

# Request for Deferral or Exemption for Student from Writing of Diploma Exam(s): Licensed Health Care Provider Recommendation

The personal information collected through the **Request for Deferral or Exemption for Student from Writing of Diploma Exam(s): Licensed Health Care Provider Recommendation** form is for the purposes of determining whether a student should be exempted, either on a temporary or permanent basis, from writing a diploma exam for health-related reasons. The personal information is collected pursuant to section 4(c) of the *Protection of Privacy Act*. For questions about the collection of this personal information, please contact Alberta Education and Childcare's Exam Administration Branch at 780-427-1857 (toll free by first dialing 310-0000), by email at [exam.admin@gov.ab.ca](mailto:exam.admin@gov.ab.ca), or by mail to: Alberta Education and Childcare, Provincial Assessment Sector, 6th Floor, 44 Capital Boulevard, 10044 108 Street NW, Edmonton, AB, Canada T5J 5E6.

By signing this form, I authorize my/my child's licensed health care provider listed below to provide personal information regarding health-related reasons for requesting that my child/I receive a deferral or exemption as requested below from writing the diploma exam(s) identified below. If I do not sign below, Alberta Education and Childcare will not seek disclosure of personal information from any third party; however, I acknowledge that Alberta Education and Childcare may then not have sufficient information to determine the appropriateness of the request, which may result in its denial.

Any cost associated with the completion of this form by a licensed health care provider or the provision of additional information to Alberta Education and Childcare by the physician must be paid for by the student or on behalf of the student. Alberta Education and Childcare is not responsible for any costs.

If you have any questions about how to complete this form, please contact Alberta Education and Childcare's Exam Administration Branch at 780-4271857 (toll-free by first dialing 310-0000), or email [exam.admin@gov.ab.ca](mailto:exam.admin@gov.ab.ca).

Alberta Student Number	Student's Email Address
Student's Surname (Last Name)	Student's Legal First and Middle Name(s)
Date of Birth Year:                      Month:                      Day:	Name of Student's/Parent's/Guardian's Licensed Health Care Provider
Authorized Parent/Guardian Name (if student is under 16 years of age)	Authorized Parent's/Guardian's Email Address
Affected Diploma Exam(s) and Scheduled Date of Administration	Please state if you are requesting a <u>Deferral</u> or <u>Exemption</u> from identified affected diploma exam(s).

Signature of Student (if student is over 16 years of age)

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

## Expectations of Students for Writing Diploma Exams

A student registered to write a diploma exam is expected write the exam on the scheduled date for that exam. If a student is unable to write the exam for medical reasons, the student, authorized guardian, or school principal is required to submit this completed form to Alberta Education and Childcare for consideration of a deferral or exemption from writing the exam.

When a diploma exam is offered in a future administration period within the same school year, the typical response to extenuating circumstances, including health-related reasons, is deferral. The person submitting the request should consider this when deciding whether to seek a deferral or exemption.

Students unable to write a diploma exam in its original form or setting may use accommodations and special arrangements such as additional time, frequent breaks, speech-to-text/text-to-speech, use of a scribe, reader, and writing in isolation. For more detailed information about these and other options, please refer to the [Diploma Examinations Program General Information Bulletin](#) or contact the Exam Administration Branch 780-427-1857 (toll free by first dialing 310-0000) or by email at [special.cases@gov.ab.ca](mailto:special.cases@gov.ab.ca).



## Important Note to Licensed Health Care Provider:

Students who have completed a diploma course are expected to write the associated diploma exam. Health care providers are to consider the consequences on a student of a deferral or exemption from a diploma exam and to refrain from booking treatments during diploma exam administration periods wherever possible. Health care providers should be aware that Alberta Education and Childcare offers various accommodations to students including those who experience test anxiety and ADHD. If a student is prevented from writing a diploma exam for health-related reasons on the scheduled date, it is expected that the student will seek a deferral (i.e., writing the exam at the next available exam administration session) instead of a complete exemption if at all possible. Only circumstances where the health-related reasons cannot be treated or managed within the time period that a deferral is available should result in a request for an exemption.

## To be Completed by the Licensed Health Care Provider

Alberta Education and Childcare requires a recommendation from the student's health care provider or authorized parent's/guardian's health care provider for students who are requesting deferrals or exemptions from writing diploma exams for health-related reasons. You may be contacted by Alberta Education and Childcare to verify or explain the information that you provide below. At the time you are contacted, Alberta Education and Childcare will provide proof that the student or the student's legal guardian has consented to the disclosure of this information.

Any cost associated with the completion of this form or the provision of additional information to Alberta Education and Childcare must be paid for by the student or on behalf of the student. Alberta Education and Childcare is not responsible for any costs.

Name of Patient	Date of Assessment
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### Instructions:

Based on the health condition of the patient, please recommend one of the two options below and provide reasons for selecting this option. Please note that Alberta Education and Childcare may request a follow-up health assessment if this form is completed more than two weeks prior to the scheduled diploma exam(s).

- ☐ **Option 1:** Recommend that the student's writing of the diploma exam be deferred to the next exam administration period.

Without providing specific health-related diagnostic information about the student, please provide reasons as to why the student's health condition prevents them from writing the diploma exam on the scheduled date.

- ☐ **Option 2:** Recommend that the student be exempt from writing the diploma exam.

Without providing specific health-related diagnostic information about the student, please provide reasons as to why the student's health condition prevents them from writing the diploma exam on the scheduled date or at a later administration period.

Name of Registered Health Care Provider (please print)	Phone Number
Signature of Registered Health Care Provider and Title	Date