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# General Information Bulletin

## 2025–2026

Diploma Examinations Program



Alberta

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**This document was written primarily for**

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Students

Teachers ✓

Administrators ✓

Parents

General Audience

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**General Information Bulletin 2025–2026: Diploma Examinations Program**

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The General Information Bulletin delineates policies in accordance with the [Provincial Assessment Directive](#). This directive is pursuant to section 18(4) of the *Education Act*. All changes to Alberta Education and Childcare 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 and Childcare website](#).

The electronic version of the General Information Bulletin includes many links.

Links in the General Information Bulletin are checked for accuracy before publication but are subject to change. To report broken links, contact Alberta Education and Childcare as indicated below.

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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 and Childcare website](#).



# Introduction

## Purpose of the bulletin

The bulletin serves the following purposes:

- to support school authorities and their staff in the administration of 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](#), respecting the assessment of persons.

## Definitions and interpretations

In this document:

- **School** includes all learning environments in which diploma examinations 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 and Childcare to administer diploma examinations.
- **School authority** includes all entities responsible for the administration of diploma examinations 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 First Nations or independent school; and
  - any entity that has an agreement with Alberta Education and Childcare to administer and make decisions regarding diploma examinations.
- **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.  
\*This role also applies to First Nations Directors of Education and heads of independent schools.
- **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 Examinations Program 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.

The program has diploma exams in selected Grade 12 courses: Biology 30, Chemistry 30, English Language Arts 30–1, English Language Arts 30–2, Français 30–1, French Language Arts 30–1, Mathematics 30–1, Mathematics 30–2, Physics 30, Science 30, Social Studies 30–1, and Social Studies 30–2. All diploma exams, except English Language Arts 30–1 and English Language Arts 30–2, are translated into French.

Diploma courses are required components to achieve an Alberta High School Diploma. All students registered in a diploma exam course are expected to write the diploma exam to complete the course. The diploma exam mark is worth 30% of the student's total mark. The school-awarded mark is worth 70% of the student's total mark.

## Provincial standards

The diploma examinations program is committed to maintaining high standards. A goal of Alberta Education and Childcare is to ensure fairness to students, no matter when they write a diploma exam. To achieve this goal, a rigorous process called “equating” is used to maintain consistent standards and help make the exams as fair as possible. By maintaining consistent standards through equating, government can more accurately report changes in student diploma exam results from one exam to the next and from one year to the next.

To achieve this goal of fairness, 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 determine 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.

To ensure consistent standards and the reliability and validity of provincial assessments, psychometricians and analysts in Provincial Assessment’s analytics unit provide psychometric advice and oversight regarding the design, development, and enhancement of testing, marking, scoring, and results reporting for all diploma exams.

More information about provincial standards and equating can be found on the [Administering diploma exams](#) web page. To assist students, teachers, and parents in understanding what the provincial standards for each diploma exam look like in the classroom, Alberta Education and Childcare has published an Information Bulletin document for each subject on the [Writing diploma exams](#) web page.

## Eligibility to write diploma exams

- Students must have completed instruction and received a school-awarded mark in a diploma exam course in an Alberta-accredited 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 September 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 September 1 of the subsequent school year and cannot be applied retroactively to a student’s completed coursework on file with Alberta Education and Childcare.
- 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 and Childcare 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 4(c) of the *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 and Childcare’s collection of student information to [diploma.exams@gov.ab.ca](mailto:diploma.exams@gov.ab.ca).

## Summary of Revisions for the 2025/26 School Year

The following major revisions have been made for 2025/26.

All major changes for the 2025/26 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
Digital assessment platform	Students are expected to use the digital assessment platform to complete the Part(ie) A written-response component of their humanities diploma exams.  Students are encouraged to use the digital assessment platform to complete their humanities Part B, mathematics, and science diploma exams.	Digital Assessment Platform Implementation
Dates and schedules	Changes have been made to diploma exam schedules.	Diploma Exam Schedules
Diploma exam rules and policies	Information regarding teacher perusals has been added.  Devices used to monitor health or medical conditions has been added.	Teacher perusal of diploma exams  Materials that may be used during the administration of diploma exams
Audio accommodations	Information regarding audio in the digital assessment platform has been added.  Please note that MP3 audio files will be discontinued starting in the 2025/26 school year.  Students requiring audio accommodations must use the text-to-speech feature available on the digital assessment platform or receive support from a human reader.	Regular accommodation types
Exemptions	Information regarding ongoing medical conditions has been added.  A new licensed health-care providers form has been added.	Ongoing medical conditions

## **\*NEW Digital Assessment Platform Implementation**

Beginning with the November 2025 administration, the digital assessment platform is expected to be used for all humanities Part A diploma exams in:

- English Language Arts 30–1/English Language Arts 30–2 Part A
- Social Studies 30–1/Social Studies 30–2 Part A
- Français 30–1 Partie A
- French Language Arts 30–1 Part A

\*For the 2025/26 school year, there is optional implementation of the digital assessment platform for machine-scored diploma exams in:

- English Language Arts 30–1/English Language Arts 30–2 Part B
- Social Studies 30–1/Social Studies 30–2 Part B
- Français 30–1 Partie B
- French Language Arts 30–1 Part B
- Mathematics 30–1/Mathematics 30–2
- Biology 30
- Chemistry 30
- Physics 30
- Science 30

\*Students are not to write hybrid formats of these exams. They must choose to write either on paper or use the digital assessment platform. The paper and digital exams are not the same.

## Diploma Exam Schedules

Multiple factors are considered when developing diploma exam schedules. Before finalizing the schedule, superintendents or heads of school are invited to provide feedback on the draft version. If there are any scheduling concerns, please direct them to your school authority to compile feedback and forward it to Alberta Education and Childcare.

### November 2025

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, October 27	9 AM–12 PM	Français 30–1 Partie A French Language Arts 30–1 Partie A
Tuesday, October 28	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Wednesday, October 29	9 AM–12 PM	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Thursday, October 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, November 3	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Tuesday, November 4	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, November 5	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, November 6	9 AM–12 PM 1 PM–4 PM	Physics 30 Biology 30
Friday, November 7	9 AM–12 PM 1 PM–4 PM	Chemistry 30 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 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.
- The order of diploma exams that are scheduled on the same day cannot change.

## January 2026

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. Refer to the Diploma Exam Rules and Policies for detailed guidelines. All diploma exams, except those that are asterisked (\*), must remain SECURED after the administration and be returned to Alberta Education and Childcare.

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

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

## April 2026

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

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.
- The order of diploma exams that are scheduled on the same day cannot change.

## June 2026

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. Refer to the Diploma Exam Rules and Policies for detailed guidelines. All diploma exams, except those that are asterisked (\*), must remain SECURED after the administration and be returned to Alberta Education and Childcare.

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

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



## August 2026

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	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
Wednesday, August 5	9 AM–12 PM	Social Studies 30–1 Part(ie) A
	9 AM–11:30 AM	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	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
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	Chemistry 30
	1 PM–4 PM	Biology 30
Wednesday, August 12	9 AM–12 PM	Physics 30
	1 PM–4 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 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.
- The order of diploma exams that are scheduled on the same day cannot change.

## November 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.

Thursday, October 29	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
Friday, October 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, November 2	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
Tuesday, November 3	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Wednesday, November 4	9 AM–12 PM 1 PM–3:30 PM	Chemistry 30 Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, November 5	9 AM–12 PM 1 PM–4 PM	Physics 30 Biology 30
Friday, November 6	1 PM–4 PM	Science 30

The diploma exam schedules for 2026/27 are considered draft until confirmed in the fall 2025 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.
- The order of diploma exams that are scheduled on the same day cannot change.

## January 2027 (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. Refer to the Diploma Exam Rules and Policies for detailed guidelines. All diploma exams, except those that are asterisked (\*), must remain SECURED after the administration and be returned to Alberta Education and Childcare.

Thursday, January 14	9 AM–12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Friday, January 15	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Monday, January 18	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Tuesday, January 19	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Wednesday, January 20	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Thursday, January 21	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Friday, January 22	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Monday, January 25	9 AM–12 PM	Biology 30
Tuesday, January 26	9 AM–12 PM	Chemistry 30
Wednesday, January 27	9 AM–12 PM	Physics 30
Thursday, January 28	9 AM–12 PM	Science 30

The diploma exam schedules for 2026/27 are considered draft until confirmed in the fall 2025 update.

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

## April 2027 (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 6	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
Wednesday, April 7	9 AM–12 PM	Social Studies 30–1 Part(ie) A
	9 AM–11:30 AM	Social Studies 30–2 Part(ie) A
Thursday, April 8	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Friday, April 9	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
Monday, April 12	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Tuesday, April 13	9 AM–12 PM	Biology 30
	1 PM–4 PM	Physics 30
Wednesday, April 14	9 AM–12 PM	Chemistry 30
	1 PM–4 PM	Science 30

The diploma exam schedules for 2026/27 are considered draft until confirmed in the fall 2025 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.
- The order of diploma exams that are scheduled on the same day cannot change.

## June 2027 (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. Refer to the Diploma Exam Rules and Policies for detailed guidelines. All diploma exams, except those that are asterisked (\*), must remain SECURED after the administration and be returned to Alberta Education and Childcare.

Friday, June 11	9 AM–12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Monday, June 14	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Tuesday, June 15	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Wednesday, June 16	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 17	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Friday, June 18	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, June 22	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Wednesday, June 23	9 AM–12 PM	Biology 30
Thursday, June 24	9 AM–12 PM	Chemistry 30
Friday, June 25	9 AM–12 PM	Physics 30
Monday, June 28	9 AM–12 PM	Science 30

The diploma exam schedules for 2026/27 are considered draft until confirmed in the fall 2025 update.

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 2027 (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 3	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
Wednesday, August 4	9 AM–12 PM	Social Studies 30–1 Part(ie) A
	9 AM–11:30 AM	Social Studies 30–2 Part(ie) A
Thursday, August 5	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Friday, August 6	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Monday, August 9	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
	1 PM–4 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Tuesday, August 10	9 AM–12 PM	Biology 30
	1 PM–4 PM	Chemistry 30
Wednesday, August 11	9 AM–12 PM	Physics 30
	1 PM–4 PM	Science 30

The diploma exam schedules for 2026/27 are considered draft until confirmed in the fall 2025 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.
- The order of diploma exams that are scheduled on the same day cannot change.

## November 2027 (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, November 2	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
Wednesday, November 3	9 AM–12 PM	Social Studies 30–1 Part(ie) A
	9 AM–11:30 AM	Social Studies 30–2 Part(ie) A
Thursday, November 4	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Friday, November 5	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
Monday, November 8	9 AM–12 PM	Chemistry 30
	1 PM–3:30 PM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Tuesday, November 9	9 AM–12 PM	Physics 30
	1 PM–4 PM	Biology 30
Wednesday, November 10	1 PM–4 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 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.
- The order of diploma exams that are scheduled on the same day cannot change.

## January 2028 (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. Refer to the Diploma Exam Rules and Policies for detailed guidelines. All diploma exams, except those that are asterisked (\*), must remain SECURED after the administration and be returned to Alberta Education and Childcare.

Thursday, January 13	9 AM–12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Friday, January 14	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Monday, January 17	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Tuesday, January 18	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Wednesday, January 19	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Thursday, January 20	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Friday, January 21	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Monday, January 24	9 AM–12 PM	Biology 30
Tuesday, January 25	9 AM–12 PM	Chemistry 30
Thursday, January 27	9 AM–12 PM	Physics 30
Friday, January 28	9 AM–12 PM	Science 30

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



## April 2028 (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 4	9 AM–12 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, April 5	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Thursday, April 6	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Friday, April 7	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Monday, April 10	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, April 11	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Wednesday, April 12	9 AM–12 PM 1 PM–4 PM	Chemistry 30 Biology 30
Thursday, April 13	9 AM–12 PM 1 PM–4 PM	Physics 30 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 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.
- The order of diploma exams that are scheduled on the same day cannot change.

## June 2028 (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. Refer to the Diploma Exam Rules and Policies for detailed guidelines. All diploma exams, except those that are asterisked (\*), must remain SECURED after the administration and be returned to Alberta Education and Childcare.

Tuesday, June 13	9 AM–12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Wednesday, June 14	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Thursday, June 15	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Friday, June 16	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Monday, June 19	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Tuesday, June 20	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Thursday, June 22	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Friday, June 23	9 AM–12 PM	Chemistry 30
Monday, June 26	9 AM–12 PM	Biology 30
Tuesday, June 27	9 AM–12 PM	Physics 30
Wednesday, June 28	9 AM–12 PM	Science 30

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

## August 2028 (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.

Wednesday, August 2	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
Thursday, August 3	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Friday, August 4	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Tuesday, 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
Wednesday, August 9	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, August 10	9 AM–12 PM 1 PM–4 PM	Chemistry 30 Biology 30
Friday, August 11	9 AM–12 PM 1 PM–4 PM	Physics 30 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 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.
- The order of diploma exams that are scheduled on the same day cannot change.

## November 2028 (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.

Wednesday, November 1	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
Thursday, November 2	9 AM–12 PM 9 AM–11:30 AM 1 PM–4 PM	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A Français 30–1 Partie B French Language Arts 30–1 Partie B
Monday, November 6	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Tuesday, November 7	9 AM–12 PM 1 PM–3:30 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Wednesday, November 8	9 AM–12 PM 1 PM–4 PM	Chemistry 30 Biology 30
Thursday, November 9	9 AM–12 PM 1 PM–4 PM	Physics 30 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 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.
- The order of diploma exams that are scheduled on the same day cannot change.

## January 2029 (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. Refer to the Diploma Exam Rules and Policies for detailed guidelines. All diploma exams, except those that are asterisked (\*), must remain SECURED after the administration and be returned to Alberta Education and Childcare.

Tuesday, January 16	9 AM–12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Wednesday, January 17	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Thursday, January 18	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Friday, January 19	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Monday, January 22	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Tuesday, January 23	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, January 24	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, January 25	9 AM–12 PM	Biology 30
Friday, January 26	9 AM–12 PM	Chemistry 30
Monday, January 29	9 AM–12 PM	Physics 30
Tuesday, January 30	9 AM–12 PM	Science 30

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

## April 2029 (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, April 9	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, April 10	9 AM–12 PM 9 AM–11:30 AM 1 PM–4 PM	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A Français 30–1 Partie B French Language Arts 30–1 Partie B
Wednesday, April 11	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Thursday, April 12	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Friday, April 13	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Monday, April 16	9 AM–12 PM 1 PM–4 PM	Chemistry 30 Biology 30
Tuesday, April 17	9 AM–12 PM 1 PM–4 PM	Physics 30 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 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.
- The order of diploma exams that are scheduled on the same day cannot change.

## June 2029 (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. Refer to the Diploma Exam Rules and Policies for detailed guidelines. All diploma exams, except those that are asterisked (\*), must remain SECURED after the administration and be returned to Alberta Education and Childcare.

Tuesday, June 12	9 AM–12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Wednesday, June 13	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Thursday, June 14	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Friday, June 15	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Monday, June 18	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Tuesday, June 19	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, June 20	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Friday, June 22	9 AM–12 PM	Chemistry 30
Monday, June 25	9 AM–12 PM	Biology 30
Tuesday, June 26	9 AM–12 PM	Physics 30
Wednesday, June 27	9 AM–12 PM	Science 30

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

## August 2029 (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.

Wednesday, August 1	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
Thursday, August 2	9 AM–12 PM 9 AM–11:30 AM 1 PM–4 PM	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A Français 30–1 Partie B French Language Arts 30–1 Partie B
Friday, August 3	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Tuesday, August 7	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, August 8	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, August 9	9 AM–12 PM 1 PM–4 PM	Chemistry 30 Biology 30
Friday, August 10	9 AM–12 PM 1 PM–4 PM	Physics 30 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 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.
- The order of diploma exams that are scheduled on the same day cannot change.





# Draft Diploma Exam Marking Sessions, 2025/26

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 January 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 at the times listed below. Nominations must be returned to Alberta Education and Childcare by the deadline date specified in the marking nomination package.

	Nomination packages sent to school authorities by	Deadline for nominations to be returned to Alberta Education and Childcare
January Marking	Mid-September	Mid-October
June Marking	Mid-February	Mid-March

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

# Draft Diploma Exam Marking Sessions, January 2026

## Diploma Exams: Humanities, French Language, and Mathematics

Course and Group	January 2026
English Language Arts 30–1	
Confirming Standards	January 16–20
Group Leader Training	January 22
Marking	January 23–29
Fifth Reads	January 30
English Language Arts 30–2	
Confirming Standards	January 16–20
Group Leader Training	January 22
Marking	January 23–29
Fifth Reads	January 30
Français 30–1	
Confirming Standards	January 22–24
Group Leader Training/Marking	January 25–26
French Language Arts 30–1	
Confirming Standards	January 17–21
Group Leader Training	January 23
Marking	January 24–26
Fifth Reads	January 27
Social Studies 30–1/Études sociales 30–1	
Confirming Standards	January 16–20
Group Leader Training	January 22
Marking	January 23–29
Fifth Reads	January 30
Social Studies 30–2/Études sociales 30–2	
Confirming Standards	January 16–20
Group Leader Training	January 22
Marking	January 23–29
Fifth Reads	January 30
Mathematics 30–1/Mathématiques 30–1	
Confirming Standards	January 23–26
Marking	January 27–30
Mathematics 30–2/Mathématiques 30–2	
Confirming Standards	January 23–26
Marking	January 27–30

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

# Draft Diploma Exam Marking Sessions, June 2026

## Diploma Exams: Humanities, French Language, and Mathematics

Course and Group	June 2026
English Language Arts 30–1	
Confirming Standards	June 13–17
Group Leader Training	June 19
Marking	June 20–26
Fifth Reads	June 27
English Language Arts 30–2	
Confirming Standards	June 13–17
Group Leader Training	June 19
Marking	June 20–26
Fifth Reads	June 27
Français 30–1	
Confirming Standards	June 20–22
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 13–17
Group Leader Training	June 19
Marking	June 20–26
Fifth Reads	June 27
Social Studies 30–2/Études sociales 30–2	
Confirming Standards	June 13–17
Group Leader Training	June 19
Marking	June 20–26
Fifth Reads	June 27
Mathematics 30–1/Mathématiques 30–1	
Confirming Standards	June 18–21
Marking	June 22–25
Mathematics 30–2/Mathématiques 30–2	
Confirming Standards	June 18–21
Marking	June 22–25

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

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# Security of Diploma Exams

## Security of diploma exams and supporting materials

Unless otherwise indicated, 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, duplicating, or in any way retaining any secured diploma exam or supporting material in whole or in part is prohibited.

It is a contravention of security and diploma exam rules to create, use or distribute diploma questions that imitate or closely resemble secured questions in appearance, content, or style. Failure to comply with these rules may constitute unprofessional conduct in relation to section 1(c) of the Code of Professional Conduct for Teachers and Teacher Leaders and may result in a complaint being made to the Alberta Teaching Profession Commission.

For Part B humanities diploma exams and diploma exams in mathematics and sciences, student work, including rough draft copies, must be sent to Alberta Education and Childcare with the returned diploma exam materials. A principal must complete 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 January and June, all Part(ie) A humanities diploma exams will be released on the digital assessment platform following the administration. Instructions for viewing released Part A diploma exams can be found on the [help page](#). All mathematics, science, and Part(ie) B humanities diploma exams remain secured after their administration.

For the November, 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 and Childcare according to the dates indicated on the [Significant Dates at a Glance](#) document.

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 2025/26 school year

### Secured diploma exams in January 2026 and June 2026

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	Released after the administration	Secured
Mathematics 30–1	Secured: Written-response and machine-scored questions are in the same exam.	
Mathematics 30–2		
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 November 2025, April 2026, and August 2026

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

# Diploma Exam Rules and Policies

## 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 November 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.

**\*NEW** Substitute teachers are not permitted to independently supervise the administration of a diploma exam.

## 2. Discussion and sharing

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

## 3. Student responses for multiple-choice and numerical-response questions

Students using a paper booklet must use an HB pencil to record their answers on the multiple-choice and numerical-response answer sheets. Students completing their diploma exam on the digital assessment platform will enter their responses directly on the platform.

## 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 name 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 times listed below.

- For all morning diploma exams: 10 AM
- 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.

- For all morning diploma exams: up until 10 AM
- 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

- For January 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.
- Perusals are not permitted during the November, April, or August diploma exam administrations.
- All perusal sessions, paper or digital, must be supervised by the principal or the principal's designate.
- Perusal copies are permitted in either paper (humanities Part(ie) B, mathematics, and sciences) or digital format (all courses).
- 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 for 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 digital assessment platform.
- \*NEW** h. When perusing the diploma exam, teachers may not copy, post, or share in any manner any content of an exam. All diploma exam questions are secured, and copies may not be made.  
Failure to comply with these rules may constitute unprofessional conduct in relation to section 1(c) of the [Code of Professional Conduct for Teachers and Teacher Leaders](#) and may result in a complaint being made to the Alberta Teaching Profession Commission.
- i. At the conclusion of the perusal session, teachers must collect and securely shred all notes.
- k. Paper booklets used during the humanities Part B, mathematics, and sciences perusal session must be returned to Alberta Education and Childcare and it must be noted that they are perusal copies. The principal must complete 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. November, 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

All Alberta Education and Childcare blank and graph scrap [paper](#) provided by the supervisors for students' rough draft work must be collected at the end of the diploma exam administration and securely shredded.

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

### 1. Mathematics 30–1, Mathematics 30–2, Biology 30, Physics 30, Chemistry 30, and Science 30

Please refer to the Support documents section of information bulletin for each course for more details.

An approved calculator (see [2025–2026 Calculator Information and Rules for Mathematics and Science Diploma Exams](#) document), rulers, and protractors are permitted in the diploma exam writing room.

Students are permitted a paper version of the formula sheets and data booklets regardless of format of the diploma exam itself. Formula sheets and data booklets may be printed locally or ordered through [Alberta King's Printer](#). Search by title or keyword within the online catalogue.

### 2. Français 30–1, French Language Arts 30–1

**\*NEW** For Partie A of the exam, a dictionary and thesaurus are available on the digital assessment platform for students to use during the administration of the exam.

For Partie A only, all students may also use the following print references: 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 and Childcare 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)

### 3. English Language Arts 30–1, English Language Arts 30–2

**\*NEW** For Part A of the exam, a dictionary and thesaurus are available on the digital assessment platform for students to use during the administration of the exam.

For Part A only, all students may also use the following print references: an authorized print dictionary (English and/or bilingual), a thesaurus, and an authorized writing handbook. The following seven writing handbooks are authorized by Alberta Education and Childcare. With the exception of ***A Canadian Writer's Guide***, any print 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 and Childcare)
- ***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)

### 4. Social Studies 30–1 and Social Studies 30–2

**\*NEW** For Part(ie) A of the exam, a dictionary and thesaurus are available on the digital assessment platform for students to use during the administration of the exam.

For Part(ie) A only, all students may also use the following print references: an authorized print dictionary (English and/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 and Childcare)
- ***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***

### 5. 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 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 and Childcare blank and graph scrap [paper](#) must be provided to students by the supervisors.

**\*NEW** Alternately, students can prepare their rough draft work in the digital assessment platform (digital format) or the diploma exam booklet (paper format) for humanities Part B, mathematics, and science diploma exams.

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



### Digital devices, tools, and materials

Students may not bring any unauthorized digital device into the diploma exam writing room including, but not limited to, cellphones or wearable smart devices including smart watches, Bluetooth® glasses or Bluetooth® headphones.

Bluetooth® hearing aids and other devices used to monitor and support health or medical conditions are acceptable, but the connection source must be monitored by the school.

Graphic organizers are not permitted.

Students may not bring prohibited calculators or calculators with prohibited properties into the diploma exam writing room.

**\*NEW** Students may not have access to any digital device during any breaks until their exam is submitted and they have left the exam room.

**\*NEW** Students writing on the digital assessment platform must not log out of the secure browser during a break. Supervisors must pause their assessment.

### 6. 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 during or after the exam. This includes any tear-out pages from the diploma exam booklets and any rough draft materials produced by students.

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## Contravention 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.

Before dismissing the student(s), the diploma exam supervisor must ensure that the student has provided a written and signed statement regarding the incident.

### 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 report.

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 use 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 for up to 12 months following the incident; or
- take any action that, in the Director's opinion, is appropriate.

Students are expected to rewrite the diploma exam if an official case decision regarding an invalidation has not been rendered by Alberta Education and Childcare staff and communicated to the student by the next diploma exam date and time. If a diploma exam is rendered invalid and the student has chosen not to rewrite the diploma exam, the student will be expected to rewrite the diploma exam in a future diploma exam administration.

## **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.

For other irregularities not related to exam security, please see [Administrative Irregularity](#)

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## 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](#).

Superintendents or boards of directors must communicate with their principals which schools within their 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 a similar trend.

Alberta Education and Childcare will ship humanities Part(ie) B, mathematics, and sciences diploma exams to schools according to capacity. The capacity field in PASIprep should be confirmed to reflect accurate student numbers 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](#).

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## Calculator Policy

To review the calculator policy, please see the mathematics [information bulletins](#) and the [2025–2026 Calculator Information and Rules for Mathematics and Science Diploma Exams](#).

# Digital Assessment Platform

## **\*NEW** Background

Alberta Education and Childcare's digital assessment platform has replaced Quest A+ for the administration of digital format diploma exams. Schools are expected to use the digital assessment platform for all humanities Part(ie) A diploma exams. To access this platform, principals need to email [ae.helpdesk@gov.ab.ca](mailto:ae.helpdesk@gov.ab.ca) to request an invitation. Once principals have set up an account, they can add other staff at their school. For more information about the digital assessment platform, see [Help | Vretta ABED](#). For practice questions like those used on diploma exams, see [Practice Tests | Vretta ABED](#). For additional support, please contact [online.assessment@gov.ab.ca](mailto:online.assessment@gov.ab.ca).

Students are expected to use the digital assessment platform to complete the Part(ie) A component of their humanities diploma exams.

- If a **student** is unable to write a diploma exam on the digital assessment platform because using computers is not part of their normal classroom instruction and assessment experience, the school may make a request to the superintendent or designate that the student write the paper version of the diploma exam.
  - Schools will print a paper version generated from the digital assessment platform via the school administrator dashboard no more than five days before the administration of the exam.
  - This printed version will not be identical to the digital version because of technology-enhanced questions.
  - Part A written response paper tests will require students to use the Alberta Education and Childcare response sheets, and schools will scan and upload the hand-written responses to the digital assessment platform within five days of the completion of the exam.
- If a school authority has entire **schools** with special circumstances that require all students to write their diploma exams on paper, the authority must make a request for those schools by completing the [Paper Request Form](#).

Upon acceptance of the request, schools will receive instructions on how to print the diploma exams from the digital assessment platform. Students using a paper-format humanities Part(ie) A will not have access to a word processor and must handwrite their responses on the Alberta Education and Childcare response sheets provided by the exam supervisor.

Students are encouraged to use the digital assessment platform to write their humanities Part(ie) B, mathematics, and sciences diploma exams. For more information about printed exams, please see the [help page](#).

## Guiding principles

A school principal should oversee that:

- staff have experience using the digital assessment platform;
- students are proficient at using the digital assessment platform; and
- technical expertise is available before, during, and after the diploma exam administration to ensure effective and secure system functioning.

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

Students may become familiar with digital assessment platform by using it for classroom assignments, practice tests and field tests. The use of the digital assessment platform for diploma exams and field tests 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 or field tests remotely.

## Digital Administration Rules

### Principal

The principal shall be certain that the school or designated writing centre can adhere to all diploma exam writing and administration rules and the required principles, rules, and procedures.

The principal shall use the Technical Guide on the digital assessment platform [help page](#) to prepare all technology for students to write exams. 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.

The principal shall ensure that teachers who are designated to supervise the administration of diploma exams are familiar with exam security procedures and that all teachers have been provided with the General Information Bulletin and subject bulletins. Teachers should be familiar with the teacher dashboard and be aware of and able to implement contingency plans and emergency procedures should the need arise.

Substitute teachers are not permitted to independently supervise the administration of a diploma exam.

### Technical personnel

Technical personnel shall configure all devices according to the Alberta Education and Childcare Technical Guide on the digital assessment platform [help page](#) to ensure the security and validity of the diploma exam administration.

The following features must be disabled on the device: word prediction, auto correct, and translation. 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).

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.

Technical personnel shall ensure that all designated and configured devices are secured until the time when the scheduled diploma exams have been completed.

Prior to the diploma exam administration, Respondus® LockDown Browser® shall be installed and tested on all school-owned or personal devices. Alberta Education and Childcare will provide technical guidance in advance of administrations. Please refer to the technical information on the digital assessment platform [help page](#).

### Diploma exam supervisors

Substitute teachers shall not independently supervise the administration of a diploma exam.

Supervisors shall be familiar with, and be able to implement, the guiding principles, rules, and procedures related to the administration of diploma exams using the digital assessment platform. Supervisors must also have a device and be logged into the teacher/supervisor dashboard.

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 the digital assessment platform.

Supervisors shall ensure that students are aware of, understand, and adhere to the principles, rules, and procedures for writing a diploma exam using the digital assessment platform prior to the start of the official scheduled administration.

Supervisors shall ensure that students do not gain access to any prohibited applications or resources while writing a diploma exam using the digital assessment platform.

## Rules and procedures

### Diploma exam administration

Students are encouraged to plan and do their rough work for their responses on the digital assessment platform. They may also use Alberta Education and Childcare blank and graph scrap [paper](#). Any scrap paper used must be immediately and securely shredded at the school site following the exam.

Students may compose and edit their written work until the end of the official scheduled administration time.

Students may not access search engines, research tools, or other prohibited online or electronic resources while writing a diploma exam on the digital assessment platform. To do so is a contravention of diploma exam rules.

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## 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 for both parts in the suitable administration on or before the registration deadline. Though the student is registered for both parts, they only need to complete the unwritten part of the exam. To avoid paying the rewrite fee, students should register after the marks have been released.
2. School staff or the student must submit a [Notification of Separate Writing](#) form to [exam.admin@gov.ab.ca](mailto:exam.admin@gov.ab.ca) 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.

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## 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, or a delegate of 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 because:

- the Alberta student lives outside Alberta and has recently completed a diploma exam course delivered through a distance learning program approved by Alberta Education and Childcare;
- the Alberta student is participating in a scheduled activity, such as a national or international competition in athletics or music; and/ or
- the Alberta student has a right of access to education in Alberta, in accordance with the *Education Act*, and after completing instruction at an Alberta Education and Childcare-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 appropriate application forms by the specified deadlines outlined in [Significant Dates at a Glance](#). 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 by email at [special.cases@gov.ab.ca](mailto:special.cases@gov.ab.ca) or by phone at 780-415-9242 or 780-427-9795 (dial 310-0000 first for a toll-free call in Alberta).

# Use of personally owned devices

Students may use personally owned devices when writing diploma exams at a Special Writing Centre (excluding android tablets and cell phones). When personally owned devices are used for diploma exam writing purposes, access to hard drives, network drives, and online resources are prohibited, and users must have Respondus® LockDown Browser® installed.

# 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 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, have a computer to supervise the assessment, and have 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	1 hour behind Alberta (BC, West Coast USA)	Ahead of Alberta (Ottawa, Montréal, New York, Florida, Virginia)	Overseas
9 AM Alberta Mountain Time Zone	10 AM Mountain Time Zone	9 AM Mountain Time Zone	Next day (24 hours after 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 digital assessment platform will be used for the administration of humanities Part(ie) A and Part(ie) B, mathematics, and science diploma exams.  
All students writing a diploma exam at a Special Writing Centre must adhere to the following rules:
  - Students must be prepared to use the digital platform 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 used may belong to the student or the writing centre. The Special Writing Centre supervisor must ensure that Respondus® LockDown Browser® is installed and functioning properly. The supervisor needs to send a picture of the device accessing the practice written-response assessment and the supervisor dashboard to [special.cases@gov.ab.ca](mailto: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 the following reasons:
    - The request to establish a Special Writing Centre was not granted.
    - 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 until after central marking. 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 an 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 Alberta students living outside of Alberta taking instruction with an Alberta Education and Childcare-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 ensures 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 following [forms](#) to the school staff:
  - Application to Serve as a Special Writing Centre Supervisor;
  - Registration to Write a Diploma Exam at a Special Writing Centre; and
  - Teacher Confirmation of Student Readiness to Write the 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 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 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 site proposed by the student (Teacher Confirmation of a Student Readiness to Write the Diploma Exam 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 platform.
4. A computer must be available for the supervisor to administer the exam, along with a separate computer for the student, equipped with Respondus® LockDown Browser®, to complete the assessment.

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 inquiries must be forwarded by email to [special.cases@gov.ab.ca](mailto: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 affect 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 are not listed in the Regular accommodation types section are considered unique.

The Director, Exam Administration, will delegate to an assigned member of the Special Cases and Accommodations Team the review of accommodation requests related to:

- 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.

## Regular accommodations: Accommodations managed at the school level

The condition for students to use an accommodation to write provincial assessments is that they regularly use the accommodation for classroom assignments and/or assessments. There is no application process required by Alberta Education and Childcare.

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.

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 on paper booklets. A member of school staff is required to indicate the use of the accommodation on a digital assessment. For paper booklets, unique accommodations must be annotated as #16.

	Regular Accommodation Type and Number	Rules	Process
*NEW	1. Text to Speech (TTS) for visually impaired students	Students who have a visual impairment who use TTS throughout the school year are eligible to receive this accommodation when writing diploma exams. Please note that MP3 audio files will be discontinued starting in the 2025/26 school year.	School adds accommodation for the student in the digital assessment platform or uses a human reader.
*NEW	2. Text to Speech (TTS) for regular classroom use	Students who use TTS throughout the school year are eligible to receive this accommodation when writing diploma exams. Please note that MP3 audio files will be discontinued starting in the 2025/26 school year.	School adds accommodation for the student in the digital assessment platform or uses a human reader.
	5. Scribe	A scribe is intended for one individual student, who uses a scribe regularly, to record a student's written response directly into the digital assessment platform 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. They may confirm what the student has said by reading it back for clarification.  A scribe may not ask leading questions or provide suggestions or interpretations of any kind.  The student shall review the scribed work and request changes if necessary. The 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.	School staff implement this accommodation in a separate writing area.
	6. Large Print	Students who use large print throughout the school year are eligible to receive this accommodation when writing diploma exams. <ul style="list-style-type: none"> <li>For all exams, large print can be provided using the zoom features on the digital assessment platform.</li> <li>For machine-scored exams only, school personnel may request large-print booklets.</li> </ul>	School personnel either use the digital assessment platform or order a large-print version via survey by the deadline found in <a href="#">Significant Dates at a Glance</a> .
	7. Braille	Students who use braille throughout the school year are eligible to receive this accommodation when writing diploma exams.	School personnel order braille version via survey by the deadline found in <a href="#">Significant Dates at a Glance</a> .
	8. Reader	One reader may read the diploma exam to a maximum of 7 students, who use this accommodation regularly, while maintaining a reasonable pace to meet the needs of all students.  Students receiving targeted and specialized interventions may still require one-to-one support.  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.  They must not prompt or guide the student. They must not ask leading questions or provide suggestions, interpretations, or word definitions of any kind.  They may repeat readings as often as necessary and must read consistently each time.	School staff implement this accommodation in a separate writing area.
	9. Sign Language Interpreter	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.  For purposes of interpreting for a diploma exam, a sign language interpreter may: <ul style="list-style-type: none"> <li>voice what is signed by a student; and</li> </ul>	School staff implement this accommodation in a separate writing area.

Regular Accommodation Type and Number	Rules	Process
	<ul style="list-style-type: none"> <li>interpret all words spoken during the exam period that are intended for all students.</li> </ul> <p>They must interpret consistently, always conveying the content and spirit of the spoken word using the signed language most readily understood by the student. They must not provide definitions or interpret beyond conveying the spoken/written message.</p> <p>They must not counsel, advise, interject personal opinions or ask leading questions, provide suggestions, or provide coaching of any kind.</p> <p>All questions raised by the student must be directed to the diploma exam supervisor. The interpreter must interpret spoken and signed messages between the student and the diploma exam supervisor.</p>	
<b>10. Transcriber of recorded response</b>	<p>Recorded responses must be transcribed into the digital assessment platform before submitting the student's diploma exam.</p> <p>The student must verify and edit, if required, the transcribed text.</p> <p>The time required for verification and editing must be included in the allocated writing time.</p>	School staff implement this accommodation in a separate writing area.
<b>14. Speech to text</b>	<p>Students who use speech to text throughout the school year are eligible to receive this accommodation when writing diploma exams.</p>	School staff implement this accommodation in advance of the diploma exam in a separate writing area.

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. They are expected to adhere to all rules and procedures outlined in this document. If the student has a question or a query, the student is to be directed to the exam supervisor.

Alberta Education and Childcare is not responsible for the appointment of any support staff including scribes, readers, sign language interpreters, or transcribers nor is Alberta Education and Childcare responsible for expenses incurred in appointing these individuals.

## Unique accommodations: Accommodations granted by Special Cases

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.

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.

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

**Step 1:** School staff prepare and submit the Application for Unique Accommodations [form](#) and supporting documentation.

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

**Step 3:** School staff communicate the official response to the student and parent/guardian in writing.

**Step 4: (Request for Reconsideration, only if required)** School staff prepare and submit the Request for Reconsideration of a Unique Accommodation or Exemption Decision [form](#) and new supporting official documentation 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.

## Special arrangement

A special arrangement is a provision for the purpose of writing diploma exams that is managed and applied at the school level. Any student who demonstrates the need for this arrangement can be granted this provision for writing the diploma exam without an application process. These do not need to be recorded.

Special Arrangement	Eligible Population	Process Required	Notes
<b>Additional time</b>	All students	School staff implement this arrangement.	All students are permitted twice the official time limit to write the diploma exam if they require it.
<b>Frequent breaks</b>	Student uses this accommodation.	School staff implement this arrangement.	Timer is stopped by the diploma exam supervisor as required and is resumed following supervised break. Regular supervision rules still apply.
<b>Ambient noise</b>	Student uses this accommodation.	School staff implement this arrangement.	Students using ambient-noise audio must use professionally/ commercially recorded audio tracks without lyrics intended for background sound. No smart technology earphones are allowed.
<b>Writing in isolation</b>	All students	School staff implement this arrangement.	Writing in isolation is a school-level decision determined by internal school business processes, availability, and supervision.

## Administration of diploma exams with accommodations and provisions

All diploma exams administered with accommodations 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 provisions 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 responses, 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.

### **After the administration**

6. Braille format materials must be returned to the Alberta Education and Childcare marking centre along with the regular shipment of diploma exams and supporting documents from the school. Large print and colour paper special format materials are to be securely shredded by the school.
7. All accommodations used must be recorded on the digital assessment platform or on the back of the exam booklet.

# 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 Alberta's 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 who is 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 with 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.

## Business rules for exemptions

1. All exemption applications are reviewed, and official decisions are rendered by Alberta Education and Childcare staff only. School authorities and/or school administration staff are not eligible to grant exemptions from the writing of diploma exams.
2. 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 and Childcare 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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 machine-scored component (Part B).
- The diploma exam mark is calculated by taking the average between the written component (70 percent) and the machine-scored component (75 percent):  $[70 \text{ percent (Part A)} + 75 \text{ percent (Part B)}] \div 2 = 72.5 \text{ percent}$  for the diploma exam mark.
- The official mark for the course is calculated as 56 percent for the school-awarded mark  $(80 \text{ percent} \times 0.70) + 21.8 \text{ percent}$  for the diploma exam mark  $(72.5 \text{ percent} \times 0.30) = 77.8 \text{ percent}$  (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 from Writing Diploma Exams](#) form and supporting documentation. 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 that will assist in the decision-making process and that 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 collect all forms and supporting documentation.
- Step 2:** School staff forward the forms and supporting documentation to [special.cases@gov.ab.ca](mailto:special.cases@gov.ab.ca).
- Step 3:** The request is reviewed and processed by Alberta Education and Childcare staff, and a decision is communicated to designated school staff.
- Step 4:** School staff communicate the response to the student in writing.
- Step 5: (Request for Reconsideration, only if required)** School staff prepare and submit the Request for Reconsideration of a Unique Accommodation or Exemption Decision [form](#) 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 by sending an email to [special.cases@gov.ab.ca](mailto:special.cases@gov.ab.ca) that includes the following information: school code and school name, reason for the request for exemption, the list of affected students (last name, first name, Alberta Student Number, 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 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](mailto: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
<b>Acute illness</b>	<div>1. Rapid onset and;</div> <div>2. Short course (as opposed to an ongoing course)</div> <div>The <a href="#">Request for Deferral or Exemption for Student from Writing of Diploma Exam(s): Licensed Health Care Provider Recommendation</a> form indicating an acute illness cannot be applied to a diploma exam scheduled three weeks beyond the date of the medical consultation.</div> <div>Requests for exemptions for diploma exams that are beyond three weeks of the original medical appointment are considered ongoing medical conditions (refer to Examples of Reasons not Typically Eligible for Exemption).</div>	<div>• Request for Deferral or Exemption for Student from Writing of Diploma Exam(s): Licensed Health Care Provider Recommendation form</div> <div>• 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.</div> <div>• Students who are ill and call the school on the day of the diploma exam must complete and submit the Request for Deferral or Exemption for Student from Writing of Diploma Exam(s): Licensed Health Care Provider Recommendation form.</div>

\*NEW

Reason	Business Rules	Required Documents
<b>Administrative Irregularity</b>	<p>Administrative irregularity refers to an error in the administration of the diploma exam. For advice regarding what constitutes an administrative irregularity, contact the Special Cases and Accommodations Team.</p> <p>Principals are expected to establish, implement, and communicate emergent response protocols which promote effective and efficient management of (a) emergencies such as loss of power, misprinted diploma exam booklet, functionality of the digital assessment platform, or writing the wrong exam in accordance with the diploma exam administration rules; and (b) late course transfers to prevent the administration of incorrect diploma exams.</p>	<ul style="list-style-type: none"> <li>• If an emergency occurs, contact Alberta Education and Childcare immediately.</li> <li>• A statement and documentation from the school administrator clearly describing the event</li> <li>• 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.</li> </ul>
<b>Bereavement</b>	<p><b>Death of an immediate family member</b> 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.</p> <p><b>Death of a non-immediate family member or friends</b> 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.</p> <p><b>Important Note:</b> 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.</p> <p>For the death of a classmate, the Special Cases and Accommodations Team will take into consideration the relationship between the deceased and the bereaved.</p>	<ul style="list-style-type: none"> <li>• Obituary/death certificate/funeral announcement; and/or</li> <li>• Funeral arrangement/services documentation outlining the date and time; and/or</li> <li>• Travel information/flight itinerary</li> </ul> <p>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 <a href="#">Request for Deferral or Exemption for Student from Writing of Diploma Exam(s): Licensed Health Care Provider Recommendation</a> form be used as a guideline for the licensed health-care provider.</p> <p>The <a href="#">Request for Deferral or Exemption for Student from Writing of Diploma Exam(s): Licensed Health Care Provider Recommendation</a> form must be submitted before the diploma exam marks become available on myPass.</p>
<b>Inclement weather</b>	<p>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.</p>	<ul style="list-style-type: none"> <li>• School staff reporting a school closure or AMA road reports, a police accident report, tow truck report, or bus company report validating that buses were not operating.</li> <li>• If a group of students has been affected and is unable to access the writing of a diploma exam due to inclement weather, a group application could be submitted to the Special Cases and Accommodations Team.</li> </ul>

**\*NEW**

Reason	Business Rules	Required Documents	
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.	<ul style="list-style-type: none"> <li>• <a href="#">Request for Deferral or Exemption for Student from Writing of Diploma Exam(s): Licensed Health Care Provider Recommendation</a> form indicating the academic functional and/or cognitive limitations of the student at the time of writing.</li> </ul>	*NEW
School or community emergency or crisis	<p>A school or community emergency or crisis may interfere with school operation <b>immediately before or during the administration of a diploma exam</b>. 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.</p> <p>Exemptions will be granted to students who are registered to write diploma exams in situations 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 immediately before or for 10 or more school days.</p> <p>If 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.</p> <p><b>Students in these situations must be allowed the full time allotted for the diploma exam.</b> Students must not be permitted access to digital devices or course materials during this time and must be sequestered.</p>	<ul style="list-style-type: none"> <li>• If a group of students has been affected, a group application could be submitted to the Special Cases and Accommodations Team.</li> <li>• Principals must notify the Director of Exam Administration and/or the 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.</li> </ul>	

Reason	Business Rules	Required Documents
<b>Subpoena to attend court</b>	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"> <li>• demonstrate that they attempted to postpone the court appearance;</li> <li>• validate the court appearance; and</li> <li>• provide official evidence that they were in attendance.</li> </ul> <p>a. <b>Civil Court (adults only):</b> 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. <b>Criminal Court:</b> 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. <b>Family and Youth Court:</b> 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. <b>Citizenship:</b> A citizenship certificate or a statement confirming attendance must be obtained from a person of authority commensurate with a court clerk, judge, or lawyer.</p>
<b>Surgery</b>	<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 medical documentation must validate that:</p> <ul style="list-style-type: none"> <li>• the student attempted to reschedule minor or elective surgery and was unsuccessful; and</li> <li>• the surgery took place at the same time as the diploma exam.</li> </ul> <p><b>For surgery:</b> <a href="#">Request for Deferral or Exemption for Student from Writing of Diploma Exam(s): Licensed Health Care Provider Recommendation</a> form or medical discharge papers indicating that the surgery took place on the scheduled date.</p> <p><b>For recovery from surgery:</b> Request for Deferral or Exemption for Student from Writing of Diploma Exam(s): Licensed Health Care Provider Recommendation form indicating the:</p> <ul style="list-style-type: none"> <li>• anticipated recovery period;</li> <li>• functional limitations of the student following surgery; and</li> <li>• medication and number of refills permitted.</li> </ul>

**\*NEW**

	Reason	Required Documents
*NEW	<b>Ongoing medical conditions</b>	<p>When a student with an ongoing medical condition enrolls in courses with diploma exams, school staff are encouraged to contact the Special Cases and Accommodations Team to confirm the use of accommodations similar to those used to complete the course.</p> <p>If a student with an ongoing medical condition experiences an acute medical episode 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 that all students may apply on the basis of an <b>acute medical condition</b>.</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>If there are medical conditions for which the writing a diploma exam will result in acute harm, licensed health-care providers must identify the negative response to writing a diploma exam and how that response functionally influences the student's ability to write using the <a href="#">Request for Deferral or Exemption for Student from Writing of Diploma Exam(s): Licensed Health Care Provider Recommendation</a> form.</p>
*NEW		

## 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 details and merits. Exceptional circumstances, not represented below, may warrant the necessity to grant a partial or full exemption.

Reason	Business Rules
<b>Immediate family illness (more than three weeks prior to the scheduled diploma exam)</b>	If an immediate family member falls seriously ill or is diagnosed with a terminal illness prior to three weeks before 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.
<b>Severe test anxiety and anxiety disorders</b>	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.
<b>Planned trip, work, or military service</b>	Students anticipating being away and unable to write a diploma exam because 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, or a Special Writing Centre must be arranged.
<b>Late course transfer</b>	<p>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.</p> <p>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.</p>

Reason	Business Rules
<b>Misprinted booklets</b>	<p>If a school receives misprinted booklets with missing pages or questions, the school is permitted to:</p> <ul style="list-style-type: none"> <li>• photocopy an intact copy and provide the copies to students who have a misprinted booklet; and/or</li> <li>• permit students to use additional writing time equal to the amount of time lost due to photocopying logistics.</li> </ul> <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 these 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](#).

#### Registration: first-time writers

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

- school personnel use PASIprep to register the student (recommended); or
- the 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 and Childcare.

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

The [myPass](#) site 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](#).

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## 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 and Childcare 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 with a local high school; or
- students who are in a non-funded home education program.

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

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

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

A school authority or an accredited funded independent 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 the August administration of diploma exams, high schools that operate summer school programs are also expected to administer diploma exams at their local high school.

The number of laptops may be limited at the Edmonton and Calgary provincial writing centres. Exam Administration 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 school or at a school authority-designated summer school writing centre.

## August shipping process for school authorities

Exam Administration staff will reach out to school authorities' assessment contacts to gather summer school and August writing centre information.

Completing the information-gathering 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.



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# Marks, Results, and Reporting

## 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 and Childcare 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 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 and Childcare will be annotated INC (incomplete) with further explanation in a footnote.

## Rounding of marks

Alberta Education and Childcare 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 score and machine-scored) is included on the Results Statement on [myPass](#). The results of written-response questions for mathematics 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 and Childcare. 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](#) 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](#) 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 and Childcare provides [multiyear reports](#) on student achievement and participation on diploma exams by school and school authority electronically on the Alberta Education and Childcare [extranet site](#). Alberta Education and Childcare also provides detailed reports for diploma exams.

# Diploma Exam Digital Administration Procedures

## Digital assessment platform

Alberta Education and Childcare continues the process of enhancing provincial student assessments by the incremental implementation of the digital platform.

For the 2025/26 school year, the Part(ie) A written-response component of humanities diploma exams will be fully implemented, and the option to administer mathematics, sciences, and the Part(ie) B component of humanities diploma exams on the digital assessment platform is available.

The digital assessment platform will improve student assessment experiences by taking advantage of the benefits that modern digital assessment offers compared to traditional pencil-and-paper exams. The transition from assessments being administered in paper format to the digital assessment platform continues to be incrementally implemented to allow school authorities, administrators, teachers, and students time to learn and interact with the platform.

**For the administration of the Part(ie) A written-response component of humanities diploma exams in the 2025/26 school year**, schools will use the digital assessment platform to submit student responses digitally.

**For the administration of mathematics, sciences, and the Part(ie) B component of humanities diploma exams in the 2025/26 school year**, schools may use the digital assessment platform as part of the optional implementation to submit student responses digitally or they may use paper booklets which will be provided by Alberta Education and Childcare prior to the exam administration date.

## Superintendents of schools

### Diploma exam administration preparation

Prior to each diploma exam administration, the superintendent must ensure that the following procedures have been completed:

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, can access a writing location. The superintendent must notify all principals of available writing centres.
3. Coordinate school authority writing centres for November, April, and August administrations and notify all principals within the authority.
4. Establish, implement, and review with principals all security procedures and rules as outlined in the General Information Bulletin and subject information bulletins.
5. 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.
6. 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.
7. 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.
8. Nominate teachers who meet the eligibility criteria to mark written responses of diploma exams.

## Procedures for principals: digital assessment platform

### Diploma exam preparation

The following checklist will help principals prepare for administering diploma exams on the digital assessment platform.

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

<input type="radio"/>	<a href="#">Must be completed by the Alberta Education and Childcare deadline.</a> Enter diploma exam sittings and capacities into PASIprep.
<input type="radio"/>	Communicate available writing centres to students, including students who are rewriting diploma exams.
<input type="radio"/>	Establish appropriate procedures to ensure that students who register late and students rewriting diploma exams can write at the school.
<input type="radio"/>	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.
<input type="radio"/>	<a href="#">Must be completed by the Alberta Education and Childcare deadline.</a> Finalize course transfers.
<input type="radio"/>	<a href="#">Must be completed by the Alberta Education and Childcare deadline.</a> Upload registrations on PASIprep.
<input type="radio"/>	<a href="#">Must be completed by the Alberta Education and Childcare deadline.</a> Communicate the importance of registering by the deadline to students who are rewriting diploma exams; help students to register using myPass.
<input type="radio"/>	<a href="#">Must be completed by the Alberta Education and Childcare deadline.</a> Submit the <a href="#">List of Special Format Materials</a> and all Application for Accommodations and Unique Accommodations forms to the Special Cases and Accommodations Team.
<input type="radio"/>	<a href="#">Must be completed by the Alberta Education and Childcare deadline.</a> Prepare and submit requests for Special Writing Centre forms, if required.
<input type="radio"/>	Establish appropriate procedures and schedules to ensure that diploma exams are administered in accordance with: <ul style="list-style-type: none"><li>• the dates and times published in this document;</li><li>• the rules and procedures outlined in this document; and</li><li>• the specific diploma exam-related processes and procedures established at that school/designated writing centre and within the school authority, including 30-level mathematics written-response sheets.</li></ul>
<input type="radio"/>	<a href="#">Must be completed by the Alberta Education and Childcare deadline.</a> Submit school-awarded marks for diploma courses by the deadline.
<input type="radio"/>	Inform students that their school-awarded marks are available on myPass.
<input type="radio"/>	Establish, implement, and review with all teachers and supervisors, all security procedures and rules as outlined in the General Information Bulletin and subject bulletins. Ensure that all supervisors have experience using the digital assessment platform teacher/supervisor dashboard.
<input type="radio"/>	Establish appropriate procedures to ensure that all students writing diploma exams have an Alberta Student Number.
<input type="radio"/>	Establish appropriate procedures to ensure that students have photo identification with them when they arrive to write the diploma exam.
<input type="radio"/>	Establish appropriate procedures to ensure that diploma exam schedules are posted and that rules, policies, and procedures are communicated to students.
<input type="radio"/>	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.
<input type="radio"/>	Establish appropriate procedures and schedules to ensure that computers are prepared in accordance with the rules outlined in the <a href="#">Technical Guide</a> .
<input type="radio"/>	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 supervision

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

Alberta Education and Childcare deadlines are published in [Significant Dates at a Glance](#) (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 assessment platform teacher/supervisor dashboard. Substitute teachers are not permitted to independently supervise the administration of a diploma exam.
- 

## Diploma exam completion

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

Alberta Education and Childcare deadlines are published in [Significant Dates at a Glance](#) (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 the digital principal kit.
  - ☐ Ensure any response sheets have been uploaded into the digital assessment platform and keep these sheets secure until after central marking.
  - ☐ Following the June diploma exam administration, provide a summer contact name and phone number (which is not the school phone number) in the principal kit.
  - ☐ 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: digital assessment platform

### Diploma exam preparation

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

Alberta Education and Childcare deadlines are published in [Significant Dates at a Glance](#) (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 **cellphones, wearable technology, or Bluetooth® devices** (e.g., Bluetooth® headphones) during the administration of the diploma exam. Hearing aids and other medical monitoring devices are the exception. (See [Digital devices, tools, and materials](#).)
  - ☐ Establish appropriate procedures to ensure that diploma exams are administered during the official scheduled writing time with the correct specified time for writing and that students are writing the diploma exam in the correct subject.
  - ☐ Ensure that any response sheets needed for students handwriting humanities Part(ie) A or 30-level mathematics have been printed and are ready to distribute to those students. Also, ensure that Alberta Education and Childcare blank and graph scrap paper has been printed and is available for any student.
  - ☐ 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.
- 

### Diploma exam administration

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

Alberta Education and Childcare deadlines are published in [Significant Dates at a Glance](#) (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 assessment 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.
-

## Diploma exam completion

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

Alberta Education and Childcare deadlines are published in [Significant Dates at a Glance](#) (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 contact information that is accessible during the summer.
- 

## Procedures for teachers of students writing diploma exams: digital assessment platform

### Diploma exam preparation

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

Alberta Education and Childcare deadlines are published in [Significant Dates at a Glance](#) (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 on the digital assessment platform 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 have written practice tests and classroom assessments on the digital assessment platform so that they become proficient using the platform's technology.
  - ☐ 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 to the 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 completion

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

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# Diploma Exam Administration Procedures

## Paper booklets (Part B humanities, mathematics, and sciences only)

### Superintendents of schools

#### Diploma exam administration preparation

Prior to each diploma exam administration, the superintendent must ensure that the following procedures have been completed:

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, can access a writing location. The superintendent must notify all principals of available writing centres.
3. Coordinate school authority writing centres for November, April, and August administrations and notify all principals within the authority.
4. Establish, implement, and review with principals all security procedures and rules as outlined in the General Information Bulletin and subject information bulletins.
5. 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.
6. 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.
7. 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.
8. Nominate teachers who meet the eligibility criteria to mark written responses of diploma exams.



## Procedures for principals: paper administration

### Preparation for principals

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

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

- 
- ☐ **Must be completed by the Alberta Education and Childcare 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 can 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 and Childcare deadline.**  
Finalize course transfers.
  - ☐ **Must be completed by the Alberta Education and Childcare deadline.**  
Upload registrations on PASIprep.
  - ☐ **Must be completed by the Alberta Education and Childcare 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 and Childcare 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 and Childcare deadline.**  
Prepare and submit requests for Special Writing Centre forms, if required.
  - ☐ **Must be completed by the Alberta Education and Childcare deadline.**  
**Upon receipt of the diploma exam booklets and materials**, verify the content and quantities (without removing the shrink wrap) and contact [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 and Childcare 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 prepared for the role of diploma exam supervisor. Substitute teachers are not permitted to independently supervise the administration of diploma exams.
  - ☐ 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 that 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.
- 
- ☐ **Must be completed by the Alberta Education and Childcare deadline.**  
Return secure materials to Alberta Education and Childcare on the requested dates to ensure time for marking.
- 

## Diploma exam supervision

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

Alberta Education and Childcare deadlines are published in [Significant Dates at a Glance](#) (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.
- 
- ☐ 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.
- 
- ☐ If a contravention of exam security occurs, allow the student to finish writing and then have them submit a statement about what occurred before they leave the building.
- 

## Diploma exam completion

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

Alberta Education and Childcare deadlines are published in [Significant Dates at a Glance](#) (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 booklet(s) and answer sheets.
- 
- ☐ **Must be completed by the Alberta Education and Childcare deadline.**  
Diploma exams and materials are returned to Alberta Education and Childcare 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: paper administration

### Diploma exam preparation

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

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

- 
- ☐ Establish appropriate procedures to implement the rules and procedures that relate to the administration of diploma exams using calculators and 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 in possession of or use **cellphones, wearable technology, or Bluetooth® devices** (e.g., Bluetooth® headphones) during the administration of the diploma exam. Hearing aids and other medical monitoring and support devices are the exception. (See [Digital devices, tools, and materials](#).)
- 
- ☐ 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.
- 

### Diploma exam administration

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

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

## Diploma exam completion

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

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

- 
- ☐ Ensure that all diploma exam accommodations and unique accommodations used by students are recorded on their answer sheets and that each answer sheet is verified and initialled.
- 
- ☐ Document any unusual circumstances or contraventions of rules, policies, or 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 regarding the incident before being dismissed. This statement is 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: paper administration

### Diploma exam preparation

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

Alberta Education and Childcare deadlines are published in [Significant Dates at a Glance](#) (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 and Childcare deadlines are published in [Significant Dates at a Glance](#) (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: paper administration

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 questions and concerns about the receipt of diploma exam materials must be directed to Exam Administration staff at [exam.admin@gov.ab.ca](mailto: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 and Childcare, 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 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](mailto:exam.admin@gov.ab.ca) using the subject line “DE Shipment Error or Deficiency – your school code – 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 and Childcare in accordance with the dates specified in [Significant Dates at a Glance](#).

## Completing the List of Students form

The List of Students form and the Principal's Statement must be completed and signed even if 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 and Childcare 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 and Childcare, 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 and Childcare must be established.

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

1. All questions 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](mailto:exam.admin@gov.ab.ca). The subject line "**DE Return Shipment – your school name, 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 and Childcare. 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 to Alberta Education and Childcare.
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.
  - Machine-scored materials 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 English Language Arts 30-1 classes are bundled alphabetically by student surname).
  - 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 and Childcare 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 and Childcare, those boxes must be identified as a set by numbering them as such (e.g., 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 central marking (e.g., mathematics/mathématiques) must be returned in accordance with the [Significant Dates at a Glance](#) document.

## Return shipment location

Exam Administration Marking Centre – Alberta Education and Childcare  
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 and Childcare:

### **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 and Childcare or to have these materials returned to Alberta Education and Childcare 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 AM to 4 PM. Specific arrangements must be made with the Exam Administration team for the receipt of shipments outside of these hours.



# Appendix

## Significant Dates at a Glance: Diploma Exams 2025–2026

### Communications

Who	Responsibility	Nov. 2025	Jan. 2026	April 2026	June 2026	August 2026
School authority staff	<b>September 1, 2025:</b> Coordinate Nov., April, and August writing centres and communicate availability to principals.					
Principal or designate	Enter diploma exam sittings and capacity into PASIprep; system is open, and all administration may be entered. <b>(Sept. 3, 2025)</b>	Sept. 10, 2025	Oct. 10, 2025	February 2, 2026	March 20, 2026	June 16, 2026
	<b>DEADLINE</b> for registrations and course transfers; labels will not be sent for registrations after this date, and schools may require a supplemental shipment request for humanities Part B, mathematics, and science	Oct. 1, 2025	Oct. 31, 2025	February 17, 2026	April 8, 2026	July 6, 2026
	<b>DEADLINE</b> to submit forms: <ul style="list-style-type: none"> <li>List of <a href="#">Special Format Materials</a></li> <li>Application for Unique Accommodations</li> <li>Special Writing Centre application</li> </ul>	Oct. 1, 2025	Nov. 1, 2025	February 1, 2026	April 1, 2026	July 10, 2026
Diploma Programs Branch, Alberta Education and Childcare	Marker nomination packages sent to school authority assessment contacts.	N/A	Beginning of Sept. 2025	N/A	Beginning of February 2026	N/A
School authority staff	Return marker nomination packages to Diploma Programs Branch, Alberta Education and Childcare. Specific dates are communicated in the marker nomination package sent to school authority assessment contacts.	N/A	Mid-Oct. 2025	N/A	Mid-March 2026	N/A

Receiving and Administering Provincial Assessment Booklets and Supporting Materials

Who	Responsibility	Nov. 2025	Jan. 2026	April 2026	June 2026	August 2026
Exam Administration Branch, Alberta Education and Childcare	Send diploma exam booklets and supporting materials for humanities Part(ie) B, mathematics, sciences to schools.	Oct. 15–17, 2025	Jan. 5–9, 2026 (multiple-choice components)	March 10–13, 2026	May 19–23, 2026 (multiple-choice components)	July 17–20, 2026
Principal or designate	Contact Exam Administration if shipment has not arrived or if errors/omissions are identified.	Oct. 21, 2025	Jan. 12, 2026 (multiple-choice components)	March 20, 2026	June 3, 2026 (multiple-choice components)	July 27, 2026
Principal or designate	Administer diploma exams in accordance with the schedule.	Oct. 27–Nov. 7, 2025	Jan. 15–27, 2026	April 7–17, 2026	June 11–25, 2026	August 5–13, 2026

## Returning Provincial Assessment Booklets and Supporting Materials

Who	Responsibility	Nov. 2025	Jan. 2026	April 2026	June 2026	August 2026
Principal or designate	SCAN and UPLOAD all response sheets to the digital assessment platform and store in a secure location.	Oct. 31, 2025	Jan. 15, 2026	April 13, 2026	June 12, 2026	August 6, 2026
	Securely shred humanities Part(ie) A student response sheets.	Jan. 30, 2026	April 17, 2026	July 13, 2026	Sept. 11, 2026	Nov. 6, 2026
	RETURN all booklets and supporting materials: <b>Français 30–1</b> and <b>French Language Arts 30–1 Partie B</b>	Oct. 28, 2025	Jan. 15, 2026	April 8, 2026	June 9, 2026	August 7, 2026
	RETURN all booklets and supporting materials: <b>Mathematics</b> and <b>Mathématiques</b> <b>MUST be returned by these dates to be marked centrally.</b>	Nov. 3, 2025	Jan. 19, 2026	April 13, 2026	June 12, 2026	August 6, 2026
	RETURN all booklets and supporting materials: <b>English Language Arts Part B</b>	Nov. 4, 2025	Jan. 20, 2026	April 14, 2026	June 15, 2026	August 7, 2026
	RETURN all booklets and supporting materials: <b>Social Studies Part B</b> and <b>Études sociales Partie B</b>	Nov. 5, 2025	Jan. 21, 2026	April 15, 2026	June 16, 2026	August 10, 2026

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Returning Provincial Assessment Booklets and Supporting Materials

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Who	Responsibility	Nov. 2025	Jan. 2026	April 2026	June 2026	August 2026
Principal or designate	RETURN all booklets and supporting materials: <b>Biology 30, Biologie 30, Chemistry 30, Chimie 30,</b>	Biology 30/ Biologie 30 Nov. 6, 2025	Biology 30/ Biologie 30 Jan. 22, 2026	Biology 30/ Biologie 30 April 16, 2026	Biology 30/ Biologie 30 June 18, 2026	Biology 30/ Biologie 30 August 11, 2026
		Chemistry 30/ Chimie 30 Nov. 7, 2025	Chemistry 30/ Chimie 30 Jan. 23, 2026	Chemistry 30/ Chimie 30 April 17, 2026	Chemistry 30/ Chimie 30 June 19, 2026	Chemistry 30/ Chimie 30 August 11, 2026
	RETURN all booklets and supporting materials: <b>Science 30, and Sciences 30, Physics 30, and Physique 30</b>	Physics 30/ Physique 30 Nov. 6, 2025	Physics 30/ Physique 30 Jan. 26, 2025	Physics 30/ Physique 30 April 16, 2026	Physics 30/ Physique 30 June 22, 2026	Physics 30/ Physique 30 August 12, 2026
		Science 30/ Sciences 30 Nov. 7, 2025	Science 30/ Sciences 30 Jan. 27, 2025	Science 30/ Sciences 30 April 17, 2026	Science 30/ Sciences 30 June 23, 2026	Science 30/ Sciences 30 August 12, 2026

## Reporting Results

Who	Responsibility	Nov. 2025	Jan. 2026	April 2026	June 2026	August 2026
Principal or designate	<b>DEADLINE</b> for School-awarded mark to be transmitted to PASI	Nov. 6, 2025	Jan. 27, 2026	April 10, 2026	June 23, 2026	August 7, 2026
Student Records and PASI	Diploma exam marks are available on myPass.	Nov. 20, 2025	Feb. 13, 2026	May 1, 2026	July 17, 2026	August 21, 2026
Student	<b>DEADLINE</b> to pay diploma exam rewrite fee	Day the diploma exam is scheduled and written				
	<b>DEADLINE</b> for submitting rescore request; requests after the deadline <b>will not be accepted</b> .	Nov. 26, 2025	Feb. 26, 2026	May 7, 2026	August 4, 2026	August 28, 2026
Student Records and PASI	Diploma exam rescore marks are available on myPass.	Dec. 4, 2025	March 6, 2026	May 14, 2026	August 21, 2026	Sept. 4, 2026
School authority staff and Principal or designate	Access and review detailed report for errors/omissions.	N/A	Mid-March 2026	N/A	Late August 2026	N/A
	<b>DEADLINE</b> for reporting errors/omissions to the Director, Diploma Examinations Program	N/A	Late March 2026	N/A	Early Sept. 2026	N/A
Provincial Assessment	Release multi-year reports.	N/A	N/A	N/A	Late Sept. 2026	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
November	<a href="webcal://p29-caldav.icloud.com/published/2/MTcyMDQzMdA3OTcxNzlwNB0YWxLi9E9wE87BujEc05s_wNSIxHYpVqZebpx8p79">webcal://p29-caldav.icloud.com/published/2/MTcyMDQzMdA3OTcxNzlwNB0YWxLi9E9wE87BujEc05s_wNSIxHYpVqZebpx8p79</a>
January/June	<a href="webcal://p29-caldav.icloud.com/published/2/MTcyMDQzMdA3OTcxNzlwNB0YWxLi9E9wE87BujEc04mnTT_9ZNpmng5gfNylCVVshiv1TxunQUaGgWYmAQ6VkfK4vIMXTRhqvqctX7GBt0Q">webcal://p29-caldav.icloud.com/published/2/MTcyMDQzMdA3OTcxNzlwNB0YWxLi9E9wE87BujEc04mnTT_9ZNpmng5gfNylCVVshiv1TxunQUaGgWYmAQ6VkfK4vIMXTRhqvqctX7GBt0Q</a>
April	<a href="webcal://p29-caldav.icloud.com/published/2/MTcyMDQzMdA3OTcxNzlwNB0YWxLi9E9wE87BujEc04CLCMw6wAC2G1Y4iANQLnmhMaF1NNNoZdbn8MjgNwSWi2zWRJbru0RdAgvNiMU3O5k">webcal://p29-caldav.icloud.com/published/2/MTcyMDQzMdA3OTcxNzlwNB0YWxLi9E9wE87BujEc04CLCMw6wAC2G1Y4iANQLnmhMaF1NNNoZdbn8MjgNwSWi2zWRJbru0RdAgvNiMU3O5k</a>
August	<a href="webcal://p29-caldav.icloud.com/published/2/MTcyMDQzMdA3OTcxNzlwNB0YWxLi9E9wE87BujEc07IQEVGJK90wP0E-BW0PJE36fTNAkiJ3fVFKwnP3ZZMSgoRI-xRDp7IIHAQ5-Q0pSA">webcal://p29-caldav.icloud.com/published/2/MTcyMDQzMdA3OTcxNzlwNB0YWxLi9E9wE87BujEc07IQEVGJK90wP0E-BW0PJE36fTNAkiJ3fVFKwnP3ZZMSgoRI-xRDp7IIHAQ5-Q0pSA</a>

# Contacts

## Provincial Assessment

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

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

## Provincial Assessment

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

780-427-1857

Email: [exam.admin@gov.ab.ca](mailto:exam.admin@gov.ab.ca)

### Results statements and rescores

780-427-1857

Email: [exam.admin@gov.ab.ca](mailto:exam.admin@gov.ab.ca)

### Special cases, accommodations, and exemptions

780-415-9242

780-427-4215

780-427-9795

Email: [special.cases@gov.ab.ca](mailto:special.cases@gov.ab.ca)

### Field testing

Email: [field.test@gov.ab.ca](mailto:field.test@gov.ab.ca)

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

Email: [diploma.exams@gov.ab.ca](mailto:diploma.exams@gov.ab.ca)

### French Assessment

Email: [french.assessment@gov.ab.ca](mailto:french.assessment@gov.ab.ca)

## Digital Assessment

780-641-8987

780-415-0824

Email: [online.assessment@gov.ab.ca](mailto:online.assessment@gov.ab.ca)

## myPass Access

### Alberta Education and Childcare Help Desk

780-427-5318

Email: [AE.helpdesk@gov.ab.ca](mailto:AE.helpdesk@gov.ab.ca)

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

780-427-5732

Email: [studentrecords@gov.ab.ca](mailto:studentrecords@gov.ab.ca)

### Inquiries about student enrolment and marks and mature student status

780-422-9337

Email: [studentrecords@gov.ab.ca](mailto:studentrecords@gov.ab.ca)

### Packing and shipping of test materials

780-427-1857

Email: [exam.admin@gov.ab.ca](mailto:exam.admin@gov.ab.ca)

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

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