
General Information Bulletin 2023-2024

Diploma Examinations Program



This document was written primarily for

Students

Teachers ✓

Administrators ✓

Parents

General Audience

General Information Bulletin 2023-2024 Diploma Examinations Program

Distribution: This document is posted on the [Administering diploma exams](#) page of [Alberta.ca](#).

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Classification: Public

The General Information Bulletin delineates policies in accordance with the Provincial Assessment Directive, found in [Administering diploma exams](#). 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 this document for reference, please note that changes are made throughout the school year and the official finalized copy is posted digitally on the Alberta Education website.

This website has recently undergone a major redesign for suggested changes, questions regarding content, or to report broken links, 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 first.

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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 diploma exam-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 [administering diploma exams](#);
- to provide information about diploma exam administration and marking procedures; and
- to serve as the key policy, rules and procedures repository, in accordance with the Provincial Assessment Directive, for diploma exams.

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 diploma exam program

The Grade 12 Diploma Exam Program, established in 1984, has three main purposes:

- to certify the level of individual student achievement in selected Grade 12 courses;
- to ensure that province-wide standards of achievement are maintained; and
- to report individual and group results.

Diploma courses are required components to achieve an [Alberta High School Diploma](#), the Guide to Education offers a listing of requirements for [English](#) and [Francophone](#).

Eligibility to write diploma exams

- Students must have completed instruction and received a school-awarded mark in a diploma exam course in an accredited Alberta high school to be eligible to write the diploma exam.

- Prior to writing the diploma exam, the student must complete instruction in the diploma exam course.
- Before course credit for a diploma exam course can be awarded, a student must write the diploma exam.
- A student who is not currently receiving instruction and has previously been awarded a school mark for the course may write the diploma exam.
- A mature student* may write the diploma exam without having a previously awarded school mark in that course.
 - *A mature student, for Alberta High School Diploma purposes, is one who, as of Sept. 1 of the current school year, is 19 years of age or older, or who is the holder of a previously awarded high school diploma from the province of Alberta or an equivalent high school diploma from a jurisdiction acceptable to the Minister.
 - Mature student status is granted effective Sept. 1 of the subsequent school year and cannot be applied retroactively to a student's completed coursework on file with Alberta Education.
- Non-funded visiting students are those who are not eligible to receive funding in Alberta and who have an enrolment type of 415 or 416. Non-funded visiting students seeking Alberta high school credits for official transcript purposes must write a diploma exam on the same terms as Alberta students. Non-funded visiting students are required to pay \$50.00 (includes GST) per diploma exam and the fee is non-refundable and non-transferrable to other diploma exam administrations. Non-funded visiting students must pay this fee and register for diploma exams using [myPass](#).

Student and parent/guardian notification

During the administration of diploma exams, Alberta Education collects personal information from each student for the purpose of processing, marking, or scoring the diploma exams and reporting results on transcripts. Personal student information includes student legal name, Alberta Student Number, and student responses. The personal information is collected pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy Act*. At the beginning of each school year, school staff are required to notify parents/guardians that their child will be writing diploma exams.

School authorities should direct questions from staff or parents regarding Alberta Education's collection of student information to diploma.exams@gov.ab.ca.

Summary of Revisions for the 2023/24 School Year

The following major revisions have been made. All major changes for the 2023/24 school year are indicated by ***NEW**. Other minor updates have been made throughout this document; however, they are not noted here.

Topic	Changes Made	Location
Dates and Schedules	Changes have been made to diploma exam schedule.	Diploma Exam Schedules
Weight of Diploma Exams	For the 2023/24 school year, diploma exams will be weighted at 30 percent.	Marks, Results and Reporting
Hazardous Materials	Instructions of disposal of contaminated or hazardous testing materials are included.	School Authority Procedures for the Return of Diploma Exam Materials
Audio Accommodations	Information about embedded audio in digital platform has been added.	Regular Accommodation Types
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

Diploma Exam Schedules

Nov 2023

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

Thursday, Oct. 26	9 AM–12 PM	Français 30–1 Partie A French Language Arts 30–1 Partie A
Friday, Oct. 27	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Monday, Oct. 30	9: AM–12 PM	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Tuesday, Oct. 31	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Thursday, Nov. 2	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Friday, Nov. 3	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Monday, Nov. 6	9 AM–11:30 AM 1 PM–4 PM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B Chemistry 30
Tuesday, Nov. 7	9 AM–12 PM 1 PM–4 PM	Physics 30 Biology 30
Wednesday, Nov. 8	9 AM–12 PM	Science 30

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

When more than one diploma exam is scheduled on one day, principals may decide to start the administration early, provided that these rules are followed:

- Diploma exams scheduled in the morning must not be started before 8:00 AM A diploma exam that is scheduled in the afternoon must not be started before 11 AM;
- Students writing morning diploma exams cannot be dismissed until 10:00 AM and students writing afternoon diploma exams cannot be dismissed until 2 PM; and
- The order of diploma exams that are scheduled on the same day cannot change.

Jan 2024

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before and during the administration. Teacher perusals are permitted (see Diploma Exam Rules and Policies for rules).

All diploma exams, except those that are asterisked (*), must remain SECURED after the administration and be returned to Alberta Education.

Wednesday, Jan. 10	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Thursday, Jan. 11	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Friday, Jan. 12	9 AM–12 PM	Français 30–1 Partie A French Language Arts 30–1 Partie A*
Friday, Jan. 19	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Monday, Jan. 22	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Tuesday, Jan. 23	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, Jan. 24	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, Jan. 25	9 AM–12 PM	Biology 30
Friday, Jan. 26	9 AM–12 PM	Chemistry 30
Monday, Jan. 29	9 AM–12 PM	Physics 30
Tuesday, Jan. 30	9 AM–12 PM	Science 30

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

*NEW April 2024

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

Wednesday, April 3	9 AM–12 PM	Français 30–1 Partie A French Language Arts 30–1 Partie A
Thursday, April 4	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Friday, April 5	9 AM–12 PM	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Monday, April 8	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Thursday, April 11	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Friday, April 12	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Monday, April 15	9 AM–11:30 AM 1 PM–4 PM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B Biology 30
Tuesday, April 16	9 AM–12 PM 1 PM–4 PM	Chemistry 30 Science 30
Wednesday, April 17	9 AM–12 PM	Physics 30

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

When more than one diploma exam is scheduled on one day, principals may decide to start the administration early, provided that these rules are followed:

- Diploma exams scheduled in the morning must not be started before 8:00 AM diploma exam that is scheduled in the afternoon must not be started before 11 AM.
- Students writing morning diploma exams cannot be dismissed until 10 AM. and students writing afternoon diploma exams cannot be dismissed until 2 PM.
- The order of diploma exams that are scheduled on the same day cannot change.

June 2024

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before and during the administration. Teacher perusals are permitted (see Diploma Exam Rules and Policies for rules).

All diploma exams, except those that are asterisked (*), must remain SECURED after the administration and be returned to Alberta Education.

Tuesday, June 11	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Wednesday, June 12	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Thursday, June 13	9 AM–12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Friday, June 14	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Monday, June 17	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Tuesday, June 18	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, June 19	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, June 20	9 AM–12 PM	Biology 30
Monday, June 24	9 AM–12 PM	Chemistry 30
Tuesday, June 25	9 AM–12 PM	Physics 30
Wednesday, June 26	9 AM–12 PM	Science 30

No exams scheduled on June 21, National Indigenous Peoples Day.

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

August 2024

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

Thursday, August 1	9 AM–12 PM	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
	1 PM–4 PM	Français 30–1 Partie A French Language Arts 30–1 Partie A
Friday, August 2	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Tuesday, August 6	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
	1 PM–3:30 PM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Wednesday, August 7	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
	1 PM–4 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Thursday, August 8	9 AM–12 PM 1 PM–4 PM	Chemistry 30 Biology 30
	Friday, August 9	9 AM–12 PM 1 PM–4 PM

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

When more than one diploma exam is scheduled on one day, principals may decide to start the administration early, provided that these rules are followed:

- Diploma exams scheduled in the morning must not be started before 8 AM. A diploma exam that is scheduled in the afternoon must not be started before 11 AM.
- Students writing morning diploma exams cannot be dismissed until 10 AM. and students writing afternoon diploma exams cannot be dismissed until 2 PM: and
- The order of diploma exams that are scheduled on the same day cannot change.

*NEW Nov 2024 (Draft)

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

Monday, Oct. 28	9 AM–12 PM 1 PM–4 PM	English Language Arts 30–1 Part A English Language Arts 30–2 Part A Français 30–1 Partie A French Language Arts 30–1 Partie A
Tuesday, Oct. 29	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Wednesday, Oct. 30	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Thursday, Oct. 31	9 AM–12 PM	Mathematics 30-1 Mathematics 30-2
Monday, Nov. 4	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, Nov. 5	9 AM–11:30 PM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Wednesday, Nov. 6	9 AM–12 PM 1 PM–4 PM	Physics 30 Biology 30
Thursday, Nov. 7	9 AM–12 PM 1 PM–4 PM	Chemistry 30 Science 30

The diploma exam schedules for 2024/25 are considered draft until confirmed in the Nov 2024 update.

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

When more than one diploma exam is scheduled on one day, principals may decide to start the administration early, provided that these rules are followed:

- Diploma exams scheduled in the morning must not be started before 8:00 AM A diploma exam that is scheduled in the afternoon must not be started before 11 .AM;
- Students writing morning diploma exams cannot be dismissed until 10:00 AM and students writing afternoon diploma exams cannot be dismissed until 2 PM; and
- The order of diploma exams that are scheduled on the same day cannot change.

*NEW Jan 2025 (Draft)

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams must remain SECURED before and during the administration. Teacher perusals are permitted (see Diploma Exam Rules and Policies for rules).

All diploma exams, except those that are asterisked (*), must remain SECURED after the administration and be returned to Alberta Education.

Monday, Jan. 13	9 AM–12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Tuesday, Jan. 14	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Wednesday, Jan. 15	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Thursday, Jan. 16	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Friday, Jan. 17	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Monday, Jan. 20	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, Jan. 21	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Wednesday, Jan. 22	9 AM–12 PM	Biology 30
Thursday, Jan. 23	9 AM–12 PM	Chemistry 30
Friday, Jan. 24	9 AM–12 PM	Physics 30
Monday, Jan. 27	9 AM–12 PM	Science 30

The diploma exam schedules for 2024/25 are considered draft until confirmed in the Nov. 2024 update.

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

*NEW April 2025 (Draft)

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

Tuesday, April 1	9AM–12 PM	Français 30–1 Partie A French Language Arts 30–1 Partie A
Wednesday, April 2	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Thursday, April 3	9 AM–12 PM	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Friday, April 4	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Monday, April 7	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Tuesday, April 8	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, April 9	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, April 10	9 AM–12 PM 1 PM–4 PM	Chemistry 30 Biology 30
Friday, April 11	9 AM–12 PM 1 PM–4 PM	Physics 30 Science 30

The diploma exam schedules for 2024/25 are considered draft until confirmed in the Nov 2024 update.

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

When more than one diploma exam is scheduled on one day, principals may decide to start the administration early, provided that these rules are followed:

- Diploma exams scheduled in the morning must not be started before 8 AM A diploma exam that is scheduled in the afternoon must not be started before 11AM;
- Students writing morning diploma exams cannot be dismissed until 10:00 AM and students writing afternoon diploma exams cannot be dismissed until 2 PM;
- The order of diploma exams that are scheduled on the same day cannot change.

*NEW June 2025 (Draft)

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams must remain SECURED before and during the administration. Teacher perusals are permitted (see Diploma Exam Rules and Policies for rules).

All diploma exams, except those that are asterisked (*), must remain SECURED after the administration and be returned to Alberta Education.

Wednesday, June 11	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Thursday, June 12	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Friday, June 13	9 AM–12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Monday, June 16	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Tuesday, June 17	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Wednesday, June 18	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Thursday, June 19	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Friday, June 20	9 AM–12 PM	Biology 30
Monday, June 23	9 AM–12 PM	Chemistry 30
Tuesday, June 24	9 AM–12 PM	Physics 30
Wednesday, June 25	9 AM–12 PM	Science 30

The diploma exam schedules for 2024/25 are considered draft until confirmed in the Nov. 2024 update.

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

August 2025 (Draft)

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

Tuesday, August 5	9 AM–12 PM 1 PM–4 PM	English Language Arts 30–1 Part A English Language Arts 30–2 Part A Français 30–1 Partie A French Language Arts 30–1 Partie A
Wednesday, August 6	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Thursday, August 7	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Friday, August 8	9 AM–12 PM 1 PM–4 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B Français 30–1 Partie B French Language Arts 30–1 Partie B
Monday, August 11	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Tuesday, August 12	9AM–12 PM 1 PM–4 PM	Chemistry 30 Biology 30
Wednesday, August 13	9AM–12 PM 1 PM–4 PM	Physics 30 Science 30

The diploma exam schedules for 2024/25 are considered draft until confirmed in the Nov. 2024 update.

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

When more than one diploma exam is scheduled on one day, principals may decide to start the administration early, provided that these rules are followed:

- Diploma exams scheduled in the morning must not be started before 8 AM. A diploma exam that is scheduled in the afternoon must not be started before 11 AM;
- Students writing morning diploma exams cannot be dismissed until 10 AM and students writing afternoon diploma exams cannot be dismissed until 2 PM; and
- The order of diploma exams that are scheduled on the same day cannot change.

Nov 2025 (Draft)

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

Monday, Oct. 27	9 AM–12 PM	Français 30–1 Partie A French Language Arts 30–1 Partie A
Tuesday, Oct. 28	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Wednesday, Oct. 29	9 AM–12 PM	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Thursday, Oct. 30	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Monday, Nov. 3	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Tuesday, Nov. 4	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, Nov. 5	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, Nov. 6	9 AM–12 PM 1 PM–4 PM	Physics 30 Biology 30
Friday, Nov. 7	9 AM–12 PM 1 PM–4 PM	Chemistry 30 Science 30

The diploma exam schedules for 2025/26 are considered draft until confirmed in the Nov 2024 update.

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

When more than one diploma exam is scheduled on one day, principals may decide to start the administration early, provided that these rules are followed:

- Diploma exams scheduled in the morning must not be started before 8 AM. A diploma exam that is scheduled in the afternoon must not be started before 11 AM;
- Students writing morning diploma exams cannot be dismissed until 10 AM and students writing afternoon diploma exams cannot be dismissed until 2 PM; and
- The order of diploma exams that are scheduled on the same day cannot change.

*NEW Jan 2026 (Draft)

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams must remain SECURED before and during the administration. Teacher perusals are permitted (see Diploma Exam Rules and Policies for rules).

All diploma exams, except those that are asterisked (*), must remain SECURED after the administration and be returned to Alberta Education.

Monday, Jan. 12	9 AM–12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Tuesday, Jan. 13	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Wednesday, Jan. 14	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Thursday, Jan. 15	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Monday, Jan. 19	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Tuesday, Jan. 20	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, Jan. 21	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, Jan. 22	9 AM–12 PM	Biology 30
Friday, Jan. 23	9 AM–12 PM	Chemistry 30
Monday, Jan. 26	9 AM–12 PM	Physics 30
Tuesday, Jan. 27	9 AM–12 PM	Science 30

The diploma exam schedules for 2025/26 are considered draft until confirmed in the Nov 2024 update.

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

*NEW April 2026 (Draft)

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

Tuesday, April 7	9 AM–12 PM	Français 30–1 Partie A French Language Arts 30–1 Partie A
Wednesday, April 8	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Thursday, April 9	9 AM–12 PM	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Friday, April 10	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Monday, April 13	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Tuesday, April 14	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, April 15	9 AM–11:30 AM 1 PM–4 PM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B Physics 30
Thursday, April 16	9 AM–12 PM	Biology 30
Friday, April 17	9 AM–12 PM 1 PM–4 PM	Chemistry 30 Science 30

The diploma exam schedules for 2025/26 are considered draft until confirmed in the Nov 2024 update.

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

When more than one diploma exam is scheduled on one day, principals may decide to start the administration early, provided that these rules are followed:

- Diploma exams scheduled in the morning must not be started before 8 AM. A diploma exam that is scheduled in the afternoon must not be started before 11 AM;
- Students writing morning diploma exams cannot be dismissed until 10 AM and students writing afternoon diploma exams cannot be dismissed until 2 PM; and
- The order of diploma exams that are scheduled on the same day cannot change.

*NEW June 2026 (Draft)

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams must remain SECURED before and during the administration. Teacher perusals are permitted (see Diploma Exam Rules and Policies for rules).

All diploma exams, except those that are asterisked (*), must remain SECURED after the administration and be returned to Alberta Education.

Monday, June 8	9 AM–12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Tuesday, June 9	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Wednesday, June 10	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Thursday, June 11	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Friday, June 12	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Monday, June 15	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, June 16	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, June 18	9 AM–12 PM	Biology 30
Friday, June 19	9 AM–12 PM	Chemistry 30
Monday, June 22	9 AM–12 PM	Physics 30
Tuesday, June 23	9 AM–12 PM	Science 30

The diploma exam schedules for 2025/26 are considered draft until confirmed in the Nov. 2024 update.

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

*NEW August 2026 (Draft)

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

Tuesday, August 4	9 AM–12 PM 1 PM–4 PM	English Language Arts 30–1 Part A English Language Arts 30–2 Part A Français 30–1 Partie A French Language Arts 30–1 Partie A
Wednesday, August 5	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Thursday, August 6	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Friday, August 7	9 AM–12 PM 1 PM–4 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B Français 30–1 Partie B French Language Arts 30–1 Partie B
Monday, August 10	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Tuesday, August 11	9 AM–12 PM 1 PM–4 PM	Chemistry 30 Biology 30
Wednesday, August 12	9 AM–12 PM 1 PM–4 PM	Physics 30 Science 30

The diploma exam schedules for 2025/26 are considered draft until confirmed in the Nov. 2024 update.

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

When more than one diploma exam is scheduled on one day, principals may decide to start the administration early, provided that these rules are followed:

- Diploma exams scheduled in the morning must not be started before 8 AM. A diploma exam that is scheduled in the afternoon must not be started before 11 AM;
- Students writing morning diploma exams cannot be dismissed until 10 AM and students writing afternoon diploma exams cannot be dismissed until 2 PM; and
- The order of diploma exams that are scheduled on the same day cannot change.

Draft Diploma Exam Marking Sessions 2023/24

The marking of diploma exam writing assignments takes place shortly after the diploma exam has been administered. 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 for the Jan. or June diploma exams should inform their principal. A teacher must clearly indicate to the principal which diploma exam they are eligible to mark.

Emails to request marker nominations are distributed to school authorities on the dates below. Nominations must be returned to Alberta Education by the deadline date specified in the marking nomination package.

	Nomination packages are sent to school authorities by	Deadline for nominations to be returned to Alberta Education
Jan. Marking	Beginning of Sept.	Mid-Oct.
June Marking	Beginning of Feb.	Mid-March

Specific marking dates will be communicated directly by email to teachers who have been selected as markers.

See [Teacher participation in provincial assessments](#) for more information.

Draft Diploma Exam Marking Sessions, Jan 2024

Diploma Exams – Humanities, French Language, and Mathematics

Course and Group	Jan. 2024
English Language Arts 30–1	
Confirming Standards	Jan. 15-19
Group Leader Training	Jan. 21
Marking	Jan. 22-28**
Fifth Reads	Jan. 29**
English Language Arts 30–2	
Confirming Standards	Jan. 15-19
Group Leader Training	Jan. 21
Marking	Jan. 22-27**
Fifth Reads	Jan. 28**
Français 30–1	
Confirming Standards	Jan. 25-26
Group Leader Training/Marking	Jan. 27-28
French Language Arts 30–1	
Confirming Standards	Jan. 19-23
Group Leader Training	Jan. 25
Marking	Jan. 26-28
Fifth Reads	Jan. 29**
Social Studies 30–1/Études sociales 30–1	
Confirming Standards	Jan. 16-20
Group Leader Training	Jan. 22
Marking	Jan. 23-28
Fifth Reads	Jan. 29**
Social Studies 30–2/Études sociales 30–2	
Confirming Standards	Jan. 16-20
Group Leader Training	Jan. 22
Marking	Jan. 23-28
Fifth Reads	Jan. 29**
Mathematics 30–1/Mathématiques 30–1	
Confirming Standards	Jan. 25-28
Marking	Jan. 29-31
Mathematics 30–2/Mathématiques 30–2	
Confirming Standards	Jan. 25-28
Marking	Jan. 29-31

**These dates are contingent upon the number of marker nominations received.

Draft Diploma Exam Marking Sessions, June 2024

Diploma Exams – Humanities, French Language, and Mathematics

Course and Group	June 2024
English Language Arts 30–1	
Confirming Standards	June 14-18
Group Leader Training	June 20
Marking	June 21-27
Fifth Reads	June 28**
English Language Arts 30–2	
Confirming Standards	June 14-18
Group Leader Training	June 20
Marking	June 21-27
Fifth Reads	June 28**
Français 30–1	
Confirming Standards	June 21-22
Group Leader Training/Marking	June 23-24
French Language Arts 30–1	
Confirming Standards	June 15-19
Group Leader Training	June 21
Marking	June 22-24
Fifth Reads	June 25**
Social Studies 30–1/Études sociales 30–1	
Confirming Standards	June 14-18
Group Leader Training	June 20
Marking	June 21-26
Fifth Reads	June 27**
Social Studies 30–2/Études sociales 30–2	
Confirming Standards	June 14-18
Group Leader Training	June 20
Marking	June 21-26
Fifth Reads	June 27**
Mathematics 30–1/Mathématiques 30–1	
Confirming Standards	June 22-25
Marking	June 26-28
Mathematics 30–2/Mathématiques 30–2	
Confirming Standards	June 22-25
Marking	June 26-28

**These dates are contingent upon the number of marker nominations received.

Security of Diploma Exams

Security of diploma exams and supporting materials

Unless otherwise designated, all diploma exams and supporting materials are secured before, during and after a diploma exam administration and must be handled accordingly.

No secured diploma exam or other secured supporting materials may be kept at a school or school authority office following the diploma exam administration. Copying of any secured diploma exam or supporting material in whole or in part is prohibited.

Student work, including rough draft copies, must be sent to Alberta Education with the returned diploma exam materials.

A principal must sign the declaration that is part of the Principal's Statement attesting that these security requirements have been met.

Security status of diploma exams after administration

In Jan. and June, all Part(ie) A humanities diploma exams, **except** Français 30–1, will be released following the administration. All mathematics, science, and Part(ie) B humanities diploma exams remain secured after their administration.

For the Nov., April, and August administrations, all diploma exams remain secured. All diploma exam booklets, including **unused copies of all** diploma exams, must be returned to Alberta Education according to the dates indicated on [Writing diploma exams](#) page, see the Schedule of Significant Dates.

For all diploma exam administrations, data booklets for Chemistry 30 and Science 30 may remain in the school after those diploma exams have been administered.

Quick reference: Secured diploma exams for the 2023/24 school year

Secured diploma exams in Jan and June 2024

Diploma Exam	Written Response	Machine Scored
Biology 30	N/A	Secured
Chemistry 30	N/A	Secured
English Language Arts 30–1	Released after the administration	Secured
English Language Arts 30–2	Released after the administration	Secured
French Language Arts 30–1	Released after the administration	Secured
Français 30–1	Secured	Secured
Mathematics 30–1	Secured: Written-response and machine-scored questions are in the same booklet.	
Mathematics 30–2	Secured: Written-response and machine-scored questions are in the same booklet.	
Physics 30	N/A	Secured
Science 30	N/A	Secured
Social Studies 30–1	Released after the administration	Secured
Social Studies 30–2	Released after the administration	Secured

Secured diploma exams in Nov 2023 and in April and August 2024.

All diploma exams are secured. Diploma exams are **not** released after the administration.

Diploma Exam Rules and Policies

Also see [Diploma exam rules for students](#).

Diploma examination supervision

1. All diploma exam supervision

Teachers must not supervise the administration of diploma exams for any courses for which they have provided instruction during the current administration or in Nov. and April administrations. Teachers of the diploma exam course are not permitted to enter the diploma exam writing room while that diploma exam is being administered.

2. Discussion and sharing

Students must not discuss the diploma exam with the diploma exam supervisor unless the diploma exam booklet is incomplete or illegible. Students must not talk or exchange information or writing tools and materials, including calculators, with another student.

3. Multiple-choice and numerical-response answer sheets

Students must use an HB pencil to record their answers on the multiple-choice and numerical-response answer sheets.

4. Alberta Student Number

All students, including mature students, must have and use a valid Alberta Student Number to write diploma exams.

5. Student identification

All students must have photo identification with them when they arrive to write a diploma exam. Students who are unknown to the diploma exam supervisor are required to present photo identification that includes their signature.

Any of the following signed photo identification documents may be acceptable: driver's licence, passport, or student identification card.

6. Identification on diploma exams

Students must not write their names or the name of their school anywhere in, or on, the diploma exam.

7. Admittance to the diploma exam writing room

Students may not enter or leave the diploma exam writing room without the consent of the supervisor.

8. Diploma exam administration and writing times

Students are not permitted to leave the diploma exam room before the following times:

- a. For all morning diploma exams: 10 AM
- b. For all afternoon diploma exams: 2 PM

9. Late arrivals

Students who arrive late may be permitted to begin writing diploma exams up until the times listed below.

- a. For all morning diploma exams: up until 10 AM
- b. For all afternoon diploma exams: up until 2 PM

These students must be provided the same allocated time for the diploma exam as per the schedule. Students who arrive more than one hour after a diploma exam has started will not be permitted to write the diploma exam.

10. Teacher perusal of diploma exams

- a. For Jan. and June diploma exam administrations only, Grade 12 teachers who teach a diploma course within the current school year are eligible to peruse that diploma exam in the same language of instruction.
- b. Perusals are not permitted during the Nov, April or August diploma exam administrations.
- c. All perusal sessions must be supervised by the principal or the principal's designate.
- d. Perusal copies are permitted in either paper or digital format. Only one digital perusal copy may be accessed per school through the new digital platform.
- e. Digital and paper perusal sessions must begin between 10 AM and 1 PM for diploma exams scheduled in the morning and between 2 PM and 5 .PM diploma exams scheduled in the afternoon. Perusal sessions must not exceed 3 hours.
- f. School authorities may organize a centralized perusal session for Grade 12 teachers who are eligible to peruse the diploma exam.

- g. Teachers may provide feedback on diploma exam questions using the paper perusal copy or the digital perusal copy on the new digital platform.
 - h. When perusing the diploma exam, teachers may not post or share their responses with students. All diploma exam questions are secured and copies may not be made.
 - i. At the conclusion of the perusal session, all notes must be collected and securely shredded.
 - j. Paper booklets used during the perusal session must be returned to Alberta Education. The principal must sign the declaration on the Principal's Statement.
11. **Humanities diploma exams**
Students must write both components of humanities diploma exams before a diploma exam mark can be calculated and the official mark reported.
12. **Nov., April, and August availability**
School authorities must coordinate available writing centres for students within their school authority to ensure that students, including mature students and students rewriting diploma exams, have access to writing diploma exams.
13. **Dual language**
Students who choose to write the French version of a diploma exam are not permitted an English version of the diploma exam or data booklet while writing.

Materials permitted in diploma exam writing rooms

14. General information

Supervisors must verify that unauthorized materials are not brought into the writing room and that authorized materials are free of notes and other prohibited materials.

See [administering diploma exam forms](#) under additional forms for Alberta Education lined paper or blank paper PDFs for print. These can be provided by the supervisors and must be collected at the end of the diploma exam administration and returned with the diploma exam materials to Alberta Education.

Materials that may be used during the administration of diploma exams:

15. Mathematics 30–1, Mathematics 30–2, Biology 30, Physics 30, Chemistry 30, Science 30

An approved calculator (see calculator rules in [Diploma exam rules for students](#)). Rulers and protractors are permitted in the diploma exam writing room.

16. Français 30–1, French Language Arts 30–1

For Partie A only, all students may use an authorized dictionary (French and/or French-English bilingual), a French thesaurus, and/or a book of verb forms/tenses. Two additional resources are authorized by Alberta Education for use during the administration of Partie A:

- **Avec brio : Guide pratique de communication** (Gladys Jean)
- **Référentiel pour la révision de textes** (Éditions L'artichaut)

17. English Language Arts 30–1, English Language Arts 30–2

For Part A only, all students may use an authorized dictionary (English and/or bilingual), a thesaurus, and an authorized writing handbook. The following seven writing handbooks are authorized by Alberta Education. With the exception of **A Canadian Writer's Guide**, any edition of these texts is acceptable for use.

- **A Canadian Writer's Guide** (J. Finnbogason and A. Valteau), second edition only
- **A Canadian Writer's Reference** (D. Hacker)
- **Checkmate: A Writing Reference for Canadians** (J. Buckley)
- **English Language Arts Handbook for Secondary Students** (Alberta Education)
- **Fit to Print: The Canadian Student's Guide to Essay Writing** (J. Buckley)
- **The St. Martin's Handbook for Canadians** (Andrea Lunsford, Robert Connors, and Judy Z. Segal)
- **The Writing Process** (Quentin L. Gehle and Duncan J. Rollo)

18. Social Studies 30–1 and Social Studies 30–2

For Part (ie) A only, all students may use an authorized dictionary (English and/or or bilingual), a thesaurus and an authorized writing handbook. Any dictionary, thesaurus, writing handbook or book of verb forms/tenses used must not

contain appendices that include social studies content (e.g., historical timelines, structure of the Government of Canada, Canada's court system, structure of international organizations such as the United Nations or NATO, etc.).

The list of authorized writing handbooks is limited to the following:

- **A Canadian Writer's Reference** (D. Hacker), second edition only
- **Checkmate: A Writing Reference for Canadians** (J. Buckley)
- **English Language Arts Handbook for Secondary Students** (Alberta Education)
- **Fit to Print: The Canadian Student's Guide to Essay Writing** (J. Buckley)
- **The St. Martin's Handbook for Canadians** (A. Lunsford et al.)
- **The Writing Process** (Gehle et al.)

The following dictionaries are authorized for use when writing Part(ie) A of all social studies diploma exams:

- **Collins Paperback English Dictionary**
- **Collins-Robert Paperback French Dictionary**
- **Gage Canadian Dictionary**
- **Harper Collins French Dictionary (French-English)**
- **Le Petit Robert 1**
- **Merriam-Webster's School Dictionary**
- **The Canadian Oxford High School Dictionary**
- **The Concise Oxford Dictionary**
- **The Houghton Mifflin Canadian Dictionary of the English Language**
- **The Oxford Dictionary of Current English**

19. **Materials not permitted in diploma exam rooms**

The following materials are not permitted in diploma exam writing rooms:

Print materials

Students may not bring any papers, notes of any kind or books other than those permitted into the diploma exam writing room.

Students are not permitted to bring in blank pieces of paper, including sticky or Post-it® notes, for rough draft work. All Alberta Education lined or blank paper must be provided to students by the supervisors. Alternately, students can prepare their rough draft work in the diploma exam booklet provided.

Reference materials and dictionaries are not permitted for any Humanities Part(ie) B, mathematics and science diploma exams.

Digital devices, tools, and materials

Students may not bring any digital device into the diploma exam writing room including, but not limited to, cell phones or wearable smart devices including, but not limited to, smart watches and Bluetooth® headphones. Graphic organizers are not permitted. Students may not bring prohibited calculators or calculators with prohibited properties into the diploma exam writing room.

20. **Materials not to be removed from the diploma exam writing room**

Students may not remove any diploma exams or other diploma exam materials from the diploma exam writing room. This includes any tear-out pages from the diploma exam booklets and any rough draft materials produced by students.

Contraventions of Diploma Exam Security, Rules, and/or Policies

Unless instructed otherwise by the Director, Exam Administration, diploma exam supervisors must permit the student or students to continue writing the diploma exam in the event that the student or students:

- interfere with the security of diploma exams and/or supporting materials;
- violate diploma exam rules;
- falsify diploma exam responses or results; or
- commit any other act that enables them to fraudulently represent their or another student's diploma exam performance.

Managing a contravention of diploma exam security, rules, and/or policies

If there is an irregularity in the administration of a diploma exam that contravenes diploma exam security, rules and/or policy as described above, the principal shall immediately investigate and report the results of the investigation in writing to the Director, Exam Administration, and the superintendent. A signed declaration from the student(s) and diploma exam supervisor(s) must be included in the investigation.

Based on the principal's report, the superintendent shall formulate a recommendation as to whether the diploma exam mark should or should not remain valid and communicate this recommendation in writing to the Director, Exam Administration. The Director, Exam Administration, will assemble the investigation package and utilize the aggregated information to render an official decision, in writing, to the parent/guardian and principal of the school and must:

- include a resolution to release the student's results or invalidate the results;
- include a resolution, if applicable, indicating that the student is barred from rewriting the diploma exam up to 12 months following the incident; or
- take any action that, in the Director's opinion, is appropriate.

Request for reconsideration of diploma exam invalidation

A student or parent of a student under age 16 who has had a diploma exam invalidated may request that the decision be reconsidered within 30 business days of the decision being 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 Decision form; and
- (b) new supporting official documentation that will assist the Executive Director, Provincial Assessment, in reviewing the original decision.

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

Diploma Exam Sitzings and Capacity

Diploma exam sittings, identifying diploma exam sitting capacity, and ordering diploma exam materials

Schools that administer diploma exams must establish sittings for each administration in PASIprep. School staff may either create all diploma exam sittings at the beginning of the school year or in accordance with the diploma exam sitting-by-administration deadlines detailed in Significant Dates at-a-Glance on [Administering diploma exams](#).

Superintendents or boards of directors must communicate with their principals which schools within that school authority will operate as designated writing locations for students rewriting diploma exams and mature students not enrolled in a high school for all five diploma exam administrations.

Capacity denotes the number of students that school staff are able to supervise per diploma exam. Schools must, in their diploma exam sitting capacity quantities, factor in students who are rewriting diploma exams and students not enrolled in that school. It is recommended that school staff examine trends of students who wrote in the same administration over the previous three years and estimate for similar trend.

Alberta Education will ship diploma exams to schools based on their information in PASIprep on the registration deadline date. The capacity field in PASIprep may be changed until the diploma exam writing date. If capacity is changed after the registration deadline and additional diploma exams are required, the school must order additional diploma exams using the [Supplemental Shipment Survey](#).

Calculator Policy

Overview

To ensure equity and fairness to all students, only calculators that have been approved by Alberta Education may be used when writing diploma exams.

Both **graphing** and **scientific** calculators with no prohibited properties (see Permitted and prohibited calculator materials and properties) may be used during a diploma exam. To be approved by Alberta Education for diploma exam writing purposes, a graphing calculator must be a hand-held device designed primarily to perform mathematical computations, including logarithmic, trigonometric and graphing functions.

The following graphing calculator properties are permitted for diploma exams:

- Function graphing and display capabilities, including displaying more than one function at a time and tracing a function;
- Standard scientific calculator operations: sine, cosine, tangent, inverse functions, logarithms and exponents (x^n); and
- Regression modelling functions.

Students may bring one approved calculator into the diploma exam writing room. The calculator must be appropriately cleared of all information that is stored in programmable or parametric memory and properly configured by the diploma exam supervisor. Calculators must be set to operate in silent mode.

Calculators that are not properly configured for diploma exam writing purposes allow access to capabilities that are not permitted during a mathematics or science diploma exam. These capabilities may also impact classroom assessments in all high school mathematics and science courses.

Rules

The following rules apply to the use of calculators when diploma exams are administered and written.

1. Only approved calculators may be permitted for use.
2. **Prior to** the start of a diploma exam and **before leaving** the diploma exam room, calculators must be cleared of all information that is stored in programmable or parametric memory and properly configured by the diploma exam supervisor. Calculators must be set to operate in silent mode.

3. Students are permitted to bring **one** approved calculator into the diploma exam writing room.

Permitted and prohibited calculator materials and properties

Permitted calculator materials

Students may bring the following materials into the diploma exam writing room for their exclusive use when writing diploma exams:

- either an approved graphing calculator that is appropriately cleared and configured, or a scientific calculator that is appropriately configured and does not have prohibited properties; and
- extra batteries.

Prohibited calculator materials and properties for scientific and graphing calculators

The following calculator properties and materials are not permitted when writing diploma exams:

- programmed memory content;
- symbolic manipulation capabilities (e.g., simplifying or factoring polynomial expressions) ;
- ability to provide trigonometric calculation exact values;
- ability to simplify radicals and rationalize denominators;
- wireless communication capabilities;
- built-in notes, libraries, or formulae (e.g., definitions or explanations in alpha notation);
- downloaded programs;
- 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.

Calculator clearing and checking procedures

See calculator rules for students in [Diploma exam rules for students](#), it also included the list of approved graphing calculators and instructions required to clear the memories and appropriately configure them.

Writing Diploma Exams Using Technology

Background

Students are permitted to use technology when writing diploma exams but must use a platform approved by Alberta Education.

Guiding principles

A school principal may allow students to use technology to write the diploma exam if:

- the students normally produce their coursework on a computing device;
- the students are proficient at using the approved platform; and
- technical expertise is available before, during, and after the diploma exam administration to ensure effective and secure system functioning.

A contingency plan must be developed for students who use technology to write a diploma exam if the technology fails before or during the administration.

Students cannot use functionality that would contravene exam administration rules, such as Internet access, sharing documents, communicating with others, online queries and accessing previously saved work.

Computer use rules

Principal

1. The principal of a school or designated writing centre shall decide whether to provide the opportunity for students to write diploma exams using technology. This decision shall be based on the principal's certainty that the school or designated writing centre can adhere to all diploma exam writing and administration rules, and the principles, rules and procedures required.
2. The principal shall communicate to students and teachers the availability of and requirements related to the use of technology when writing diploma exams.
3. The principal shall ensure that only those students who understand and are able to follow all the principles, rules and procedures established for writing diploma exams using technology are permitted to do so.
4. If a school or designated writing centre has more students who request this option than it has devices, students who have documented learning needs that specify the use of a computer shall be given priority when assigning access for diploma exam writing purposes.
5. The principal shall ensure that only computing devices, applications and printers used for diploma exam administration purposes are appropriately configured to safeguard diploma exam security, validity and reliability and to minimize distraction to students.
6. The principal shall ensure that all equipment set up for diploma exam writing purposes is secured and remains secured until after the diploma exam administration and follow-up administrative procedures are completed.
7. Before implementing the use of technology for writing diploma exams, the principal shall establish technical and diploma exam administration contingency plans and emergency procedures to address unexpected issues and problems that may arise.
8. The principal shall ensure that teachers who are designated to supervise the administration of diploma exams that are being written using technology are appropriately prepared for that role, including being familiar with the invigilation pages and being aware of and able to implement contingency plans and emergency procedures should the need arise.
9. The principal shall ensure that no student responses, including rough work, remain on devices or accessible network locations once the exam is complete.

Technical personnel

1. Technical personnel shall configure all devices to ensure the security and validity of the diploma exam administration (see Rules and Procedures below).
2. Technical personnel shall develop and implement a plan to test the digital platform prior to each diploma exam administration to ensure that all equipment and processes function as required (see Rules and Procedures below).
3. In cooperation with the principal and diploma exam supervisors, technical personnel shall develop a technical contingency plan that can be implemented, as required, to address unexpected network or device problems.
4. Technical personnel shall ensure that all designated and configured devices are secured until the time the scheduled diploma exams have been completed.
5. In collaboration with the coordinator of Special Format Materials, the technical personnel shall prepare for the distribution and security of MP3 files if required.
6. Following the diploma exam administration, technical personnel shall ensure that devices are cleared of all student work and individual devices can no longer access student responses including MP3 files if required.
7. Safe Exam Browser shall be installed and tested on Windows, Chrome and Mac OS devices in advance of the diploma exam administration.

Diploma exam supervisors

1. Supervisors shall be familiar with, and be able to implement, the guiding principles, rules, and procedures related to the administration of diploma exams using technology.
2. Supervisors shall, in cooperation with the principal and technical personnel, develop a diploma exam administration contingency plan that can be implemented, as required, to address unexpected issues or problems that arise while diploma exams are being written using technology.
3. Supervisors shall ensure that students are aware of, understand, and adhere to the principles, rules, and procedures for writing a diploma exam using technology prior to the start of the official scheduled administration.
4. Supervisors shall ensure that students do not gain access to any prohibited applications or resources while writing a diploma exam using technology.

Rules and Procedures

Technical and administrative set-up

1. Prior to the start of the official scheduled diploma exam administration, all devices to be used for diploma exam writing purposes must be networked and configured to:
 - enable secure and ready access to designated printers only during and immediately after the official scheduled diploma exam;
 - enable the saving of each student's written work in a manner that ensures its security during the exam and that permits school personnel to readily access and remove those documents three months following the official scheduled diploma exam administration. Technical personnel in schools using local word processing solutions may save students' written work to a network location accessible to technical personnel only for this retention period.
 - ensure that applications are configured so that students do not have access to any prohibited applications or resources while writing a diploma exam using technology.
2. Prior to the start of the official scheduled diploma exam administration, all local word processing applications to be used for diploma exam writing purposes are to be configured to enable:
 - insertion of footers that include the student's index number on each page of written work;
 - automatic and frequent saving of word-processed documents to a designated location only;
 - access to tools integrated into the software, such as spellcheck, grammar check, dictionary and thesaurus; and
 - speech-to-text and text-to-speech for students who typically use these accommodations.

The following features must be disabled: word prediction, auto correct, and translation.

Diploma exam administration

1. Students are encouraged to plan their responses and can plan or do rough work on the device. Planning must be annotated as rough work or planning.
2. Students may compose and edit their written work until the end of the official scheduled administration time.
3. Students may not access search engines, research tools or other prohibited online or electronic resources while writing a diploma exam using technology. To do so is a contravention of diploma exam rules.

Additional information on using technology for diploma exams

The Using Technology to Administer Provincial Assessments document is available on [Administering diploma exams](#) to assist school and technical personnel with decisions regarding the use of technology for students to write diploma exams. This document is updated periodically throughout the school year to include the most up-to-date system requirements and configuration settings.

Before using technology to write diploma exams, students should practise increasing their level of comfort and ensure their ability to use all required features. The principles, rules and procedures that follow address the requirements associated with the use of technology.

Students may become familiar with digital exam platforms by using them for classroom assignments and assessments.

The use of digital exam platforms is strictly limited to in-school use. Under no circumstances shall school staff share access codes with students for the purpose of writing diploma exams remotely.

Separate Writing

All humanities diploma exams have two components: Part(ie) A is a written-response component and Part(ie) B is a machine-scored component. A student must complete both components of the diploma exam to obtain credit for a humanities diploma exam course. If deferment of one component is anticipated, a student may:

- write both Part(ie) A and Part(ie) B of the diploma exam at a subsequent administration; or
- write one component of the exam in one administration and defer the second component to a subsequent administration. This is referred to as a **Separate Writing**.

Separate writing directives

1. The student, using *myPass*, or school staff must register the student in the suitable administration on or before the registration deadline.
1. School staff or the student must submit a **Notification of Separate Writing form**, found under additional forms in [Administering diploma exam forms](#). This form informs the Special Cases and Accommodations Team to manually blend the Part(ie) A and Part(ie) B results from the separate administrations. The transcript will be marked incomplete until the entire diploma exam has been written and the official mark is calculated.

Special Writing Centres

Policy

A Special Writing Centre is a site outside of Alberta that is temporarily approved to serve as a diploma exam writing centre for students outside of Alberta during the diploma exam administration. Special Writing Centres may be established for any diploma exam administration.

The Director, Exam Administration Branch, or delegated to the Special Cases and Accommodations Team may grant permission to students to establish a Special Writing Centre for the purpose of writing a diploma exam by for one of the following reasons:

- the student lives outside Alberta and has completed a diploma exam course delivered through a distance learning program approved by Alberta Education;
- the student is participating in a scheduled activity, such as a national or international competition in athletics or music; and/or
- the student has a right of access to education in Alberta, in accordance with the *Education Act*, and after completing instruction at an Alberta Education accredited high school, they have moved from the province permanently and are unable to return to write the diploma exam.

Special Writing Centres will not be established for students who are outside of Alberta on vacation or an organized tour, attending a family or other private event, obtaining or beginning employment or any other similar activity.

All students including international students studying a diploma exam course in Alberta are expected to remain in the province until the completion of their instructional program, which includes the writing of the diploma exam. Consequently, Special Writing Centres will not be established for students or international students if they leave Alberta early.

Special Writing Centres are not elective writing locations.

All requests to establish a Special Writing Centre must be made using the special writing centre forms found on [Administering diploma exam forms](#) by the specified deadlines outlined in Significant Dates at-a-Glance on the same page. If you have applied outside of the identified business rule timelines due to extraordinary circumstances on behalf of a student, please contact the Special Cases and Accommodations Team at special.cases@gov.ab.ca or 780-415-9242 or 780-427-9795 (dial 310-0000 first for a toll-free call in Alberta).

Special Writing Centre rules

1. Special Writing Centres will not be established in jurisdictions in which there is an existing diploma exam writing centre. Alberta diploma exams are administered at writing centres throughout the Northwest Territories, Nunavut and internationally at Alberta-accredited international schools. Students located in these areas during the diploma exam administration schedule are expected to write at an established diploma exam writing centre.
2. Students must have completed the course and have a final school-awarded mark in the course for which the diploma exam will be written or must be eligible to receive one by the administration-specific deadline for school-awarded mark submissions. Students who write diploma exams at Special Writing Centres in courses for which they have no school-awarded mark will have those diploma exams invalidated.
3. Students are only permitted to rewrite a diploma exam at a Special Writing Centre if they are currently retaking the course and will receive a school-awarded mark in the current administration or if the diploma exam was previously written within one school year.
4. A proposed site must be able to ensure that the administration of diploma exams will be conducted in accordance with diploma exam rules. Written evidence that the site has been procured for that purpose must be submitted with the application.
5. The proposed location must be an academic organization or similar institution which has the experience and capacity to administer large-scale assessments.
6. Special Writing Centre supervisors must be employed by the approved organization or institution and be employed in a position of authority commensurate with teacher, assistant principal, or principal. Special Writing Centre supervisors must provide official evidence of that employment. The proposed supervisor must be able to administer large-scale assessments and has the capacity to adhere to all diploma exam rules in this document.
7. Special Writing Centre supervisors must be fluent in reading and speaking English or French, depending on the language of the diploma exam(s) to be administered.
8. A Special Writing Centre supervisor may not be a relative or friend, past or present teacher, or a past or present coach of the student.
9. To adjust for national and international time differences, the following Special Writing Centre writing schedule will apply to all requests:

Writing Time	Time zone 1 hour behind Alberta (BC, West Coast USA)	Canadian or American time zone ahead of Alberta (Ottawa, Montréal, New York, Florida, Virginia)	Outside of Canadian and American time zones (overseas)
9 AM Alberta (Mountain Time Zone)	10 AM Mountain Time Zone	9 AM Mountain Time Zone	Next day (24 hours after the Alberta-scheduled diploma exam date) at 9 AM local time for the student

10. All diploma exams administered at a Special Writing Centre will be administered in a digital format. The new Digital Assessment Platform will be used for Part A (for exams that have a written-response component) and Quest A+ (for students writing at Alberta accredited international schools and special writing centres outside of Alberta) will be used for Part B, mathematics, and sciences.

All students writing a diploma exam at a Special Writing Centre must adhere to the following:

- Students must be prepared to use the digital platforms on the day of the diploma exam. Each student must complete at least one practice test and provide the Special Writing Centre School personnel a signed statement confirming that:
 - (a) the practice test has been completed;
 - (b) the student was able to respond to questions; and
 - (c) the student was able to end the session without complication.
- **Exemptions will not be granted to students who are unable to use the digital platforms at the time of writing.**
- The computing device (PC or MAC) used may belong to the student or the writing centre. The Special Writing Centre supervisor must ensure that Safe Exam Browser or Lockdown Browser is installed and functioning properly. The supervisor needs to send a picture of the exam log-in page to special.cases@gov.ab.ca.

11. A student who is unable or who chooses not to write a diploma exam at a Special Writing Centre, after being approved to do so, must notify the Special Cases and Accommodations Team and the Special Writing Centre supervisor immediately.
12. If a Special Writing Centre supervisor fails to adhere to the diploma exam rules and Special Writing Centre rules specified in this document, any future request to serve in that capacity will not be granted.
13. Students approved to establish a Special Writing Centre and who violate diploma exam rules may have all diploma exams written at that Special Writing Centre invalidated. Any further requests to establish a Special Writing Centre by that student may not be granted.
14. Exemptions or partial exemptions will not be approved for students who are unable to write a diploma exam as a result of any and all of the following reasons:
 - The request to establish a Special Writing Centre was not granted.
 - Technical issues prevented the administration and/or writing of the diploma exam.
 - The supervisor withdrew their application or duty, provided misinformation or miscommunication and/or did not adhere to the rules and procedures outlined in this document and by the Special Cases and Accommodations Team.
15. Student responses for mathematics written-response questions must be archived securely for a period of three months from the date when the diploma exam was written. Archived files must only be accessible to the Special Writing Centre diploma exam supervisor.

Special Writing Centre procedures

Principals

1. When recommending to a student that application should be made to establish a Special Writing Centre, a principal shall:
 - a. explain and provide access to all of the deadlines and rules associated with the application and administration of diploma exams at a Special Writing Centre to the student and/or parent/guardian; and
 - b. review and sign all forms submitted in application of a request to establish a Special Writing Centre.
2. For students living outside of Alberta taking instruction with an Alberta Education-approved distance learning program, it is recommended that, prior to accepting a student's registration for a diploma exam course, the principal of a distance learning program ensure that a Special Writing Centre site and the services of a Special Writing Centre supervisor are available to that student. The Special Cases and Accommodations Team cannot guarantee the establishment of a Special Writing Centre.
3. If a student is eligible to apply to establish a Special Writing Centre, the principal shall designate an individual at the school to coordinate the application process.

Students/Parents

1. Before a student applies to establish a Special Writing Centre, their parent(s), in consultation with the student's school principal, shall identify an individual who is eligible to be a Special Writing Centre supervisor and willing to serve in that capacity, if approved to do so by the Special Cases and Accommodations Team.
2. To have a Special Writing Centre established on their behalf, a student and their parents are responsible for ensuring the accurate completion and timely submission of the special writing centre forms found at [Administering diploma exam forms](#) and submitting them to the school staff:
 - Application to Serve as a Special Writing Centre supervisor
 - Registration to Write a Diploma Exam at a Special Writing Centre
 - Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Special Writing Centre
3. A student who receives approval to write a diploma exam at a Special Writing Centre, and their parents, shall assume responsibility for all costs payable to a Special Writing Centre supervisor for procuring a diploma exam writing site and supervising the handling and administration of the diploma exam.
4. A student who receives approval to write a diploma exam at a Special Writing Centre shall comply with all of the diploma exam administration rules associated with the establishment of a Special Writing Centre and the writing of a diploma exam. In the event of a contravention of rules, the diploma exam may be invalidated.

Coordinating the application

On behalf of a student requesting permission to establish a Special Writing Centre, the school staff coordinating the application shall:

- verify and confirm the accuracy and completeness of all information provided in support of that application;
- provide access and explain to the student and their parents all of the deadlines and rules associated with the writing and administration of diploma exams at a Special Writing Centre; and
- provide access and explain to the proposed Special Writing Centre supervisor all of the deadlines and rules associated with the administration of diploma exams at a Special Writing Centre.

Teachers of students writing diploma exams at a Special Writing Centre

Teachers of students registering to write a diploma exam at a Special Writing Centre shall provide a statement about the student's readiness to write that diploma exam at the diploma exam administration proposed by the student (Teacher Confirmation of a Student Readiness to Write at a Special Writing Centre form). Prior to completing the form, it is important to note that the student must complete the course before writing the diploma exam.

Special Writing Centre Supervisor

1. Prior to submitting an application form, a person applying to serve as a Special Writing Centre supervisor shall:

- review the rules associated with the management and administration of diploma exams at a Special Writing Centre; and
 - identify and procure an appropriate site for the administration of diploma exams.
2. A person approved to serve as a Special Writing Centre supervisor shall administer the diploma exam(s) in accordance with the diploma exam schedules and rules specified in this document.
 3. A person approved to serve as a Special Writing Centre supervisor must become proficient in utilizing the digital assessment platforms.

A person approved to serve as a Special Writing Centre supervisor shall notify the Special Cases and Accommodations Team of any changes to his or her ability to supervise the diploma exam(s).

Submission of Special Writing Centre request applications

All requests to establish a Special Writing Centre must be made using the application forms by the specified deadlines. All Special Writing Centre enquiries must be forwarded by email to special.cases@gov.ab.ca.

Diploma Exam 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.

Regular accommodations listed in the Regular accommodations types chart, for the purpose of writing diploma exams, are reviewed, managed, and ordered at the school level. Students are eligible for regular accommodations and provisions to write diploma exams without an application process.

Regular accommodations include only those accommodations listed under the Regular accommodation types heading.

Accommodations used by students for classroom instruction and assessment but that are not listed in the Regular accommodation types section are considered unique.

The review of accommodation requests related to the following circumstances will be delegated by the Director, Exam Administration, to an assigned member of the Special Cases and Accommodations Team:

- Unique accommodations;
- Students with mature student status not enrolled with a high school; and
- Students in a home education program.

Every application will be assessed on its own particular facts and merit.

Students in a home education program and students with mature student status not enrolled with a high school

Students who are in a home education program and students with mature student status not enrolled with a high school are eligible for accommodations and provisions. To ensure that the writing centre is prepared for these out-of-school students to write diploma exams with accommodations and provisions, the students must contact the principal of the writing centre directly before the administration.

Accommodations managed at the school level

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

The condition for students to use an accommodation to write provincial assessments is that they use the accommodation for classroom instruction and assessment.

Students who require accommodations later in the semester may still be eligible to use those accommodations for the provincial assessment.

The decision rendered by school personnel is official, and parents/guardians of students under the age of 16 must be informed of the decision.

Parents/guardians must contact the school authority should they wish to dispute the decision rendered.

Students must understand and adhere to the accommodation and provision administration directives, rules and procedures.

Guidelines for granting unique accommodation types

Reviews by the Special Cases and Accommodations Team

Accommodations used by students for classroom instruction and assessment but not listed in the regular accommodation types chart are considered to be unique. Criteria for a student's eligibility for an accommodation are dependent upon the student's academic needs. However, in all cases, the request for unique accommodation must directly correspond to the specialized assessment.

Students who require accommodations later in the semester may still be eligible to use those accommodations for the provincial assessment.

School staff are encouraged to contact the Special Cases and Accommodations Team as early as possible to discuss unique accommodation options. Students with unique accommodations in class, or who are believed to not achieve a diploma exam score comparable to the school-awarded mark, are not exempt from writing diploma exams.

Regular accommodation types

School staff must submit an order form for Special Format Materials by the deadline. Students who use accommodations are required to indicate the use of the accommodation on their diploma exam according to the corresponding number. Unique accommodations must be annotated as #16. Deadlines below can all be found in Significant Dates at a Glance on the [Administering diploma exams](#) page.

Regular Accommodation	Eligible Population	Process Required	Notes
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.
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.
3. Additional time	All students	School staff implement this accommodation.	All students are permitted twice the official time limit to write the diploma exam if they need it.
4. Frequent breaks	Student uses this accommodation.	School staff implement this accommodation.	Timer is stopped by the diploma exam supervisor as student needs and is resumed following supervised break.
5. Scribe	Student uses accommodation.	School staff implement this accommodation.	
6. Large print	Student uses accommodation.	School personnel orders large-print version (paper administration)	Deadline to submit order is found in Significant Dates at-a-Glance.

Regular Accommodation	Eligible Population	Process Required	Notes
		Students use zooming functionality (new digital platform)	
7. Braille	Student uses accommodation.	School staff order Braille version.	Deadline to submit order is found in Significant Dates at-a-Glance .
8. Reader	Student uses accommodation.	School staff implement this accommodation.	It is recommended that readers be used only when students are unable to use an audio version in MP3.
9. Sign language interpreter	Student uses accommodation.	School staff implement this accommodation.	
10. Transcriber of recorded response	Student uses accommodation.	School staff implement this accommodation.	Recorded responses must be transcribed locally before being submitted to Alberta Education.
12. Coloured paper and overlays	Student uses accommodation.	School staff order 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 diploma exams.
13. Text-to-speech	Student uses accommodation.	School staff implement this accommodation.	Use for written-response accommodation only. For use with other components or diploma exams, an application for unique accommodation must be submitted.
14. Speech-to-text	Student uses accommodation.	School staff implement this accommodation.	Use for written-response accommodation only. For use with other components or diploma exams, an application for unique accommodation must be submitted.
15. Ambient noise	Student uses accommodation.	School staff implement this accommodation.	
Writing in isolation and use of computers	All students	School staff implement this accommodation.	Writing in isolation and the use of computers are school-level decisions determined by internal school business processes, availability, and supervision.

Process to submit requests designated to be reviewed by the Special Cases and Accommodations Team

- Step 1:** School staff prepares and submits the Application for Accommodations and Unique Accommodations [form](#) and supporting documentation.
- Step 2:** The Director, Exam Administration, 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 communicate 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 found under Examinee appeal forms in [Administering diploma exam forms](#). The new supporting official documentation must be sent to the Executive Director of Provincial Assessment within 30 days of notification of the case decision. The original case decision may be reconsidered only once.

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

Exemptions or partial exemptions will not be granted for students because they were not eligible for accommodations at the time of writing or were denied their request for accommodations.

Administration of diploma exams with accommodations and provisions

All diploma exams administered with accommodation or provisions must comply with all diploma exam administration rules and procedures.

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 official scheduled diploma exam administration.
2. Parents/guardians of students under the age of 16 must be informed of the use of accommodations and provision for the purpose of writing diploma exams.
3. The principal shall ensure that all diploma exam supervisors are appropriately prepared for diploma exams that are being written with accommodations or provisions. Diploma exam supervisors must understand and implement rules and procedures for the administration of diploma exams using accommodations or provisions as well as all emergent situation protocols specifically related to, or not specifically related to, students with accommodations and provisions.
4. The principal shall ensure that facilities, equipment, scribes, readers, sign language interpreters, transcribers of recorded response, and materials used as diploma exam accommodations are supplied by the school or school authority, and appropriately prepared for the administration of the diploma exams with safeguards to diploma exam security and minimal distraction to other students.
5. The principal shall develop and implement processes to ensure that special format materials are ordered prior to the deadline for each diploma exam administration.
6. 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 the technical personnel only. The technical personnel must be identified on the Request for Special Format Materials form, found under Accommodations and special format forms in [Administering diploma exam forms](#).

After the administration

1. All special format materials, including those in large print and Braille format, must be returned to the Alberta Education marking centre with the regular return shipment of other diploma exams and supporting materials from the school. All MP3 files must be removed from all devices and deleted.
2. All accommodations used must be recorded on the student's diploma exam materials and initialed by the supervisor.

Rules by regular accommodation and provision type

Regular Accommodation	Rules
1. & 2. Audio (MP3 or new digital platform)	<p>Digital exams administered on the new digital platform will feature embedded audio and will not require the use of an MP3 audio file.</p> <p>Students who use audio throughout the school year are eligible to receive this accommodation when writing diploma exams. Diploma exam supervisors must ensure that prohibited materials are not brought into the diploma exam writing room or used in conjunction with the MP3 player before or during the diploma exam administration.</p> <p>Technical staff must ensure that all MP3 files are removed from network locations or storage devices following the administration.</p> <p>If a student uses a personal MP3 player when writing a diploma exam, the diploma exam administration supervisor must ensure that no prohibited material is brought into the writing room or used in that MP3 player just before or during the scheduled diploma exam administration.</p> <p>To enable student access to the MP3 files, school 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 that only students who are writing that diploma exam can access the files; or• transfer the MP3 files to a portable device. <p>Accommodation 1 is intended for students with visual impairments only. Students without visual impairments must indicate the use of Accommodation 2 on their booklets and answer sheets.</p>
3. Additional writing time	<p>All students are permitted twice the official time limit to write the diploma exam if they need it.</p>
4. Frequent breaks	<p>The student has permission to take breaks, as required.</p> <ul style="list-style-type: none">• The diploma exam supervisor must stop the clock each time the student takes a break.• The clock continues once the student resumes writing.• The student must remain under supervision during each break. <p>The student must not be allowed access to any materials (for example, but not limited to, paper, notes, books, computers, phones or electronic devices) while on a break.</p>

Regular Accommodation	Rules
General information for:	Diploma exams that are administered with the support of scribes, readers, sign language interpreters or transcribers must take place in a separate writing area so that other students writing the diploma exam are not disrupted.
5. Scribe	
8. Reader	
9. Sign language interpreter	One reader may read the diploma exam to a small group of students. In order to maintain a reasonable pace and meet the needs of all students, the group should be limited to a maximum of 7 students. Students receiving targeted and specialized interventions may still require one-to-one support.
10. Transcriber of recorded response and transcription	Scribes, readers, sign language interpreters or transcribers must not be appointed when they are a relative, friend, student peer at the school or attending another school or past or present teacher of the student writing the diploma exam.
	Scribes, readers, sign language interpreters or transcribers are expected to adhere to all diploma exam rules and procedures outlined in this document.
	If the student has a question or a query, the student is to be directed to the diploma exam supervisor.
	Alberta Education is not responsible for the appointment of any support staff including scribes, readers, sign language interpreters or transcribers nor is Alberta Education responsible for expenses incurred in appointing these individuals.

Regular Accommodation	Rules
5. Scribe	<p>A scribe is intended for one individual student who requires the accommodation.</p> <p>A scribe may record a student's response in handwriting or using a computer.</p> <p>A scribe must record a student's response exactly as the student dictates. A scribe may not improve the student's response by rewording, correcting grammar, adding punctuation, indicating paragraphs or otherwise changing a student's answer.</p> <p>A scribe may confirm what the student has said by reading it back for clarification.</p> <p>A scribe may not ask leading questions or provide suggestions or interpretations of any kind.</p> <p>For written-response questions, students should be advised to indicate verbally when they have finished one assignment and are beginning the next one by saying, "I have now finished assignment one, and I am ready to begin assignment two."</p> <p>Students who are dictating their responses should be encouraged to do some rough work in the diploma exam booklet.</p> <p>The student shall review the scribed work and request changes if necessary. The student must verify and edit, if required, the scribed text. The time required for verification and editing must be included in the diploma exam writing time.</p> <p>A scribe may not read a diploma exam to a student. An MP3 or reader will be provided for this purpose.</p> <p>Scribes should word process student responses or use a handwriting style that is legible and familiar to the student.</p>
8. Reader	<p>One reader may read the diploma exam 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 7 students. Students receiving targeted and specialized interventions may still require one-to-one support.</p> <p>A 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 must read in such a way that the student understands the use and purpose of the punctuation.</p> <p>A reader must read the diploma exam verbatim, that is, exactly as it appears in the diploma exam 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 or provide suggestions, interpretations or word definitions of any kind.</p> <p>A reader may repeat readings as often as necessary and must read consistently each time.</p>

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 diploma exam, a sign language interpreter may:</p> <ul style="list-style-type: none"> • voice what is signed by a student; and • interpret all words spoken during the exam period that are intended for all students. <p>A sign language interpreter must not record a student's responses. This is the role of a scribe. The interpreter must not function as a reader.</p> <p>A sign language 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/written message.</p> <p>A sign language interpreter must not counsel, advise, interject personal opinions or ask leading questions, provide suggestions or provide coaching of any kind.</p> <p>During the administration of a diploma exam, all questions raised by the student must be directed to the diploma exam supervisor. In this case, the interpreter must interpret spoken and signed messages between the student and the diploma exam supervisor.</p>
10. Transcriber of recorded response	<p>Recorded responses must be transcribed before returning the student's diploma exam to the marking centre. The time required for transcription does not count toward the allocated writing time.</p> <p>The student must verify and edit, if required, the transcribed text. The time required for verification and editing must be included in the allocated writing time.</p>
12. Coloured paper and overlays	<p>Students who use coloured overlays for classroom instruction may use the same overlays for writing diploma exams.</p>
13. Text-to-speech	<p>Written-response diploma exams that are administered with the support of text-to-speech software must take place in a separate writing area, or the exam writer must use headphones so that other students writing the diploma exam are not disrupted.</p>
14. Speech-to-text	<p>Written-response diploma exams that are administered with the use of speech-to-text software must take place in a separate writing area, or the exam writer must use headphones so that other students writing the diploma exam are not disrupted.</p> <p>Students may use speech-to-text software only for written-response diploma exams. No other use of such software is permitted.</p>
15. Ambient noise	<p>Students using ambient-noise audio must use professionally/commercially recorded audio tracks intended for background sound.</p>

Deferments, Exemptions, and Partial Exemptions

Deferments and partial deferments policy

The Diploma Examinations Program is dedicated to increasing opportunity and choice while maintaining excellence in the Alberta Education system. When a diploma exam is available in the next administration, the normal response to extenuating circumstances is deferment.

The parent of a student or a student 16 years of age or older and enrolled in a school may notify the principal that they would like to defer the writing of the diploma exam. On the List of Students, the principal must record deferred diploma exam(s) by annotating "deferred" next to the name of the affected student(s).

If the student is a mature student not enrolled in a school or is a Home Education student, it is not necessary to report the deferral to the Director of Exam Administration. It is important that the student be registered to write in the desired administration. A Separate Writing notification is required if the two components of a humanities diploma exam are written over two separate administrations.

Exemption Business Rules

- All exemption applications are reviewed and official decisions are rendered by Alberta Education staff only. School authorities and/or school administration staff are not eligible to grant exemptions from the writing of diploma exams.
- Students applying for exemptions from the writing of diploma exams are expected to write all diploma exams if an official case decision has not been rendered by Alberta Education staff and communicated to the student by the diploma exam date and time. If a diploma exam exemption request has not been granted and the student has chosen not to write the diploma exam, the student will be expected to write the diploma exam in a future diploma exam administration.
- If a student has been granted a full or partial exemption from writing a diploma exam, the student is no longer required to write that diploma exam in that diploma exam administration.
- Exemptions and partial exemptions from diploma exams are administration-specific and cannot be carried forward to a future diploma exam administration. Once diploma exam marks are released, exemptions and partial exemptions for that administration will not be reviewed or granted. If school-awarded marks are adjusted after the final official mark is calculated and released to students, the exemption and partial exemption mark will not be modified to reflect the new school-awarded mark.
- Students who have received a full exemption and retake instruction in a diploma exam course must write the diploma exam to acquire a final official mark associated with the new school-awarded mark. Exemptions are not carried forward.
- If a student does not have a school-awarded mark in the course for that specific administration, although the student may be eligible for exemption, the exemption cannot be processed. Similarly, mature students who are challenging the diploma exam and students rewriting the diploma exam but not retaking instruction do not have the basis to have an exemption applied.
- Parents or guardians of students under the age of 16 must be made aware of the request for exemption from writing the diploma exam or diploma exams and must support the request.

Full exemption business rules

The student's current school-awarded mark in the course in relation to the current diploma exam administration is used to replace the entire diploma exam mark when a full exemption is granted.

If a student does not have a passing school-awarded mark, it would not be in the student's best interest to be exempted from writing the diploma exam. The final official mark for the course would reflect the failing school-awarded mark.

Partial exemption business rules

For partial exemptions from writing either the Part(ie) A or B of an English Language Arts/Français/ French Language Arts or Social Studies diploma exam, the mark for the exempted component is derived by calculating the average of the mark from the completed part and the student's school-awarded mark.

For example:

A student has a school-awarded mark of 80 percent.

- The student wrote the written-response component (Part A) of the diploma exam and achieved a mark of 70 percent.
- The school-awarded mark (80 percent) + the written-response component mark (70 percent) \div 2 = 75 percent for the multiple-choice component (Part B).
- The diploma exam mark is calculated by taking the average between the written component (70 percent) and the multiple-choice component (75 percent): $70 \text{ percent} + 75 \text{ percent} \div 2 = 73 \text{ percent}$ for the diploma exam mark.
- The official mark for the course is calculated as 56 percent for the school-awarded mark (80 percent \times 0.70) + 21.9 percent for the diploma exam mark (73 percent \times 0.30) = 77.9 percent (will be rounded up to 78 percent).

If a student would like to improve their overall diploma exam mark, the entire diploma exam must be rewritten once a partial exemption has been granted.

Terminology

- **Deficiency Notification:** The exemption request has been received; however, the supporting documentation or application is incomplete. An email will outline the specific materials needed to complete the review.
- **Official Case Decision:** A decision to grant or not grant the request for exemption has been rendered and communicated to school staff.
- **Case Suspended:** The documentation 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 for review.
- **Request for Reconsideration of an Official Case Decision:** Reconsiderations are reviewed by the Executive Director of Provincial Assessment. Review of an official case decision will be reconsidered if the request is submitted within 30 days of notification of the original decision and includes:
 - the Request for Reconsideration of a Unique Accommodation or Exemption Decision form; and
 - new supporting official documentation which will assist the Executive Director in the review in changing the original status of the decision.

The original decision can be reconsidered only once.

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

Exemption process

All applications for exemption from writing diploma exams must include the **Request for Exemption** form and supporting documentation found under additional forms in [Administering diploma exam forms](#). The Director of Exam Administration or a designated member of the Special Cases and Accommodations Team will not render an official decision until all required supporting documentation has been submitted for review in writing. Specific information outlining the requirements is detailed under Required Documents.

Every application will be reviewed on a case-by-case basis and on its own merits. The reasons and required documents are guidelines. All information which will assist in the decision-making process and is intended to be considered to render a decision should be included in the original application.

Process for applying for an exemption from writing a diploma exam

Step 1: School staff collects all forms and supporting documentation.

Step 2: School staff forwards the forms and supporting documentation to special.cases@gov.ab.ca.

Step 3: The request is reviewed, processed and communicated to designated school staff.

Step 4: School staff communicates the response to the student in writing.

Step 5: (Request for Reconsideration, only if required) School staff prepares and submits the **Request for Reconsideration of a Unique Accommodation or Exemption Decision** form found in [Administering diploma exam forms](#) and new supporting official documentation within 30 days of notification of the case decision. The original decision rendered will be reconsidered only once. A person aggrieved by a reconsidered decision may appeal the decision in writing to the Minister within 30 days after notification of the decision.

Group applications

If a group of students is affected and unable to access the writing of a diploma exam, a group application may be submitted to special.cases@gov.ab.ca.

The group application must include the school code and school name, reason for the request for exemption, the list of affected students (last name, first name, Alberta Student Number, diploma course, and school-awarded mark) and the diploma exam course name.

It is the responsibility of the principal to contact students to inform them of their eligibility to be exempt from writing. Principals and other school staff cannot apply for exemption on behalf of a student without consent from the student or, if the student is under 16 years of age, their parents.

Examples of typical exemption reasons

Exam Administration Branch staff will work with students, families and school staff to ensure that students are able to access the writing of the diploma exam or, in cases where they are not able, have options to achieve their academic goals. It is strongly recommended that students, parents or school staff contact special.cases@gov.ab.ca as early as possible to discuss options.

When a diploma exam is available in the next administration, the normal response to extenuating circumstances is deferment. Students are eligible to be exempt from writing a diploma exam or a diploma exam component if they are unable to access the writing of the diploma exam or the diploma exam component. Accommodations such as extra time, and/or unique accommodations or contingency plans support access and exemptions from writing are not applicable unless under exceptional circumstances.

Reason	Business Rules	Required Documents
Acute illness	<ol style="list-style-type: none">1. Rapid onset and;2. Short course (as opposed to an ongoing course) <p>The Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam form found in Accommodations and special format forms on Administering diploma exam forms. An acute illness cannot be applied to a diploma exam scheduled three weeks beyond the date of the medical consultation. Requests for exemptions for diploma exams that are beyond three weeks of the original medical appointment are</p>	<ul style="list-style-type: none">• Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam form• If a student becomes ill during the writing of the diploma exam at the school, a comment referencing the student's illness on the Principal's Statement will suffice as evidence of the illness. Students who are ill and call the school the morning of the diploma exam must complete and submit the Physician's Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam form.

considered ongoing medical conditions (refer to Examples of Reasons not Typically Eligible for Exemption).

Administrative error

Administrative error refers to an error in the administration of the diploma exam. For advice regarding what constitutes an administrative error, contact the Special Cases and Accommodations Team.

Principals are expected to establish, implement and communicate emergent response protocols which promote effective and efficient management of (a) unexpected non-crisis events such as loss of power or a misprinted diploma exam booklet in accordance with the diploma exam administration rules; and (b) late course transfers to prevent the administration of incorrect diploma exams.

- A statement and documentation from the school administrator clearly describing the event.
- If a group of students is affected during the writing of the diploma exam, a group application could be submitted to the Special Cases and Accommodations Team.

Bereavement

Death of an Immediate Family Member
Students who experience the death of an immediate family member (parents, siblings and children) immediately before (within 3 weeks) a diploma exam administration are eligible for exemptions from all diploma exams in that administration.

- Obituary/death certificate/funeral announcement; and/or
- Funeral arrangement/services documentation outlining the date and time; and/or
- Travel information/flight itinerary

Death of a Non-immediate Family Member and Friends
Students who experience the death of a non-immediate family member (grandparents, uncles, aunts, and cousins) or friend may be eligible for an exemption and may take up to three consecutive days starting from the day of passing for grieving. In addition to the three days for grieving, students may take one day for the funeral services.

If outside of the identified business rule timelines, supporting documentation must clearly outline the current academic functional mental state of the bereaved student. To ensure that the application for exemption for bereavement outside of the identified business rule timelines is complete, it is recommended that the **Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam form** found in Accommodations and special format forms on [Administering diploma exam forms](#). be used a guideline for the physician.

Important Note: The services must conflict with the scheduled diploma exam to be an eligible reason for exemption from writing. Additional consideration will be made for distance travelled for funeral services. For the death of a classmate, the Special Cases and Accommodations Team will take into consideration the relationship between the deceased and the bereaved.

The Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam form must be submitted before the diploma exam marks are available on myPass.

Reason	Business Rules	Required Documents
Concussion	The Special Cases and Accommodations Team evaluates and considers the mechanism of the concussion and the severity and symptoms experienced by the student. Diploma exams written over the extent of the administration	If the concussion or a post-concussion event occurred within three weeks of the scheduled diploma exam: <ul style="list-style-type: none"> • Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing

may be considered separately depending upon the mechanism of the concussion.

of a Diploma Exam form found in Accommodations and special format forms on [Administering diploma exam forms](#) can be used, clearly include the date and the specific cause of the concussion and the student's academic functional limitations at the time of writing.

Inclement weather

Inclement weather includes situations where the weather conditions prevent a student from being able to arrive safely at the nearest available writing location or where the writing locations have been closed.

- AMA road reports, police accident report, tow truck report or bus company report validating that buses were not operating; or school personnel reporting closure.
- If a group of students has been affected and is unable to access the writing of a diploma exam due to of inclement weather, a group application could be submitted to the Special Cases and Accommodations Team.

Parent illness

In the event that a parent falls seriously ill or is diagnosed with a terminal illness within three weeks of the diploma exam administration, the student may be eligible for exemption based on the student's mental state.

- **Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam form** found in Accommodations and special format forms on [Administering diploma exam forms](#) can be used indicating the academic functional and/or cognitive limitations of the student at the time of writing.

School or community emergency or crisis

A school or community emergency or crisis may interfere with school operation immediately before or during the administration of a diploma exam. Such events can include natural disasters or other events that might necessitate school closures or the unexpected dismissal of students from the school or diploma exam writing area. Automatic exemptions will be granted to students who are scheduled to write diploma exams in circumstances where a state of emergency has been declared and resulted in a school closure for 10 or more school days, or a student has been displaced and/or evacuated because of the emergency for 10 or more school days. In the event that the removal of students from the writing location is temporary, school personnel are expected to maintain security of diploma exam materials and allow the students to return to the diploma exam administration. **Students in these situations must be allowed the full time allotted for the diploma exam.** Students must not be permitted access to digital devices or course materials during this time and must be sequestered.

- If a group of students has been affected, a group application could be submitted to the Special Cases and Accommodations Team.
- Principals must notify the Director of Exam Administration and/or the Senior Manager, Business Operations and Special Cases of any irregularities that occurred during the diploma exam administration. If the students affected by the event might be eligible for exemption, a copy of the Principal's Statement should be sent directly to the Special Cases and Accommodations Team.

Reason	Business Rules	Required Documents
Subpoena to attend court	A subpoena to attend court scheduled at the same time as a diploma exam is not sufficient for requesting an exemption. Generally, court dates can be postponed at the request of the student if requested in a timely manner for events such as diploma exams.	<p>If the student must attend court that is scheduled at the same time as a diploma exam, the student must:</p> <ul style="list-style-type: none"> • demonstrate that they attempted to postpone the court appearance; • validate the court appearance; and • provide official evidence that they were in attendance. <p>a. Civil Court (adults only): Notice of Hearing and Notice to Attend; if official documentation is not available, a statement confirming attendance must be obtained from a person of authority commensurate with a court clerk, judge or lawyer.</p> <p>b. Criminal Court: There is no standard form; the student can request a photocopy of court documents verifying attendance or a statement confirming attendance must be obtained from a person of authority commensurate with a court clerk, judge or lawyer.</p> <p>c. Family and Youth Court: Since there is no form, a statement confirming attendance must be obtained from a person of authority commensurate with a court clerk, judge or lawyer.</p> <p>d. Citizenship: A citizen certificate or a statement confirming attendance must be obtained from a person of authority commensurate with a court clerk, judge or lawyer.</p>
Surgery	<p>Students who are scheduled to have surgery are eligible for exemption if the surgery is scheduled at the same time as the diploma exam, occurs as planned and is not rescheduled.</p> <p>Students may also be eligible for an exemption if the recovery from the surgical procedure covers the time during the diploma exam administration. Medical guidelines for recovery should be followed.</p>	<p>Supporting documentation must validate that surgery took place at the same time as the diploma exam.</p> <p>For surgery: Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam form found in Accommodations and special format forms on Administering diploma exam forms or medical discharge papers indicating that the surgery took place on the scheduled date</p> <p>For recovery from surgery: Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam form indicating the:</p> <ul style="list-style-type: none"> • anticipated recovery period; • functional limitations of the student following surgery; and • medication and number of refills permitted.

Reason	Required Documents
Ongoing medical conditions	<p>When a student with an ongoing medical condition begins a school year and enrolls in courses with diploma exams, school staff are encouraged to contact the Special Cases and Accommodations Team to corroborate the use of accommodations and the process for potentially exempting the student from the diploma exam should the student experience an acute episode of the ongoing condition.</p> <p>If a student with an ongoing medical condition experiences a medical crisis immediately before or during a particular diploma exam, they may apply for an exemption or partial exemption from that diploma exam in the same way all students may apply on the basis of an acute medical condition.</p> <p>The principal must submit a request for exemption as soon as it is determined that administering the diploma exam to the student is likely to trigger an acute episode. The Special Cases and Accommodations Team will process the request for exemption without need for additional medical documentation unless the Special Cases and Accommodations Team has not been made aware of the student's condition prior to the administration of the diploma exam. In this case, the Special Cases and Accommodations Team may request additional supporting documents, depending on the ongoing medical condition.</p> <p>Anxiety disorders are not considered an ongoing medical condition. Although the duration of these disorders is long in term and often lifelong, thereby meeting the definition of an ongoing medical condition, these disorders are considered to be psychiatric in accordance with the DSM-V. If the anxiety disorder is comorbid with an ongoing medical condition, the ongoing medical condition will be reviewed in accordance with the process outlined above.</p> <p>There are medical conditions in which the response to the stress of writing a diploma exam will not result in harm such as, but not limited to, cerebral palsy and visual impairments. Physicians must identify the negative response to writing a diploma exam and how that response functionally influences the student's ability to write using the Physician Confirmation of Acute Medical Condition or Illness Affecting the Writing of a Diploma Exam form found in Accommodations and special format forms on Administering diploma exam forms.</p> <p>Students with ongoing medical conditions who experience an acute episode immediately before or during a particular diploma exam will not be denied an exemption from writing and the process by which the exemption is considered or granted will do no harm.</p>

Examples of reasons not typically eligible for exemption

The following reasons, which are not typically eligible for exemption, delineate guidelines for reviewing applications. Each case is reviewed on its own particular details and merits. Exceptional circumstances, not represented below, may warrant the necessity to grant a partial or full exemption.

Reason	Business Rules
Concussion, if the student is experiencing symptoms more than three weeks prior to the scheduled diploma exam	Students experiencing ongoing symptoms related to concussions dated more than three weeks prior to the scheduled diploma exam must use the accommodations put into place for classroom instruction and assessment.
Immediate family illness (more than three weeks prior to the diploma exam administration)	If an immediate family member falls seriously ill or is diagnosed with a terminal illness prior to three weeks of the diploma exam administration, the student may be eligible for accommodations based on the learning plan created by the school personnel to assist the student during this period of crisis. The learning plan must contain a list of the accommodations provided to the student.
Severe test anxiety and generalized anxiety disorder	Students identified with anxiety-based disorders, including severe test anxiety or generalized anxiety disorder, may be eligible for accommodations based on the learning plan created by the school personnel to assist the student in managing their anxiety. The learning plan must contain a list of the accommodations provided to the student.
Planned trip, work or military service	Students anticipating being away and unable to write a diploma exam as a result of events such as weddings, vacations, work onset, military service, a family event or any other planned absence are not eligible to be exempt from the writing of a diploma exam. The writing of the diploma exam must be deferred to a subsequent administration.
Computer failure/power outage and work not saved	In cooperation with the principal and technical personnel, diploma exam supervisors shall develop a diploma exam administration contingency plan that can be implemented, as required, to address unexpected issues or problems that arise while diploma exams are being written using computers. Students must be proficient in their use of technology and the rules governing technology during the writing of diploma exams. Technical difficulties, including the total loss of completed work, is not typically considered a reason for exemption. In the event of a power or computer/network failure, access to the writing of the diploma exam is continuous as students must to be directed to complete the diploma exam by handwriting.
Late course transfer	Exemptions will not be granted for students who write the incorrect diploma exam because they transferred courses after the deadline and were not registered for the correct diploma exam by the registration deadline. Principals must develop and implement a process which allows for diploma exam supervisors to provide the correct diploma exam to the student if that student is not registered by the registration deadline. For a current record, principals are encouraged to print out a list of students using PASIprep on the scheduled administration date.
Misprinted booklets	If a school receives misprinted booklets with missing pages or questions, the school is permitted to: <ul style="list-style-type: none"> • photocopy an intact copy and provide the copies to students who have a misprinted booklet; • permit students to use additional writing time equal to the amount of time lost due to photocopying logistics. <p>If an intact copy is not available at the school, contact Exam Administration and a team member will work to resolve the issue. Misprinted booklets are not an eligible reason for an exemption from writing the diploma exam. For the above circumstances, the principal shall document the event on the Principal's Statement.</p>

Diploma Exam Administration Registration

Diploma exam administration registration

All diploma exam registrations must be entered in PASIprep by the dates specified in Significant Dates at-a-Glance found on [Administering diploma exams](#).

Registration: First-time writers

First-time writers may register for a diploma exam through one of two methods:

- School personnel use PASIprep to register the student (recommended); or
- Student self-registers using their myPass account.

Students who intend to write a diploma exam for the first time without having received instruction (mature students or students who are not enrolled in that school) must obtain permission from the writing centre at which they intend to write prior to registering for the diploma exam.

If students require assistance with myPass access, they can contact the [AE Help Desk](#).

Registration: Students with diploma exam fees owing (rewriters and non-funded visiting students)

Students who owe diploma exam fees must pay the registration fee and register themselves to write the diploma exam using their myPass account before the exam date.

If students require assistance with myPass access, they can contact the [AE Help Desk](#).

Duplicate registration

In any one semester, only one school-awarded mark per diploma exam course will be accepted and added to a student's academic record. Students are asked to withdraw duplicate registrations when they are registered in the same diploma course in two different schools in the same semester or quarter.

Course-level transfers

All course-level transfers for diploma exam courses must be completed by the deadline specified by Alberta Education.

Students who transfer courses after the deadline must be registered in the new diploma exam.

Students who transfer their course level registration in diploma exam courses must receive a final school-awarded mark based on the course into which they transferred.

myPass

is a secure self-service website for Alberta high school students to pay diploma exam registration fees, register for diploma exams, obtain diploma exam results, and order transcripts. For assistance with myPass, contact the [AE Help Desk](#).

Diploma Exam Fees

Rewrite fee

For Alberta-resident students there is a non-refundable, non-transferable administration fee of \$26.25 (GST included) for each diploma exam to be rewritten.

Rescore fee

There is a non-transferable administration fee of \$26.25 (GST included) for each diploma exam rescored.

Rescore fees are refunded if the diploma exam mark increases by 5 percent or more as a result of rescoring.

Non-funded visiting students

For non-funded visiting students, there is a non-refundable, non-transferable administration fee of \$50 (GST included) for first-time diploma exam writing and for rewriting each diploma exam.

Payment for rewrite, rescore and non-funded visiting student fees

Payment and registration can be submitted online through the student's myPass account.

Provincial Writing Centres and August Writing Centres

Provincial writing centre policy

For each diploma exam administration, Alberta Education operates two provincial writing centres, one in Calgary and one in Edmonton. The provincial writing centres have been established to provide students who are not enrolled in a high school with access to writing diploma exams.

The capacity of the provincial writing centres is limited; therefore, the following students are eligible to write diploma exams at a provincial writing centre and will be given priority:

- mature students who are not enrolled in a local high school; or
- students who are in a non-funded Home Education program.

Examples of mature students who are not enrolled in a local high school include:

- adults who are challenging diploma exams; and
- students who are rewriting diploma exams in August and are not enrolled at a summer school.

It is not Alberta Education's responsibility to provide a writing location for students receiving instruction through an online service provider. All online service providers must assist students in finding a viable writing location.

Students who are enrolled in a distance education course and who are also enrolled at a local high school **are expected to write diploma exams within that school authority**. School authority staff must coordinate and communicate available writing centres to high school principals and to Alberta Education.

A school authority or an accredited-funded private school that consents to supervise a home education program must ensure that the student is given the opportunity to write provincial assessments within that school authority. If the student is outside of the school authority's geographical region, the school authority must coordinate with a writing centre on behalf of the student.

For August administrations of diploma exams, high schools that operate summer school programs are also expected to administer diploma exams at their local high school.

Access to technology may be limited at the Edmonton and Calgary provincial writing centres. Exam Administration Branch staff will communicate technology details prior to the administration.

August provincial writing centres

In August, diploma exams are administered in provincial writing centres across the province. High schools that operate summer school programs are expected to administer diploma exams at their local high school, and summer school students must write their August diploma exams at their summer schools or a school authority-designated summer school writing centre.

August shipping process for school authorities

Exam Administration Branch staff will reach out to Assessment Contacts to gather summer school and August writing centre information.

The survey is critical to ensure that:

- (a) correct summer schools and writing centres are identified; and
- (b) Exam Administration receives accurate shipping instructions for the August administration.

Marks, Results and Reporting

NEW Diploma exam weighting

Due to learning disruptions caused by the COVID-19 pandemic, a measured approach to increasing the weighting of diploma exams is best for students. As confirmed in September 2022, the weighting of diploma exams returns to 30 percent effective Sept. 1, 2023.

Students who wrote a diploma exam or completed a diploma exam course in previous years may still be eligible for a final mark calculation based on a different weighting formula. See [administering diploma exams](#) for more information about these special circumstances.

Diploma exam challenge

Only individuals with mature student status may challenge a diploma exam without taking instruction in the course.

All other students must have completed the course and have a school-awarded mark.

Submitting school-awarded marks

School staff must submit school-awarded marks to Alberta Education for students who have completed diploma course instruction or challenged the diploma course.

School-awarded marks for all diploma exam administrations must be transmitted to PASI in accordance with the dates specified in [Significant Dates-at-a-Glance](#).

Further information about reporting student achievement in high school courses is published in the [Guide to Education, ECS to Grade 12](#).

Official marks on results statements, transcripts and Alberta high school diplomas

Students who completed a diploma exam course during the 2022/23 school year and are now retaking the course, writing the diploma exam or rewriting the diploma exam in the 2023/24 school year may be eligible for the 20 percent temporary weighting of diploma exams that was used in the 2022/23 school year. If the 20 percent weighting would be more beneficial for the student, then that weighting will be applied. More information about weighting can be found [here](#).

Students registered for classroom instruction but not writing the diploma exam in the current administration

If no eligible diploma exam mark is found, documents issued by Alberta Education will be annotated INC (incomplete) with further explanation in a footnote.

Rounding of marks

Alberta Education does not award final official marks of 48 percent or 49 percent for diploma courses. Students may receive a school-awarded mark or diploma exam mark of 48 percent or 49 percent, but in the blending process, a final official mark of 48 percent or 49 percent is raised to 50 percent.

If the school-awarded mark and diploma exam mark result in a blended final mark of 47.5 percent, this mark is rounded to 48 percent and then raised to a final official mark of 50 percent.

Reporting to students

Students who write diploma exams can access their results using myPass.

The results on myPass, like the transcript, for all diploma exam administrations show:

- the submitted school-awarded mark correlated to the diploma exam administration;
- the diploma exam mark achieved during the diploma exam administration; and

- the highest blended final official mark.

The breakdown of Humanities diploma exam marks (i.e. written-response and multiple-choice scores) is included on the Results Statement on myPass. The results of written-response questions for Math diploma exam marks are available on the Results Statement.

Transcripts

Using myPass, students can request an official Alberta Transcript of High School Achievement.

Retaking a course

Students are not required to rewrite the diploma exam if they retake instruction in a course to achieve a new school-awarded mark.

Students who have received a full exemption and retake instruction in a diploma exam course must write the diploma exam to acquire a final official mark associated with the new school-awarded mark. Exemptions are not carried forward.

Concern about a diploma exam mark

A student who is concerned with a diploma exam mark may:

- request a rescore on [myPass](#);
- rewrite the diploma exam; or
- retake instruction in the course and rewrite the diploma exam.

Rescoring a diploma exam

A diploma exam rescore is a request to have the diploma exam remarked at Alberta Education. The previous marks are deleted, and the diploma exam is remarked by teachers without knowledge of the original marks. For the written component, all assignments are remarked. For all rescoring, **the rescore mark is the final diploma exam mark** for that particular diploma exam whether the mark increases, decreases, or remains the same.

Rescore requests must be submitted before the deadline specified in [Significant Dates-at-a-Glance](#) using [myPass](#). Rescore requests will be denied if the student fails to:

- submit payment; or
- sign the consent form.

There is an administration fee for each diploma exam rescored. If a diploma exam mark increases by 5 percent or more as a result of rescoring, the fee is refunded.

Rewriting a diploma exam

Students must pay a fee and [register in myPass](#) to rewrite a diploma exam.

If a diploma exam has two components, students must rewrite both components of the diploma exam. All marks are reported on the student's academic record, but only the highest diploma exam mark will be reported on the student's transcript.

Reporting to schools and school authorities

Alberta Education provides multiyear reports on [student achievement and participation](#) on diploma exams by school and school authority electronically on the Alberta Education [extranet site](#). Alberta Education also provides detailed reports for diploma exams.

Maintaining consistent standards through equating

A goal of Alberta Education is to make scores achieved on diploma exams within the same course directly comparable from administration to administration, to ensure fairness to students across administrations.

To achieve this goal, the diploma exam has several questions in common with a previous diploma exam. Common items are used to find out if the student population writing in one administration differs in achievement from the student population writing in another administration. Common items are also used to find out if the unique items (questions that have never appeared in a previous diploma exam) differ in difficulty from the unique items on the baseline diploma exam that sets the standard to which all students are held.

A statistical process called equating adjusts for differences in difficulty between diploma exams. Diploma exam marks may be adjusted depending upon the difficulty of the diploma exam written relative to the baseline diploma exam. Therefore, the resulting equated diploma exam scores have the same meaning regardless of when and to whom the diploma exam was administered. Equated diploma exam marks are reported to students, see [provincial standards](#) in Administering diploma exams for more information about equating.

Diploma Exam Administration Procedures for Paper Booklets

Superintendents of schools

Diploma exam administration preparation

Prior to each diploma exam administration, the superintendent must:

1. Review this document and update or modify diploma exam related processes, procedures and schedules within the school authority to ensure that they adhere to current expectations and requirements.
2. Identify writing centres within the school authority to ensure that all students, including students rewriting the diploma exam, are able to access a writing location. The superintendent must notify all principals of available writing centres.
3. Coordinate school authority writing centres for Nov., April, and August administrations and notify all principals within the authority.
4. Ensure that appropriate procedures within the school authority are established, reviewed with principals, and implemented to report diploma exam administration irregularities and suspected contraventions of security, rules and policies.
5. Establish, and review with principals, a diploma exam administration emergent response protocol that can be implemented, as required, to address unexpected issues or problems that arise while diploma exams are being written.
6. In accordance with the *Education Act*, superintendents must have in place a process for dispute resolution for decisions rendered by school and school authority staff.
7. Nominate teachers who meet the eligibility criteria to mark written responses of diploma exams.

Procedures for principals

Diploma exam administration preparation

The following checklist will help principals prepare for administering diploma exams.

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

-
- Must be completed by the Alberta Education deadline.**
Enter diploma exam sittings and capacities into PASIprep.

 - Communicate available writing centres to students including students who are rewriting diploma exams.

 - Establish appropriate procedures to ensure that students who register late and students rewriting diploma exams are able to write at the school.

 - Establish appropriate procedures to notify parents/guardians, at the beginning of the school year, that their child/children will be writing diploma exams in the current school year.

 - Must be completed by the Alberta Education deadline.**
Finalize course transfers.

 - Must be completed by the Alberta Education deadline.**
Upload registrations on PASIprep.

 - Must be completed by the Alberta Education deadline.**
Communicate the importance of registering by the deadline to students who are rewriting diploma exams; help students to register using myPass.

 - Must be completed by the Alberta Education deadline.**
Submit the [List of Special Format Materials](#) form and all Application for Accommodations and Unique Accommodations forms to the Special Cases and Accommodations Team.

 - Must be completed by the Alberta Education deadline.**
Prepare and submit requests for Special Writing Centre forms, if required.

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

Must be completed by the Alberta Education deadline.

Upon receipt of the diploma exam booklets and materials, verify the content and quantities (without removing the shrink-wrap) and email [Exam Administration](#) if the diploma exam shipment has errors or omissions.

Establish appropriate procedures to ensure that all diploma exam booklets and materials remain secure while in the custody of the school.

Establish appropriate procedures and schedules to ensure that diploma exams are administered in accordance with:

- the dates and times published in this document;
- the rules and procedures outlined in this document; and
- the specific diploma exam-related processes and procedures established at that school/designated writing centre and within the school authority.

Must be completed by the Alberta Education deadline.

Submit school-awarded marks for diploma courses by the deadline.

Inform students that their school-awarded marks are available on myPass.

Establish appropriate procedures to ensure that identified supervisors are certificated teachers and are prepared for the role of diploma exam supervisor.

Establish appropriate procedures to ensure that all students writing diploma exams have an Alberta Student Number.

Establish appropriate procedures to ensure that students have photo identification with them when they arrive to write the diploma exam.

Establish appropriate procedures to ensure that diploma exam schedules are posted, and rules, policies and procedures are communicated to students.

Establish appropriate procedures and schedules to ensure that writing rooms are designated and set up for diploma exam-writing purposes. Rooms must be set up to be conducive to supervision and mitigating acts of cheating and interference with diploma exam security.

Ensure that appropriate school procedures and schedules, based on those established by the superintendent, are in place to review and notify the Director, Exam Administration, of diploma exam administration anomalies and suspected contravention of security and diploma exam rules.

Diploma exam administration supervision

The following checklist will help principals provide additional assurance that supervision adheres to current Alberta Education expectations and requirements.

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

-
- Ensure that the shrink wrap enclosing the booklets remains intact until the scheduled administration time.

 - Ensure that appropriate procedures for the administration of writing with accommodations and unique accommodations are established.

 - Ensure that appropriate procedures are established, reviewed with staff, and implemented to ensure that only approved calculators are allowed in the writing room, and that these approved calculators are cleared of all information that is stored in programmable or parametric memory and are properly configured before and after the administration (see Calculator Policy section).

 - Ensure that appropriate procedures are established, reviewed with staff and implemented to ensure that students staple their own written-response assignments into their booklets.

 - Retain a copy of the seating plan for three months following the date of the administration to assist with investigations of alleged contraventions of diploma exam rules.

Diploma exam administration completion

The following checklist will assist principals in the completion of the administration of diploma exams.

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

Notify the superintendent and the Director, Exam Administration, of any contraventions of diploma exam rules that occurred, and report in writing any circumstances that may affect the validity of the results of any student or group of students who wrote a diploma exam.

Ensure that all diploma exam accommodations used by students are indicated on their written-response booklet(s) and answer sheets.

Must be completed by the Alberta Education deadline.
Diploma exams and materials are returned to Alberta Education in accordance with the dates published in Schedules and Significant Dates at-a-Glance.

Complete the List of Students, ensure the accuracy of the List of Students, and complete and sign the Principal's Statement.

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

Establish appropriate procedures to inform students of options and requirements related to rewriting a diploma exam and the rescoring of a diploma exam.

Procedures for diploma exam supervisors

Diploma exam administration preparation

The following checklist will help diploma exam supervisors prepare for administering diploma exams.

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

-
- Establish appropriate procedures to implement the rules and procedures that relate to the administration of diploma exams using calculators and writing accommodations.

 - Establish appropriate procedures to verify the proper clearing and configuration of approved calculators before and after the administration.

 - Ensure that the diploma exam writing room is appropriately set up and free of materials or distractions that could affect the outcomes of the diploma exam. Rooms must be set up to be conducive to supervision and to mitigate acts of cheating and interference with diploma exam security.

 - Establish appropriate procedures to ensure that students can correctly staple their written response into the diploma exam booklet.

 - Establish appropriate procedures to ensure that each student uses a valid Alberta Student Number and has photo identification.

 - Establish appropriate procedures to ensure that only authorized materials are brought into the diploma exam writing room and no materials are shared between students.

 - Establish appropriate procedures to ensure that students are not permitted to be in possession of or use **cell phones, wearable technology or Bluetooth® devices** (e.g., Bluetooth® headphones) during the administration of the diploma exam.

 - Establish appropriate procedures to ensure that diploma exams are administered during the official scheduled writing time with the correct specified time for writing.

 - Establish appropriate procedures to ensure that students are not dismissed before 10 AM for morning diploma exams or before 2 PM for afternoon diploma exams.

 - Establish appropriate procedures for emergent response protocols.

Procedures for diploma exam supervisors

Diploma exam administration preparation

The following checklist will help diploma exam supervisors prepare for the completion of the administration of diploma exams.

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

-
- Verify and confirm allocated administration times. Students may take up to twice the allocated writing time if required.

 - Establish appropriate procedures and schedules to ensure **active** supervision. Supervisors are not to assist students with questions related to diploma exam content.

 - Verify that only authorized materials are brought into the diploma exam writing room and are not shared by students.

 - Ensure that all student responses and materials, including any draft work generated by the student, are stapled into the booklet **by the student**.

 - Ensure that approved calculators are used, that the rules for using calculators are followed and that approved calculators are cleared and properly configured before and after the diploma exam administration.

Procedures for diploma exam supervisors

Diploma exam administration completion

The following checklist will help diploma exam supervisors prepare for administering diploma exams.

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

-
- Ensure that all diploma exam accommodations and unique accommodations used by students are recorded on their written-response booklet(s) and/or answer sheets and that each written-response booklet and/or answer sheet is verified and initialed.
-
- Document any unusual circumstances or contraventions of rules, policies and security that occurred during the diploma exam administration and forward this information to the principal. Students involved in an alleged contravention of diploma exam rules or security must provide a written and signed statement to be included with the Principal's Statement. If the student opts to not submit a statement, the principal must document and include this information on the Principal's Statement.
-
- Prepare all required diploma exam administration forms for the chief supervisor or principal to sign. For the June and August administrations, ensure that the Principal's Statement includes an accessible summer contact.
-

Procedures for teachers of students writing diploma exams

Diploma exam administration preparation

The following checklist will help teachers of students writing diploma exams prepare their students for the writing of diploma exams.

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

-
- Review the rules and procedures related to writing diploma exams. Ensure that students are aware of and understand the diploma exam schedule, rules and procedures and their responsibilities for adhering to them.

 - Schedule and administer a field test. Field tests provide students and teachers with examples of the format and content of diploma exam-style questions. Experiencing the secure field test environment is also important for student preparation.

 - Notify students who owe a fee for writing a diploma exam to pay the fee and register using myPass (students who are rewriting or non-funded visiting students).

 - Notify students that their diploma exam results will be available online using myPass.

 - Prepare and submit recommendations and supporting documentation related to requests for unique accommodations to the Special Cases and Accommodations Team. Decisions related to accommodations provided by school staff must be communicated to the student and parent/guardian if the student is under 16 years of age.

 - Ensure that students writing Mathematics and Science diploma exams have an approved calculator. It is recommended that the student use the same calculator model throughout the course to improve their proficiency in its use.
-

Diploma exam administration completion

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

-
- Review options and procedures with students who may need to:
 - a. apply to rewrite a diploma exam; or
 - b. apply for a diploma exam rescore.
-

Receiving diploma exam materials

Formal procedures for handling diploma exam materials when they are delivered to the school by the courier must be established to ensure that the diploma exam materials are kept secure at all times while in the custody and control of the school and are available when needed. In setting up these procedures, the following points should be kept in mind:

1. All queries and concerns about the receipt of diploma exam 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 diploma exam shipments: “DE Shipment – your school name, school code” (e.g., **DE Shipment – Ben Hur High 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 diploma exam booklets and materials. The Exam Administration Branch 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 or not 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 diploma exam materials. This staff member must know when those materials are expected to arrive and must contact the Exam Administration Branch if:
 - a. no one will be at the school when the diploma exam materials are scheduled to be delivered; or
 - b. the diploma exam shipment has not been received within two or three days of when it was expected to arrive.
4. When diploma exam materials are received, the shipment of boxes must immediately be visually inspected by the designated staff member to determine if:
 - a. the shipment is complete; or
(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 not yet received, ask the courier when they are expected to arrive.)
 - b. the shipment has been damaged or tampered with in any way.
(Before signing for and accepting receipt of the shipment, the damage or tampering must be brought to the courier’s attention and, if possible, it must be determined how and when it occurred. This anomaly must be noted on the Principal’s Statement and the Exam Administration Branch must be contacted immediately to discuss this incident.)
5. After formally receiving a shipment of diploma exam materials, the box(es) must immediately be moved to a secure location where they can be opened and inspected.

Inspecting diploma exam materials

All diploma exam material shipment boxes must be opened and inspected immediately upon their receipt without opening the shrink-wrapped diploma exam 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 diploma exams. The diploma exam packages must remain shrink-wrapped until the day that the diploma exam is scheduled to be written.

Unwrapping diploma exams to apply student labels prior to the administration date contravenes diploma exam security rules and is strictly prohibited.

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

Packaging and Returning Diploma Exam Materials

All secured diploma exam materials, Principal’s Statement, List of Students and other administration supporting documents must be returned to Alberta Education in accordance with the dates specified in Significant Dates at-a-Glance found on [Administering diploma exams](#).

It is critical that all Humanities Part(ie) A diploma exams, as well as Mathematics 30-1 and Mathematics 30-2 diploma exams, be returned on time. These diploma exams contain written components marked by teachers. When these diploma exams are returned late, the ability to complete marking and release student marks by the deadline is affected.

Completing the List of Students Form

The List of Students and the Principal's Statement must be completed and signed even in the event that students did not write a particular diploma exam.

The List of Students contains the names of all the students registered to write a diploma exam by the registration deadline. School staff may choose to print an updated list of registered students prior to each diploma exam using PASIprep. This updated list is **not an official document** and is only intended to provide the diploma exam supervisors with additional information. Alberta Education requires the official List of Students to be completed and returned. All documents used within the context of the Kindergarten to Grade 12 (K–12) education system, by K–12 education staff, including diploma exam materials, will use a student's preferred name.

In preparing the List of Students to return to Alberta Education, the principal shall ensure the following:

- Validate the information that was printed on the form, noting any changes that are required. Add the names and Alberta Student Numbers of all unregistered students, alphabetically, in the space provided at the end of the List of Students form.
- If a student is registered in a home education program, write "Home Ed. Student" next to the student's name on the List of Students.

Use the following legend to indicate the participation status of all registered and unregistered students who wrote or were expected to write the diploma exam:

✓ = diploma exam written (paper format)

NW = student did not write

Preparing Diploma Exam Materials for Return

Formal procedures for preparing and packaging diploma exam materials to return to Alberta Education must be established.

In setting up these procedures, the following points should be kept in mind:

1. All queries and concerns about the packaging and return of diploma exam materials should be directed to Exam Administration, by email, at exam.admin@gov.ab.ca. The subject line "**DE Return Shipment – your school name and school code**" (e.g., **DE Return Shipment – Ben Hur High School, 9999**) should be used. Include a contact name and phone number in the email message.
2. Principals must identify one staff member at the school with the specific responsibility for preparing and packaging all diploma exam materials for return to Alberta Education. This staff member must be proficient in his or her understanding of what materials must be returned and how those materials should be packaged and prepared.
3. Return envelopes and red return address/identification labels are included in each shipment of diploma exam materials sent to schools. These return envelopes and red address/identification labels **must** be used when packaging and returning diploma exam materials back to Alberta Education.
4. Materials to be returned should be prepared as follows:
 - Diploma exam materials for registered students should be bundled separately from those for unregistered students. All forms completed by students should be returned along with their diploma exam materials;
 - Used materials that require marking or machine scoring should be bundled separately from other secured materials (e.g., unused diploma exams and supporting documentation) that are being returned;
 - Each bundle of diploma exam booklets and answer sheets being returned must be sorted alphabetically by student surname. Each bundle must include all students in a course, even if there are several classes of students in that course: e.g., all three ELA 30-1 classes are bundled alphabetically by student surname; and
 - All forms, answer sheets and perusal booklets must be returned in the envelopes that are provided for that purpose.

If diploma exam materials will be returned to Alberta Education in boxes that have been previously used, all previous address information on those boxes must be covered or removed to ensure that the boxes are not shipped to the wrong address.

If more than one box will be shipped to Alberta Education, those boxes must be identified as a set by numbering them as such, for example, 1/3, 2/3, 3/3. Each box must be firmly sealed, and a **red** return address/identification label should be affixed to it in a prominent location.

Diploma exams that require marking (English Language Arts, Social Studies/Études sociales, French Language Arts, Français and Mathematics/Mathématiques) must be returned in accordance with the Significant Dates at-a-Glance document found on [Administering diploma exams](#).

Return shipment location

Exam Administration Marking Centre – Alberta Education
Bonaventure Gate
13156 St. Albert Trail NW
Edmonton AB T5L 4P6

Using couriers for the return of diploma exam materials

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

Purolator

Dispatch Telephone Number: 1-800-387-3027

Loomis

Dispatch Telephone Number: 1-855-256-6647

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

Mr. Courier

Dispatch Telephone Number: 780-464-5719

DV Delivery

Dispatch Telephone Number: 780-868-5503

School authority procedures for the return of diploma exam materials

School authorities may choose to have schools return their diploma exam materials directly to Alberta Education or to have these materials returned to Alberta Education through their school authority office. Prior to the dates of administration, school staff must confirm with their school authority office the approach that is being implemented within their school authority for the return of diploma exam materials.

Unless given specific alternative directions by a school authority, all materials returned to the Exam Administration Marking Centre must be shipped through third party billing using one of the above-mentioned couriers. If a school or school authority returns materials by mail, the school/school authority will be responsible for all costs incurred.

Receiving hours at the Exam Administration Marking Centre are Monday to Friday, 8:00 AM to 4:00 PM Specific arrangements must be made with the Exam Administration team for the receipt of shipments outside of these hours.

***NEW** Please do not return exam material contaminated with bodily fluids or other hazardous contaminants. 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 during the next administration or apply for an exemption/partial exemption.

Diploma Exam Digital Administration Procedures

*NEW New digital assessment platform

Alberta Education has begun the process of enhancing provincial student assessments by implementing a new digital platform. There will be options available to administer diploma exams on the new platform for 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. 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 administration of the Part A written response portion of humanities (language arts and social studies courses in French and English) diploma exams, schools may use:

- the new digital assessment platform as part of the optional implementation to submit student responses digitally. Paper booklets will be provided prior to the examination date by Alberta Education for extenuating circumstances such as technical difficulties that may arise at the local level. (These booklets are offered on a one-time basis as part of the implementation and testing of the new platform; 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 diploma exams except for the Part A written response portion of humanities, schools will continue to use paper booklets and return materials to Alberta Education in accordance with the dates in Appendix 1.

School authorities can indicate interest in optional administration opportunities on the new platform for diploma exams using this [survey link](#).

A new version of the document titled “Using Technology to Administer Provincial Assessments” will be available on [alberta.ca](#) in fall 2023.

*NEW Changes to Quest A+

Quest A+ will not be available for schools located in the province of Alberta in the 2023/24 administration of diploma exams. It is only available for Alberta international accredited schools and special writing centres outside of Alberta.

Superintendents of schools

Diploma exam administration preparation

Prior to each diploma exam administration, the superintendent must:

1. Review this document and update or modify diploma-exam related processes, procedures and schedules within the school authority to ensure that they adhere to current expectations and requirements.
2. Identify writing centres within the school authority to ensure that all students, including students rewriting the diploma exam, are able to access a writing location. The superintendent must notify all principals of available writing centres.
3. Coordinate school authority writing centres for Nov, April, and August administrations and notify all principals within the authority.
4. Ensure that appropriate procedures within the school authority are established, reviewed with principals and implemented to report diploma exam administration irregularities and suspected contraventions of security, rules and policies.
5. Establish, and review with principals, a diploma exam administration emergent response protocol that can be implemented, as required, to address unexpected issues or problems that arise while diploma exams are being written.
6. In accordance with the *Education Act*, superintendents must have in place a process for dispute resolution for decisions rendered by school and school authority staff.
7. Nominate teachers who meet the eligibility criteria to mark written responses of diploma exams.

Procedures for principals

Diploma exam administration preparation

The following checklist will help principals prepare for administering diploma exams.

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

-
- Must be completed by the Alberta Education deadline.**
Enter diploma exam sittings and capacities into PASIprep.

 - Communicate available writing centres to students including students who are rewriting diploma exams.

 - Establish appropriate procedures to ensure that students who register late and students rewriting diploma exams are able to write at the school.

 - Establish appropriate procedures to notify parents/guardians at the beginning of the school year that their child/children will be writing diploma exams in the current school year.

 - Must be completed by the Alberta Education deadline.**
Finalize course transfers.

 - Must be completed by the Alberta Education deadline.**
Upload registrations on PASIprep.

 - Must be completed by the Alberta Education deadline.**
Communicate the importance of registering by the deadline to students who are rewriting diploma exams; help students to register using myPass.

 - Must be completed by the Alberta Education deadline.**
Submit the [List of Special Format Materials](#) and all Application for Accommodations and Unique Accommodations forms to the Special Cases and Accommodations Team.

 - Must be completed by the Alberta Education deadline.**
Prepare and submit requests for Special Writing Centre forms, if required.

 - Must be completed by the Alberta Education deadline.**
Inform Alberta Education if digital assessments will be used for diploma exams.
<http://surveys.education.gov.ab.ca/novi/n/zz4ok.asp>
-

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

-
- Establish appropriate procedures and schedules to ensure that diploma exams are administered in accordance with:
- the dates and times published in this document;
 - the rules and procedures outlined in this document; and
 - the specific diploma exam-related processes and procedures established at that school/designated writing centre and within the school authority.

-
- Must be completed by the Alberta Education deadline.**
- Submit school-awarded marks for diploma courses by the deadline.

-
- Inform students that their school-awarded marks are available on myPass.

-
- Establish appropriate procedures to ensure that identified supervisors are certificated teachers and are prepared for the role of diploma exam supervisor, including how to use the digital exam platform.

-
- Establish appropriate procedures to ensure that all students writing diploma exams have an Alberta Student Number.

-
- Establish appropriate procedures to ensure that students have photo identification with them when they arrive to write the diploma exam.

-
- Establish appropriate procedures to ensure that diploma exam schedules are posted, and rules, policies and procedures are communicated to students.

-
- Establish appropriate procedures and schedules to ensure that writing rooms are designated and set up for diploma exam-writing purposes. Rooms must be set up to be conducive to supervision and to mitigate acts of cheating and interference with diploma exam security.

-
- Establish appropriate procedures and schedules to ensure that computers are prepared in accordance with the rules outlined in the Writing Diploma Exams Using Technology section.

-
- Ensure that appropriate school procedures and schedules, based on those established by the superintendent, are in place to review and notify the Director, Exam Administration of diploma exam administration anomalies and suspected contravention of security and diploma exam rules.
-

Diploma exam administration supervision

The following checklist will help principals provide additional assurance that supervision adheres to current Alberta Education expectations and requirements.

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

-
- Ensure that appropriate procedures for the administration of writing with accommodations and unique accommodations are established.
-
- Ensure that appropriate procedures are established, reviewed with staff and implemented to ensure that only approved calculators are allowed in the writing room and that these approved calculators are cleared of all information that is stored in programmable or parametric memory and are properly configured before and after the administration (see Calculator Policy section).
-
- Retain a copy of the seating plan for three months following the date of the administration in order to assist with investigations of alleged contraventions of diploma exam rules.
-
- Ensure that all supervisors are familiar with the digital exam platform.
-

Diploma exam administration completion

The following checklist will assist principals in the completion of the administration of diploma exams.

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

-
- Notify the superintendent and the Director, Exam Administration, of any contraventions of diploma exam rules that occurred, and report in writing any circumstances that may affect the validity of the results of any student or group of students who wrote a diploma exam.

 - Ensure that all diploma exam accommodations used by students are indicated.

 - Complete and sign the Principal's Statement.

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

 - Establish appropriate procedures to inform students of options and requirements related to rewriting a diploma exam and the rescoring of a diploma exam.

Procedures for diploma exam supervisors

Diploma exam administration preparation

The following checklist will help diploma exam supervisors prepare for administering diploma exams.

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

-
- Establish appropriate procedures to implement the rules and procedures that relate to the administration of diploma exams using computers, calculators, and writing accommodations.

 - Establish appropriate procedures to verify the proper clearing and configuration of approved calculators before and after the administration.

 - Ensure that the diploma exam writing room is appropriately set up and free of materials or distractions that could affect the outcomes of the diploma exam. Rooms must be set up to be conducive to supervision and to mitigate acts of cheating and interference with diploma exam security.

 - Establish appropriate procedures to ensure that each student uses a valid Alberta Student Number and has photo identification.

 - Establish appropriate procedures to ensure that only authorized materials are brought into the diploma exam writing room and no materials are shared between students.

 - Establish appropriate procedures to ensure that students are not permitted to be in possession of or use **cell phones, wearable technology or Bluetooth® devices** (e.g., Bluetooth® headphones) during the administration of the diploma exam.

 - Establish appropriate procedures to ensure that diploma exams are administered during the official scheduled writing time with the correct specified time for writing.

 - Establish appropriate procedures to ensure that students are not dismissed before 10:00 AM for morning diploma exams or before 2 PM for afternoon diploma exams.

 - Establish appropriate procedures for emergent response protocols.

Procedures for diploma exam supervisors

Diploma exam administration preparation

The following checklist will help diploma exam supervisors prepare for the completion of the administration of diploma exams.

[Alberta Education deadlines](#) are published in Significant Dates at-a-Glance found on [Administering diploma exams](#)

(see Appendix).

-
- Verify and confirm allocated administration times. Students may take up to twice the allocated writing time if required.
-
- Establish appropriate procedures and schedules to ensure **active** supervision, and to ensure that all student screens are visible. Supervisors are not to assist students with questions related to diploma exam content.
-
- Verify that only authorized materials are brought into the diploma exam writing room and are not shared by students.
-
- Ensure that supervisors are familiar with the digital exam platform and that the rules for using computers are followed. Ensure that contingency plans are reviewed and implemented as required.
-
- Ensure that approved calculators are used, that the rules for using calculators are followed and that approved calculators are cleared and properly configured before and after the diploma exam administration.
-

Procedures for diploma exam supervisors

Diploma exam administration completion

The following checklist will help diploma exam supervisors prepare for administering diploma exams.

[Alberta Education deadlines](#) are published in Significant Dates at-a-Glance found on [Administering diploma exams](#)

(see Appendix).

-
- Ensure that all diploma exam accommodations and unique accommodations used by students are recorded.
-
- Document any unusual circumstances or contraventions of rules, policies and security that occurred during the diploma exam administration and forward this information to the principal. Students involved in an alleged contravention of diploma exam rules or security must provide a written and signed statement to be included with the Principal's Statement. If the student opts to not submit a statement, the principal must document and include this information on the Principal's Statement.
-
- Prepare all required diploma exam administration forms for the chief supervisor or principal to sign. For the June and August administrations, ensure that the Principal's Statement includes an accessible summer contact.
-

Procedures for teachers of students writing diploma exams

Diploma exam administration preparation

The following checklist will help teachers of students writing diploma exams prepare their students for the writing of diploma exams.

[Alberta Education deadlines](#) are published in Significant Dates at-a-Glance found on [Administering diploma exams](#)

(see Appendix).

-
- Review the rules and procedures related to writing diploma exams. Ensure that students are aware of and understand the diploma exam schedule, rules and procedures and their responsibilities for adhering to them.

 - Schedule and administer a field test. Field tests provide students and teachers with examples of the format and content of diploma exam-style questions. Experiencing the secure field test environment is also important for student preparation.

 - Notify students who owe a fee for writing a diploma exam to pay the fee and register using myPass (students who are rewriting or non-funded visiting students).

 - Notify students that their diploma exam results will be available online using myPass.

 - Ensure that students planning to use technology are proficient in the use of technology before the diploma exam administration.

 - Prepare and submit recommendations and supporting documentation related to requests for unique accommodations to the Special Cases and Accommodations Team. Decisions related to accommodations provided by school staff must be communicated to the student and parent/guardian if the student is under 16 years of age.

 - Ensure that students writing mathematics and science diploma exams have an approved calculator. It is recommended that the student use the same calculator model throughout the course to improve their proficiency in its use.
-

Diploma exam administration completion

[Alberta Education deadlines](#) are published in Significant Dates at-a-Glance found on [Administering diploma exams](#)

(see Appendix).

-
- Review options and procedures with students who may need to:
 - apply to rewrite a diploma exam; or
 - apply for a diploma exam rescore.
-

Appendix

Significant Dates at-a-Glance: Diploma Exams 2023-2024

Communications

Who	Responsibility	Nov 2023	Jan 2024	April 2024	June 2024	August 2024
School Authority Staff	Sept. 1, 2023 – Coordinate Nov., April, and August writing centres and communicate availability to principals					
Principal or Delegate	Enter diploma exam sittings and capacity into PASIprep; system is open and all administration may be entered (Sept. 1, 2023)	Sept. 18, 2023	Oct. 12, 2023	February 1, 2024	March 21, 2024	June 17, 2024
	DEADLINE to submit to write digitally http://surveys.education.gov.ab.ca/novi/n/zz4ok.aspx	Sept. 18, 2023	Oct. 12, 2023	February 1, 2024	March 21, 2024	June 17, 2024
	DEADLINE for registrations and course transfers; labels will not be sent for registrations after this date, and schools may require a supplemental shipment request	Oct. 2, 2023	Nov. 1, 2023	February 20, 2024	April 11, 2024	July 3, 2024
	DEADLINE to submit forms: List of Special Format Materials http://surveys.education.gov.ab.ca/novi/n/zz4n2.aspx Application for Accommodations and Unique Accommodations Special Writing Centre application	Oct. 2, 2023	Nov. 1, 2023	February 23, 2024	April 16, 2024	July 4, 2024
Diploma Programs Branch, Alberta Education	Marker nomination packages sent to school authority assessment contacts	N/A	Beginning of Sept 2023	N/A	Beginning of February 2024	N/A
School Authority Staff	Return marker nomination packages to Diploma Programs Branch, Alberta Education. Specific dates are communicated in the marker nomination package sent to school authority assessment contacts.	N/A	Mid-Oct. 2023	N/A	Mid-March 2024	N/A

Receiving and Administering Provincial Assessment Booklets and Supporting Materials

Who	Responsibility	Nov. 2023	Jan 2024	April 2024	June 2024	August 2024
Exam Administration Branch, Alberta Education	Send diploma exam booklets and supporting materials to schools	Oct. 13-16, 2023	Dec. 4-8, 2023 (shipment 1: written components) Jan 5-8, 2024 (shipment 2: multiple choice components)	March 12-13, 2024	May 14-15, 2024 (shipment 1: written components) May 23-27, 2024 (shipment 2: multiple choice components)	July 19-22, 2024
Principal or Designate	Contact Exam Administration if shipment has not arrived or if errors/omissions are identified	Oct. 20, 2023	Dec. 15, 2023 (shipment 1: written components) Jan. 15, 2024 (shipment 2: multiple choice components)	March 22, 2024	May 22, 2024 (shipment 1: written components) June 3, 2024 (shipment 2: multiple choice components)	July 25, 2024
Exam Administration Branch, Alberta Education	Distribute MP3 files to schools	Oct. 17-20, 2023	Dec. 18-22, 2023	March 19-22, 2024	May 28-31, 2024	July 22-26, 2024
Principal or Designate	Administer diploma exams in accordance with the schedule	Oct. 26-Nov. 8, 2023	Jan. 10–30, 2024	April 03–17, 2024	June 11–26, 2024	August 1–9, 2024

Returning Provincial Assessment Booklets and Supporting Materials

Who	Responsibility	Nov 2023	Jan 2024	April 2024	June 2024	August 2024
Principal or Designate	RETURN all booklets and supporting materials: English Language Arts Part A	Oct. 30, 2023	Jan. 10, 2024	April 5, 2024	June 11, 2024	August 1, 2024
	RETURN all booklets and supporting materials: Social Studies Part A and études sociales Partie A	Oct. 31, 2023	Jan. 11, 2024	April 8, 2024	June 12, 2024	August 2, 2024
	RETURN all booklets and supporting materials: Français 30–1 and French Language Arts 30–1 Partie A	Oct. 26, 2023	Jan. 12, 2024	April 3, 2024	June 13, 2024	August 2, 2024
	RETURN all booklets and supporting materials: Français 30–1 and French Language Arts 30–1 Partie B	Oct. 27, 2023	Jan. 19, 2024	April 4, 2024	June 14, 2024	August 8, 2024
	RETURN all booklets and supporting materials: Mathematics and Mathématiques	Nov. 2, 2023	Jan. 22, 2024	April 11, 2024	June 17, 2024	August 6, 2024
	RETURN all booklets and supporting materials: English Language Arts Part B	Nov. 3, 2023	Jan. 23, 2024	April 12, 2024	June 18, 2024	August 7, 2024
	RETURN all booklets and supporting materials: Social Studies Part B and études sociales Partie B	Nov. 6, 2023	Jan. 24, 2024	April 12, 2024	June 19, 2024	August 7, 2024

Returning Humanities Part A's, Mathematics 30-1 and Mathematics 30-2 booklets the afternoon after the exam helps to ensure that marking is completed, and marks are released by the deadline.

—continued on the next page

Returning Provincial Assessment Booklets and Supporting Materials

—continued from previous page

Who	Responsibility	Nov 2023	Jan 2024	April 2024	June 2024	August 2024
Principal or Designate	RETURN all booklets and supporting materials: Biology 30, biologie 30, Chemistry 30, chimie 30	Chemistry30/ chimie 30 Nov. 7, 2023	Biology 30/ biologie 30 Jan. 25, 2024	Biology 30/ biologie 30 April 16, 2024	Biology 30/ biologie 30 June 20, 2024	Chemistry30/ chimie 30 August 8, 2024
		Biology 30/ biologie 30 Nov. 8, 2023	Chemistry 30/ chimie 30 Jan. 26, 2024	Chemistry 30/ chimie 30 April 16, 2023	Chemistry 30/ chimie 30 June 24, 2024	Biology 30/ biologie 30 August 9, 2024
Principal or Designate	RETURN all booklets and supporting materials: Physics 30, physique 30, Science 30 and sciences 30	Physics 30/ physique 30 Nov. 7, 2023	Physics 30/ physique 30 Jan. 29, 2024	April 17, 2024	Physics 30/ physique 30 June 25, 2024	August 9, 2024
		Science 30/ Sciences 30 Nov. 8, 2023	Science 30/ sciences 30 Jan. 30, 2024		Science 30/ sciences 30 June 26, 2024	

Reporting Results

Who	Responsibility	Nov 2023	Jan 2024	April 2024	June 2024	August 2024
Principal or Designate	DEADLINE for School-awarded mark to be transmitted to PASI	Nov. 9, 2023	Jan. 26, 2024	April 16, 2024	June 26, 2024	August 8, 2024
Student Records and PASI	Diploma exam marks are available on <i>myPass</i>	Nov. 23, 2023	February 16, 2024	April 25, 2024	July 19, 2024	August 21, 2024
Student	DEADLINE to pay diploma exam rewrite fee	Day the diploma exam is scheduled and written				
	DEADLINE for submitting rescore request; requests after the deadline will not be accepted	Nov. 30, 2023	February 22, 2024	May 10, 2024	August 6, 2024	August 30, 2024
Student Records and PASI	Diploma exam rescore marks are available on <i>myPass</i>	Dec, 7, 2023	February 29, 2024	May 17, 2024	August 21, 2024	Sept. 5, 2024
School Authority Staff and Principal/Designate	Access and review detailed report for errors/omissions	N/A	Mid-March 2024	N/A	Late August 2024	N/A
	DEADLINE for reporting errors/omissions to the Director, Diploma Examinations Program	N/A	Late March 2024	N/A	Early Sept. 2024	N/A
Provincial Assessment	Release multi-year reports	N/A	N/A	N/A	Late Sept. 2024	N/A

Digital Calendars

The Exam Administration Branch now publishes and maintains electronic calendars to which people can subscribe.

Successful subscription to these calendars will automatically push exam 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
Nov.	webcal://p29-caldav.icloud.com/published/2/MTcyMDQzMDA3OTcxNzlwNB0YWxLi9E9wE87BujEc05s_wNSlxHYpVqZebpx8p79
Jan./June	webcal://p29-caldav.icloud.com/published/2/MTcyMDQzMDA3OTcxNzlwNB0YWxLi9E9wE87BujEc04mnTT_9ZNpmng5gfNylCVVshiv1TxunQUaGgWYmAQ6VkfK4vIMXTRhqvqctX7GBt0Q
April	webcal://p29-caldav.icloud.com/published/2/MTcyMDQzMDA3OTcxNzlwNB0YWxLi9E9wE87BujEc04CLCMw6wAC2G1Y4iANQLnmhMaF1NNNoZdbn8MjgNwSWi2zWRJbru0RdAgvNiMU3O5k
August	webcal://p29-caldav.icloud.com/published/2/MTcyMDQzMDA3OTcxNzlwNB0YWxLi9E9wE87BujEc07IQEVGJK90wP0E-BW0PJE36fTNAkiJ3fVFKwnP3ZZMSgoRI-xRDp7IIHAQ5-Q0pSA

Contacts

Provincial Assessment

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

Alberta Education website: alberta.ca/education

Email: diploma.exams@gov.ab.ca

French Assessment

Email: french.assessment@gov.ab.ca

Digital Assessment

Email: online.assessment@gov.ab.ca

Provincial Assessment

Diploma exam security, diploma exam rules, scheduling, policy issues

780-427-1857

Email: exam.admin@gov.ab.ca

Results statements and rescores

780-427-1857

Email: exam.admin@gov.ab.ca

Special cases, accommodations, and exemptions

780-427-9795

780-415-9242

780-427-4215

Email: special.cases@gov.ab.ca

Field testing

Email: field.test@gov.ab.ca

Diploma exam format, content, confirming standards, marking, results reporting

myPass Access

Alberta Education Help Desk

780-427-5318

Email: AE.helpdesk@gov.ab.ca

Inquiries about transcripts, credentials, detailed academic reports, and rewrite fees

780-427-5732

Email: studentrecords@gov.ab.ca

Enquiries about student enrolment and marks and mature student status

780-422-9337

Email: studentrecords@gov.ab.ca

For a toll-free call any Alberta government office, dial 310-0000 followed by the 10-digit phone number of the office that you'd like to reach.

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