

Diploma Exam Administration Rules and Directives

The following diploma exam administration rules and directives are related specifically to before, during, and after the administration of diploma exams. Diploma exam rules and directives associated with specialized business processes will be noted within each of the appropriate business process sections.

Security, Perusal and General Rules

- 1. Security of Exam Materials** Unless otherwise designated, all exams and other exam materials are secured before, during, and after an exam administration and must be handled accordingly.

No secured diploma exam or other secured diploma exam material may be kept at a school or school authority office following exam administration.

Copying of any secured diploma exam or diploma exam material in whole or in part is prohibited.

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

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

- 2. Security Status of 2016–2017 Exams After Administration** In January and June 2017, all Part(ie) A humanities diploma exams, **except** Français 30–1, will be released following administration. All mathematics, science and Part(ie) B humanities diploma exams **remain secured** after their administration.

For the November, April, and August sessions, all diploma exams remain secured after their administration.

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

Quick Reference: Secured Exams in 2016–2017

Secured Exams in January 2017		
Exam	Written Response	Machine Scored
Biology 30	N/A	Secured
Chemistry 30	N/A	Secured
ELA 30–1	Released after administration	Secured
ELA 30–2	Released after administration	Secured
FLA 30–1	Released after administration	Secured
Français 30–1	Secured	Secured
Mathematics 30–1	N/A	Secured
Mathematics 30–2	N/A	Secured
Physics 30	N/A	Secured
Science 30	N/A	Secured
Social 30–1	Released after administration	Secured
Social 30–2	Released after administration	Secured

Secured Exams in June 2017		
Exam	Written Response	Machine Scored
Biology 30	N/A	Secured
Chemistry 30	N/A	Secured
ELA 30–1	Released after administration	Secured
ELA 30–2	Released after administration	Secured
FLA 30–1	Released after administration	Secured
Français 30–1	Secured	Secured
Mathematics 30–1	N/A	Secured
Mathematics 30–2	N/A	Secured
Physics 30	N/A	Secured
Science 30	N/A	Secured
Social 30–1	Released after administration	Secured
Social 30–2	Released after administration	Secured

3. 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. Teachers of the diploma exam course are not permitted to enter the diploma exam writing room while that diploma exam is being administered.

4. Discussion and Sharing

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

Note: Alberta Education uses technology to compare student response patterns to ensure that students have not fraudulently represented their performance.

5. Machine-

Students must use an HB pencil to record their answers on the machine-

scorable Answer Sheets	scorable answer sheets.
6. Alberta Student Number	All students, including mature students, must have and use a valid Alberta Student Number when writing diploma exams.
7. Student Identification	<p>All students must have photo identification with them when they arrive to write a diploma exam.</p> <p>Students who are unknown to the supervisor will be asked to present photo identification that includes their signature at the time of writing a diploma exam.</p> <p>Any of the following identification documents may be acceptable: driver's license, passport or student identification card. An unknown student who cannot produce appropriate photo identification will not be permitted to write the diploma exam.</p>
8. Identification on Diploma Exams	Students must not write their names or the name of their school anywhere in or on an exam booklet, except in the designated space provided on the back cover.
9. Admittance to the Exam Room	Students may not enter or leave the exam room without the consent of the supervisor.
10. Exam Administration and Writing Times	<p>Students are not permitted to leave the diploma exam room before:</p> <ol style="list-style-type: none"> a. For all AM diploma exams – 10:00 A.M.; b. For all PM diploma exams – 2:00 P.M..
11. Late Arrivals	<p>Late students may be permitted to begin writing diploma exams up to one hour after the diploma exam start time. These students must be provided the same allocated time for the diploma exam as per the schedule:</p> <ol style="list-style-type: none"> a. For all AM diploma exams – up to 10:00 A.M.; b. For all PM diploma exams – up to 2:00 P.M. <p>Students who arrive more than one hour after a diploma exam has started will not be permitted to write the diploma exam. The name of students arriving after the diploma exam has started must be recorded on the <i>Principal's Statement</i> or the <i>Special Writing Centre Supervisor's Statement</i>.</p>
12. Teacher Perusal of Diploma Exams	<ol style="list-style-type: none"> a. For January and June administrations, Grade 12 teachers who will teach a diploma course within the current school year are eligible to peruse that diploma exam in the same language of instruction. b. Perusal copies are only permitted in digital format. Only one perusal copy may be accessed per school. Access will be granted using Quest A+.

- c. A projector may be used.
- d. School authorities may organize a centralized perusal session.
- e. Login must occur between 10AM and 1PM. The duration, once logged in, is 3 hours.
- f. All perusal copies must be reviewed under the supervision of the principal.
- g. Under all circumstances perusal sessions must not
 - i. use paper versions of the diploma exams;
 - ii. occur during the November, April or August diploma exam administrations.
- h. At the conclusion of the perusal session, all notes must be collected and shredded and the principal must complete an exit on-line declaration.

NOTE: The security of diploma exam questions before, during and after a perusal session is equivalent to the security of diploma exams administration itself.

- 13. Teacher-Generated Answers** Teacher-generated answers to actual diploma exam questions or modified versions of diploma exam questions must not be generated, posted or discussed with students.
- 14. Diploma Course Credit** Before course credit can be awarded, a student must write the diploma exam.
- 15. Humanities Diploma Exams** Students must write both components of humanities diploma exams before a diploma exam mark for the humanities course can be calculated.
- 16. Inappropriate Use of Diploma Exams** Diploma exams during all administrations cannot serve as practice diploma writing administrations. Where diploma exam registration data indicates administrations are being used as a practice, authority access to diploma exams may be restricted.
- 17. November and April Eligibility** Students eligible to write in November and April administrations:
 - a. A mature student (see *Introduction & Revisions* section for definition);
 - b. Students without mature student status must have a final school-awarded mark.

All students, including mature students, must be **pre-registered** to write diploma exams in November and April. The deadlines for schools to submit November 2016 and April 2017 diploma exam registrations are found in the *Schedules and Significant* dates section of this bulletin. Unregistered students are not permitted to write diploma exams at a November or April session.

Students without mature student status who write a November or April diploma exam without receiving a school-awarded mark are considered

ineligible and may have their diploma exam mark invalidated.

Students may rewrite diploma exams in November and April without retaking instruction in the course during the November or April administrations. A student is considered to be rewriting a diploma exam if the student has previously written that diploma exam at any time in the current or two previous school years.

18. November and April Availability

November and April diploma exams are available to be administered in all schools authorities.

School authorities must coordinate available writing centres for students within their jurisdiction to ensure that students, including mature students and students rewriting diploma exams, may access these opportunities to write diploma exams.

19. Dual Language and Permitted Diploma exam Materials

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.

Students writing the French version of the Social Studies 30–1 or Social Studies 30–2 diploma exams may use an approved bilingual print dictionary, a thesaurus and an approved writer’s handbook when writing Part A: Written Response.

Students writing French versions of part B diploma exams or other courses are not permitted to use a bilingual dictionary.

Although permissible, it is not advised for students to write one component in English and the other component in French.

Materials Permitted in Diploma Exam Writing Rooms

20. General Information

Students who bring authorized materials into the diploma exam room are responsible for ensuring that they are completely free of notes or other prohibited material and must ensure notes and other prohibited materials are not brought into the diploma exam writing room.

The following materials may be used during the administration of diploma exams:

- 21. Mathematics 30–1, Mathematics 30–2, Biology 30, Physics 30, Chemistry 30, Science 30** Approved calculators (see *Using Calculators* section), rulers and protractors are permitted in the diploma exam room.

- 22. Français 30–1,** For Partie A only, all students may use a print dictionary (French and/or

**French
Language Arts
30–1**

French-English bilingual), a French thesaurus, and/or a book of verb forms/tenses. Two additional resources are authorized by Alberta Education for use during the administration of Partie A.

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

**23. English
Language Arts
30–1, English
Language Arts
30–2**

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

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

**24. Social Studies
30–1 and Social
Studies 30–2**

For Part(ie) A only, all students may use a print dictionary (single language or bilingual), a thesaurus, and an authorized writing handbook. In addition, students writing in French may use a book of verb forms/tenses. Any dictionary, thesaurus, writing handbook, or book of verb forms/tenses used must **not** contain appendices that include Social Studies content (e.g., historical time-lines, structure of the Government of Canada, Canada's court system, structure of international organizations such as the UN or NATO, etc). The list of writing handbooks authorized are limited to the following:

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

The following dictionaries are also appropriate for use when writing Part(ie) A of all Social Studies diploma exam.

- *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*

The following materials are not permitted in diploma exam rooms:

25. Materials Not Permitted In Diploma Exam Rooms

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

Print Materials

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

Students are not permitted to bring in blank pieces of paper for rough draft work. All additional paper must be provided to students by the supervisors or alternately, students can prepare their rough draft work in the provided diploma exam booklet. All extraneous paper provided by the supervisors must be collected at the end of the diploma exam administration and returned with the diploma exam materials to Alberta Education.

No reference materials and dictionaries (bilingual, English, and/or French) are permitted in the diploma exam room for Mathematics 30–1, Mathematics 30–2, Biology 30, Chemistry 30, Physics 30, or Science 30 diploma exams or for any Part(ie) B English Language Arts 30–1, English Language Arts 30–2, Français 30–1, French Language Arts 30–1, Social Studies 30–1 or Social Studies 30–2 diploma exam.

Electronic Devices, Tools, and Materials

Students may not bring any electronic device into the diploma exam writing room including, but not limited to, headsets, digital audio players, cell phones, pagers, or wearable electronic devices. Hand-held electronic dictionaries, electronic or paper templates and/or graphic organizers are not permitted. Students may not bring prohibited calculator materials into the diploma exam room (see *Using Calculators* section).

26. Materials Not to be Removed from the Diploma Exam Room

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

Breaches of Security and Violations of Diploma Exam Rules

Unauthorized materials must be immediately removed from the diploma exam room. In all circumstances below, if the alleged contravention of diploma exam rule occurs during the writing of the diploma exam, exam supervisors must permit the student to continue to write unless direction has been given by the Director, Exam Administration.

Managing Breaches of Security and Violation of Diploma Exam Rules Students are expected to adhere to the *Diploma Exam Administration Rules*. Students who violate diploma exam rules, interfere with the security of diploma exams, falsify diploma exam results, disrupt other students, or commit any other act that may enable them to inaccurately represent their achievement may:

- have their diploma exam(s) invalidated;
- be barred from writing any other Alberta Education diploma exam for a period not exceeding one year;
- have their official transcripts withheld for a period not exceeding one year;
- have their official transcripts annotated;
- be evicted from the diploma exam room if the student, or other students, are at risk of harm.

If a breach of security or violation of diploma exam rules occurs or is suspected, the school principal must remove all unauthorized materials immediately, if applicable, or rearrange the students to prevent collusion. To manage the breach of security or violation of diploma exam rules the school principal must follow the *Protocol for Superintendents Investigating Allegations of Inappropriate Examination/Test Administration And/Or Alleged Contravention of the Examination/Test Rules* (located at the end of this section).

Appealing an Eviction

A student who is evicted from a diploma exam under the *Student Evaluation Regulation AR 177/2003* must be notified by the principal or chief presiding examiner that he/she may object, in writing, to the Director, Exam Administration within seven days of the written notice of eviction. A sample appeal form ([Examinee Appeal Form: Eviction from a Diploma Exam](#)) has been provided in the *Diploma Exam Administration Forms* section.

Appealing a Diploma Exam Invalidation

A student who has had a diploma exam invalidated under the *Student Evaluation Regulation AR 177/2003* must be notified by the principal or chief presiding examiner that he/she may object, in writing, to the Assistant Deputy Minister, Student Learning Standards Division within thirty days of the written notice of invalidation. A sample appeal form ([Examinee Appeal Form: Invalidation of a Diploma Exam](#)) has been provided in the *Exam Administration Forms* section.



**COLLEGE OF ALBERTA SCHOOL SUPERINTENDENTS
and
PROVINCIAL ASSESSMENT SECTOR, ALBERTA EDUCATION**

**Protocol for Superintendents Investigating
Allegations of Inappropriate Examination/Test Administration
And/Or
Alleged Contravention of the Examination/Test Rules**

Introduction

The following guidelines for investigating examination/test administration or student behaviour during testing are provided to assist Superintendents of Schools and the staff of the Provincial Assessment Sector in ensuring:

- security of Diploma Examinations and Provincial Achievement Tests
- consistency and fairness in examination/test administration processes
- validity of the results.

Time is of the essence in any investigation, especially concerning diploma examinations, as students' entrance to post-secondary studies or the workforce depends on resolution.

The *Student Evaluation Regulation 177/2003* is the basis of authority for directives about examination/test administration.

Identifying a Problem

In the event of any inappropriate circumstance or inappropriate student behaviour during the administration of a Diploma Examination or Provincial Achievement Test:

- the school principal submits written notification to the Superintendent of Schools and to the Director, Examination Administration
- the Director ensures that the results for the school, or the individual student(s), are withheld until the Superintendent of Schools provides a recommendation on the results validity and conveys this in writing to the Director, Examination Administration.

Investigating Inappropriate Examination/Test Administration or Allegations of a Contravention of the Examination/Test Rules

The Superintendent will use the following procedures for an investigation requested by the Director, Examination Administration:

- Start the investigation as quickly as possible because the validity of results may be in question.
- Contact the Executive Director, Provincial Assessment Sector or the Director, Examination Administration, Provincial Assessment Sector at any time throughout an investigation for advice or clarification.
- Conduct an investigation independent of the school.
- Ask the College of Alberta School Superintendents (CASS) to appoint a Superintendent from a neighbouring school authority to investigate on your behalf in any awkward and/or conflict of interest cases.
- Consider the *Freedom of Information and Protection of Privacy Act (FOIP Act)* when discussing the situation with others.
- Collect facts from as many sources as possible and keep a written record of all pertinent details and dates.
- Obtain corroboration from as many sources as possible.
- Collect any physical evidence that might support the case—for example, study notes that include secured material.
- If an allegation of unprofessional conduct appears to be appropriate, contact the Alberta Teachers' Association (ATA) and provide relevant information.
- After the investigation is complete, send a written summary and recommendation to the Director, Examination Administration, Provincial Assessment Sector. Include documentary evidence including student's written statement and any confiscated student materials.

Provincial Assessment Sector Follow-up


On the basis of the Superintendent's recommendation, the Executive Director, Provincial Assessment Sector will use the following procedures to conclude the investigation.

- If the school results, or an individual student's results, are determined to be valid, the Executive Director, Provincial Assessment Sector ensures that the results are released and the outcome of the investigation communicated to the Superintendent, the Principal, and the student where necessary. If the data files for the school and school authority reports have not yet been closed, the student's results are included in the reports. If a student's Provincial Achievement Test is involved, a revised *Individual Student Profile* is included with the Principal's letter. In the case of an individual student's Diploma Examination, a revised results statement is sent to the student.
- If a student's Diploma Examination results are determined to be invalid, the school report and the school authority report are prepared accordingly if the data files for the reports have not been closed yet. Invalid student scores are not included in the calculations of school and school authority results. However, the students may be included in the participation rates calculations.
- If a student's results on a Diploma Examination are determined to be invalid, the Executive Director, Provincial Assessment Sector sends a letter notifying the student that the results of the Diploma Examination have been declared invalid and informing him or her about any consequences. The letter also informs the student about the right to appeal to the Assistant Deputy Minister, Student Learning Standards Division, Alberta Education.


The consequences for students will vary, as appropriate. A maximum consequence would have the student wait one calendar year before rewriting the Diploma Examination. There is also a provision for the student's record to be annotated to state that a contravention of the *Examination Rules* has occurred.



Barry Litun
Executive Director
College of Alberta School Superintendents



Paul Lamoureux
Executive Director
Provincial Sector



Date



Date

