



# Field Testing Program Rules and Request Guide

Examination Administration, Alberta Education **2023–2024** School Year

*Alberta* 

This document was written primarily for:

Students	
Teachers	✓
Administrators	✓
Parents	
General Audience	
Others	

Alberta Education, Government of Alberta 2023

*Field Testing Program Rules and Request Guide*

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If you plan to print this document for reference, please note that changes are made throughout the school year and the official finalized copy is that which is posted digitally on the Alberta Education website.

The electronic version of the *Field Testing Program Rules and Request Guide* includes many links.

The Alberta Education website has recently undergone a major redesign and continues to be updated. Links in the *Field Testing Program Rules and Request Guide* were checked for accuracy before publication but are subject to change. To report broken links, contact Alberta Education as indicated below.

For suggested changes or questions regarding content, contact Provincial Assessment, Alberta Education, at 780-427-1857 or by email [exam.admin@gov.ab.ca](mailto:exam.admin@gov.ab.ca). To be connected toll-free in Alberta, dial 310-0000 first.

# Contents

<b>Important Information</b> .....	Error! Bookmark not defined.
<b>Introduction</b> .....	<b>1</b>
• Assessing the programs of study	1
• Benefits for teachers and students	1
• The necessity of field testing	1
• Item format	1
<b>Field Test Format</b> .....	<b>2</b>
<b>Administering Digital and Hybrid Field Tests Using Quest A+</b> .....	<b>4</b>
<b>Field Test Accommodations</b> .....	<b>4</b>
<b>Special-format Practice Tests</b> .....	<b>5</b>
<b>Participation Approval Process</b> .....	<b>5</b>
<b>How to Request a Field Test</b> .....	<b>6</b>
<b>Field Test Request and Administration Dates</b> .....	<b>8</b>
• Provincial Achievement Tests –	8
• Diploma Exam Program – Session 1	10
• Diploma Exam Program – Session 2	11
<b>Field Test Security and Administration Rules</b> .....	<b>14</b>
<b>Receiving and Preparing Field Test Materials</b> .....	<b>15</b>
• Preparing field test materials	16
<b>Administering Field Tests</b> .....	<b>17</b>
• Field test administration	17
• Distributing field test booklets	17
• Completing a general purpose answer sheet	17
• Individual class record form	17
• Collect all booklets, answer sheets, formula sheets, data booklets, etc.	17
<b>Instructions for Students</b> .....	<b>18</b>
<b>Types of Feedback</b> .....	<b>18</b>
• Collecting and marking field tests	19
• Marking field tests	19
• Returning field tests	19
<b>Sample Forms</b> .....	<b>20</b>
• Field test packing slip	20
• General purpose answer sheet	21
• Feuille de réponses à usage général	22

- Section H : Domaines spéciaux pour les tests de Français 30–1 23
- Section H: Special fields (Français 30–1 and French Language Arts 30–1) 23
- Loomis waybills 24
- Contacts..... 25**



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## **\*NEW Important Information**

**Grade 6 English language arts and literature and mathematics provincial achievement tests will not be administered in the 2023/24 school year.**

Alberta Education will instead offer field testing between April and June 2024. These optional field tests will help inform the development of future PATs for Grade 6 English language arts and literature and mathematics that align with new curriculum in these subjects.

**For Session 2, most field tests will remain on [Quest A+](https://questplus.alberta.ca/help/). For more information about how to field test using Quest A+, access the help pages at <https://questplus.alberta.ca/help/>.**

**For select subjects in Grade 6 where new curriculum is being implemented, year-end field tests will be moved to the new digital assessment platform for this session.**

## **Introduction**

Field testing is a critical process in assessment design with the objective of testing the test items before they appear on a provincial assessment.

### **Assessing the programs of study**

Generally, field tests, like provincial assessments, are designed to assess outcomes from the entire programs of study. However, Alberta Education also administers unit field tests in certain courses which assess learning outcomes from components in a particular area within the programs of study.

### **Benefits for teachers and students**

Field tests provide teachers and students with examples of the style and content of items that may appear on provincial assessments. Through the field-testing experience, students are exposed to provincial assessment rules and procedures, as well as a conventional large-scale standardized writing environment. This exposure and familiarization have the potential to reduce test anxiety.

Teachers receive students' marks promptly for many field tests, gaining immediate information about their students' understanding of outcomes within the programs of study.

Teachers and students can be reassured that the items on provincial assessments have undergone a rigorous process of development, improvement, and validation.

### **The necessity of field testing**

Field testing ensures that Alberta Education provincial assessments are fair, reliable, and valid. Therefore, it is important to remember that field tests are as important as provincial achievement tests and diploma exams. They must be administered and supervised with the same rigour and standard as provincial achievement tests and diploma exams.

The data received from field tests indicates the reliability of each item. Reliability refers to the consistency of scores provided by an assessment within an administration and across administrations. An item has high reliability if it produces similar results under consistent conditions. Items are also examined for validity and appropriateness with regard to course content. Validity refers to how well the item tests the material that it was designed to test.

Each field test requires a large student sample to provide the assessment developers with information including statistical data and comments from teachers and students.

### **Item format**

Depending on the course and type of field test administered, the field test will be comprised of multiple-choice, numerical-response and/or written-response items. For more information, refer to individual subject bulletins.

## Field Test Format

Field tests are available in some or all formats: paper, digital, or hybrid. Alberta-accredited international schools only have access to digital format field tests.

	Paper	Digital	Hybrid
<b>Supervisor</b>	Supervised by the requesting teacher or a teacher-designate employed by the school.		
<b>Receiving and Security</b>	Booklets and materials are shipped to the school and <b>must be stored in a secured environment</b> , preferably the main office.	Alberta Education's Quest A+ LockDown Browser application ensures field test storage and administration security.	The paper portions are shipped to the school and <b>must be stored in a secured environment</b> , preferably the main office.
<b>Administration</b>	Administered by the requesting teacher or a teacher-designate employed by the school.	Uses Alberta Education's Quest A+ LockDown Browser application.	Uses paper format and Alberta Education's Quest A+ LockDown Browser application.  The format of hybrid field tests may vary by course; see individual subject bulletins for more details.
<b>Returning Field Tests</b>	All paper format field tests and materials must be returned to Alberta Education.	Quest A+ responses do not need to be printed.  Any paper or materials must be returned to Alberta Education.	Quest A+ responses do not need to be printed.  All hybrid format field tests and materials must be returned to Alberta Education.



	Paper	Digital	Hybrid
<b>Marks</b>	<p><b>Multiple-choice and/or numerical-response items:</b></p> <ul style="list-style-type: none"> <li>• Student responses are marked and recorded by the supervisor.</li> <li>• Alberta Education does not provide any other supplementary information.</li> </ul> <p><b>Written-response components:</b></p> <ul style="list-style-type: none"> <li>• Grade 6, Grade 9, and K&amp;E Language Arts written-response components are not to be marked by the requesting or designated teacher.</li> <li>• For Mathematics 30-1 and Mathematics 30-2 written-response components, the requesting teacher may choose to mark student responses. The blueprint information, answer key, and scoring guide will be provided.</li> </ul>	<p>Scores can be requested within 24 hours of the end of the field test. The process to request scores is outlined in the Quest A+ Digital and Hybrid Field Tests document attached to the confirmation email sent to the teacher.</p> <p>In addition to a raw score, results contain supplementary information, including the proportion of students in the class who chose each alternative on the multiple-choice items and the proportion who left a numerical-response item blank.</p> <ul style="list-style-type: none"> <li>• For mathematics and science field tests, the blueprint information will also be included.</li> </ul> <p><b>Written-response components:</b></p> <ul style="list-style-type: none"> <li>• Grade 6, Grade 9, and K&amp;E Language Arts written-response components are not to be marked by the requesting or designated teacher. The marks for these tests are not emailed to the requesting teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• For science field tests, the blueprint information will also be included.</li> </ul>

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## Administering Digital and Hybrid Field Tests Using Quest A+

To successfully administer digital and hybrid field tests using Quest A+, school-owned and student-owned computing devices (other than Chromebooks) must have a recent version of LockDown Browser installed. School-owned Chromebooks must be configured in accordance with Alberta Education guidelines. Student-owned Chromebooks are not permitted for the purpose of writing digital or hybrid field tests. For more information about how to field test using Quest A+, access the help pages at <https://questaplus.alberta.ca/help/>.

To access field tests on Quest A+, students are required to enter their birth date and their Alberta Student Number (ASN).

Digital-format and hybrid-format field test validation versions are accessed in the same way that students access digital-format and hybrid-format field tests. Teachers will be able to gain access to the validation version 24 hours after the field test administration through the “Secured Exam” area using the Exam PIN. Teachers will confirm themselves as a teacher and enter the Supervisor PIN. Teachers must submit the Declaration of Security form and then enter the Start Code to access the field test validation copy.

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## Field Test Accommodations

Field tests are not available in special formats. Accommodations such as a reader or scribe may be permitted. Students requiring other accommodations who would like to experience writing a provincial assessment may use a special-format practice test during the field test administration. Please refer to the next section, Special-format Practice Tests.

Field tests are to be completed within the scheduled timeframe. It is important for teachers and Alberta Education to obtain information regarding appropriate test lengths which are captured by the field test completion rate. The information captured in relation to students who complete the field test in the official time is invaluable and informative in the creation of valid and reliable field tests.

If class time permits, and students need more time, the writing time may be extended by 15 minutes. However, students who are unable to complete the entire field test are not to be penalized, and raw scores may be prorated. Teachers may create a mark for the student based on the number of items completed and not the entire field test. **Students should not be instructed to guess the remaining answers** on the field test as this does not provide data that is an authentic representation of student ability.

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## Special-format Practice Tests

Special-format practice tests are available to provide students with an opportunity to practise provincial assessment-style items and content in Braille, audio, large print, and coloured print versions. Special-format practice tests are offered in all provincial assessment courses. Braille tests are available in English and are made to order in French. Braille special-format practice tests must be returned to Alberta Education. For coloured print versions and large-print versions, a regular-size black and white copy will be emailed to the school where staff can print copies as required. All special-format practice tests are provided free of charge, but limits may be placed on order volumes to ensure access for everyone.

The form to request special-format practice tests is available [here](#).

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## Participation Approval Process

Field tests are administered by classroom teachers or a designated individual employed by the school such as a substitute teacher. Processing field test requests and scheduling field test administrations must respect deadlines.

1. If a superintendent has previously provided authorization for Alberta Education to conduct field tests in their school authority, the consent will automatically be carried forward to subsequent years. If a superintendent does not permit their schools to participate in field testing or would like to verify or change the status of authorization, please notify [field.test@gov.ab.ca](mailto:field.test@gov.ab.ca) to express this intent.
2. If a school principal has previously provided consent for teachers within their school to participate in the Field Testing Program, the consent will be carried over to subsequent years. If a school principal would like to remove this consent or would like to verify or change the status of consent, please notify [field.test@gov.ab.ca](mailto:field.test@gov.ab.ca) to express this intent.

# How to Request a Field Test

To sign up for grade 6 field testing [on the](#) new digital assessment platform, visit this [link](#). A [user guide](#) to signing up for field testing on the digital platform has been developed to answer any questions you may have.

To sign up [for grade 6 field testing on Quest A+](#) or any other field tests, a step-by-step [presentation](#) that addresses the following instructions is available for reference.

Step	Item	Staff and Resources	Troubleshooting and Notes
1	Obtain an <a href="#">Alberta Education account</a> .	Teacher	Do not create new accounts if your email address has changed. <b>Edit</b> your email address instead.
2	Verify your school and authorize teachers.	<b>Principal:</b> New accounts will generate an email sent to the principal. The principal must <a href="#">authorize</a> a teacher before a field test request can be submitted.	<ul style="list-style-type: none"> <li>Consent for school and/or teacher:               <ul style="list-style-type: none"> <li>Click on the <i>MyApps</i> button</li> <li>Launch <i>Field Test Approval</i></li> </ul> </li> <li>Principals must <a href="#">remove authorization</a> from staff who are no longer working at the school.</li> <li>If <i>My School List</i> is empty, click <i>Add a School to My List</i></li> <li>If you are adding a school this year, an email will be sent to your principal for approval.</li> <li>Be sure to remove the schools you are not working at in the current school year.</li> </ul>
2.a			Teachers: <ul style="list-style-type: none"> <li>If you are unable to access your school in the Field Test Scheduler, talk to your principal. Most likely, you still have not received consent. Alternatively, contact <a href="mailto:field.test@gov.ab.ca">field.test@gov.ab.ca</a> and a Field Test Office employee will grant you access.</li> </ul>
3	Request field test:  Submit the field test request digitally.	Teacher  <a href="#">Field Test Scheduler</a>	<ul style="list-style-type: none"> <li>Digital submission allows for self-management of changes to field test requests.</li> </ul> <p>Email <a href="mailto:field.test@gov.ab.ca">field.test@gov.ab.ca</a>. If you are unable to submit your field test request using the Field Test Scheduler, your email must include the steps taken and where you are in the process (see step-</p>

by-step [instructions](#)).

Step	Item	Staff and Resources	Troubleshooting and Notes
4	Alberta Education processes the field test request.	<b>Field test office staff</b>	For requests made outside of the designated administration dates, teachers will be contacted.
5	Alberta Education communicates and confirms field test placements.	<b>Field test office staff by email</b>	<ul style="list-style-type: none"><li>• Paper format field tests: Email confirmation is transmitted to the teacher who requested the field test. School staff who submit requests for other teachers must identify the actual classroom instructor in the comment field for contact purposes.</li><li>• Digital and hybrid format field tests: Email confirmation is transmitted to the teacher who placed the request. The email provides information and instructions that the teacher requires to access and administer the digital or hybrid format field test. School staff who submit requests for other teachers must forward the confirmation email to the actual classroom instructor.</li></ul>

# Field Test Request and Administration Dates

## Provincial Achievement Tests

Students receiving instruction remotely are not permitted to write field tests. Although Quest A+ can ensure digital security, it does not meet adequate supervisory requirements. Field tests are secured in all formats and must be administered in a location that allows for direct supervision by a teacher or teacher-designate.

Teachers must contact the Field Test Office at [field.test@gov.ab.ca](mailto:field.test@gov.ab.ca) if they require an administration date outside of the dates listed below. The Field Test Office staff will work with teachers to ensure that their field-testing needs are met whenever possible.

### Begin requesting field tests: September 1, 2023

Course	Administration Date	Digital Format Request Deadline
Français 6 Partie A : Écriture	April 11–June 21	Five (5) working days prior to administration date selected
Français 9 Partie A : Écriture	April 11–May 10	
Français 6 Partie B : Lecture	May 14–June 21	Five (5) working days prior to administration date selected
Français 9 Partie B : Lecture	May 14–June 10	
French Language Arts 6 Partie A : Écriture	April 11–June 21	Five (5) working days prior to administration date selected
French Language Arts 9 Partie A : Écriture	April 11–May 10	
French Language Arts 6 Partie B : Lecture	May 14–June 21	Five (5) working days prior to administration date selected
French Language Arts 9 Partie B : Lecture	May 14–June 10	
Grade 6 ELAL Writing	April 11–June 21	Five (5) working days prior to administration date selected
Grade 6 ELAL Reading	May 14–June 21	
Grade 9 ELA Part A: Writing	April 11–May 8	Five (5) working days prior to administration date selected
Grade 9 ELA Part B: Reading	May 14–June 21	
K&E 9 ELA Part A: Writing	April 11–May 8	Five (5) working days prior to administration date selected
K&E 9 ELA Part B: Reading	May 14–June 21	
Grade 6 Mathematics and Mathématiques	Unit tests September 13– June 17	Five (5) working days prior to administration date selected
	End of course May 14–June 21	

<b>Course</b>	<b>Administration Date</b>	<b>Digital Format Request Deadline</b>
Grade 9 Mathematics and Mathématiques Part(ie) A: Number Operations	January 10–25 May 14–June 21	Five (5) working days prior to administration date selected
Grade 9 Mathematics, Grade 9 Mathématiques Part(ie) B and K&E Mathematics	January 10–25 May 14–June 21	Five (5) working days prior to administration date selected
Grade 6 Science and Sciences	Unit tests September 13– June 17  End of course May 14–June 21	Five (5) working days prior to administration date selected
Grade 9 Science, Grade 9 Sciences and K&E Science	Unit tests September 13– June 17  End of course (January) January 10–25  End of course (June) May 14–June 21	Five (5) working days prior to administration date selected
Grade 6 Social Studies and Études sociales	May 14–June 21	Five (5) working days prior to administration date selected
Grade 9 Social Studies, Grade 9 Études sociales and K&E Social Studies	May 14–June 21	Five (5) working days prior to administration date selected

## Diploma Exam Program – Session 1

Students receiving instruction remotely are not permitted to write field tests. Although Quest A+ is able to ensure digital security, it does not meet adequate supervisory requirements. Field tests are secured in all formats and must be administered in a location that allows for direct supervision by a teacher or teacher designate.

Teachers must contact the Field Test Office at [field.test@gov.ab.ca](mailto:field.test@gov.ab.ca) if they require an administration date outside of the dates listed below. The Field Test Office staff will work with teachers to ensure that their field-testing needs are met whenever possible.

### Begin requesting field tests: September 1, 2023

Course	Administration Dates (Paper)	Paper Request Deadline	Administration Dates (Hybrid and Digital)	Hybrid Request Deadline	Digital Format Request Deadline
Biology 30 and Biologie 30	N/A	N/A	September 13–January 19	N/A	Five (5) working days prior to administration date selected
Chemistry 30 and Chimie 30	N/A	N/A	September 13–January 19	N/A	Five (5) working days prior to administration date selected
English Language Arts 30–1	*October 13–27	September 22	*October 13–27	September 22	N/A
	December 4–January 22	November 3	December 4–January 22	November 3	N/A
English Language Arts 30–2	*October 13–27	September 22	*October 13–27	September 22	N/A
	December 4–January 22	November 10	December 4–January 22	November 10	N/A
Français 30–1	*October 9–20	September 22	*October 9–20	September 22	N/A
	December 4–January 18	November 10	December 4–January 18	November 10	N/A
French Language Arts 30–1	*October 9–20	September 22	*October 9–20	September 22	N/A
	December 4–January 18	November 10	December 4–January 18	November 10	N/A

\*These dates are for teachers and students on the quarterly system.



<b>Course</b>	<b>Administration Dates (Paper)</b>	<b>Paper Request Deadline</b>	<b>Administration Dates (Hybrid and Digital)</b>	<b>Hybrid Request Deadline</b>	<b>Digital Format Request Deadline</b>
Mathematics 30–1 and Mathématiques 30–1	December 4–22	November 3	December 4–22	N/A	Five (5) working days prior to administration date selected
	January 3–18	December 1	January 3–18	N/A	
Mathematics 30–2 and Mathématiques 30–2	December 4–22	November 3	Topic field tests: October 2–January 19	N/A	Five (5) working days prior to administration date selected
	January 3–18	December 1	End of course: December 4–January 18	N/A	
Physics 30 and Physique 30	N/A	N/A	September 13–January 24	N/A	Five (5) working days prior to administration date selected
Science 30	N/A	N/A	September 13–January 29	N/A	Five (5) working days prior to administration date selected
Social Studies 30–1 and Études sociales 30–1	December 18–January 23	December 1	December 18–January 23	December 1	N/A
					N/A
Social Studies 30–2	December 18–January 23	December 1	December 18–January 23	December 1	N/A

## Diploma Exam Program – Session 2

Students receiving instruction remotely are not permitted to write field tests. Although Quest A+ is able to ensure digital security, it does not meet adequate supervisory requirements. Field tests are secured in all formats and must be administered in a location that allows for direct supervision by a teacher or teacher-designate.

Teachers must contact the Field Test Office at [field.test@gov.ab.ca](mailto:field.test@gov.ab.ca) if they require an administration date outside of the dates listed below. The Field Test Office staff will work with teachers to ensure that their field-testing needs are met whenever possible.

### Begin requesting field tests: September 1, 2023

Course	Administration Dates (Paper)	Paper Request Deadline	Administration Dates (Hybrid and Digital)	Hybrid Request Deadline	Digital Format Request Deadline
Biology 30 and Biologie 30	N/A	N/A	February 12– June 19	N/A	Five (5) working days prior to administration date selected
Chemistry 30 and Chimie 30	N/A	N/A	February 12– June 21	N/A	Five (5) working days prior to administration date selected
English Language Arts 30–1	*March 20 – April 12	Feb 24	*March 20 – April 12	Feb 24	N/A
	May 27 – June 17	April 26	May 27 – June 17	April 26	N/A
English Language Arts 30–2	*March 20 – April 12	Feb 24	*March 20 – April 12	Feb 24	N/A
	May 27– June 17	April 26	May 27– June 17	April 26	N/A
Français 30–1	*March 20 – April 3	Feb 24	* March 20 – April 3	Feb 24	N/A
	May 27 – June 13	April 26	May 27 – June 13	April 26	N/A
French Language Arts 30–1	* March 20 – April 3	Feb 24	* March 20 – April 3	Feb 24	N/A
	May 27 - June 13	April 26	May 27 - June 13	April 26	N/A

\*These dates are for teachers and students on the quarterly system.

<b>Course</b>	<b>Administration Dates (Paper)</b>	<b>Paper Request Deadline</b>	<b>Administration Dates (Hybrid and Digital)</b>	<b>Hybrid Request Deadline</b>	<b>Digital Format Request Deadline</b>
Mathematics 30–1 and Mathématiques 30–1	May 6 -June 14	April 5	End of course: May 6-June 14	N/A	Five (5) working days prior to administration date selected
Mathematics 30–2 and Mathématiques 30–2	May 6- June 14	April 5	Topic field tests: March 1-June 14 End of course: May 6 - June 14	N/A N/A	Five (5) working days prior to administration date selected
Physics 30 and Physique 30	N/A	N/A	February 12– June 24	N/A	Five (5) working days prior to administration date selected
Science 30	N/A	N/A	February 12– June 25	N/A	Five (5) working days prior to administration date selected
Social Studies 30–1 and Études sociales 30–1	April 1 - April 12 June 3–June 18	February 23 April 26	April 1 - April 12 June 3 – June 18	February 23 April 26	N/A N/A N/A
Social Studies 30–2	April 1 - April 12 June 3–June 18	February 23 April 26	April 1 - April 12 June 3 – June 18	February 23 April 26	N/A

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## Field Test Security and Administration Rules

All of the rules and procedures that are specified in the [General Information Bulletin](#) apply to the administration of field tests.

- Students may only access secured field test materials while writing the field test.
- The creation of copies of items and/or answers to items either digitally or by hand is prohibited.
- Student work, including rough draft copies, must be sent to Alberta Education with the returned field test materials. Students requiring scrap paper can use the [paper](#) available.
- A supervisor must sign the declaration attesting that these security requirements have been met.
- No personal electronic devices, including Bluetooth® devices, are permitted in the field test writing room.
- Writing accommodations such as a reader or scribe may be permitted and must be arranged by school staff.
- **With the exception of the written component in Français, French Language Arts, English Language Arts Grade 6, Grade 9, and K&E (Part A)**, teachers may access the field tests after the administration to mark and score them before returning the field tests and materials to Provincial Assessment. No notes about, or copies of, provincial assessment items may be made during or after the viewing of a secured assessment field test.
- For Grade 12 mathematics, biology, chemistry, physics, and science field tests, students are encouraged to use paper copies of the data booklets and formula sheets.
- For mathematics and science field tests, students can only bring one approved calculator to the field test writing room. Teachers must appropriately clear and configure calculators before and after the administration of the field test in accordance with the Calculator Policy in the [General Information Bulletin](#) and the rules delineated in the [2023-24 Calculator Information and Rules for Mathematics and Science Diploma Exams](#).
- In addition to those rules and procedures, the following rules must be adhered to when field tests are administered:
  1. The security of all field test materials must be maintained before, during, and after their administration.
  2. Students must be made aware of the purpose and importance of a field test prior to its administration.
  3. Students who arrive late are not permitted to write a field test if there is insufficient time to complete it within the scheduled administration time.
  4. Field tests are to be completed within the scheduled timeframe. If class time permits, and students need more time, the writing time may be extended by 15 minutes.
  5. Supervisors must remain present in the field-testing room for the duration of the field test.
  6. Only teachers whose students are writing a particular field test may examine its contents.
  7. Validation of digital, hybrid, and paper-format field tests must occur within a 24-hour period following administration.
  8. After the 24-hour perusal period, all paper material for hybrid and paper-format field tests must be returned to Alberta Education.
  9. Any discussion of field test items following the administration of the test must be limited to a review of the concepts being assessed and not to details of specific test items.

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## Receiving and Preparing Field Test Materials

Shipments of field test materials sent to the school will include the following:

1. Packing Slip
2. Validation Copy
3. Field Test Booklets
4. Declaration of Security Form
5. Marking Keys (printed and transparency)
6. Checklist for Completing Field Tests
7. Individual Class Record Form
8. General Purpose Answer sheets (for machine-scored items)

Hybrid field test shipments include items 1 to 3 only.

## Preparing field test materials

### 1. Packing Slip:

- Count the number of booklets in each package and then initial the packing slip if the number of booklets received matches the number on the packing slip.
- For humanities field tests, one Readings/Source Booklet and one Questions Booklet equal one set. The booklets will not appear separately on the packing slip. If there is an error or you are missing any part of a set, notify the field test office. Use the subject line: **FT Shipping and Receiving: Field Test Request Number**

### 2. Validation Copy:

- The first copy in the bundle of field tests received has been stamped *Validation Copy #1* and has a space, which the requesting teacher must sign. All comments are to be made directly on the Validation Copy. Teachers-designate **must not** validate the *Validation Copy*.

### 3. Field Test Booklets:

- Not including the *Validation Copy*, the supervisor must number all field test booklets in the upper right corner of each booklet beginning with the number 2.
- Numbering the booklets is a security measure; supervisors must ensure that all booklets are returned to Provincial Assessment.

### 4. Declaration of Security Form:

- The supervisor **must** sign the *Declaration of Security Form*.
- In the event that a teacher-designate replaces the requesting teacher during the field test administration, the teacher-designate is **required** to sign the *Declaration of Security Form*.

### 5. Marking Keys (printed and transparency):

- Printed and transparency marking keys can be used to mark the machine-scored questions.
- The identification number on each marking key must be verified to ensure that it matches the identification number on the corresponding field test.

### 6. Checklist for Completing Field Tests:

- The checklist is a reference to help process and return field test materials.

### 7. Individual Class Record Form:

- This form may be used to record students' marks. The requesting teacher may retain a copy at the school and the original **must** be returned to Provincial Assessment.

### 8. General Purpose Answer Sheets (for machine-scored items):

- The answer sheets are included for recording answers to multiple-choice and/or numerical-response items.

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## Administering Field Tests

Students receiving instruction remotely are not permitted to write field tests. Although Quest A+ is able to ensure digital security, it does not meet adequate supervisory requirements. Field tests are secured in all formats and must be administered in a location that allows for direct supervision by a teacher or teacher-designate.

### Field test administration

It is expected that supervisors will circulate around the room throughout the field test administration and actively observe the students while they are writing the field test.

The supervisor is not permitted to interpret or discuss test items with the students during the field test administration. If an item is unclear, the requesting teacher should provide a comment to that effect on their *Validation Copy*.

In the event that, as a supervisor, you suspect a cheating incident or possible breach of security during a field test administration, you must report this event on the *Declaration of Security Form*, noting the event, the names of students involved, and a statement describing the incident.

### Distributing field test booklets

Field test supervisors must hand out the booklets to each student. Field tests are not to be passed from the front of each row, nor are they to be distributed according to a class list. Students must be instructed to print their first and last name on the front cover of their field test booklet.

### Completing a general purpose answer sheet (feuille de réponses à usage général) for field tests

It is imperative that students be instructed to complete the answer sheets correctly. **No answer sheets are to be used other than those provided by Provincial Assessment.** Field test supervisors must ensure that all sections on the answer sheets have been fully completed.

### Individual class record form

Students enter their own first and last name beside the corresponding booklet number. The field test supervisor must not fill in the Individual Class Record Form, with the exception of Grade 6, in which case the supervisor may help students.

### Collect all booklets, answer sheets, formula sheets, data booklets, and scrap paper

All field tests are secured. Therefore, it is the responsibility of the supervisor to ensure that all copies of the field tests, answer keys, and other field test materials are in their possession at the completion of each field test administration.

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## Instructions for Students

Directions must be given quickly yet accurately to ensure that students have time to answer all items on the field test.

In the case of Grade 6 field tests, all instruction pages must be read aloud to the entire class. In addition, the entire field test, including assignments, must be read aloud in the case of Grade 6 Language Arts written-response field tests.

- a. Inform students that through the field-testing process, items are removed, revised, or used as-is on future provincial assessments. The statistics gained from field tests inform the development of provincial assessments. Field tests also provide exposure to provincial assessment-type items. For these reasons, field tests are administered under the same conditions as all provincial assessments. It is very important that students answer all items on the field test to the best of their ability.
- b. Inform students of the number of items on the field test and the amount of time allotted to write the field test.
- c. Instruct students that if they do not have time to complete all the items in a field test, they should leave the answer blank for any remaining questions rather than quickly fill in random responses.
- d. Inform students that the supervisor is not permitted to interpret or discuss test items with the students during the field test administration. If an item is unclear, they can provide comments to that effect in the comment section provided at the back of the booklet.
- e. Instruct students to print their first and last name on the front cover of the field test booklet. Do not have students open booklets until they are instructed to do so. If the field test contains a formula sheet, a data sheet, or a Periodic Table of the Elements at the back of the booklet, it can be torn out before the start of the field test.
- f. Provide instructions to students on how to fill in the *General Purpose Answer Sheet / Feuille de réponse à usage général*.
- g. After completing the field test, encourage students to provide feedback on individual items and the overall field test in the comments section provided at the back of the booklet.

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## Types of Feedback

Teachers and students may wish to consider the following when evaluating individual items and the overall field test:

- test length
- text readability
- appropriateness of the items in terms of curricular expectations
- clarity and appropriateness of artwork and graphics

Changes to items are influenced by the written comments of teachers and students, who provide valuable feedback.



## Collecting and marking field tests

Following the administration, the answer sheet must be placed inside the front cover of each student's question booklet. The field test readings/source and question booklets, and the answer sheet, must all include the student's name. Supervisors must ensure that students have completed this before marking the field test.

## Marking field tests

- Grade 6, 9, and K&E English Language Arts Part A (written component) are not to be marked at the school level.
- A transparency and scoring guide are provided to mark paper multiple-choice and/or numerical-response items. Record the marks on the Individual Class Record Form. **No** check marks or annotations are to be made in the student's booklet. A copy may be retained at the school; however, the original must be returned with the field test materials to Provincial Assessment.
- No check marks or annotations are to be made on the answer sheets.
- The requesting teacher may mark the paper Mathematics 30–1 and Mathematics 30–2 field test written-response component. A scoring guide is provided for their reference. No check marks or annotations are to be made in the student's booklet.
- Marking is not mandatory.

## Returning field tests

Requesting teachers or teachers designated to supervise the field test administration at the school must return all field test materials within two (2) business days of the administration.

All field test materials must be returned to the Provincial Assessment Distribution Office using the waybill provided. Be sure to remove the original shipment bills from the box if boxes are being reused. The return waybill must be completed carefully and accurately.

# Sample Forms

## Field test packing slip

### Supervisor

Field test supervisors are to use this area to verify with their initials that all field tests were checked upon receipt and before being returned to Alberta Education.

Tests Sent	Tests Received	Tests Returned	Office Use Only
Admin. Initials			

### School

### School Name/Address

### Subject

This box is for recording the number of field tests received. If there is a discrepancy between the number of field tests sent and the number of field tests received, the Shipping and Receiving area is to be notified immediately.

**Length (min.)**

**Administration Date/Time**

**Test Number**

### Teacher

Special Instructions
<p>This space is to be used to notify the Shipping and Receiving area of any issues surrounding the acceptance and/or return of field-testing materials. This may include but is not limited to late shipments, shipments not being picked up in a timely manner, open boxes, damaged boxes, boxes left unattended, and so forth.</p>

# General purpose answer sheet

<b>A. STUDENT NAME</b> Janet Nelson	<b>B. SCHOOL</b> E. P. Scarlett	<b>C. SUBJECT</b> English Language Arts 30-2																																																																																																																																																																																							
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Ensure that the corners and edges of the answer sheet are protected. When damaged, the scanner cannot read the sheet.

Students writing diploma field tests must fill in sections A through H. Ensure that students fill in the circles in sections D through H with an HB pencil.

**Section F:** School code, located on the front of the packing slip.

**Section G:** Eight-digit field test code, located on the field test booklet as well as on the packing slip.

**Section H:** Special fields for languages (English Language arts 30–1 and English Language Arts 30–2)

- **Boxes A and B:** Students indicate the number of years of instruction in English, beginning with Grade 1. Years in French Immersion programs are also counted as years in English. In the example shown above, the student’s language of instruction has been English for nine years (0 in column A and 9 in column B).
- **Boxes C and D:** Indicate the length of class in minutes. For example, if the class is 65 minutes, the students would mark 6 in column C and 5 in column D, as shown above.

# Feuille de réponses à usage général

<b>A. NOM DE L'ÉLÈVE</b> Monique Hamel		<b>B. ÉCOLE</b> École Notre Dame	<b>C. MATIÈRE</b> Français 30-1
<b>D. ÂGE</b> [ ] [ ] (0) (1) (2) (3) (4) (5) (6) (7) (8) (9)		<b>DIRECTIVES IMPORTANTES POUR NOTER LES RÉPONSES</b>	
<b>E. DURÉE DU COURS</b> <input type="radio"/> 1 <sup>er</sup> semestre <input type="radio"/> 2 <sup>e</sup> semestre <input type="radio"/> Toute l'année <input type="radio"/> Autre		<b>EXEMPLE</b> L'Alberta est A. un territoire      1 (A) (B) (C) (D) <b>BIEN</b> B. un pays            2 (A) (B) (C) (D) <b>MAL</b> C. une province      3 (A) (B) (C) (D) <b>MAL</b> D. un État              4 (A) (B) (C) (D) <b>MAL</b>	
<b>F. ÉCOLE</b> <b>G. CODE DU TEST</b> 297333040611		<b>À L'USAGE EXCLUSIF DU SERVICE</b>	
<b>H. DOMAINES SPÉCIAUX</b> A B C D E F G H I J K L 0 9 6 5 1		(AR 0 1 2 3) 1 2 3 4 5 6 7 8 9 10 11 12 (0) (1) (2) (3) (4) (5) (6) (7) (8) (9) (0) (1) (2) (3) (4) (5) (6) (7) (8) (9)	

Assurez-vous que les coins et les côtés de la feuille de réponses ne sont pas endommagés. Si c'est le cas, le balayeur ne pourra lire les feuilles.

Les élèves qui passent des tests expérimentaux dans des matières de langue qui font l'objet d'un examen en vue de l'obtention du diplôme doivent remplir les sections A à H. Assurez-vous que les élèves noircissent les cercles des sections D à H avec un crayon à mine HB.

Dans la Section F : Indiquer le code de l'école, qui figure sur le bon d'envoi.

Dans la Section G : Indiquer le code du test expérimental (code à 8 chiffres), qui figure sur le livret de test expérimental et sur le bon d'envoi.

La Section H : Domaines spéciaux – cette section vise seulement les tests expérimentaux dans les matières qui font l'objet d'un examen en vue de l'obtention du diplôme.

- **Cases A et B** : Indiquer le nombre d'années d'instruction en français à partir de la 1<sup>re</sup> année. Les années d'instruction en immersion française seront considérées comme des années d'instruction en français. Dans l'exemple ci-dessus, la langue d'instruction de l'élève a été le français pendant neuf années (0 est noirci dans la colonne A, 9 est noirci dans la colonne B).
- **Cases C et D** : Indiquer la durée des classes en minutes. Par exemple, si les classes durent 65 minutes, on doit noircir le cercle 6 dans la colonne C et le cercle 5 dans la colonne D.

## Section H : Domaines spéciaux pour les tests de Français 30–1 et French Language Arts 30–1

- Cases A et B :** Indiquer le nombre d'années d'instruction en français à partir de la 1<sup>re</sup> année. Les années d'instruction en immersion française seront considérées comme des années d'instruction en français. Dans l'exemple ci-contre, la langue d'instruction de l'élève a été le français pendant neuf années.
- Cases C et D :** Indiquer la durée des classes en minutes. Par exemple, si les classes durent 65 minutes, on doit noircir le cercle 6 dans la colonne C et le cercle 5 dans la colonne D.
- Case E :** Les élèves qui passent le test expérimental de Français 30–1 ou de French Language Arts 30–1 doivent indiquer le cours qu'ils suivent à présent.
  - Français 30–1
  - French Language Arts 30–1

H. DOMAINES SPÉCIAUX											
A	B	C	D	E	F	G	H	I	J	K	L
0	9	6	5	1							
●	○	○	○	○	○	○	○	○	○	○	○
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Dans l'exemple donné, l'élève indique qu'il suit le cours de Français 30–1 à présent.

## Section H: Special fields (Français 30–1 and French Language Arts 30–1)


- Boxes A and B:** Students indicate the number of years of instruction in French, beginning with Grade 1. Years in French Immersion programs count as years in French. In this example, the student's language of instruction has been French for nine years.
- Boxes C and D:** Indicate the length of the class in minutes. For example, if the class is 65 minutes, the students would mark in 6 in column C and 5 in column D.
- Box E:** Students writing Français 30–1 or French Language Arts 30–1 field tests are to indicate the course they are currently taking.
  - Français 30–1
  - French Language Arts 30–1

H. SPECIAL FIELDS											
A	B	C	D	E	F	G	H	I	J	K	L
0	9	6	5	1							
●	○	○	○	○	○	○	○	○	○	○	○
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## Loomis waybills

The Loomis waybill must be completed as per the instructions indicated in the example provided below. Failure to correctly complete the waybill may delay or result in the loss of a shipment. This can have serious consequences, as the field tests are secured materials.

### Sample Loomis waybill

NAME / FROM NOM / DE		D 044638261	
ADDRESS ADRESSE		<input checked="" type="checkbox"/> FRIEND POST PAYE <input type="checkbox"/> COLLECT PORT GG <input type="checkbox"/> 3RD PARTY A FACTURER ACCOUNT NO.    NO. DE COMPTE K 8 9 2 4 6	
CITY VILLE		PRODUCTS / PRODUITS    SPECIAL PRODUCTS / PRODUITS SPECIAUX <input type="checkbox"/> Loomis Express <input type="checkbox"/> FRAGILE <input type="checkbox"/> DOMESTIC 9:00 <input type="checkbox"/> SATURDAY DEL. LIV. SAMEDI <input type="checkbox"/> DOMESTIC 12:00 <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> DOMESTIC 18:00 <input type="checkbox"/> DANGEROUS GOODS MATIERES DANGEREUSES <input checked="" type="checkbox"/> Loomis Ground <input type="checkbox"/> RETURN CHECK/CHEQUE RETOURNEE	
POSTAL CODE CODE POSTAL		SHIPMENT INFO / DETAIL DE L'EXPEDITION PIECES    HRLFS 001 LB    KG    WEIGHT    POIDS DIMENSIONS    IN/PO    CM	
NAME (TO) NOM (A)		NO DELIVERY SIGNATURE REQUIRED SIGNATURE NON REQUISE A LA LIVRAISON <input checked="" type="checkbox"/>	
ADDRESS ADRESSE		SHIPPERS VALUE PROTECTION: IF SHIPPERS VALUE PROTECTION OF \$100 FOR WHICH A VALLANTION CHARGE IS APPLIED IS NOT WANTED, WRITE NO PROTECTION DE LA VALEUR DE L'EXPEDITEUR SI LA PROTECTION DE LA VALEUR DE L'EXPEDITEUR DE 100 \$ LAQUELLE SUPPOSE UNE TAXATION N'EST PAS DEMANDEE, ECRIRE NEANT DANS CETTE CASE	
CITY VILLE		\$ 100.00    SPECIAL AGREEMENT / ENTENTE SPECIALE	
POSTAL CODE CODE POSTAL		X SEE TERMS AND CONDITIONS ON BACK VOIR LES TERMES ET CONDITIONS AU VERSO	
TO CONTACT NAME / A NOM DU CONTACT			
INSTRUCTIONS		www.loomis-express.com 1-855-2LOOMIS (1-855-256-6647)	
REFERENCE		DATE    MO.    D-J    Y-A	
CORRECTED WEIGHT POIDS REVISE		CORRECTED DIMENSIONS / POIDS REVISE X    X	

All fields must be completed:

1. Name, Address, City, Province, Postal Code, and Telephone
2. Reference: Enter any reference number for your shipment. This number allows you to track the shipment at [www.loomis-express.com](http://www.loomis-express.com).
3. Date and Signature
4. Shipment Information: Enter the total number of boxes.

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## Contacts

**Field Testing Program Office**  
[field.test@gov.ab.ca](mailto:field.test@gov.ab.ca)

**Quest A+ Support**  
[online.assessment@gov.ab.ca](mailto:online.assessment@gov.ab.ca)

[Field Test Scheduler](#)

Alberta Education website: [alberta.ca/education](https://alberta.ca/education)

**Provincial Assessment  
Distribution Office**

Bonaventure Gate Building, Main Floor  
13156 St. Albert Trail NW  
Edmonton, AB T5L 4P6

Telephone: 780-427-1857  
For a toll-free call, dial 310-0000 first.