

Security of Diploma Examination Materials

Security of Examination Materials

Unless otherwise designated, **all** examinations and other examination materials are secured before, during, and after an examination administration and must be handled accordingly.

No secured examination or other secured examination material may be kept at a school or school authority office following exam administration. Copying of any secured examination or examination material in whole or in part is prohibited. To do so is a breach of security.

A principal must sign the declaration that is part of the *Principal's Statement* attesting that these security requirements have been met (see *Examination Administration Forms* section).

Security Status of 2011–2012 Examinations After Administration

In January and June 2012, all Part(ie) A humanities diploma examinations, **except** Français 30–1, will be released following administration. All mathematics, science, and Part(ie) B humanities diploma examinations **remain secured** after their administration.

For the November, April, and August sessions, **all** examination materials **remain secured** after their administration.

Data booklets for Chemistry 30 and Science 30 may remain in the school after those examinations have been administered.

Teacher Perusal Copies

Grade 12 teachers, whose students are writing diploma examinations during the January and/or June administrations, have viewing access through their principals to a *Teacher Perusal Copy* of secured diploma examinations. Under the supervision of the principal or a designate, these teachers may have viewing access according to the following time frame:

- All diploma examinations: one hour after the start of the examinations and up to 1:00 P.M. on the day of administration

All *Teacher Perusal Copies* must be returned to Alberta Education.

Teacher-Generated Answers

No teacher-generated answers to diploma examination questions may be posted or discussed with students.

**Quick Reference:
Secured
Examinations in
2011-2012**

January 2012		
Examination	Written Response	Machine Scored
Applied Math 30	N/A	Secured
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
Physics 30	N/A	Secured
Pure Math 30	N/A	Secured
Science 30	N/A	Secured
Social 30–1	Released after administration	Secured
Social 30–2	Released after administration	Secured

June 2012		
Examination	Written Response	Machine Scored
Applied Math 30	N/A	Secured
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
Physics 30	N/A	Secured
Pure Math 30	N/A	Secured
Science 30	N/A	Secured
Social 30–1	Released after administration	Secured
Social 30–2	Released after administration	Secured

Chemistry and Science data booklets may be retained at the school after the administration of the examination

Diploma Examination Rules

1. Authorization to Administer November and April Diploma Examinations

Schools must be authorized by the Minister to administer diploma examinations in November and April.

2. Eligibility to Write in November and April Sessions

To be eligible to write a diploma examination in November or April, a student must have received instruction in, and a school awarded mark for, the corresponding course **within that session**. The school mark must be awarded by a school that is authorized by the Minister to administer diploma examinations in November and April. **Ineligible students** who write diploma examinations in November or April will have their **examination marks invalidated**.

3. Examination Registration For November and April Sessions

All students who write diploma examinations in November and April must be registered to write those examinations, **by the school of instruction**, on or before the registration deadline date. Unregistered students are **not** permitted to write diploma examinations at a November or April session.

4. Examination Administration Supervision

Teachers may not supervise the administration of diploma examinations for any courses for which they have provided instruction.

5. Admittance to the Examination Room

Students may not enter or leave the examination room without the consent of the Examination Supervisor.

***NEW 6. Alberta Student Number**

All students, including mature students, must have and use a valid Alberta Student Number when writing diploma examinations.

7. Student Identification

Students who may be unknown or unfamiliar to an Examination Supervisor will be asked to present identification that includes their signature and photograph at the time of writing a diploma examination. Consequently, all students **MUST** have picture identification with them when they arrive to write a diploma examination. Any of the following identification documents may be acceptable: driver's licence, passport, or student identification card. An unknown student who cannot produce appropriate picture ID will **not** be allowed to write the diploma examination.

8. Identification on Examinations

Students must not write their names or the name of their school anywhere in or on an examination booklet, except in the designated space provided on the back cover.

9. Late Arrivals

Students who arrive more than one hour after a diploma examination has started (10:00 for morning examinations) will **not** be allowed to write the examination. Students who arrive late but within the first hour of administration may be allowed to write at the discretion of the principal or chief presiding examiner. In this case, the principal or chief presiding examiner may allow the student additional time—corresponding to the amount by which the student was late—to complete the examination. The names of late students must be recorded on the *Principal’s Statement*, *Chief Presiding Examiner’s Statement*, or the *Special Writing Centre Supervisor’s Statement*.

10. Writing Time

Students must write a diploma examination within the specified time and may not hand in a paper until at least one hour of the examination time has elapsed. An additional one-half hour of writing time is available to every student for each diploma examination. Additional writing time as an accommodation will only apply if a student requires more than the one-half hour of additional time provided for all students.

11. Discussion and Sharing

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

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

12. Answer Sheets

Students must use an HB pencil to record their answers on the machine-scorable answer sheets.

13. Materials Allowed In the Examination Room

Students who bring authorized materials into the examination room are responsible for ensuring that they are completely **free of notes** or other **prohibited material**.

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

Applied Mathematics 30, Pure Mathematics 30, Biology 30, Physics 30, Chemistry 30, Science 30

Approved calculators (see *Using Calculators & Computers* section), rulers, and protractors are allowed in the examination room.

Français 30–1, French Language Arts 30–1

For Partie A only, all students may use a print dictionary (French and/or French-English bilingual), a French thesaurus, and/or a book of verb forms/tenses. Two additional resources are authorized by Learner Assessment 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)

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 Learner Assessment 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. Valleau), 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)

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 for student use while completing Part A of the English Language Arts 30–1 and English Language Arts 30–2 examinations meet these conditions and may be used when writing a Social Studies diploma exam, **with two exceptions**. Students writing Part(ie) A of the Social Studies 30–1 and Social Studies 30–2 examinations may **not** use *A Canadian Writer's Guide* (J. Finnbogason and A. Valleau) or the first edition of *A Canadian Writer's Reference* (D. Hacker). The following dictionaries are also appropriate for use when writing Part(ie) A of all Social Studies diploma examinations:

- *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*

14. Materials Not Allowed In the Examination Room

The following materials are **not** allowed in the examination room:

Print Materials

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

No reference materials and dictionaries (bilingual, English, and/or French) are allowed in the examination room for Applied Mathematics 30, Pure Mathematics 30, Biology 30, Chemistry 30, Physics 30, or Science 30 examinations.

No reference materials and dictionaries (bilingual, English, and/or French) are allowed in the examination room 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 examination.

Electronic Devices, Tools, and Materials

Students may not bring any headsets, digital audio players, cell phones, pagers, or other electronic devices into the examination room. No hand-held electronic dictionaries and no electronic or paper templates and/or graphic organizers are allowed. Students may not bring prohibited calculator materials into the examination room (see *Using Calculators & Computers* section).

15. Unauthorized Materials In the Examination Room

Any student **in possession of** materials **not** allowed in an examination room will have his/her mark invalidated.

16. Materials Not to be Removed from the Examination Room

Students may **not** remove any examinations or other examination materials from the examination room. This includes any tear-out pages from the examination booklets and any rough draft materials produced by students writing their Part(ie) A diploma examinations using a computer.

Breaches of Security and Violations of Diploma Examination Rules

Managing Breaches of Security and Violation of Diploma Examination Rules

Students are expected to comply with the *Diploma Examination Rules*. Students who violate examination rules, interfere with the security of examinations, falsify examination results, disrupt other students, or commit any other act that may enable them to inaccurately represent their achievement may:

- be evicted from the examination room
- have their diploma examination(s) invalidated
- be barred from writing any other Alberta Education diploma examination for a period not exceeding one year
- have their official transcripts withheld for a period not exceeding one year
- have their official transcripts annotated

If a breach of security or violation of examination rules occurs or is suspected, the school principal must immediately report the breach to the superintendent and to the Director, Examination Administration (see *Contacts* section). The superintendent shall make recommendations to Alberta Education regarding the validity of the students' results (see Protocol in this section).

Immediately following the administration of a diploma examination, the principal or chief presiding examiner must also report, on the *Principal's Statement* or *Chief Presiding Examiner's Statement*, any circumstances that may affect the validity of the results of any student or group of students.

Appealing Disciplinary Action

A student who is evicted from or has had a diploma examination 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, Education Program Standards and Assessment, Alberta Education, within seven days of the written notice of eviction or invalidation. A sample appeal form (*Examinee Appeal Form: Invalidation of or Eviction from a Diploma Examination*) has been provided in the *Examination Administration Forms* section.



**COLLEGE OF ALBERTA SCHOOL SUPERINTENDENTS
and
LEARNER ASSESSMENT, 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 Learner Assessment in ensuring

- security of the diploma examinations and achievement tests,
- consistency and fairness in the examination/test administration processes, and
- 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 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 determines 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:

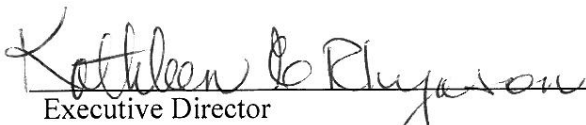
- Start the investigation as quickly as possible because the validity of results may be in question.
- Contact the Learner Assessment Executive Director or the Director, Examination Administration, at any time throughout an investigation for advice or clarification.
- Conduct an investigation independent 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 a charge of unprofessional conduct appears to be appropriate, contact the Alberta Teachers' Association (ATA) and provide the relevant information.
- After the investigation is complete, make a recommendation about the validity of the results.
- As soon as the validity of examination/test results is determined, send a written summary and recommendation to the Director, Examination Administration, Learner Assessment. Include documentary evidence and any confiscated student materials.


Learner Assessment Follow-up

On the basis of the superintendent’s recommendation, the Executive Director of Learner Assessment 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 of Learner Assessment 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 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 the school results are found 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 of Learner Assessment sends a letter notifying the student that the results of the examination have been declared invalid and informing him or her about any penalty. The letter also informs the student about the right to appeal to the Assistant Deputy Minister.

The penalty for the student will vary. A maximum penalty would have the student wait one calendar year before rewriting the 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.


 Executive Director
 College of Alberta School Superintendents
 May 11, 2011
 Date


 Executive Director
 Learner Assessment
 May 11, 2011
 Date