

# Registration to Write a Diploma Exam at a Distance Learning 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)	

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



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
Specific reason why this diploma exam must be rewritten at this administration ( <b>Attach official supporting documentation</b> )
Final school-awarded mark(s) previously achieved for this diploma course; month(s)/year(s) achieved
Diploma exam mark(s) previously received for this diploma course; month(s)/year(s) achieved

6.2

Diploma Course Name
Specific reason why this diploma exam must be rewritten at this administration ( <b>Attach official supporting documentation</b> )
Final school-awarded mark(s) previously achieved for this diploma course; month(s)/year(s) achieved
Diploma exam mark(s) previously received for this diploma course; month(s)/year(s) achieved

## 7. Student/Parent Declaration

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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 student is responsible for being proficient in the use of Quest A+ and that exemptions from writing diploma exams are not granted for technical issues

The diploma courses for which diploma exams are being requested were initiated and completed through a distance learning program while in residence outside Alberta

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 diploma course prior to the scheduled diploma exam administration date, even if the 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

All of the information on this form is true, accurate and complete

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

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


Alberta Student Number — —	Student Name
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**This section to be completed by the school staff person responsible for managing the application process:**

### 8. Special Writing Centre Site Confirmation

I have communicated with the institution or organization to serve as the Special Writing Centre to confirm that the tentatively procured secure diploma exam writing room is available when required for the requested diploma exam administration

The secure diploma exam writing room is:

Available and procured **OR**

No longer available; the following alternative secure space at the Special Writing Centre is proposed:

### 9. Special Writing Centre Supervisor Confirmation

I have reviewed the official diploma exam schedule with the Special Writing Centre Supervisor to confirm their readiness and availability to:

Administer the diploma exam online using Quest A+

Administer the diploma exam(s) on the officially scheduled day(s) and time(s) and in accordance with the administration rules, directives and procedures

The Special Writing Centre Supervisor has confirmed their availability and willingness to serve at the requested diploma exam writing administration **OR**

The Special Writing Centre Supervisor is no longer willing or able to serve in that capacity

If the Special Writing Centre Supervisor is unable to fulfill all of the duties listed above, a replacement supervisor must be identified and their *Application to Serve as a Distance Learning Special Writing Centre Supervisor* form must be attached to this form

### 10. Application Declaration (to be completed by the school staff person responsible for managing the application process)

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

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

Signature of Process Manager

Date

### 11. 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 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

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).

**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).

