

Registration to Write a Diploma Exam at a Special Writing Centre

This section to be completed by the student:

1. Student Personal Information (Please PRINT/TYPE)

| | | | | |
|---|---------------------|----------------------------------|-------------|--|
| Alberta Student Number | Surname (Last Name) | Legal First and Middle Name(s) | | |
| Previous Names (if applicable) | | Date of Birth: year / month/ day | | |
| Current Mailing Address (Apt/Street/Ave/P.O. Box/Route) | Village/Town/City | Province | Postal Code | |
| Student Email Address (required) | | | | |

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

- ☐ **November** deadline for application: October 1st
- ☐ **January** deadline for application: November 1st
- ☐ **April** deadline for application: February 1st
- ☐ **June** deadline for application: April 1st
- ☐ **August** deadline for application: July 10st

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 Language and

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 Partie A
- ☐ Français 30-1 Partie 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 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

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

5. 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 6**)
- ☐ I will be participating in an activity or event outside Alberta during the diploma exam administration (**proceed to Section 7**)
- ☐ I am a student taking instruction in an Alberta Education and Childcare distance education program (**proceed to section 8**)

| | |
|------------------------|--------------|
| Alberta Student Number | Student Name |
|------------------------|--------------|

6. 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) |

7. 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 Email Address | | |
| Dates and Times of Official Participation in the Activity or Event (Attach official supporting documentation) | | |

8. 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 the digital assessment platform 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 through the *Registration to Write Diploma Exams at a Special Writing Centre* form is collected for the purpose of establishing a writing centre outside of Alberta and the administration and writing of diploma exams at this writing centre. This personal information collection is authorized by section 4(c) of the 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.

Signature of Student

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

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|------------------------|--------------|
| Alberta Student Number | Student Name |
|------------------------|--------------|

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

9. Application 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.

| | | |
|---------------|---------|-----------------------------|
| First Name | Surname | School Name and School Code |
| Email Address | | |

Signature of Process Manager

10. Principal Declaration

- ☐ I am aware of the student's request to write the diploma exam at a Special Writing Centre and I endorse this request

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|------------------|
| Principal's Name |
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Signature of Principal

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