

## ***Diploma Examination Administration Directives***

Diploma examination directives identify requirements and expectations related to the administration of diploma examinations. These directives are issued by the Minister of Education under the authority of the *Student Evaluation Regulation, Alberta Regulation 177/2003* pursuant to the *School Act*.

The following directives outline general expectations about what should occur to prepare for, supervise, and complete the administration of all diploma examinations. These directives apply to all superintendents of schools, principals of private schools, principals of schools and writing centres, examination supervisors, teachers, and/or students/examinees who will be writing diploma examinations. Additional directives related to the administration of diploma examinations, including those that pertain to the use of computers, calculators, and/or writing accommodations, may be found throughout this bulletin.

### ***Directives for Superintendents of Schools and Principals of Private Schools***

#### **Examination Administration Preparation**

Prior to each diploma examination session, the superintendent of schools or principal of a private school shall:

1. Review this bulletin and update or modify diploma examination-related processes, procedures, and schedules within the school authority or private school to ensure that they conform to current expectations and requirements.
2. Establish, review with principals, and implement appropriate procedures and schedules within the school authority or private school to:
  - a. Maintain strict security of all examination materials while they are in the custody and control of the school authority or private school
  - b. Immediately upon their receipt, inspect received examination materials for errors or deficiencies (see *Receiving and Inspecting Examination Materials* below)
  - c. Implement timely and appropriate remedies to correct examination shipment errors or deficiencies (see *Receiving and Inspecting Examination Materials* below).
3. Establish and review with principals appropriate procedures within the school authority or private school to:
  - a. Distribute and manage secured diploma examination materials before, during, and after an official scheduled examination administration
  - b. Prepare, package, and return secured examination materials to Alberta Education (see *Packaging and Returning Examination Materials* below).

4. Establish, and review with principals, appropriate procedures within the school authority or private school to investigate and report:
  - a. Examination administration anomalies (see *Security & Examination Rules* section)
  - b. Suspected security breaches (see *Security & Examination Rules* section).
5. Establish, and review with principals, **exam administration contingency plans** that may be implemented, as required, to address unexpected issues or problems that arise while examinations are being written.

**Examination  
Administration  
Supervision**

Immediately prior to and during each diploma examination administration, the superintendent of schools or principal of a private school shall:

1. Ensure that diploma examinations are administered:
  - a. According to the dates and times published in this bulletin (see *Schedules & Significant Dates* section)
  - b. In accordance with the policies, directives, rules, and procedures outlined in this bulletin
  - c. In accordance with specific examination-related processes and procedures established within the school authority or private school.
2. Implement appropriate procedures, as required, to investigate and report:
  - a. Examination administration anomalies (see *Security & Examination Rules* section)
  - b. Suspected security breaches (see *Security & Examination Rules* section).
3. Implement an **exam administration contingency plan**, as required, to address unexpected issues or problems that arise while an examination is being written.

**Examination  
Administration  
Completion**

Following each diploma examination session, the superintendent of schools or principal of a private school shall:

1. Notify the Director, Examination Administration, of any violations of examination rules (see *Security & Examination Rules* section) 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 examination.
2. Ensure that all secured examination materials and associated forms are accounted for, appropriately prepared for shipment, and returned to Alberta Education.

## *Directives for Principals of Schools and Designated Writing Centres*

### **Examination Administration Preparation**

Prior to each diploma examination session, the principal of a school or designated writing centre shall:

1. Review this bulletin and update or modify diploma examination-related processes, procedures, and schedules within the school to ensure that they conform to current expectations and requirements.
2. Communicate to students and teachers their roles, responsibilities, and deadline-related information pertaining to the administration of diploma examinations (see *Examination Administration Guidelines* below).
3. Establish and implement appropriate procedures and schedules within the school to:
  - a. Register students to write or rewrite diploma examinations
  - b. Enable students to access required writing accommodations
  - c. Submit school-awarded marks and changes to school-awarded marks.
4. Establish and implement appropriate procedures and schedules in the school to:
  - a. Maintain strict security of all examination materials while they are in the custody and control of the school
  - b. Immediately upon their receipt, inspect received examination materials for errors or deficiencies
  - c. Implement timely and appropriate remedies to correct examination errors or deficiencies (see *Receiving and Inspecting Examination Materials* below).
5. Establish appropriate procedures within the school to:
  - a. Distribute and manage secured diploma examination materials before, during, and after an official scheduled examination administration
  - b. Prepare, package, and return examination materials to Alberta Education (see *Packaging and Returning Examination Materials* below).
6. Establish appropriate procedures within the school to investigate and report:
  - a. Examination administration anomalies (see *Security & Examination Rules* section)
  - b. Suspected security breaches (see *Security & Examination Rules* section).

7. Establish an **exam administration contingency plan** that can be implemented, as required, to address unexpected issues or problems that arise while examinations are being written.
8. Designate teachers to act as examination administration supervisors and ensure that they are appropriately prepared for that role (see *Examination Administration Guidelines* below).
9. Designate and schedule the facilities to be used as examination rooms when administering diploma examinations (see *Examination Administration Guidelines* below).

**Examination  
Administration  
Supervision**

Immediately prior to and during each diploma examination administration, the principal of a school or designated writing centre shall:

1. Ensure that diploma examinations are administered:
  - a. According to the dates and times published in this bulletin (see *Schedules & Significant Dates* section)
  - b. In accordance with the policies, directives, rules, and procedures outlined in this bulletin
  - c. In accordance with the specific examination-related processes and procedures established at that school.
2. Ensure that all facilities and materials that have been set up for examination writing purposes are secured and remain secured until after the examination writing session and follow-up administrative procedures are completed.
- \*NEW 3. Implement appropriate procedures to ensure that all students writing diploma examinations have and use valid Alberta Student Numbers.
4. Implement appropriate procedures to enable teachers whose students are writing a diploma examination to view a perusal copy of that examination (see *Security & Examination Rules* section).
5. Ensure that appropriate procedures for the administration of writing accommodations are being followed, including the completion of necessary forms and documents (see *Special Cases & Accommodations* section).
6. Implement appropriate procedures, as required, to investigate and report:
  - a. Examination administration anomalies (see *Security & Examination Rules* section)
  - b. Suspected security breaches (see *Security & Examination Rules* section).

7. Implement an **exam administration contingency plan**, as required, to address unexpected issues or problems that arise while an examination is being written.

### **Examination Administration Completion**

Following each diploma examination session, the principal of a school or designated writing centre shall:

1. Notify the Superintendent and the Director, Examination Administration, of any violations of the *Diploma Examination Rules* (see *Security & Examination Rules* section) 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 examination.
2. Complete the *List of Students* and complete and sign the *Principal's Statement* (see *Examination Administration Forms* section).
3. Ensure that all secured examination materials and associated documents and forms are accounted for, appropriately prepared for return shipment, and shipped to Alberta Education (see *Packaging and Returning Examination Materials* below).
- \*NEW 4. Ensure that if computers and/or other digital devices were used for exam administration purposes, all diploma examination information, including student responses, have been removed from those devices.
5. Following June and August examination administration sessions, provide a summer contact name and phone number (not the school phone number).

### ***Directives for Examination Supervisors***

### **Examination Administration Preparation**

Prior to each diploma examination session, examination supervisors shall:

1. Collaborate with the principal and other examination supervisors to review and update existing or establish new examination administration supervision procedures and processes, to ensure that they conform to current Alberta Education and school system expectations and requirements.
2. Collaborate with the principal and other examination supervisors to review and update the school's **exam administration contingency plan** that may be implemented, as required, to address unexpected issues or problems that arise while examinations are being written.
3. Review and, where applicable, be able to implement the directives, rules, processes, and procedures that relate to the administration of diploma examinations using:

- a. Computers (see *Using Calculators & Computers* section)
  - b. Calculators (see *Using Calculators & Computers* section)
  - c. Writing accommodations (see *Special Cases & Accommodations* section).
4. If the supervision duties of an upcoming scheduled diploma examination administration are to be shared with other supervisors, collaborate to develop a roster of duties for each supervisor, to ensure that all required exam administration processes and procedures will be implemented as planned (see *Examination Administration Guidelines* below).

**Examination  
Administration  
Supervision**

Immediately prior to and during each scheduled diploma examination administration, the examination supervisor shall:

- 1. Ensure that the examination room is appropriately set up and free of materials or distractions that could affect the outcomes of the examination (see *Examination Administration Guidelines* below).
- 2. Ensure that all required examination materials, equipment, and forms are in the examination room and are kept secured before, during, and after the scheduled diploma examination session.
- 3. Verify the identity of each student and record their location in the examination room.
- \*NEW** 4. Verify that each student has and uses a valid Alberta Student Number.
- 5. Ensure that students are aware of and understand the rules and procedures for writing a diploma examination and their responsibilities for implementing them, prior to the commencement of the official scheduled examination administration.
- 6. Implement procedures to ensure that:
  - a. Authorized materials only are brought into and used by students in the examination room (see *Security & Examination Rules* section)
  - b. Appropriate materials are distributed to and returned by students before and after the official scheduled writing time
  - c. Students understand and comply with all requirements related to the use of all documents, forms, and examination materials that are distributed to them while they are in the examination room.
- 7. Ensure that examinations are administered during the official scheduled writing time (see *Schedules & Significant Dates* section).
- 8. Actively observe and supervise all students who are in the examination

room before, during, and after the official scheduled writing time, to ensure that they are complying with all examination rules (see *Examination Administration Guidelines* below).

**Examination  
Administration  
Completion**

Immediately following each scheduled diploma examination administration, the examination supervisor shall:

1. Document any unusual circumstances or violations of rules and/or directives that occurred during the examination administration and forward this information to the principal (see *Security & Examination Rules* section).
2. Document the use or non-use of writing accommodations available to students during the examination and forward this information to the principal.
3. Complete and sign all required examination administration forms.
4. Collate and appropriately prepare all used and unused examination materials, and other related equipment, forms, and documents, and return them to the principal (see *Packaging and Returning Examination Materials* below).
- \*NEW** 5. Remove all diploma examination information, including student responses, from all computers or other digital devices that were used for examination administration purposes.

## ***Directives for Teachers of Students Writing Diploma Examinations***

**Examination  
Administration  
Preparation**

Prior to each diploma examination session, teachers of students writing diploma examinations shall:

1. Ensure that students are aware of and understand the rules and procedures related to writing a diploma examination and their responsibilities for complying with and/or implementing them (see *Examination Administration Guidelines* below).

**Examination  
Administration**

During each scheduled diploma examination administration, teachers of students writing diploma examinations shall:

1. Follow the procedures established by the principal if they wish to view a *Teacher Perusal Copy* of a diploma examination (see *Security & Examination Rules* section).

**Examination  
Administration**

Following each scheduled diploma examination administration, teachers of students writing diploma examinations shall:

## Completion

1. Review options and procedures with students who may need to:
  - a. Apply to rewrite a diploma examination
  - b. Apply for a diploma examination rescore
  - c. Explore avenues of appeal.

## *Directives for Students/Examinees Writing Diploma Examinations*

### **Examination Writing Preparation**

Prior to a diploma examination session, students/examinees who intend to write a diploma examination shall:

1. Ensure that they are aware of and understand the rules, procedures, requirements, and deadlines related to writing a diploma examination and of their responsibilities for complying with and/or implementing them (see *Examination Administration Guidelines* below).
2. Ensure that they have communicated their intention to and are registered to write specific diploma examinations.
- \*NEW** 3. Ensure that they have and use a valid Alberta Student Number.
4. Discuss with school personnel their needs and intentions with respect to the use of writing accommodations and/or special writing circumstances (see *Special Cases & Accommodations* section).
5. Discuss with school personnel their intentions with respect to the use of a computer to write Part(ie) A humanities diploma examinations (see *Using Calculators & Computers* section).
6. Complete and submit all required diploma examination-related forms, documents, and/or fees (see *Examination Administration Guidelines* below).

### **Examination Writing**

Immediately prior to and during each scheduled diploma examination administration, students writing diploma examinations shall:

1. Write his/her Grade 12 diploma examination(s) at an accredited Alberta high school or provincially designated writing centre.
2. Complete both parts of a humanities diploma examination to obtain credit for the course.
3. Comply with all directives, rules, and procedures related to the writing of diploma examinations (see *Examination Administration Guidelines* below).

**Examination  
Writing  
Completion**

Following a diploma examination session, students/examinees who wrote a diploma examination shall:

1. Ensure that they are aware of and understand the rules, procedures, requirements, and deadlines related to diploma examination rewrites, rescoring, and/or appeals and their responsibilities for complying with and/or implementing them (see *Examination Administration Guidelines* below).
2. If intending to make an appeal related to a diploma examination course or administration, explore all other avenues of appeal at the local school authority level before appealing to the Special Cases Committee of Alberta Education.

### ***Directives for November and April Administration Sessions***

In addition to the directives provided above and throughout this *Bulletin*, the following directives apply to the administration of November and April diploma examination administration sessions.

**Superintendents of  
Schools and  
Principals of  
Private Schools**

1. The superintendent of schools or principal of a private school shall ensure that:
  - a. Only those schools that are authorized to administer diploma examinations in November and April do so.
  - b. All November and April diploma examinations are administered in accordance with the directives and rules that follow.

**Principals**

1. Principals of schools authorized to administer diploma examinations in November and April shall:
  - a. Communicate to students and teachers their roles, responsibilities, and deadline-related information pertaining to the administration of November and April diploma examinations.
  - b. Ensure that all students who intend to write a diploma examination at a November or April administration are **registered by the school** to write that examination.
  - c. Ensure that only students who are **currently receiving instruction** for a course in a November or April session, and who will be **receiving their final school awarded marks** for that course **in that session**, are registered to write the corresponding diploma examination.

**Teachers of  
Students Writing  
November or  
April Diploma**

1. Teachers of students who intend to write diploma examinations shall ensure that students are aware of and understand the rules and procedures related to writing a November or April diploma examination and their responsibilities for complying with them.

## **Examinations**

2. Prior to the registration deadline for a November or April diploma examination, and in consultation with a student who intends to write the examination at that session, the teacher shall confirm with the principal that the student intends to complete the coursework and receive a school awarded mark in the corresponding course by the end of the session.

## **Examination Supervisors**

1. Prior to the commencement of a November or April diploma examination, the Examination Supervisor shall confirm that students preparing to write the examination are eligible to do so.

## **Students Writing November or April Diploma Examinations**

1. Prior to the registration deadline for a November or April diploma examination, a student who intends to write an examination at that session shall confirm with the teacher that he or she intends to complete the coursework and receive a school awarded mark in the corresponding course by the end of the session.
2. Students shall only write a diploma examination at a November or April administration session if they have received instruction in and a school awarded mark for the corresponding course **within that session**.

## ***Examination Administration Guidelines***

### **Preparing Students**

To prepare students to write diploma examinations, schools should communicate to students their roles and responsibilities, and deadline related information, pertaining to:

1. Examination schedules.
2. Diploma examination directives and rules.
3. Using calculators or computers when writing diploma examinations.
4. Accessing and using writing accommodations.
5. Applying to write or rewrite diploma examinations or to set up a special writing centre.
6. Applying for a diploma examination rescore.
7. Requesting a separate (split) writing or an exemption from writing a diploma examination.
8. Transferring course levels.
9. Appealing school-awarded and diploma examination marks.

### **Preparing Examination Supervisors**

Appropriate preparation to serve as an examination administration supervisor includes being aware of and able to implement:

1. Diploma examination directives and rules.
2. Diploma examination schedules and examination administration instructions.
3. Use of calculator and computer rules and procedures.

4. Contingency plans and emergency procedures.
5. Procedures to:
  - a. confirm student identification and track seating arrangements
  - b. maintain the security of examination materials, including knowing which materials to secure after examination administration
  - c. actively observe and supervise examinee behaviour before, during, and after the officially scheduled examination administration
  - d. identify and document examination administration anomalies
  - e. administer diploma examinations using writing accommodations and alternate format materials.

**Selecting and Setting up Examination Writing Facilities**

Examination writing facilities must ensure the security of all examination materials before, during, and after their administration and must be free of materials and/or distractions that could affect the outcome of an examination. When selecting and preparing examination rooms it is important to ensure that they enable:

1. The removal or covering of any instructional materials in the room that may be of direct assistance to students writing an examination.
2. Active observation and supervision of examinee behaviour before, during, and after the officially scheduled examination administration.
3. The appropriate use of writing accommodations and special format materials without distraction to other examinees.
4. Quiet and secure printing of examinee work, during and after the official scheduled examination administration, if examinees are writing Part(ie) A examinations using computers.
5. The seating of examinees in the room in a manner that protects their examination answers, whether on paper or in electronic form, from unauthorized observation during and after the official scheduled examination administration.
6. Secure custody and control of all examination materials before, during, and after the officially scheduled examination administration.

**Setting Up and Communicating Examination Schedules**

Examination schedules should be communicated to teachers and students/examinees well in advance of the official scheduled dates of administration and should be published in a form that clearly indicates:

1. That students/examinees are required to be in the examination room at a **set time prior to** the official scheduled examination start time, to enable proper completion of all of the required pre-examination administration procedures.
2. The official scheduled examination start and completion times and notice that examinees may take up to one-half hour of extra time after the official completion times, if required, to complete their examination.

**Creating an Exam Administration**

An examination administration plan should be prepared prior to each examination administration session. This plan should define all of the steps

## **Plan and Roster of Duties**

and procedures required to prepare for, supervise, and complete the administration of a diploma examination. Roles and responsibilities related to these steps and procedures should be defined and assigned in advance of each examination administration session.

A typical roster of duties to **initiate and prepare for a diploma examination administration session** might include the following:

1. Publish the examination schedule (see above).
2. Register students to write diploma examinations.
3. Inform students and school personnel of their diploma examination related roles and responsibilities.
4. Prepare and assign rosters of duties (see below) and ensure that personnel know how to perform those duties.
5. Identify special writing needs and request writing accommodations.
6. Identify and schedule examination room(s) and any required equipment.
7. Establish and implement procedures to maintain and supervise the secure storage of all examination materials while they are in the custody and control of the school.
8. Receive, inspect, and distribute examination materials prior to their administration.

A typical roster of duties to **set up examination administration facilities, materials, and equipment** prior to the administration of a diploma examination might include the following:

1. Prepare a checklist of materials and equipment required for the examination administration.
2. Arrange furniture and equipment in the room so as to ensure the security and fairness of the examination administration.
3. Prepare a seating assignment plan that will ensure the security and fairness of the examination administration.
4. Remove or cover any instructional materials in the examination room that may be of direct assistance to examinees.
5. Configure all computers, word processing applications, printers, and other electronic equipment, as required, and check their functionality.
6. Pick up unsecured materials required for the examination administration (e.g., forms, pencils, blank paper, calculators) and prepare them for distribution.
7. Pick up secure examination materials from the secure lock-up area and prepare them for distribution.
8. Secure the examination room and all materials and equipment in it until the scheduled examination administration.

A typical roster of duties to **receive students into the examination room and prepare them to write a diploma examination** might include the following:

- \*NEW**
1. Receive students/examinees, assign seating, and update seating plan.
  2. Confirm student/examinee identity, ensure that all students/examinees have valid Alberta Student Numbers, and request that they complete a *Diploma Examination Rewrite Fee Form*, if required.
  3. Review the following information with students/examinees:
    - a. diploma examination directives and rules, examinees' responsibilities related to them, and the consequences for not following them
    - b. procedures to be followed in the event of an emergency or interruption while the examination is being administered
    - c. procedures for completing and returning examination materials to the examination supervisor at the end of the examination period
    - d. specific other procedures related to expected conduct before, during, and after the official scheduled examination period (e.g., procedures to follow if using computers and printers for examination writing purposes).
  4. Check that no prohibited materials have been brought into the examination room (see *Security & Examination Rules* section)
  5. If calculators are permitted, check that students/examinees have cleared them, as required.
  6. If computers and printers are being used to write a Part(ie) A examination, check that they are set up and functioning as required.
  7. Distribute secured and unsecured examination materials and have students/examinees prepare them for the administration:
    - a. add labels in the appropriate locations
    - b. enter required information in the appropriate locations on examination booklets and answer sheets (e.g., names)
    - c. have students read and sign the declaration on the back page of their examination booklets
    - d. remove all tear-out materials (e.g., answer sheets, data sheets, rough work sheets)
    - e. review the exam materials for errors or deficiencies (e.g., misprints, missing pages)
    - f. if approved writing accommodations are being used, ensure that they are distributed and set up as required.
  8. Review the examination administration instructions provided in the examination booklet(s).
  9. If a reader, scribe, or sign language interpreter is assisting a student/examinee, review the examination administration instructions that are pertinent to that form of examination administration assistance.
  10. Review time limits and the process that will be used to inform students about the time remaining in the examination session.

A typical roster of duties for **supervising the official scheduled examination administration** might include the following:

1. Commence and begin timing the examination.

2. Actively observe and supervise the behaviour of all examinees in the room (see *Active Supervision* below).
3. Supervise scribes, readers, and/or sign language interpreters to ensure that they are complying with the procedures established for that form of examination administration assistance.
4. Supervise students/examinees who must leave and return to the examination room while the examination is being administered.
5. Receive students who arrive late and prepare them to write the examination.
6. Document any unusual circumstances or any violations of rules and/or directives.
7. Document the use and non-use of all approved writing accommodations.
8. Provide ongoing information about examination time remaining.

A typical roster of duties for **collecting materials** and **completing an examination administration** might include the following:

1. Conclude the official scheduled examination administration.
2. Actively supervise examinees while they collect and return their examinations and other distributed examination materials or equipment, and ensure that students have cleared their calculators, as required.
3. If scribes, readers, and/or sign language interpreters have provided assistance, ensure that they have completed and submitted all appropriate forms.
4. Sort and bundle all secured and unsecured examination materials, forms, and other examination administration materials, as required.
- \*NEW 5. If computers or other digital devices were used for examination administration purposes, remove all diploma examination information, including student responses, from those devices.
6. Return all secured examinations, examination materials, and forms to the secure lock-up area.
7. Provide documentation about unusual circumstances, violations of rules and/or directives, and the use or non-use of approved writing accommodations to the principal or chief presiding examiner.

**Active Supervision** Active supervision refers to specific actions taken by supervisors to ensure that diploma examination directives and rules are appropriately enforced and that all students have a fair and equitable opportunity to write their diploma examinations. Individuals who are active supervisors have a clear understanding of diploma examination directives and rules. They use that knowledge, along with forethought and planning, to predict the types of behaviours that would enable a directive or rule to be contravened. Then, to reduce the opportunity for these contravening actions to occur, they implement deliberate and proactive strategies to control examinee behaviour, before, during, and after the examination session.

Examination directives and rules are generally contravened through three

types of behaviours:

1. Giving, taking, or receiving information from someone inside or outside of the examination room.
2. Using prohibited material during the examination period.
3. Taking advantage of people and processes before, during, or after the examination period.

Some specific strategies that can be employed to mitigate the opportunity to contravene examination directives and rules include:

1. Randomizing and assigning seating so examinees cannot choose or know in advance where they will be sitting, and documenting where each examinee is seated.
2. Ensuring that all desks in the examination room are empty before, during, and after the examination.
3. Creating, communicating, and enforcing clear rules of conduct for examinees that allow supervisors to be aware of and able to control their movements at all times while they have access to secured examination materials.
4. Making and maintaining frequent eye contact with anyone whose behaviour appears to be suspicious.
5. Setting up the room and positioning examination supervisors so that examinees and their behaviours can be viewed from all directions and so that examinees are aware that they are being observed.
6. Establishing and implementing specific strategies to check that no
  - a. prohibited materials have been brought into the examination room
  - b. secure materials are removed from the examination room
  - c. examination materials have been deliberately destroyed or “lost” rather than handed in by the examinee at the end of the examination period.

## ***Ordering Examination Materials***

### **Registering Students/ Examinees to Write Diploma Examinations**

Diploma examination materials are ordered by registering students/examinees to write diploma examinations. Students/examinees are registered to write a diploma examination in one of two ways, depending on whether or not they are currently receiving instruction in the course for which they intend to write a diploma examination:

1. Schools electronically submit diploma examination registrations for all students who are currently receiving instruction in a course for which they intend to write a diploma examination. These registrations are submitted to Alberta Education as a *Diploma Examination Registration* (DER) file prior to each administration session. For further information about this process, schools should contact the *Client Services Help Desk*

(see *Contacts* section). Schools must submit their DER file to Alberta Education by the registration deadline established for that examination registration session (see *Schedules & Significant Dates* section).

2. Individuals who wish to write or rewrite a diploma examination in January, June, and/or August without currently taking the diploma examination course, must register for that examination by submitting a *Diploma Examination Registration Form* (see *Examination Administration Forms* section). Individuals must submit their *Diploma Examination Registration Form* to Alberta Education by the registration deadline established for that examination registration session (see *Schedules & Significant Dates* section).

## ***Receiving and Inspecting Examination Materials***

### **Receiving Examination Materials**

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

1. All queries and concerns about the receipt of examination materials should be directed to Exam Administration. These queries should be made via email to *exam.admin@gov.ab.ca*. The following subject line should be used for all queries about diploma examination shipments: **DE Shipment - your school name and school code** (e.g., **DE Shipment – Ben Hur High School, 9999**). Please include your name and phone number in the email message, so that we may speak with you directly, if required.
2. A specific individual should be tasked with the responsibility of receiving all examination materials when they are delivered by the courier. This person should know when those materials are expected to arrive (see *Schedules & Significant Dates* section) and should contact Exam Administration if:
  - a. no one will be at the school when the examination materials are scheduled to be delivered
  - b. the examination shipment has not been received within **two or three days** of when it was expected to arrive.
3. When examination materials are delivered by a courier, the shipment should immediately be visually inspected to determine if it:
  - a. is complete (if more than one box was included in the shipment from Exam Administration, the boxes will have been identified as a set by numbering them as such, for example, 1/3, 2/3, 3/3). If there are boxes in the shipment that have not yet been delivered,

discuss with the courier when they are expected to arrive.

- b. has been damaged or tampered with in any way. Damage or tampering may indicate that the security of the examination materials has been compromised. Consequently, before signing for and accepting receipt of the shipment, the damage or tampering should be discussed with the courier to determine how and when it occurred. This anomaly should be noted on the *Principal's Statement*. Dependent on the circumstances, it may also be prudent to immediately contact Exam Administration to discuss this potential threat to security.
4. After formally receiving a shipment of examination materials, the box(es) should immediately be moved to a secure location where they can be opened and inspected.

### **Shipment Contents**

Depending on which examinations are being written at a school or writing centre, the following materials are included in a shipment:

1. Packing slip(s).
2. Principal's kit
  - a. Return envelope(s)
  - b. Coloured return address/identification label(s)
  - c. Return waybills
3. *Principal's Statement(s)*
4. *List of Students* form(s)
5. Labels
6. Examinations and other examination materials (e.g., data booklets).
7. Instruction sheets for diploma examination label application and return packaging procedures.

**Note:** Approved special format materials (if requested) are shipped to schools separately from print materials.

### **Inspecting Examination Materials**

All examination material shipment **boxes** should be **opened and inspected immediately upon their receipt, without opening the shrink-wrapped 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 examinations.

Formal procedures for inspecting examination materials should be established. In setting up these procedures, the following points should be kept in mind:

1. Before inspecting an examination shipment, an updated list of examination material requirements, by course and including any special format materials that have been approved for that session, should be prepared and validated.

2. Examination shipments should be checked against this updated list of examination material requirements to determine if:
  - a. all required types and quantities of examination materials were ordered
  - b. the required quantity of each type of examination material has been shipped (examination booklets must be counted **without opening the shrink wrap**)
  - c. the quantity of materials shipped matches what is indicated on the enclosed packing slips (these packing slips should be set aside for safekeeping as they need to be returned with the examination material when it is sent back to Exam Administration).

Any identified errors or deficiencies in a shipment should be addressed immediately by submitting a *Request For Supplemental Shipment* form (see *Examination Administration Forms* section) to Exam Administration. This form should be forwarded, by email, to *exam.admin@gov.ab.ca* using the subject line: **DE Supplemental Shipment—your school name and school code** (e.g., **DE Supplemental Shipment – Ben Hur High School, 9999**). Please include your name and phone number in the email message, so that we may speak with you directly, if required.

## ***Packaging and Returning Examination Materials***

### **Dates for Returning Examination Materials**

All secured examination materials, *Principal’s Statements*, *Lists of Students*, and other administration related forms and documents must be returned to Alberta Education according to the dates specified in the *Schedules & Significant Dates* section of this bulletin.

### **Preparing Materials for Return**

Formal procedures for preparing and packaging examination materials for return to Alberta Education should be established. In setting up these procedures, the following points should be kept in mind:

1. All queries and concerns about the packaging and return of examination materials should be directed to Exam Administration, by email, at *exam.admin@gov.ab.ca*. The subject line: **DE Return Shipment—your school name and school code** (e.g., **DE Return Shipment—Ben Hur High School, 9999**) should be used. Please include your name and phone number in the email message, so that we may speak with you directly, if required.
2. A specific individual should be tasked with the responsibility of preparing and packaging all examination materials for return to Exam Administration. This person should know what materials must be returned and how those materials should be packaged and prepared.
3. **Return envelopes and coloured return address/identification labels** were included in each shipment of diploma examination materials sent

to schools. These return envelopes and coloured address/identification labels **MUST** be used when packaging and returning examination materials back to Exam Administration.

4. Materials to be returned should be prepared as follows:
  - a. examination materials for registered and unregistered students should be bundled separately; all forms completed by a student should be returned along with his or her examination materials
  - b. used materials that **require marking or machine scoring** should be bundled separately from other secured materials (e.g., unused examinations) that are being returned
  - c. each bundle of examination booklets and answer sheets being returned **MUST** be sorted alphabetically, by student name
  - d. all forms and answer sheets should be returned in the envelopes that were provided for that purpose.
5. If examination materials will be shipped to Exam Administration in boxes that have been previously used, **all previous address information** on those boxes should be covered or removed to ensure that the boxes are not shipped to the wrong address.
6. If more than one box will be shipped to Exam Administration, those boxes should be identified as a set by numbering them as such, for example, 1/3, 2/3, 3/3. Each box should be firmly sealed and a coloured return address/identification label should be affixed to it in a prominent location.

**Return Shipment  
Location**

All **examination materials** should be returned to:

Exam Administration  
Alberta Education  
**Financial Building**  
10621 – 100 Avenue  
Edmonton AB T5J 0B3

**Using Couriers for  
the Return of  
Examination  
Materials**

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

***DHL Express***

Dispatch Telephone Number: 1-800-225-5345

***Purolator***

Dispatch Telephone Number: 1-800-387-3027

Schools or school authorities located within Edmonton, St. Albert, or Sherwood Park should return examination materials via:

***Mr. Courier***

Dispatch Telephone Number: (780) 464-5719

**School Authority  
Procedures for the  
Return of  
Examination  
Materials**

School authorities may choose to have schools return their examination materials directly to Exam Administration or to have these materials returned to Exam Administration through their central office. Prior to the dates of administration, schools should confirm with their central office what approach to the return of examination materials is being implemented within their school authority.

Unless given specific alternative directions by a school authority, all materials being returned to the Financial Building should be **shipped “collect”** using one of the aforementioned couriers. If a school or school authority returns materials by mail or bus, the school/school authority will be responsible for all costs incurred.

Receiving hours at the Financial Building are Monday to Friday, 8:00 A.M. to 4:00 P.M. Specific arrangements must be made with the Marking Centre Manager (see *Contacts* section) for the receipt of shipments outside of these hours.