

# Notification of Separate Writing for Part A/B of the Humanities Diploma Exams

## Student Personal Information (Please PRINT/TYPE)

Alberta Student Number	Email Address		
Surname (Last Name)	Legal First and Middle Name(s)		
Previous Names (if applicable)	Year	Month	Day
Date of Birth (e.g., 05 Jul 20)			
Parent/Guardian Name (if student is under 16 years of age)	Parent/Guardian Email Address		

## Indicate the administration in which the completed component was written.

Course Name	Completed Diploma Exam Component	Administration <input checked="" type="checkbox"/>	Year
		<input type="checkbox"/> November <input type="checkbox"/> January <input type="checkbox"/> April <input type="checkbox"/> June <input type="checkbox"/> August	

## Indicate the administration in which the missed component will be written.

Course Name	Missed Diploma Exam Component	Administration <input checked="" type="checkbox"/>	Year
		<input type="checkbox"/> November <input type="checkbox"/> January <input type="checkbox"/> April <input type="checkbox"/> June <input type="checkbox"/> August	

The personal information collected through the *Notification of Separate Writing for Part A/B of the Humanities Diploma Exams* form is collected for the purpose of combining marks from individual diploma exam components over separate administrations to generate one diploma exam mark for the course. 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 toll free 780-310-0000 or by email at [exam.admin@gov.ab.ca](mailto:exam.admin@gov.ab.ca).

I have accurately provided information on this request form.

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

\_\_\_\_\_  
Date

**This is not a registration form.**

The student must register for the diploma exam using *myPass* prior to writing the missed component.

### This form must be submitted to:

Exam Administration Branch, Alberta Education,  
by email to [exam.admin@gov.ab.ca](mailto:exam.admin@gov.ab.ca) using the subject line  
**SEP – your name and Alberta Student Number** (e.g., Max Headroom - 123456789).