and are registered to do so.
3. Pay rewrite fees related to the writing of diploma exams (if applicable).
4. Ensure that they have, and use, a valid Alberta Student Number.
5. All students must have photo identification with them when they arrive to write a diploma exam.
6. Discuss with school personnel their needs and intentions with respect to the use of writing accommodations.
7. Discuss with school personnel their intentions with respect to the use of a computer or digital device to write Part(ie) A humanities diploma exams and be able to demonstrate their proficiency in the use of a computer or digital device and the rules governing the administration of a diploma exam using a computer or digital device.
8. Be proficient in clearing their calculators before and after the writing of the diploma exam.

Writing a Diploma Exam

Immediately prior to and during each scheduled diploma exam administration, students writing diploma exams shall:

1. Complete both parts of a humanities diploma exam to obtain credit for the course.
2. Adhere to all diploma exam rules, directives and procedures related to the writing of diploma exams.

Completing a Diploma Exam

Following a diploma exam administration, students who wrote a diploma exam shall:

1. Ensure that they are aware of, and understand, the rules, procedures, requirements and deadlines related to diploma exam rewrites and rescoring and their responsibilities for adhering to, and/or, implementing them.
2. Notify Exam Administration when Part(ie) A and Part(ie) B of the Humanities diploma exam are written over two separate administrations.
3. All exemption applications are reviewed by, and official decisions are rendered by, Alberta Education staff only. School authorities and/or school administration staff are not eligible to grant exemptions from the writing of diploma exams.
4. Review the process for managing appeals in the *Diploma Exam Security Rules and Directives* section if intending to make an appeal related to an alleged contravention of diploma exam rules, breach of security or an eviction.

Students using technology

1. If a principal allows technology to be used when writing Part(ie) A diploma exams, the decision to participate shall be the individual student's.
2. Students who choose to write diploma exams using school or writing-centre technology shall be proficient at using those devices and word-processing applications as a typical means of producing written work.
3. Students are encouraged to print assignments for written response diploma exams in a single-sided page format.
4. Students **must** not write their names or the name of their school anywhere in, or on diploma exam booklets. Students who registered late **must** create a 5-digit index number and annotate each page of their written response with that number.
5. Students **must** verify, before submitting the diploma exam in for marking, that all of their written response is attached to the booklet as they intended.

Diploma Exam Rules

1. Students must not discuss the diploma exam with the supervising examiner unless the exam booklet is incomplete or illegible. Students must not talk, whisper, or exchange information or writing tools and materials, including calculators, with another student.

2. Students must use an HB pencil to record their answers on the multiple-choice answer sheets.
3. Students must not write their names or the name of their school anywhere in, or on diploma exam booklets, except in the designated space provided on the back cover and the answer sheet.
4. Accommodations used must be recorded on the back cover and/or answer sheet.
5. Students may not enter or leave the diploma exam writing room without the consent of the supervisor.
6. Students are not permitted to enter the diploma exam writing room after:
For all AM diploma exams – 10:00 a.m.; b. For all PM diploma exams – 2:00 p.m.
7. Students are not permitted to leave the diploma exam room before: a.
For all AM diploma exams – 10:00 a.m.; b. For all PM diploma exams – 2:00 p.m.
8. To be eligible to write a diploma exam in November or April students must either have mature student status or a school-awarded mark in that diploma exam course.
9. To be eligible to challenge a diploma exam, students must have mature student status.
10. It is the student's responsibility to obtain a list, from their teacher, of materials which may be used during the administration of diploma exams.
11. The following materials are not permitted in the diploma exam writing room (for a full list contact the writing centre staff): (a) students may not bring any papers, notes of any kind, or books other than those permitted, (b) electronic devices or tools unless it is an approved accommodation.
12. Students are not permitted to remove any diploma exams or diploma exam materials from the writing room. This includes tear-out pages from the diploma exam booklets and any rough draft materials produced by the student.
13. Students will be able to access their diploma exam mark using their myPass account, on and after, the release date.