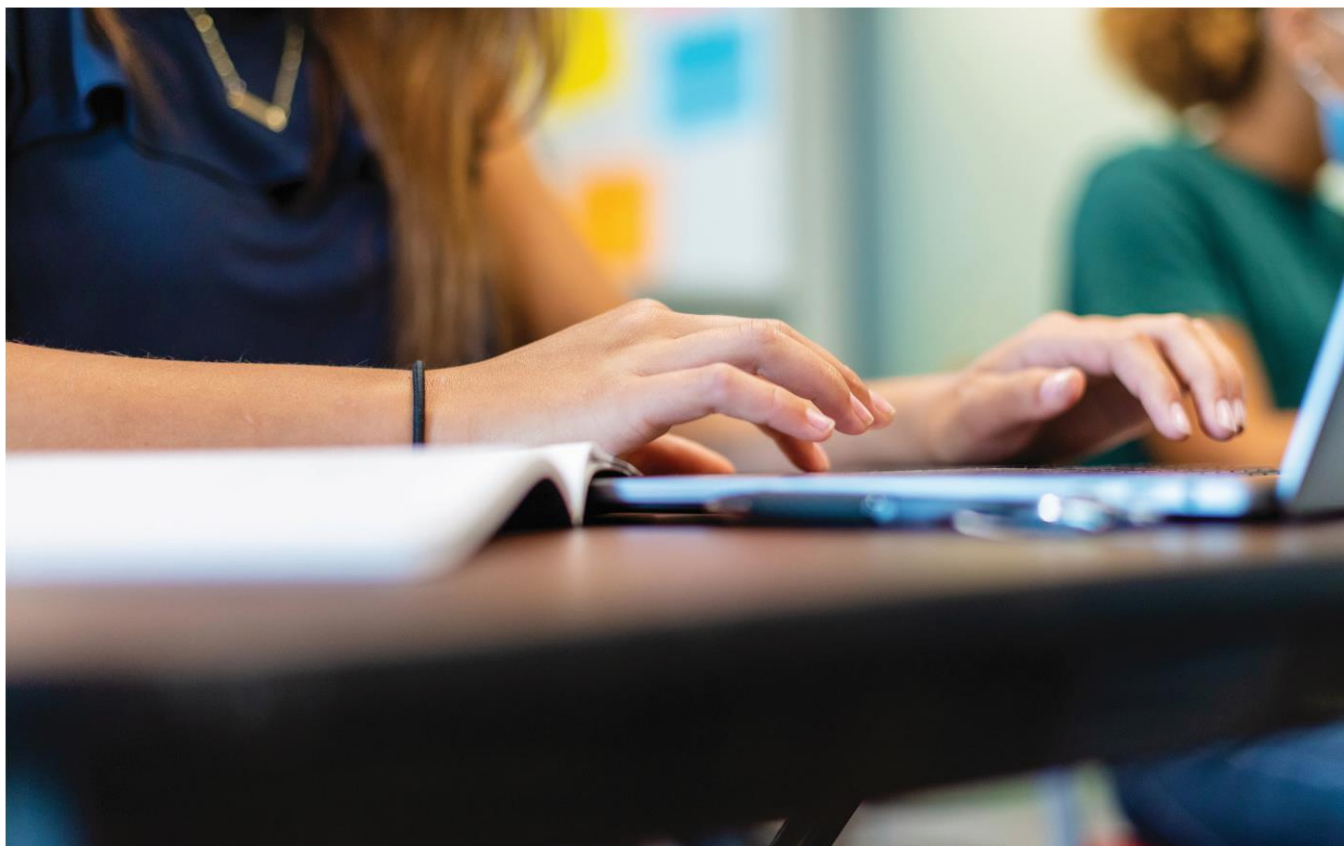

General Information Bulletin

2023–2024

Grades 6 and 9
Alberta Provincial Achievement Testing



This document was written primarily for

Students

Teachers ✓

Administrators ✓

Parents

General Audience

General Information Bulletin 2023-2024 Grades 6 and 9 Alberta Provincial Achievement Testing

Distribution: This document is posted on the [Alberta Education website](#).

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The **General Information Bulletin 2023-2024 Grades 6 and 9 Alberta Provincial Achievement Testing** outlines policies, rules and procedures in accordance with the [Provincial Assessment Directive](#). This directive is pursuant to section 18(4) of the Education Act. All changes to Alberta Education requirements contained in this document are effective the first day of the school year as defined by the school authority.

If you plan to print the bulletin for reference, please note that changes may be 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 **General Information Bulletin 2023-2024 Grades 6 and 9 Alberta Provincial Achievement Testing** includes many links.

The Alberta Education website continues to be updated. Links in the **General Information Bulletin 2023-2024 Grades 6 and 9 Alberta Provincial Achievement Testing** 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 email exam.admin@gov.ab.ca. To be connected toll-free in Alberta, dial 310-0000.

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Please note that if you cannot access one of the direct website links referred to in this document, you can find provincial achievement test-related materials on the [Alberta Education website](#).

Introduction

Purpose of the bulletin

The bulletin serves the following purposes:

- to support school authorities and their staff in the administration and marking of provincial achievement tests (PATs); and
- to serve as the key policy, rules and procedures repository for provincial assessments.

Definitions and interpretations

In this document:

- **School** includes all learning environments in which Provincial Achievement Tests are administered by a school authority including, but not limited to a school as defined in the Education Act, and a learning environment operated by an entity that has an agreement with Alberta Education to administer the Literacy and Numeracy Screening Assessments.
- **School authority** includes all entities responsible for the administration of Provincial Achievement Tests including, but not limited to:
 - a board as defined in the *Education Act*;
 - a Francophone Regional Authority;
 - an operator and governing body of a charter school;
 - a person responsible for the operation of a private school; and
 - any entity that has an agreement with Alberta Education to administer the Literacy and Numeracy Screening Assessments.
- **Superintendent** is in accordance with the definition used in the Education Act and includes persons designated to supervise the operation of schools and the provision of education programs
- **Principal** is in accordance with the definition used in the Education Act and includes all persons designated as a principal in the delivery and marking of provincial assessments. The principal is responsible for adhering to the policies, rules and procedures in this document
- **Teacher** is in accordance with the definition used in the Education Act and includes all persons who hold a teaching certificate involved in the delivery and marking of provincial assessments. The Teacher is responsible for adhering to the policies, rules, and procedures in this document.
- **Student** is in accordance with the definition used in the Education Act

Purpose of the Provincial Achievement Testing Program

The purpose of the provincial achievement testing program is to:

- determine if students are learning what they are expected to learn;
- report to Albertans how well students have achieved provincial standards at given points in their schooling; and
- assist schools, school authorities and the province in monitoring and improving student learning.

Who may supervise a provincial achievement test?

Classroom teachers must administer and supervise provincial achievement tests (PATs). If the classroom teacher is unable to administer and supervise the PAT, a person with teacher certification can administer and supervise the PAT.

Available languages

PATs are administered annually in English Language Arts (and Literature), Français/French Language Arts, Mathematics, Science and Social Studies in grades 6 and 9. Grade 9 PATs based on the Knowledge and Employability programs of study in English Language Arts, Mathematics, Science and Social Studies are also administered. French versions of all Mathematics, Science and Social Studies PATs are available for Grade 6 and Grade 9 students in Francophone and French immersion programs.

Who is expected to write provincial achievement tests?

Students registered in grades 6 and 9, and ungraded students in their sixth and ninth years of schooling, shall write PATs, with the following considerations:

1. Only a superintendent, on an individual basis, may excuse a student from writing a PAT for the following reasons:
 - a. the student is unable to access the provincial assessment in its original form, or with accommodations and/or unique accommodations due to behavioural, intellectual, learning, communication or physical characteristics or any combination of any of them that impair the student's ability and opportunity to learn; and
 - b. participation would be harmful to the student.
2. The principal, in consultation with the parent/guardian and the teacher, shall recommend to the superintendent that the student be excused from writing. A copy of the documentation in support of the recommendation, including the student's Individual Program Plan, if applicable, shall remain in the school.
3. If a parent withdraws a student from participation, the school indicates the student is absent on the List of Students. A copy of the parent's letter indicating that the child will not be participating shall remain in the school.
4. Students who are repeating grades 6 or 9 shall write PATs in their repeating year.
5. Students enrolled in an Alberta accredited school shall write PATs.

Home education students

Students enrolled in home education programs may write the PATs. If, in the judgment of the parent, a home education student's performance will be adversely affected by taking the PATs at a school, an alternate location, such as the home, may be used. Although Alberta's online assessment platform is able to ensure digital security, it does not have adequate supervisory requirements. To be eligible to write in a location alternate to a school, a supervisor commensurate with a certificated teacher must administer the PAT.

A parent cannot administer the PATs. The parent may, however, remain in the room while a child is taking the PATs. A relative, friend, or person residing at the same address as the student cannot administer the PATs to that student. In special circumstances, however, the superintendent may approve a member of the community commensurate with a certificated teacher to administer the PATs to the student.

The school authority is expected to report to stakeholders the performance of all students in a home education program.

Out-of-cohort students

Alberta Education's expectation is that all students registered in grades 6 and 9, and ungraded students in their sixth and ninth years of schooling, write PATs. In some circumstances (such as multi-grade classrooms or accelerated programs), students may be receiving the programs of study in grades 5 or 8 and write the PAT(s) out of their cohort. School staff may request that the results for out-of-cohort students count as official marks and no rewriting be required when they reach Grade 6 or 9.

To accommodate these situations, schools are asked to email the no-rewriting request by the [deadline specified to exam.admin@gov.ab.ca](#) with a list of students (including names and Alberta Student Numbers) indicating which course(s) out-of-cohort students will write in a year before they reach Grade 6 or 9.

Upon receiving the request, Alberta Education will treat these out-of-cohort students as part of the Grade 6 or 9 cohort for the course(s) they write and include their results in the Grade 6 or 9 PAT reports for the school and school authority in the year they write. When these out-of-cohort students reach Grade 6 or 9, they will not be required to rewrite the course(s) they wrote before.

If schools do not submit no-rewriting requests by the deadline or choose to have students writing PAT(s) out-of-cohort as an unofficial attempt, schools should write "Out-of-Cohort" next to each student's name on the List of Students to avoid processing these students mistakenly as additional students in the Grade 6 or 9 cohort for all PAT courses. Consequently, these out-of-cohort students' PAT results will not count as official marks and will not be included in the school and school authority reports for the course(s) they wrote. When these students reach Grade 6 or 9, they will have to rewrite the course(s) they wrote before in addition to the courses they did not write in the previous year.

Students' PAT results count as official marks and are included in the school and school authority reports only once no matter which option is chosen. If a school would like students first to write PAT(s) out-of-cohort before they reach Grade 6 or 9 and then rewrite the same PAT(s) when they reach Grade 6 or 9, schools must communicate with parents and students about the out-of-cohort writing and its consequences sufficiently in advance of the PAT writing.

Improving student learning

Careful examination and interpretation of the Provincial Achievement Testing Program results can help reveal areas of relative strength and areas for growth in student achievement. Teachers and administrators can use this information in planning and delivering relevant and effective instruction in relation to learning outcomes in Alberta's new K-6 curriculum and existing K-12 Programs of Study.

***NEW** New curriculum

In 2023-2024, Grade 6 PATs will reflect the content in the new Mathematics and English Language Arts and Literature (ELAL) curriculums in alignment with mandatory implementation schedules.

The 2023-2024 Grade 6 PATs will continue to reflect the existing Grade 6 Social Studies, Science, French Language Arts and Français programs of study.

In 2023-2024, school authorities will have the option to implement new 6 Science, French Immersion Language Arts and Literature, and French First Language and Literature curriculums. Schools participating in optional implementation of these courses will not be required to administer the May-June 2024 PATs and can participate in field testing of provincial assessments for the optional curriculum.

Interpreting reporting results

Alberta Education and school authority personnel are responsible for ensuring that high-quality education is provided to all students in the province. Although the Provincial Achievement Testing Program provides high-quality information, it cannot provide all the information that school staff need to know about students' achievement. Many factors contribute to student achievement overall. School and school authority results from provincial assessments are best interpreted within the context of local quantitative and qualitative information. Personnel at the school authority and school levels are in the best position to appropriately interpret, use and communicate school authority and school results in the local context.

Information about student performance on PATs is provided to school staff, school authorities, parents and the public so that they may know how well students in their schools are meeting local targets and provincial expectations. Group results for fewer than six students are reported to the school and school authority but are not reported publicly.

Key features of provincial achievement tests

A brief summary of PATs is provided below. Information specific to each of the subjects is available in the [Provincial Achievement Testing Program Subject Bulletins](#).

Grade	Subject and Test Component [†]	Number of Booklets	Answer Sheet	Official Scheduled Time Allotted ^{††}
6	English Language Arts and Literature Part A	1	No	120 minutes
	English Language Arts and Literature Part B	1	Yes	60 minutes
	Français Partie A	1	No	120 minutes
	Français Partie B	1	Yes	60 minutes
	French Language Arts Partie A	1	No	120 minutes
	French Language Arts Partie B	1	Yes	60 minutes
	Mathematics: Part(ie) A	1	Yes	20 minutes
	Mathematics: Part(ie) B	1	Yes	70 minutes
	Science	1	Yes	60 minutes
Social Studies	1	Yes	60 minutes	
9	English Language Arts Part A	1	No	120 minutes
	English Language Arts Part B	2	Yes	75 minutes
	KE English Language Arts Part A	1	No	80 minutes
	KE English Language Arts Part B	1	Yes	75 minutes
	Français Partie A	1	No	120 minutes
	Français Partie B	2	Yes	75 minutes
	French Language Arts Partie A	1	No	120 minutes
	French Language Arts Partie B	2	Yes	75 minutes
	Mathematics: Part(ie) A	1	Yes	30 minutes
	Mathematics: Part(ie) B	1	Yes	80 minutes
	KE Mathematics	1	Yes	75 minutes
	Science	1	Yes	75 minutes
	KE Science	1	Yes	75 minutes
	Social Studies	2	Yes	80 minutes
KE Social Studies	1	Yes	75 minutes	

[†]All Mathematics, Science and Social Studies PATs are available in French and English.

^{††}All students may use up to twice the official scheduled time allotted, if needed.

Summary of Revisions for the 2023–2024 School Year

The following major revisions have been made. All major changes for the 2023–2024 school year are indicated by ***NEW**. Other minor updates have been made throughout this bulletin; however, they are not noted here.

Topic	Changes Made	Location
State of Emergency Impact on PAT Administration	Information on alternate dates and cancellation of PATs caused by wildfires.	Provincial Achievement Tests Administration Schedules Requests for alternate dates
New Digital Platform	Information on Alberta Education's new digital testing platform has been added.	Digital Testing Administration Procedures
Changes to Quest A+	Information about the use of Quest A+ has been added.	Digital Testing Administration Procedures
Administration Dates	Provincial achievement tests must be administered in accordance with the published schedule.	Provincial Achievement Test Administration Schedules
Use of Calculator in Part B Mathematics Grade 6 PAT	Calculators are not permitted for Grade 6 mathematics Part B.	Using Calculators
Grade 6 12x12 Multiplication Table	New multiplication table to align with Grade 6 Mathematics curriculum	Provincial Achievement Tests Using Accommodations and Provisions
Green and Orange Labels	Green and Orange labels now have different return addresses that must match the return addresses on the waybills.	Packing and Returning Provincial Achievement Tests and Supporting Materials
New K-6 Curriculum	Mandatory new English Language Arts and Literature (ELAL) and Mathematics will be reflected in Grade 6 PATs.	New Curriculum
Public Access to Results	PAT results for new curriculum in Grade 6 English Language Learning and Literature and Mathematics will be modified from the normal reporting information available.	Reporting Provincial Achievement Test Results
Marking Written Responses and Selected-Responses	Information related to marking and scoring on the new digital platform has been added.	Local and Central Marking of Provincial Achievement Tests
Surveys	One-single PAT Information Survey now centralizes questions for school authorities to indicate optional new curriculum implementation, request alternate PAT administration dates, and confirm administration of PATs using the new digital platform.	Appendix 1

Provincial Achievement Test administration schedules

Grade 6 and 9 PATs are to be administered on specific dates in accordance with the Alberta Educations schedules. Requests for early, alternate administration dates must be submitted by filling out the survey <http://surveys.education.gov.ab.ca/novi/n/PATInformation2023.aspx> before the date specified in the [Significant Dates](#) document. Requests will be reviewed by the Director, Exam Administration.

PATs administered early on approved alternate dates must be administered digitally. Paper tests will not be shipped.

Requests for alternate dates will only be considered if one of the following conditions is met:

Condition	Submission requirements
School follows an alternate calendar that ends prior to or on scheduled administration dates (e.g., last day of school is June 11 or last day of school is June 20 with early dismissal).	Rationale Proposed alternate date(s) by subject Official school calendar
Unforeseen local circumstances preventing the administration of the tests (e.g., school building closure due to mechanical failure, etc.).	Circumstance Proposed alternate date(s) by subject

Examples of reasons not eligible for requesting alternates dates include (but not limited to):

- School activities (e.g., athletic sporting events, field trips, etc.);
- Local community events; or
- Professional development days.

Students who are absent on the day of the PATs are expected to write when they return, up to the published return shipment date(s) for those provincial achievement testing materials. In case of early departure at the end of the school year, students may NOT write PATs prior to the administration dates on which their classmates are scheduled to write.

***NEW** Impact of State of Emergencies on the Administration of Provincial Achievement Tests:

In the event of a school evacuation or significant disruption to learning due to a declared state of emergency immediately prior to or during an administration based on a superintendent's discretion, the writing of Grade 6 and Grade 9 PATs may be re-scheduled or cancelled. This decision shall be made in consultation with Alberta Education.

Superintendents are required to contact the Exam Administration Branch in Provincial Assessment Sector at Alberta Education at exam.admin@gov.ab.ca if their school authority is in this situation.

Jan 2024

All students are provided with up to double the official scheduled time allotted as noted below if they require it.

Wednesday, Jan. 17	9 AM–11 AM 9 AM–10:20 AM	Grade 9 English Language Arts Part A Grade 9 K&E English Language Arts Part A
Friday, Jan. 19	9 AM–11 AM	Grade 9 Français/French Language Arts Partie A
Tuesday, Jan. 23	9 AM–10:15 AM	Grade 9 Français/French Language Arts Partie B
Wednesday, Jan. 24	9 AM–9:30 AM	Grade 9 Mathematics Part(ie) A
Thursday, Jan. 25	9 AM–10:20 AM	Grade 9 Mathematics Part(ie) B Grade 9 K&E Mathematics
Friday, Jan. 26	9 AM–10:15 AM	Grade 9 English Language Arts Part B Grade 9 K&E English Language Arts Part B
Monday, Jan. 29	9 AM–10:15 AM	Grade 9 Science Grade 9 K&E Science
Tuesday, Jan. 30	9 AM–10:20 AM 9 AM–10:15 AM	Grade 9 Social Studies Grade 9 K&E Social Studies

For Language Arts Part A: Writing Provincial Achievement Tests, teacher supervisors, under the direction of the principal, are expected to uphold PAT security by maintaining a continuous writing time. If it is required, based on individual student needs or the entire class's, to administer a short, supervised break, the teacher supervisor must receive approval from the principal. All PAT administration rules and policies must be maintained. The amount of time consumed by a break is not included in the total provincial achievement test-taking time.

May and June 2024

All students are provided with up to double the official time noted below if they require it.

May 2024		
Monday, May 13	9 AM–11 AM	Grade 6 Français/French Language Arts Partie A
	9 AM–10:20 AM	Grade 9 English Language Arts Part A Grade 9 K&E English Language Arts Part A
Wednesday, May 15	9 AM–11 AM	Grade 6 English Language Arts and Literature Part A
		Grade 9 Français/French Language Arts Partie A

June 2024		
Tuesday, June 11	9 AM–10 AM	Grade 6 Français/French Language Arts Partie B
	9 AM–10:15 AM	Grade 9 Français/French Language Arts Partie B
Wednesday, June 12	9 AM–10 AM	Grade 6 English Language Arts and Literature Part B
	9 AM–10:15 AM	Grade 9 English Language Arts Part B Grade 9 K&E English Language Arts Part B
Thursday, June 13	9 AM–9:20 AM	Grade 6 Mathematics Part(ie) A
	9 AM–9:30 AM	Grade 9 Mathematics Part(ie) A
Friday, June 14	9 AM–10:10 AM	Grade 6 Mathematics Part(ie) B
Tuesday, June 18	9 AM–10:20 AM	Grade 9 Mathematics Part(ie) B Grade 9 K&E Mathematics
Wednesday, June 19	9 AM–10 AM	Grade 6 Social Studies
	9 AM–10:20 AM	Grade 9 Social Studies
	9 AM–10:15 AM	Grade 9 K&E Social Studies
Thursday, June 20	9 AM–10 AM	Grade 6 Science
	9 AM–10:15 AM	Grade 9 Science Grade 9 K&E Science

For Language Arts Part A: Writing Provincial Achievement Tests, teacher supervisors, under the direction of the principal, are expected to uphold PAT security by maintaining a continuous writing time. If it is required, based on individual student needs or the entire class's, to administer a short, supervised break, the teacher supervisor must receive approval from the principal. All PAT administration rules and policies must be maintained. The amount of time consumed by a break is not included in the total provincial achievement test-taking time.

Note: June PAT administration dates are revised from the draft calendar to reflect school authority and parent feedback regarding the scheduling of PATs on the final day of school.

Provincial Achievement Test administration schedules

Jan 2025

All students are provided with up to double the official scheduled time allotted as noted below if they require it.

Wednesday, Jan. 15	9 AM–11 AM	Grade 9 Français/French Language Arts Partie A
Thursday, Jan. 16	9 AM–10:15 AM	Grade 9 Français/French Language Arts Partie B
Friday, Jan. 17	9 AM–11 AM 9 AM–10:20 AM	Grade 9 English Language Arts Part A Grade 9 K&E English Language Arts Part A
Monday, Jan. 20	9 AM–10:15 AM	Grade 9 English Language Arts Part B Grade 9 K&E English Language Arts Part B
Tuesday, Jan. 21	9 AM–9:30 AM	Grade 9 Mathematics Part(ie) A
Wednesday, Jan. 22	9 AM–10:20 AM	Grade 9 Mathematics Part(ie) B Grade 9 K&E Mathematics
Thursday, Jan. 23	9 AM–10:15 AM	Grade 9 Science Grade 9 K&E Science
Friday, Jan. 24	9 AM–10:20 AM 9 AM–10:15 AM	Grade 9 Social Studies Grade 9 K&E Social Studies

For Language Arts Part A: Writing Provincial Achievement Tests, teacher supervisors, under the direction of the principal, are expected to uphold PAT security by maintaining a continuous writing time. If it is required, based on individual student needs or the entire class's, to administer a short, supervised break, the teacher supervisor must receive approval from the principal. All PAT administration rules and policies must be maintained. The amount of time consumed by a break is not included in the total provincial achievement test-taking time.

May and June 2025

All students are provided with up to double the official time noted below if they require it.

May 2025		
Monday, May 26	9 AM–11 AM	Grade 6 Français/French Language Arts Partie A
Tuesday, May 27	9 AM–11 AM	Grade 9 Français/French Language Arts Partie A
Wednesday, May 28	9 AM–11 AM	Grade 6 English Language Arts and Literature Part A
Thursday, May 29	9 AM–11 AM 9 AM–10:20 AM	Grade 9 English Language Arts Part A Grade 9 K&E English Language Arts Part A

June 2025		
Wednesday, June 11	9 AM–10 AM 9 AM–10:15 AM	Grade 6 Français/French Language Arts Partie B Grade 9 Français/French Language Arts Partie B
Thursday, June 12	9 AM–10 AM 9 AM–10:15 AM	Grade 6 English Language Arts and Literature Part B Grade 9 English Language Arts Part B Grade 9 K&E English Language Arts Part B
Friday, June 13	9 AM–9:20 AM 9 AM–9:30 A.M.	Grade 6 Mathematics Part(ie) A Grade 9 Mathematics Part(ie) A
Tuesday, June 17	9 AM–10:10 AM 9 AM–10:20 AM	Grade 6 Mathematics Part(ie) B Grade 9 Mathematics Part(ie) B Grade 9 K&E Mathematics
Wednesday, June 18	9 AM–10 AM 9 AM–10:20 AM 9 AM–10:15 AM	Grade 6 Social Studies Grade 9 Social Studies Grade 9 K&E Social Studies
Thursday, June 19	9 AM–10 AM 9 AM–10:15 AM	Grade 6 Science Grade 9 Science Grade 9 K&E Science

For Language Arts Part A: Writing Provincial Achievement Tests, teacher supervisors, under the direction of the principal, are expected to uphold PAT security by maintaining a continuous writing time. If it is required, based on individual student needs or the entire class's, to administer a short, supervised break, the teacher supervisor must receive approval from the principal. All PAT administration rules and policies must be maintained. The amount of time consumed by a break is not included in the total provincial achievement test-taking time.

Security of Provincial Achievement Testing Materials

Unless otherwise designated, all provincial achievement tests (PATs) and testing materials are secured before, during and after the PAT administration and must be handled accordingly.

No secured PAT, written-response exemplar, or other secured testing material may be kept at a school or school authority office following the PAT administration. Copying of any secured PAT material in whole or in part is prohibited.

After each PAT administration, the principal must sign the declaration on the Principal's Statement attesting that the security requirements outlined in this bulletin have been met.

Access to provincial achievement tests and materials

Students may only access secured PAT materials while writing the PATs.

Teachers may access the PATs after the administration to mark or score them before returning the PATs and materials to Alberta Education.

No notes about or copies of PAT questions may be made during or after the viewing of a secured PAT. It is a contravention of security and Provincial Achievement Testing Program rules to create, use or distribute PAT questions that imitate or closely resemble secured PAT questions in appearance, content or style.

Photocopying of students' written responses

Following the PAT administration, teachers may make a photocopy of a student's writing from any English, Français, or French Language Arts Part(ie) A PAT for inclusion in a portfolio of the year's work. Copies may also be made for parents who request them. All photocopies must remain secure until after the June administration.

Security status of January provincial achievement tests and materials

All Grade 9 PATs and testing materials administered in January are **secure** before the administration and must continue to **remain secured until after the June administration**. Information about the administered PATs must not be shared or discussed. All PATs and other materials must be returned after administration, as scheduled.

Security status of May provincial achievement tests and materials

All English, Français, and French Language Arts exemplars are **secure** before and after administration in May and all copies must be returned as scheduled.

Grades 6 and 9 English Language Arts, K&E English Language Arts and Français and French Language Arts Part(ie) A PAT booklets written in May are unsecured after the PAT administration. Unused copies of these PAT booklets may be kept at the school after their May administration; however, they must remain secure until the June administration dates have happened.

Security status of June provincial achievement tests and materials

All PATs and materials administered in June are secure and must be returned after the administration, as scheduled.

Return of secured provincial achievement tests and materials

PATs and testing materials must be returned to the correct destination using the **Orange** and **Green** labels and waybills supplied by Alberta Education.

For further information about where and how to return PATs and testing materials, see **Packaging and Returning Tests and Materials**.

Released questions

General Information Bulletin 2023-2024 Grades 6 and 9 Alberta Provincial Achievement Testing | Alberta Education, Provincial Assessment

11

Provincial Achievement Test Rules and Policies

The provincial achievement test (PAT) rules and policies listed below apply to the administration of all PATs.

Provincial achievement test supervision

1. All PATs must be administered in accordance with the instructions specified for each PAT. This is the key responsibility of supervising teachers.
2. Supervising teachers must not provide additional support, clarification or feedback to any students regarding the contents of the PAT outside of what is included in the instruction pages or as outlined in the **General Information Bulletin**.
3. Supervising teachers must actively supervise the writing of PATs. Supervision must be distraction-free and focused on student behaviour during the administration.
4. No answer keys or scoring guides are permitted in the PAT room, and no PATs may be marked while students are writing the PAT.
5. Supervisors are not to make or encourage changes or alterations of any kind to the responses made by students on their PAT booklets and answer sheets during or after the PAT administration.
6. Teachers must not mark or add notes of any kind to a PAT booklet or answer sheet when marking or scoring those materials after a PAT administration.
7. Teachers and supervising teachers must not share or discuss the contents of the PAT with anyone other than those directly involved in its administration.
8. Except for student written responses, teachers are not permitted to copy any portion nor take notes of any portion of the PAT.

Discussion and sharing

1. Students may not communicate in any way with one another during the administration of a PAT unless specifically permitted to do so as part of the assessment activity.
2. Students may not share or exchange any PAT materials while in the PAT writing room unless specifically permitted to do so as part of the assessment activity.
3. Once a PAT administration has officially started, students may not discuss the PAT with the supervising teacher unless the test booklet is incomplete or illegible.

Alberta Student Number

All students must have and use a valid Alberta Student Number (ASN) when writing PATs.

Identification on provincial achievement tests

Students must not write their names or the name of their school anywhere in or on PAT booklets except in the designated space provided on the back cover and the answer sheet.

Entrance into and exit from the provincial achievement test writing room

Students may not enter or leave the PAT writing room without the consent of the supervising teacher. Students who must leave the PAT writing room for an unscheduled break while the PAT administration is underway must be accompanied by an available supervisor or other teacher. Students must not be left alone in the writing room.

Materials allowed in the provincial achievement test writing room

1. The only student materials that are allowed to be used while writing a particular PAT are those specified in the [Subject Bulletin](#) for that PAT.
2. All Alberta Education lined paper provided by the supervisor must be collected at the end of the PAT administration and returned with the PAT materials to Alberta Education.

Materials not allowed in the provincial achievement test writing room

1. All classroom materials in a PAT writing room that could provide assistance to a student writing a PAT, other than those materials specifically noted in the Subject Bulletins, must be removed or covered.
2. No notes in any form, papers, informal dictionaries, electronic dictionaries or books relating to a PAT may be brought into the PAT writing room or used by a student unless expressly permitted to do so by the PAT administration instructions.
3. Any [Alberta Education lined paper](#) needed for rough work must be provided to students by the supervisor. Alternately, students can prepare their rough draft work in the provided PAT booklet.
5. No electronic or paper templates and/or graphic organizers are allowed for the written response component of PATs.
6. Students may not bring into the PAT writing room any cellphones, wearable technology, Bluetooth devices (e.g., Bluetooth headphones) or other electronic devices.

Contraventions of Provincial Achievement Test Security, Rules and Policies

Managing contravention of test security, rules and/or policies

Immediately following the administration and scoring or marking of a provincial achievement test (PAT), the principal must report to the Director, Exam Administration, and superintendent any circumstances in which a student or students interfered with the security of PATs and/or supporting materials. They must communicate how the student(s) violated PAT rules or policies, falsified PAT responses or results or committed any other act that may enable them to fraudulently represent their or another student's PAT performance.

Where the above is suspected, an investigation must be conducted and include: (a) information detailing the allegation and series of events and (b) a statement from the student. Based on the information, the superintendent shall formulate a recommendation with respect to the validity of student results and share that recommendation with the Director, Exam Administration. The Director, Exam Administration, will then render an official decision. The Director, Exam Administration, will communicate the decision in writing to the parent/guardian as well as:

- include a resolution to retain the student's results or invalidate the results; and
- share that communication with the superintendent.

Request for reconsideration

A student who has had a PAT result invalidated may request the decision be reconsidered within 30 days of the decision rendered. The Executive Director, Provincial Assessment, will only reconsider an official decision to invalidate student results if the request includes (a) The **Request for Reconsideration of an Invalidation** form and (b) new supporting official documentation that will assist the Executive Director, Provincial Assessment, in the review to change the original status of the decision.

Upon receiving a request for reconsideration, the Executive Director, Provincial Assessment, shall assess whether new relevant evidence has been provided and:

- if new relevant evidence has been provided, render a decision based on all the evidence; or
- if new relevant evidence has not been provided, refuse to reconsider the original decision.

The Executive Director, Provincial Assessment, shall notify the parent/guardian in writing of the decision.

A person aggrieved by a reconsidered decision may in writing appeal the decision to the Minister within 30 days after notification of the decision.

Using Calculators

Background

Provincial achievement tests (PATs) are developed to reflect the learning outcomes and expectations specified in Alberta's Programs of Study for each course including those that relate to the use of calculators.

To ensure compatibility with provincial programs of study and fairness and equity to all students, Mathematics and Science PATs must be administered in accordance with the rules that follow. For further information about the use of calculators when writing PATs, see the Subject Bulletins for each course available on Alberta Education's website.

Rules

1. Mathematics and Science PATs may only be administered with the use of calculators as follows:
 - **Grade 6 Mathematics**
 - Part(ie) A: Use of calculators is **not** permitted.
 - *NEW ○ Part(ie) B: Use of calculators is **not** permitted.
 - **Grade 9 Mathematics**
 - Part(ie) A: Use of calculators is **not** permitted.
 - Part(ie) B: Students may use calculators; however, use of graphing calculators is not permitted.
 - **Knowledge and Employability Mathematics**
 - Students may use calculators; however, use of graphing calculators is not permitted.
 - **Grade 6 Science**
 - Students may use calculators; however, use of scientific or graphing calculators is not permitted.
 - **Grade 9 Science**
 - Students may use calculators; however, use of graphing calculators is not permitted.
2. Students may bring approved calculators and extra batteries into the PAT room *for their exclusive use* when writing a Mathematics or Science PAT.
3. The following calculator materials, properties and/or configurations are **not** permitted in the PAT writing room:
 - programmed memory content;
 - built-in notes, libraries, or formulae (e.g., definitions or explanations in alpha notation);
 - upgraded or downloaded programs;
 - remote communication capability;
 - symbolic manipulation capabilities;
 - manipulate algebraic expressions;
 - external (peripheral) devices and other support materials such as manuals, printed or electronic cards, printers, memory expansion chips or cards, external keyboards; and
 - calculator cases.

Provincial Achievement Tests Using Accommodations and Provisions

Policy

Students unable to access the provincial assessment in its original form may use regular accommodations and/or unique accommodations. Instructional accommodations are designed to address specific areas for academic growth and/or barriers that may be impacting the ability of individual learners to engage in learning opportunities including provincial assessments.

The accommodations listed under Regular accommodation types, for the purpose of writing provincial achievement tests, are reviewed, managed, and ordered by school personnel. Students are eligible for regular accommodations and provisions to write provincial achievement tests without an application process.

Condition for students to write provincial assessments with accommodations: Use of the accommodation during classroom instruction and assessment.

Students must understand and adhere to the accommodations and provision administration rules and procedures of writing a provincial achievement test with the use of accommodations and provisions.

Decisions rendered by school personnel are official and must be communicated to the parent/guardian. Parents/guardians must contact the school authority should they wish to dispute the decision rendered.

Accommodations used by students for classroom instruction and assessment but are not listed below under Regular accommodations types are considered to be unique. The review of unique accommodations is delegated by the Director of Exam Administration Branch to the Special Cases and Accommodations Team.

Every application for unique accommodations will be considered individually on its particular facts and own merit.

Students in a home education program

Students in a home education program are eligible for accommodations and provisions. To ensure the writing centre is prepared for students in a home education program to write provincial achievement tests with accommodations and provisions, the parents of students in a home education program must contact the writing centre principal directly before the administration.

Provincial Achievement Tests Using Accommodations and Provisions

Regular accommodation types

Students who use accommodations during the administration of a provincial achievement test (PAT) **must** indicate use on their PAT booklet and/or answer sheet in accordance with the corresponding number (numbers 1–10 only).

Regular Accommodation	Eligible Population	Process Required	Notes
*NEW 1. Audio (MP3 or new digital platform)	Student with visual impairments	School personnel orders MP3 file to deliver audio (paper administration) OR Student accesses embedded audio (new digital platform)	Deadline to submit order is found in Significant Dates at-a-Glance
*NEW 2. Audio (MP3 or new digital platform)	Student with a learning or physical disability and students who use audio throughout the year	School personnel orders MP3 file to deliver audio (paper administration) OR Student accesses embedded audio (new digital platform)	Deadline to submit order is found in Significant Dates at-a-Glance
*NEW 4. Multiplication tables (10x10 Math 9; 12x12 Math 6)	Student uses this accommodation	School personnel implements this accommodation	
5. Scribe and speech-to-text	Student uses this accommodation	School personnel implements this accommodation	
6. Large print (paper or new digital platform)	Student uses this accommodation	School personnel orders large-print version (paper administration) Student uses zooming functionality (new digital platform)	Deadline to submit order is found in Significant Dates at-a-Glance
7. Braille	Student uses this accommodation	School personnel orders Braille	Deadline to submit order is found in Significant Dates at-a-Glance
8. Reader	Student uses this accommodation	School personnel implements this accommodation	It is recommended that Readers are only used when students are unable to use audio versions in any other format
9. Sign language interpreter	Student uses this accommodation	School personnel implements this accommodation	
10. Transcriber of recorded response	Student uses this accommodation	School personnel implements this accommodation	

11. Coloured paper and overlays	Student uses this accommodation	School personnel orders coloured paper version	Deadline to submit order is found in Significant Dates at-a-Glance Students who use overlays for classroom testing may use the same overlays to write PATs.
Writing in isolation and use of computers	All students	School personnel implements this process	Writing in isolation and the use of computers are school decisions determined by internal school business processes, availability, and supervision.

Administering tests with accommodations and provisions

The following outlines general requirements and expectations related to the use of accommodations and provisions when administering PATs.

Prior to administration

1. All rules and procedures related to the use of a specific accommodation or provision must be explained and discussed with the student before the officially scheduled PAT administration.
2. The principal shall ensure that all PAT supervisors are appropriately prepared for PATs that are being written with accommodations or provisions. PAT supervisors must understand and implement all rules and procedures for the administration of PATs using accommodations or provisions as well as all emergent situation protocols specifically related to or not specifically related to students with accommodations and provisions.
3. The principal shall ensure that facilities, equipment, scribes, readers, sign language interpreters, transcribers of recorded response and materials used as PAT accommodations are supplied by the school or school authority, and that they are appropriately prepared for the administration of the PATs with safeguards to PAT security and minimal distraction to other students.
4. The principal shall develop and implement processes to ensure that special format materials are ordered prior to the deadline for each PAT administration.
5. In collaboration with the staff in the school authority office, principals and technical personnel must determine a plan for distributing and securing MP3 files. Links to MP3 files will be sent to technical personnel only. The technical personnel must be identified on the [List of Special Format Materials](#) survey.

After administration

1. All special format materials, including large print and Braille format, must be returned to the Alberta Education marking centre with the regular return shipment of other PATs and supporting materials from the school.
2. All accommodations used must be recorded on the student's PAT booklet and/or answer sheet and initialed by the supervisor.

Rules by regular accommodation type

Regular Accommodation	Rules
1. & 2. Audio (MP3)	<p>Students who use audio throughout the school year are eligible to receive this accommodation to write PATs. Audio versions are available in English and French for all PATs. Except in unique circumstances, audio versions of PATs should be used rather than a reader.</p> <p>Accommodation 1 is intended for students with visual impairments only.</p> <p>Students may not use personal devices for MP3 playback.</p> <p>To enable student access to the MP3 files, technical staff can either:</p> <ul style="list-style-type: none">• Create a secure network location to store the MP3 files, taking the necessary steps to ensure only students who are writing that PAT can access the files; or• transfer the MP3 files to a school-owned portable device. <p>After the administration of the PAT, technical staff must ensure that all MP3 files are removed from either the network locations or storage devices.</p>
4. 10x10, 12x12 multiplication table	<p>Students may use a 10x10 multiplication table as an accommodation for Grade 9 Mathematics Part(ie) A, and a 12x12 multiplication table as an accommodation for Grade 6 Mathematics Part(ie) A.</p> <p>Students may use manipulatives for Part(ie) A and Part(ie) B. Students may not use calculators for Part(ie) A, or Part(ie) B for Mathematics 6. Students may use a calculator for Part(ie) B for Mathematics 9.</p>
5. Scribe	<p>PATs that are administered with the support of scribes, readers, sign language interpreters and transcribers of recorded response must take place in a separate writing area so that other students writing the PAT are not disrupted.</p> <p>One reader may read the PAT to a small group of students. To maintain a reasonable pace and meet the needs of all students, the group should be limited to a maximum of seven students. Students receiving targeted and specialized interventions may still require one-to-one support.</p> <p>Scribes, readers, sign language interpreters or transcribers of recorded responses must not be appointed when they are the relative, friend, a student peer at the school or attending another school, or a past or present teacher of the student writing the PAT.</p> <p>Alberta Education is not responsible for the appointment of any support staff, including scribes, readers, sign language interpreters or transcribers of recorded responses, nor is Alberta Education responsible for expenses incurred in appointing these individuals.</p> <p>Scribes, readers, sign language interpreters, or transcribers of recorded response are expected to adhere to all PAT Program rules and procedures outlined in this document.</p> <p>If the student has a question or a query, the student must be directed to the PAT supervisor.</p>
8. Reader	
9. Sign Language Interpreter	
10. Transcriber of Recorded Response	

Regular Accommodation**Rules**

5. Scribe

A scribe may inscribe the PAT for one individual student who requires the accommodation. Scribes must not group-scribe PATs.

Scribed PAT written response papers are not marked for Conventions in the Narrative/Essay assignment or for Content Management in the Functional assignment.

The scribe must record the student's response verbatim, that is, exactly as the student dictates.

The scribe may record the student's response by hand or may use a computer. Scribes should use a handwriting style that is legible and familiar to the student.

The scribe should confirm the student's responses that may include reading the student's responses back for clarification.

A scribe may not ask leading questions or provide suggestions or interpretations of any kind.

The student shall review the scribed work and request changes if necessary. The scribe may read the student response to the student for this purpose. The student must verify and edit, if required, the text scribed. The time required for verification and editing must be included in the PAT writing time.

A scribe may not read a PAT to a student. An audio version or reader will be provided for this purpose.

A student who is being assisted by a scribe must complete the PAT in the allotted writing time.

8. Reader

One reader may read the PAT to a small group of students. To maintain a reasonable pace and meet the needs of all students, the group should be limited to a maximum of seven students. Students receiving targeted and specialized interventions may still require one-to-one support.

The reader must read the PAT verbatim, that is, exactly as it appears in the PAT booklet. A reader may not add emphasis, inflection or read in such a way as to prompt or guide the student. A reader may not ask leading questions, provide suggestions, provide interpretations or provide word definitions of any kind.

The reader must read in such a way that the student understands the beginning and end of each sentence and paragraph. Without leading the student, the reader must be aware of and obey all punctuation and read in such a way that the student understands the use and purpose of the punctuation.

The reader may repeat readings as often as necessary and must read consistently in the same way each time, being careful not to indicate a correct/incorrect response.

Regular Accommodation	Rules
9. Sign Language Interpreter	<p>The interpreter is a person who interprets a spoken message into American Sign Language or into one of the Manually Coded English Systems for a student with hearing loss.</p> <p>For purposes of interpreting for a PAT, a sign language interpreter may:</p> <ul style="list-style-type: none"> • voice what is signed by a student: and/or • interpret all words spoken during the testing period that are intended for all students. <p>The interpreter may repeat interpretations as often as necessary and must interpret consistently each time.</p> <p>A sign language interpreter must not record a student's responses. This is the role of a scribe.</p> <p>The interpreter must not function as a reader.</p> <p>The interpreter must interpret consistently, always conveying the content and spirit of the spoken word using the signed language most readily understood by the student. The interpreter must not provide definitions or interpret beyond conveying the spoken message.</p> <p>The interpreter must not counsel, advise or interject personal opinions.</p> <p>The interpreter must not ask leading questions, provide suggestions or provide word definitions of any kind.</p> <p>During the administration, all questions raised by the student must be directed to the PAT supervisor. In this case, the interpreter must interpret spoken and signed messages between the student and the supervisor.</p>
10. Transcriber of recorded response	<p>Students who are dictating their responses require separate writing areas so that other students writing the PAT are not disrupted.</p> <p>Students who are dictating their responses should be encouraged to do some rough work in the PAT booklet. Rough work will not be marked but serves to guide the student as they dictate a response. For the written response component, advise students to indicate verbally when they have finished one assignment and are beginning the next one by saying, "I am now finished assignment one and I am ready to begin assignment two."</p> <p>Recorded responses for both Part(ie) A and B must be transcribed at the school where the student is able to read, edit and approve the transcription. If an audio version of the PAT is used by the student, a reader may read the transcription of the student's response to the student for editing and validation.</p>

Regular Accommodation	Rules
Text-to-speech software	Students may only use this accommodation if they have used it throughout the school year.
Speech-to-text software	Written response PATs that are administered with the use of speech-to-text software must take place in a separate writing area (isolated space) so that other students writing the PAT are not disrupted.
Coloured overlays	Students who use coloured overlays for classroom instruction may use the same overlays for writing PATs.
Ambient-noise audio	Students using ambient-noise audio must use professionally/commercially recorded MP3s intended for background sound.

Unique accommodations

Special Cases and Accommodations Team encourages school staff to contact them as early as possible to discuss accommodations and options for provincial assessments. Special Cases and Accommodations Team is designed to assist students, families and school staff with exploring alternate means for accessing provincial assessments.

Deficiency Notification: The accommodation request has been received; however, the supporting documentation is incomplete. The specific supporting documentation needed to complete the review will be outlined and sent by email.

Case Suspended: The material required for review has not been received by the deadline provided. An official case decision has not been rendered. Cases can be reopened once all additional information requested has been submitted.

Request for Reconsideration of an Official Case Decision: Reconsiderations are reviewed by the Executive Director of Provincial Assessment. Review of an official decision will be reconsidered if the request is submitted within 30 days of notification of the original decision and includes (a) the [Request for Reconsideration of a Unique Accommodation or Exemption Decision](#) form and (b) new supporting official documentation that will assist the Executive Director.

Process to submit requests for unique accommodations

Step 1: School staff prepares and submits the **Application for Accommodations and Unique Accommodations** form and supporting documentation.

Step 2: The Director of Exam Administration Branch or an assigned member of the Special Cases and Accommodations Team reviews, processes and communicates an official response for each request.

Step 3: School staff communicates the official response to the student and family members in writing.

Step 4: (Request for Reconsideration, only if required) School staff prepares and submits the **Request for Reconsideration of a Unique Accommodation or Exemption Decision** form and new supporting official documentation. The original decision may be reconsidered once only.

A person aggrieved by a reconsidered decision may appeal the decision to the Minister in writing within 30 days after notification of the decision.

Ordering Provincial Achievement Tests and Supporting Materials

Confirming provincial achievement test requirements

Provincial achievement test (PAT) confirmation is [deadline sensitive](#) and **mandatory for all administrators**. School staff must use the online **Provincial Achievement Test Confirmation** application, which is available on Alberta Education's website at <https://extranet.education.alberta.ca/patconfirm/>.

School staff must confirm the type and language of PATs for each of their students:

Grade 6	Grade 9
Type of French language arts test (Français for Francophone students or French Language Arts for students in French Immersion programming)	Type of French language arts test (Français for Francophone students or French Language Arts for students in French Immersion programming)
Language of mathematics, science and social studies test material (English or French)	Language of mathematics, science and social studies test material (English or French) Type (K&E) of English Language Arts, social studies, mathematics and science test material

Digital requests

To request to write on the digital assessment platform, use the following survey: <http://surveys.education.gov.ab.ca/novi/n/PATInformation2023.aspx>.

More information on the digital assessment platform is presented on page 37.

Home education materials

School authorities that have students registered and coded as Home Education will have their PAT materials shipped to either the School Authority office or a school as identified by School Authority staff.

Receiving paper provincial achievement tests and supporting materials

1. All queries and concerns about the receipt of PAT materials must be directed to Exam Administration Branch staff at exam.admin@gov.ab.ca. The following subject line should be used for all queries about PAT shipments: **PAT Shipment - your school name** and **school code** (e.g., **PAT Shipment – Ben Hur School, 9999**). Include a contact name and phone number in the email message.
2. Couriers, including Purolator, offer their customers a No Signature Required (NSR) option. If this policy has been activated, your school will **not** be able to receive secured shipments from Alberta Education, including PAT booklets and materials. Exam Administration Branch staff strongly advises all administrators, especially those new to their positions, to make sure that an NSR policy is not in place. Your local courier driver, or agent of the courier company, can confirm whether your school has a NSR option in place.
3. Principals must identify one staff member at the school with the specific responsibility for receiving all PAT materials. This staff member must know when those materials are expected to arrive and must contact Exam Administration Branch if:
 - No one will be at the school when the PAT materials are expected to be received; and
 - The PAT shipment has not been received within two or three days of when it was expected to arrive.
4. When PAT materials are delivered by a courier, the shipment of boxes should immediately be visually inspected to determine if

- The shipment is complete (if more than one box was included in the shipment from Exam Administration, the boxes will have been identified as a set by numbering them as such, for example, 1/3, 2/3, 3/3). If there are boxes in the shipment that have not yet been delivered, discuss with the courier when they are expected to arrive; and
 - The shipment has been damaged or tampered with in any way. Damage or tampering may indicate that the security of the PAT materials has been compromised. Consequently, before signing for and accepting receipt of the shipment, the damage or tampering should be discussed with the courier to determine how and when it occurred. This anomaly must be noted on the Principal's Statement. Dependent on the circumstances, it may also be prudent to immediately contact the Director, Exam Administration, to discuss this potential threat to security.
5. After formally receiving a shipment of PAT materials, the box(es) should be immediately moved to a secure location where they can be opened and inspected.

Inspecting paper provincial achievement tests and supporting materials

All PAT material shipment boxes must be opened and inspected **immediately upon their receipt, without opening the shrink-wrapped** PAT packages. The purpose of this inspection is to determine if there are any errors or deficiencies in the shipment that need to be addressed prior to the scheduled administration dates for those PATs.

Labels should NOT be applied to PAT booklets prior to the administration as this step necessitates opening the shrink-wrapped packages and therefore compromises the security of PAT materials. It is recommended that:

- labels be applied by students at the time of administration or;
- students write their name in the designated area of the booklet so labels can be applied after administration.

All identified errors or deficiencies in a shipment must be addressed immediately by sending an email to Exam Administration Branch at exam.admin@gov.ab.ca using the subject line: **PAT Shipment Error or Deficiency – your school code and school name** (e.g., **PAT Shipment Error or Deficiency – 9999 - Ben Hur School**).

PAT shipments must be checked against a current list of PATs and material requirements to determine if:

- The required types, language and quantities of PAT booklets were received and matches what was ordered; and

The quantity of PAT booklets received matches what is indicated on the enclosed packing slips (these packing slips should be set aside for safekeeping as they need to be returned with the PATs and supporting material when it is sent back to Exam Administration Branch).

Testing Administration Procedures for Paper Booklets

Procedures for superintendents

Prior to each administration, the superintendent must:

- Review this document and update or modify PAT-related processes, procedures and schedules within the school authority to ensure that they adhere to current expectations and requirements;
- Establish and communicate Jan. and June PAT schedules to principals at the beginning of the current school year or at the end of the previous school year (**remind schools that any PATs written on early alternate dates must be written digitally**);
- Establish appropriate procedures and schedules within the school authority, reviewed with principals and implemented to receive requests and communicate decisions related to excusing of students from writing PATs;
- Establish and implement procedures and schedules within the school authority, reviewed with principals, that ensure students enrolled in home education programs are given the opportunity to complete the PATs in accordance with the Home Education Regulation, Alberta Regulation 89/2019;
- Establish and implement procedures and schedules within the school authority, reviewed with principals, to investigate and report PAT administration irregularities and suspected contraventions of rules and policies;
- Establish, and review with principals, a PAT administration emergent response protocol to be implemented, as required, to address unexpected issues or problems that arise while PATs are being written;
- Establish and implement procedures and schedules within the school authority or private school, reviewed with principals, to notify parents/guardians, at the beginning of the school year, that their child/children will be writing PATs in the current school year;
- Superintendents must have in place, in accordance with the [Provincial Assessment Directive](#), a process for dispute resolution for decisions related to accommodations, excusing students from writing PATs and managing contraventions of rules and policies; and
- Nominate teachers to centrally mark written response PATs.

Procedures for principals and supervisors

The following checklist will help principals and supervisors prepare for administering PATs.

Alberta Education deadlines are published in [Significant Dates at-a-Glance](#) (see Appendix).

-
- Communicate PAT schedules to parents/guardians
-
- Must be completed by Alberta Education deadline**
- Use the [PAT Confirmation](#) site to confirm that correct provincial achievement testing materials will be provided, including Knowledge & Employability tests
- *Must confirm for Jan. and May/June separately – make sure both are completed
-
- Must be completed by Alberta Education deadline**
- If you must request early alternate PAT writing dates, submit request here:
<http://surveys.education.gov.ab.ca/novi/n/PATInformation2023.aspx>
-
- Must be completed by Alberta Education deadline**
- Order special format materials here: <http://surveys.education.gov.ab.ca/novi/n/zz4n2.aspx>
-
- Rules to administer PATs are communicated to teachers and students
-
- Submit documentation to the superintendent for students who may be excused from writing PATs
-
- Review with school staff the PAT administration emergent response protocol to be implemented, as required, to address unexpected issues or problems that arise while PATs are being written
-
- Ensure appropriate procedures and schedules have been established, reviewed with staff, and implemented to maintain strict security of all PAT materials while they are in the custody and control of the school. Answer keys are retained in secure storage before and during the administration
-
- Must be completed by Alberta Education deadline.**
- Immediately upon their receipt, inspect received PAT materials for errors or deficiencies. Count booklets through the shrink-wrap
- *Communicate error or deficiency with Exam Administration Branch staff (exam.admin@gov.ab.ca)
-
- Ensure all students writing PATs use a valid Alberta Student Number
-
- Ensure appropriate procedures and schedules have been established, reviewed with staff, and implemented to arrange for students who are absent on the scheduled administration day to write on an alternate day **after** other students have written the PATs. **Writing PATs early for absent students is not permitted.**
-
- Designate and schedule rooms within the school to be used as PAT writing rooms
-

Consider scheduling and administering a [field test](#). Field testing the questions and providing students with an opportunity to become familiar with the provincial assessment testing environment is important for student preparation

Prepare and submit recommendations and supporting documentation related to the following requests and communicate the official responses of these requests to the student and parent/guardian:

- writing accommodations for eligible students; and
 - being excused from writing one or more PAT
-

[Must be completed by Alberta Education deadline](#)

Nominate teachers to centrally mark written response PATs

Provincial achievement test supervision

The following checklist will assist principals and supervisors in providing additional assurance that supervision adheres to current expectations and requirements. If required, teachers other than the classroom teacher may supervise the PAT in their classroom.

Alberta Education deadlines are published in [Significant Dates at-a-Glance](#) (see Appendix).

Ensure that the shrink-wrap enclosing the booklets was intact until the scheduled date of administration. The PATs and supporting materials are brought into the writing room just prior to the writing. Answer keys have remained in the secured location (preferably the main office) during the administration of the PAT.

Ensure that appropriate procedures for the administration of writing accommodations are being followed. Students may take up to twice the official scheduled time allotted, if required.

Ensure all extra time and accommodations used are accurately recorded on each student's written-response booklet and/or answer sheet and initialed by the supervisor

Verify the identity of each student and record their location in the PAT writing room. This seating plan must be retained at the school until September 30 of the new school year.

Establish approved breaks during the administration/supervision

Review the rules and procedures related to writing a PAT with the students. Ensure that students are aware of and understand their responsibilities for adhering to those rules.

On the administration date, instruction pages for all Grade 6 PATs must be read aloud to all students.

Grade 6 English Language Arts and Literature (ELAL) Part A requirement: the written response instruction pages and assignments must be read aloud to all students at the beginning of the Grade 6 ELAL written component administration.

Ensure that the PAT writing room is appropriately set up and free of materials or distractions that could affect the outcome of the PAT

Only authorized materials are permitted in the PAT writing room and are not shared between students

Supervisors **must not** provide additional support, clarification or feedback to any students regarding the content of the PAT outside of what is included in the instruction pages or outlined in the **General Information Bulletin**

Provincial achievement test administration completion

The following checklist will assist principals, supervisors and teachers in completing the administration of the PATs.

[Alberta Education deadlines](#) are published in [Significant Dates at-a-Glance](#) (see Appendix).

-
- Supervisors have documented any unusual circumstances or contraventions of rules that occurred during the PAT administration and forwarded this information to the principal

Contraventions of PAT administration rules or policies have been reported to the superintendent and Director, Exam Administration

- Must be completed by Alberta Education deadline**

Mark and/or score PATs in accordance with Alberta Education standards and school-based procedures and in a manner that:

- a. maintains the security and integrity of student responses;
 - b. protects the security of all PAT materials; and
 - c. ensures that all secure PATs and supporting materials are returned in accordance with the dates and times published in [Significant Dates at-a-Glance](#).
-

- Students' preliminary scores from the PATs are shared with parents/guardians. Student preliminary results can be accessed using the [Preliminary Results](#) web application
-

- Complete, and ensure the accuracy of, the **List of Students** and complete and sign the **Principal's Statement**; correctly annotate students excused (E) by the superintendent from writing the PAT, any students who transferred (T) from the school or students who were absent (A) from writing.
-

- Following the June PAT administration, provide a summer contact name and phone number (which is not the school phone number) on the **Principal's Statement**
-

- Must be completed by Alberta Education deadline**

Review school reports for errors or omissions and report any error or omission to Alberta Education

- Must be completed by Alberta Education deadline**

Individual Student Profiles available to parents through [MyPass](#) and detailed reports are available to school staff through [Achievement Test Results](#) in the fall

- Must be completed by Alberta Education deadline**

Multiyear reports are released and available to school staff through [Achievement Test Results](#) in the fall

Packaging and Returning Tests and Supporting Materials

Completing the List of Students

Prior to packaging provincial achievement tests (PATs) and supporting materials for return to Alberta Education, principals must complete a List of Students and return it with a signed and completed **Principal's Statement** and the PAT materials. The **List of Students** and the **Principal's Statement must be completed and signed even if the students did not write the PATs.**

All grades 6 and 9 students in a school, including students enrolled in home education programs, Knowledge and Employability Program students, and all ungraded students in their 6th and 9th years of schooling, must be accounted for on the **List of Students**. All documents used within the context of the K–12 Education system, by K–12 Education staff, including materials and reports related to PATs will use the students' preferred name.

In preparing the **List of Students** for return to Alberta Education, the principal must ensure the following:

- Validate the information that was printed on the List of Students, noting any changes that are required;
- Add the names and Alberta Student Numbers of all unregistered students, **whether they wrote a PAT**, alphabetically, in the space provided at the end of the **List of Students** form. Students registered after the PAT confirmation deadline will not appear on the List of Students; **they must be manually added**;
- If an out-of-cohort student writes a PAT (for example, the student is in Grade 5 when writing a Grade 6 PAT) write **Out-of-Cohort** next to the student's name on the **List of Students**; and
- Use the following legend to indicate the participation status of all registered and unregistered students who wrote or were expected to write a PAT.

✓—test written (paper format)

A—absent **E**—excused **T**—transferred

Before returning the List of Students with the signed **Principal's Statement**, a copy must be made and retained at the school for reference.

Green and orange labels

***NEW** Green and Orange labels now have different return addresses which must be matched to the return addresses on the waybills.

The following materials must be returned in a box using the **GREEN LABEL**:

- Packing Slip(s)
- List(s) of Students
- **Principal's Statement(s)**/Additional paperwork
- Used Writing booklets only*
- Used answer sheets*

*Including coloured paper and large print versions

The following materials must be returned in a box using the **ORANGE LABEL**:

- Unused Writing booklets
- Used and unused *Questions*, Reading and Source booklets
- Scoring materials (exemplars, keys, overlays, etc.)
- Unused student labels, instruction sheets, envelopes and waybills

Dates for returning provincial achievement tests and supporting materials

All secured PAT materials, **Principal's Statements**, **Lists of Students** and other administration-related forms and documents must be returned to Alberta Education in accordance with the dates specified in [Significant Dates at-a-Glance](#).

School authority procedures for the return of tests and supporting materials

School authorities may choose to have schools return their PATs directly to Alberta Education, or to have the PATs returned to Alberta Education through their school authority office. Prior to the dates of administration, school staff should confirm with their school authority what approach to the return of PATs is being implemented within their school authority.

***NEW** Please do not return exam materials that are unable to be marked. In this case, securely destroy the materials and note the incident on the irregularities part of the List of Students and that the booklet was properly disposed of. Have the student write the next day or apply to be excused through the superintendent.

Preparing provincial achievement tests and supporting materials for return

1. All queries and concerns about the packaging and return of PAT materials must be directed to Exam Administration Branch staff at exam.admin@gov.ab.ca. The following subject line should be used for all queries about PAT shipments: **PAT Return Shipment - your school code and school name** (e.g., **PAT Return Shipment – 9999 - Ben Hur School**). Include a contact name and phone number in the email message.
2. Return envelopes and **Green** and **Orange** return address/identification labels must be used when packaging and returning PATs and supporting materials. The address on the return waybill must match the address on the **Green** and **Orange** label. **Do not** cover the bar code on the coloured return labels.
3. **Written** PATs returned for marking or scoring must be prepared as follows:
 - For each type of PAT booklet or answer sheet being returned, sort the registered and not registered student materials into separate piles;
 - Sort each pile of answer sheets or student booklets in alphabetic order by student surname and bundle them with an elastic. Each bundle must include all students in that grade, in that course, i.e., all three Grade 6 ELAL classes are bundled alphabetically by student surname;
 - Place sorted answer sheets into the envelopes that are provided for that purpose;
 - Complete the Packing Slip, **Principal's Statement** and **List of Students**;
 - Place the Packing Slip, **Principal's Statement** and **List of Students** in the envelope provided for that purpose;
 - Put the envelope containing the Packing Slip, **Principal's Statement** and **List of Students** on top of the answer sheets envelope and pile of booklets; and
 - Scoring Guides must not be left in student booklets. Scoring Guides must be placed in the box with the Orange label.
4. If PATs will be returned to Alberta Education in boxes that have been previously used, all previous address information on them **must** be covered or removed to ensure that they are not shipped to the wrong address.
5. If more than one box will be shipped to Alberta Education, they must be identified as a set by numbering them as such, for example 1/3, 2/3, 3/3. A coloured return address/identification label should be affixed to each box in a prominent location.

Return shipment locations

Green label

Exam Administration Marking Centre
13156 St. Albert Trail NW
Edmonton AB T5L 4P6

Orange label

Exam Administration Distribution Warehouse – Alberta Education
12360 142 Street NW
Edmonton, AB T5L 2H1

Receiving hours are Monday to Friday 8:00 AM to 4:00 PM Specific arrangements must be made for the receipt of shipments that will arrive outside of these hours.

Using couriers for the return of tests and supporting materials

The following courier services may be used to return PAT materials to Alberta Education:

Purolator

Dispatch Telephone Number: 1-800-387-3027
Account number starting with 61592XX
Use the pre-printed return waybills included in your *Principal Kit*

Loomis

Dispatch Telephone Number: 1-855-256-6647
Account number starting with LU46XX

Schools or school authorities located within Edmonton, St. Albert, or Sherwood Park can also return PATs using:

Mr. Courier

Dispatch Telephone Number: (780) 464-5719
Identify yourself as a school making a return shipment to Exam Administration Branch

DV Delivery

Dispatch Telephone Number: (780) 868-5503
Use the pre-printed return slips included in your *Principal Kit*

Digital Testing Administration Procedures

***NEW** New digital assessment platform

Alberta Education has begun the process of enhancing provincial student assessments by implementing a [new digital assessment platform](#). There will be optional administration opportunities on the new platform for Grade 6 and 9 PATs in the 2023/24 school year. The platform will improve student assessment experiences by taking advantage of the benefits modern digital assessment offers compared to traditional pencil and paper exams.

With a move to digital assessments, students will see more multimedia-rich, interactive content and will be able to demonstrate their knowledge and skills in different ways. The new digital platform will offer a wider range of built-in learning supports and accommodations, resulting in an improved, more inclusive test-taking experience for students.

The transition to the new digital platform will be done incrementally to allow school authorities, administrators, teachers and students time to learn and interact with the new platform.

For the 2023/24 school year, school authorities have the option to administer all or select Grade 6 and Grade 9 PAT subjects on the new digital platform. School authorities/schools can indicate interest in optional administration opportunities by subject on the new platform for Grade 6 and 9 PATs using the following survey link: <http://surveys.education.gov.ab.ca/novi/n/PATInformation2023.aspx>. The deadline for June requests is March 1st, 2024.

Those school authorities that opt in to write on the new digital platform in all or select subjects will be receiving paper booklets and supporting materials for those subjects.

To access the system, principals need to contact ae.helpdesk@gov.ab.ca to request an invitation. Once they have set up their account, they can add other staff at the school. For questions about the new digital assessment platform, please contact online.assessment@gov.ab.ca.

***NEW** Changes to Quest A+

Quest A+ will not be available for use in the 2023/24 administration of any PATs.

For the administration of the written response portions of language arts PATs, schools may use:

- the new digital assessment platform to submit student responses digitally, or
- a local word processing solution (print and staple into paper booklets provided by Alberta Education in alignment with typical testing administration procedures for paper).

For the administration of all other PATs, schools may use:

- the new digital assessment platform to submit student responses digitally, or
- paper booklets and return materials to Alberta Education in accordance with the dates in Appendix 1.

Procedures for superintendents

Prior to each administration, the superintendent must:

- Review this bulletin and update or modify PAT-related processes, procedures, and schedules within the school authority to ensure that they adhere to current expectations and requirements;
- Establish and communicate Jan. and June PAT schedules to principals at the beginning of the current school year or at the end of the previous school year (**remind schools that any PATs written on early or alternate dates must be written digitally**);
- Establish, implement, and review with principals, procedures and schedules within the school authority that can accommodate and communicate decisions related to excusing of students from writing PATs;
- Establish and implement, and review with principals, procedures and schedules within the school authority that ensure students enrolled in home education programs are given the opportunity to complete the PATs in accordance with the Home Education Regulation, Alberta Regulation 89/2019;
- Establish and implement, and review with principals, procedures and schedules within the school authority to investigate and report PAT administration irregularities and suspected contraventions of rules and policies;
- Establish and review with principals a PAT administration emergent response protocol to be implemented, as required, to address unexpected issues or problems that arise while PATs are being written;
- Establish and implement, and review with principals, procedures and schedules within the school authority or private school to notify parents/guardians, at the beginning of the school year, that their child/children will be writing PATs in the current school year;
- Superintendents must have in place, in accordance with the [Provincial Assessment Directive](#), a process for dispute resolution for decisions related to accommodations, excusing students from writing PATs and managing contraventions of rules and policies; and
- Nominate teachers to centrally mark written response PATs.

Procedures for principals and supervisors

The following checklist will help principals and supervisors prepare for administering PATs.

Alberta Education deadlines are published in [Significant Dates at-a-Glance](#) (see Appendix).

-
- Communicate PAT schedules to parents/guardians.
-
- Must be completed by Alberta Education deadline.**
Use the [PAT Confirmation](#) site to confirm that correct provincial achievement testing materials will be provided, including Knowledge & Employability tests

*Must confirm for Jan. and May/June separately – make sure both are completed
-
- Must be completed by Alberta Education deadline.**
If you must request early alternate PAT writing dates, submit request here:
<http://surveys.education.gov.ab.ca/novi/n/PATInformation2023.aspx>
-
- Must be completed by Alberta Education deadline.**
Order special format materials <http://surveys.education.gov.ab.ca/novi/n/zz4n2.aspx>
-
- Prepare to provide technology, as required, for students to complete PATs.
-
- Must be completed by Alberta Education deadline.**
Submit a request for digital format PATs.
<http://surveys.education.gov.ab.ca/novi/n/PATInformation2023.aspx>
-
- Rules to administer PATs are communicated to teachers and students.
-
- Submit documentation to the superintendent for students who may be excused from writing PATs.
-
- Review with school staff the PAT administration emergent response protocol to be implemented, as required, to address unexpected issues or problems that arise while PATs are being written.
-
- Ensure appropriate procedures and schedules have been established, reviewed with staff, and implemented to maintain strict security of all PAT materials while they are in the custody and control of the school
-
- Ensure all students writing PATs use a valid Alberta Student Number.
-
- Ensure appropriate procedures and schedules have been established, reviewed with staff, and implemented to arrange for students who are absent on the scheduled administration day to write on an alternate day **after** other students have written the PATs. **Writing PATs early for absent students is not permitted.**
-
- Designate and schedule rooms within the school to be used as PAT writing rooms.
-

Consider scheduling and administering a [field test](#). Field testing the questions and providing students with an opportunity to become familiar with the provincial assessment testing environment is important for student preparation.

Prepare and submit recommendations and supporting documentation related to the following requests and communicate the official responses of these requests to the student and parent/guardian:

- writing accommodations for eligible students; and
- being excused from writing one or more PAT.

[Must be completed by Alberta Education deadline.](#)

Nominate teachers to centrally mark written response PATs.

Provincial achievement test supervision

The following checklist will assist principals and supervisors in providing additional assurance that supervision adheres to current expectations and requirements. If required, teachers other than the classroom teacher may supervise the PAT in their classroom.

Alberta Education deadlines are published in [Significant Dates at-a-Glance](#) (see Appendix).

Ensure that appropriate procedures for the administration of writing accommodations are being followed. Students may take up to twice the official scheduled time allotted, if required.

Ensure all extra time and accommodations used are accurately recorded.

Verify the identity of each student and record their location in the PAT writing room. This seating plan must be retained at the school until September 30 of the new school year.

Establish approved breaks during the administration/supervision.

Review the rules and procedures related to writing a PAT with the students. Ensure that students are aware of and understand their responsibilities for adhering to those rules.

On the administration date, instructions pages for all Grade 6 PATs must be read aloud to all students.

Grade 6 English Language Arts and Literature (ELAL) Part A requirement: the written response instruction pages and assignments must be read aloud to all students at the beginning of the Grade 6 ELAL written component administration.

Ensure that the PAT writing room is appropriately set up and free of materials or distractions that could affect the outcome of the PAT.

Only authorized materials are permitted in the PAT writing room and are not shared between students.

Ensure that if computers and/or other digital devices are used for PAT administration purposes, the rules for using computers are followed. Ensure that contingency plans for technical issues and failures are implemented, as required.

Ensure that students planning to use technology to write PATs are proficient in the use of technology before the administration.

Supervisors **must not** provide additional support, clarification or feedback to any students regarding the content of the PAT outside of what is included in the instruction pages or outlined in the Provincial Achievement Test Policies.

Provincial achievement test administration completion

The following checklist will assist principals, supervisors and teachers in completing the administration of the PATs.

Alberta Education deadlines are published in [Significant Dates at-a-Glance](#) (see Appendix).

-
- Supervisors have documented any unusual circumstances or contraventions of rules that occurred during the PAT administration and forwarded this information to the principal.

Contraventions of PAT administration rules or policies have been reported to the superintendent and Director, Exam Administration.

-
- Must be completed by Alberta Education deadline.**

Mark and/or score PATs in accordance with Alberta Education standards and school-based procedures and in a manner that:

- maintains the security and integrity of student responses; and
- protects the security of all PAT materials.

-
- Students' preliminary scores from the PATs are shared with parents/guardians. Student preliminary results can be accessed using the [Preliminary Results](#) web application.

-
- Complete, and ensure the accuracy of, the List of Students and complete and sign the Principal's Statement; correctly annotate students excused (E) by the superintendent from writing the PAT, any students who transferred (T) from the school or students who were absent (A) from writing.

-
- Following the June PAT administration, provide a summer contact name and phone number (which is not the school phone number) on the Principal's Statement.

-
- Must be completed by Alberta Education deadline.**

Review school reports for errors or omissions and report any error or omission to Alberta Education.

-
- Must be completed by Alberta Education deadline.**

Individual Student Profiles available to parents through [MyPass](#) and detailed reports are available to school staff through [Achievement Test Results](#) in the fall.

-
- Must be completed by Alberta Education deadline.**

Multiyear reports are released and available to school staff through [Achievement Test Results](#) in the fall.

Local and Central Marking of Provincial Achievement Tests

***NEW** Local marking of written response

All language arts written response components will be marked centrally in Edmonton in July.

For 2023/24, schools that administer PATs on the new digital platform and conduct local marking will be required to complete the process using a built-in digital marking interface.

Classroom teachers are encouraged to mark students' writing, using the scoring guides provided before returning the provincial achievement tests (PATs) to Alberta Education. A locally awarded mark submitted to Alberta Education will be considered as the first reading of students' PAT written response. Local markers must use the For Teacher Use Only section on the back of the Part A PAT booklet to record their marks. Teachers must not mark inside student booklets when local marking.

Teachers who would like to compare the marks issued locally versus centrally must create and enter an identification number on the back of each student booklet. It is important that no two teachers from the same school create and use the same identification number. It is the responsibility of the teacher to keep a record of the identification number they have assigned to themselves.

Once returned to Alberta Education, the written responses will be read for a second time and marked centrally in July. Both marks contribute to students' final mark. In the event of a discrepancy between the two marks, written responses will be adjudicated by a third reading, which will determine the final mark awarded. In this way, students are ensured to receive fair results.

Written responses that are not marked locally by teachers will be marked centrally only once. Starting in 2023/24 school year, written responses submitted via the new digital platform will be marked centrally using a built-in digital marking interface.

After central marking has been completed and school reports have been sent to the schools, teachers who submitted their marks with an identification number will receive a report, sent to their school principal through Stakeholder File eXchange. This report, the Local Marker Report, includes the locally awarded mark, the centrally awarded mark, a third-read mark if applicable and the final mark.

To support local marking, samples of student writing that exemplify the scoring criteria will be provided with the PATs and supporting materials sent to the school. These exemplars are not to be shared with students and must be returned to Alberta Education with the PATs. The procedure to calculate a total score for Grade 6 and Grade 9 students' writing is provided on the next page.

Calculating local marks

To determine a student's mark, convert the word descriptors to the following numeric values:

Excellent = 5

Proficient = 4

Satisfactory = 3

Limited = 2

Poor = 1

Use the following information to assign the score for each student's test:

Narrative / Essay Writing assignment

1. Assign a score of 1 to 5 for each of content, organization, sentence structure, vocabulary and conventions.
2. Multiply the scores for content and organization by 2 as these categories are worth twice as much as the other categories.

Maximum score possible for Narrative Writing = 35

Functional Writing

1. Assign a score of 1 to 5 for each of content and content management.
2. Multiply these scores by 2.

Maximum score possible for Functional Writing = 20

Students who have used a scribe do not get marked for Conventions in the Narrative/Essay assignment or for Content Management in the Functional Writing assignment.

Total Part A: Writing score

Add the narrative and functional scores

Total score for *Part A: Writing*

Narrative Writing	___/35 (63.6%)
+ Functional Writing	___/20 (36.4%)
= Total score	___/55 (100%)

The mark for Part A: Writing is worth 50% of the total mark for Language Arts.

***NEW Local marking of selected-response**

For paper administration of PATs, teachers of Grade 6 and 9 are expected to score all machine-scored PATs using the answer keys provided and to report these preliminary results to parents. An electronic reporting form is available to school administrators for this purpose on the Alberta Education website; however, schools may decide to use their own method to report preliminary results to parents in June.

For administration on the new digital platform, teachers will have access to student results using the built-in digital Teacher Dashboard and can access answer keys for PATs using the perusal features.

Eligibility to participate in central marking

Teachers are nominated by their superintendent to participate in central marking of written responses in July. A teacher shall have taught the course within the last three years, be employed by a school authority at the time of marking, be able to mark on all scheduled days and have a valid Alberta permanent professional teaching certificate.



Provincial Achievement Test Marking Sessions—2023–2024

Nominations for Provincial Achievement Test marking session

The central marking of Language Arts Provincial Achievement Tests takes place in July following each school year. All writing assignments are marked by teachers selected from among those who have been nominated as markers by their superintendents to Provincial Assessment. Teachers who wish to be nominated as markers should inform their principals. A teacher must clearly indicate to the principal which provincial achievement test course and which grade they wish to mark.

Emails to request marker nominations are distributed to school authorities within the timeframe below. Nominations must be returned to Alberta Education by the deadline date.

	Nomination Packages are Sent to School Authorities	Deadline for Nominations to be Returned to Alberta Education
July Marking	End of Feb 2024	End of April 2024

Reporting Provincial Achievement Test Results

Public access to results

Detailed school and school authority results are made available electronically to schools and school authorities for review for errors and omissions in late August. Official release of [multiyear summary](#) reports are provided in the fall. Provincial results will be released publicly by the Department. Alberta Education recommends schools and school authorities plan for the timely release of their own results within a context appropriate to the local situation.

Multiyear results for authorities and schools are posted on the Alberta Education website.

***NEW** As a result of the implementation of the new curriculum in Grade 6 English Language Learning and Literature and Mathematics, the reporting of PAT results in these subjects will be modified from the normal reporting information available. Further details on the reporting approach will be provided in a future update.

Alberta Education does not endorse the publication of rank-ordered lists of schools based on provincial achievement test (PAT) results.

Cut scores and standards

The PATs are criterion-referenced and based on learning outcomes expected at Grade 6 and 9 levels respectively. Student performance is reported in relation to two standards: the **acceptable standard** and the **standard of excellence**. The cut score is the score on the PAT, at each standard, that determines whether or not a student has achieved that given standard. Because it is almost impossible to construct tests that are precisely equal in difficulty, cut scores may be adjusted slightly from year to year through equating, a process of determining the score-equivalent on a new PAT relative to a previous PAT. This ensures that the actual performance expected of students at the acceptable standard and at the standard of excellence remains constant. In other words, although the cut score representing the standard may vary, the standard of performance does not.

When a new curriculum is introduced, it is necessary to reset standards and cut scores. A formal standard-setting procedure, involving classroom teachers from across the province, is conducted to set standards and recommend cut scores that appropriately reflect the intent of the new curriculum in terms of its expectations and standards. The information obtained through this standard-setting procedure is used, in conjunction with other information such as results from the equating process (if available), to determine appropriate cut scores.

Guidelines regarding the re-issue of reports

Except under unusual circumstances or by order of the Minister of Education, the information reported in Provincial Achievement Testing Program school and school authority reports will remain unchanged following their public release.

Individual School, All Schools and School Authority Report

1. In the first 10 days following the publication of detailed Provincial Achievement Testing Program reports, the data of an individual school, all schools, or school authority may be changed and the report re-issued under the following circumstances:
 - Alberta Education makes an error on a report that has significant impact on the meaning or value of data that will be publicly reported, or is likely to raise doubts about the integrity of the entire report; and
 - Requests for change to individual student records, made by the school or school authority subsequent to the initial publication of their report, have a significant impact on the meaning or value of the data that will be reported, have a significant impact on the meaning or value of provincial data, or results in the likelihood that doubts will be raised about the integrity of an entire report. The request for report re-issue must be approved by the superintendent.
2. Beyond ten days after the publication of detailed Provincial Achievement Testing Program reports, no changes will be made to any school or school authority report except under unusual circumstances or by order of the Minister of Education.

Individual Student Profiles (ISP)

In the fall, Alberta Education makes available copies of the Individual Student Profile (ISP) of each student to the staff of the school where the student wrote the PAT. ISPs are available in the Provincial Approach to Student Information (PASI) system.

Schools are responsible for forwarding ISPs to parents through the following options: forwarding the PDF ISPs electronically to parents through school systems, printing the ISPs for mailing or signing up parents for myPass access to their child's account. Students and parents will be able to access the PAT Results ISPs as needed using myPass.

ISPs for students who are excused or absent from the assessment and students whose results have been withheld will be annotated Not Available (N/A).

Home education reports

Results for students in home education programs are not included in the regular school authority report. Results are reported separately to each school authority for their students in home education programs.

Superintendents will ensure that home education teachers and parents have access to the aggregated home education results for their school authority. To protect the confidentiality of individual student results, if the aggregated report includes results of fewer than six students, it shall not be reported publicly.

ISP are available to the parents and supervisors of home educated students to use in planning their instructional programs.

Using the reports

Students' performance on the PATs reflects their cumulative growth and achievement as a result of their entire school program, not just from instruction in grades 6 or 9. Principals should therefore ensure that all staff participate in the review of PAT results. If changes to school programs are needed, all staff will need to be involved.

Plans should also be made to involve the school council and community in discussing PAT results and in developing plans to improve student learning. Many school administrators and classroom teachers have developed successful strategies for involving parents and the community in helping students to meet standards and in supporting the school to maintain its programs.

Appendix 1

Significant Dates at-a-Glance: Provincial Achievement Tests 2023-2024

Communications

Who	Responsibility	Jan 2024	May 2024	June 2024
School Authority Staff	Week of Sept. 5, 2023 – Communicate PAT schedules to principals for Jan. and June administrations			
Provincial Achievement Testing Program Branch, Alberta Education	Week of Jan. 29, 2024 – Marker nomination packages sent to school authority assessment contacts			
School Authority Staff	End of April 2024 (Specific dates are communicated in the marker nomination package sent to school authority assessment contacts) – Return marker nominations to Provincial Achievement Testing Branch, Alberta Education			
Principal or Delegate	September 2023 – Notify parents/guardians that their child/children will be writing PATs in this current school year (A Quick Facts for Parents/Guardians is available on the Alberta Education website)			
	Sept 2023 to June 2024 – School staff may enter parent/guardian information and email address to ensure Individual Student Profiles (ISPs) are available through myPass.			
	DEADLINE to submit forms to the Special Cases and Accommodations team: List of Special Format Materials http://surveys.education.gov.ab.ca/novi/n/zz4n2.aspx Application for Accommodations and Unique Accommodations	Nov. 1, 2023	March 1, 2024	
	*NEW DEADLINE to fill out the PAT Information Survey to indicate optional new curriculum implementation, request alternate PAT administration dates, and confirm administration of PATs using the new digital platform http://surveys.education.gov.ab.ca/novi/n/PATInformation2023.aspx Tests written early will be written DIGITALLY.	Nov. 1, 2023	March 1, 2024	
	DEADLINE send list of out-of-cohort students (Programs of Study completed) writing PATs to exam.admin@gov.ab.ca	Nov, 13, 2023	Feb. 9, 2024	
Time sensitive period: Confirm PAT registrations using PATConfirm	Nov. 9–27, 2023	Nov. 9, 2023–March 1, 2024		

Receiving and administering assessment booklets and supporting materials

Who	Responsibility	Jan 2024	May 2024	June 2024
Exam Administration Branch, Alberta Education	Send PAT booklets and supporting materials to schools	Jan. 5-8, 2024	April 16-17, 2024	May 21-23, 2024
Principal or Designate	Contact Exam Administration if shipment has not arrived or if errors/omissions are identified	Jan. 12, 2024	April 30, 2024	June 3, 2024
Exam Administration Branch, Alberta Education	Distribute MP3 files to schools	Jan. 3–5, 2024	April 24–26, 2024	June 3–5, 2024
Principal or Designate	Administer PATs Part(ie) As (except Mathematics) in accordance with schedules set by Alberta Education	Jan. 17 and 19, 2024	May 13 and 15, 2024	N/A
Teachers	Teachers may locally mark Part(ie) A English Language Arts (and Literature)/French Language Arts/Français/K&E	Until Jan. 26, 2024	Until May 24, 2024	N/A
Principal or Designate	Administer PATs Part(ie) B Language Arts, Social Studies, Science and Mathematics (Part(ie) A and B) in accordance with schedules set by Alberta Education	Jan. 23–30, 2024	N/A	June 11–20, 2024
Teachers	Teachers locally mark PATs Part(ie) B Language Arts, Social Studies, Science and Mathematics (Part(ie) A and B) to determine preliminary results	Jan. 23–30, 2024	N/A	June 11–20, 2024

Returning provincial assessment booklets and supporting materials

Who	Responsibility	Jan. 2024	May 2024	June 2024
Principal or Designate	RETURN using GREEN LABEL Packing Slip(s) List(s) of Students Principal's Statement(s) //Additional paperwork Used Writing booklets only* Used answer sheets* *Including coloured paper and large print versions	By Jan. 31, 2024 (All Jan. PATs are secured and must be returned; including English Language Arts (and Literature) Part A)	By May 27, 2024 (Unused English Language Arts (and Literature) Part(ie) A booklets may be kept at the school)	By June 21, 2024
	RETURN using ORANGE LABEL Unused Writing booklets Used and unused Questions, Reading and Source booklets Scoring materials (exemplars, keys, overlays, etc.) Unused student labels, instruction sheets, envelopes, and waybills	By Jan. 31, 2024	By May 27, 2024	By June 21, 2024
School Authority Staff and Principal/Designate	Access and review detailed report for errors/omissions	N/A	Late August 2024	
	DEADLINE for reporting errors/omissions to the Director, Student Learning Assessments and Provincial Achievement Testing	N/A	Early September 2023	
Provincial Assessment	Release detailed reports and Individual Student Profiles	N/A	Late September 2023	

Appendix 2

Digital Calendars

Exam Administration Branch publishes and maintains calendars you can subscribe to.

Successful subscription to these calendars will automatically push PAT schedules, deadlines and significant dates for the current and future school years to the most commonly used electronic calendars, including Outlook, iOS and Google.

Depending on individual calendar syncing configurations, it may be necessary to subscribe to the same calendar from multiple devices.

Writing Session	Link
Jan	webcal://p29-caldav.icloud.com/published/2/MTcyMDQzMDA3OTcxNzlwNBo0YWxLi9E9wE87BujEc07z-ocvHHFEcO-ngmSqnXjICF_OZTxP-nvRi0RsEYWgfz2x3ebFhUc3ulBD-QsUilq
May/June	webcal://p29-caldav.icloud.com/published/2/MTcyMDQzMDA3OTcxNzlwNBo0YWxLi9E9wE87BujEc043RytGPNEMB-uV3AR5B6jEHcY8uwH2Ax6Jo0HC28WztDLWxsJYjuO3JgLF8pkRgYo

Appendix 3

Contacts

Provincial Assessment
Alberta Education
44 Capital Boulevard
10044 108 Street NW
Edmonton AB T5J 5E6

Alberta Education website: alberta.ca/education

Test security, rules, scheduling, and policy issues

780-427-1857

Email: exam.admin@gov.ab.ca

Results

780-427-1857

Email: exam.admin@gov.ab.ca

Packing, shipping of test materials

780-427-1857

Email: exam.admin@gov.ab.ca

Special cases and accommodations

780-427-9795

780-415-9242

780-427-4215

Email: special.cases@gov.ab.ca

Field testing

Email: field.test@gov.ab.ca

Test format, content, confirming standards, marking, results reporting

Email: edc.pats@gov.ab.ca

French Assessment

Email: french.assessment@gov.ab.ca

When contacting Alberta Education, please include your name, title, school name, school code and if referring to a student include the student's Alberta Student Number.