

DIPLOMA EXAMINATION ACCOMMODATIONS

Background

Alberta Education is committed to providing fair and equitable access to educational opportunities for all students. Ensuring fair, equitable access to diploma examinations and consistent application of examination standards requires standardized criteria for accommodations. Such accommodations are reserved for students with special diploma examination writing needs for whom the writing of a diploma examination would be inequitable without a specific accommodation.

The goal of accommodation(s) is to remove obstacles to completion and provide access to the examination, not to optimize or enhance performance. Therefore, accommodations are not intended to:

- alter the nature of the construct being assessed by an examination;
- provide accommodated students with an unfair advantage when compared to students taking examinations under regular, standardized conditions; or
- compensate for a skill or knowledge deficit. (*from Alberta Education General Information Bulletin 2013 - Diploma Examination Accommodations*)

Alberta Education allows some diploma examination accommodations for students to be granted at the local level by the Superintendent (or designate), while other accommodations are required to be approved by Alberta Education's Special Cases and Accommodations Team. For complete details, please refer directly to the most recent Accommodations section from [Alberta Education General Information Bulletin](#).

A. LOCAL LEVEL APPROVAL

Students Eligible for Local Level Approval of Diploma Exam Accommodations

Battle River School Division is responsible for reviewing and approving two categories of accommodations:

1. Students who have a current Alberta Education code **and** a current Individualized Program Plan (PLP) **that includes reference** to the provision and use of the accommodation(s) within the learning environment for the diploma examinations.
2. ESL/Francisation students who require one of the following accommodations due to their language acquisition status: Extra time and/or CD for Diploma Exams (except ELA 30-1 Part B, ELA 30-2 Part B, and Francais 30-1 Partie B).

Note: The accommodation approval process is required only once per school year, and applies to Diploma Examinations offered for the entire school year. Your school must submit again in Semester 2 if there are new students and/or students who were not enrolled in Diploma Exam courses in Semester 1.

Procedure for Local Level Approval:

1. School Administrator(s) will designate in September a school-level process manager (either an administrator or the Learning Facilitator) to coordinate the submission for BRSD-approved accommodations each year. That name must be forwarded to the Executive Assistant, Student Services by the first Friday in September each year.
2. Schools will identify, in coordination with the school-level process manager, which students meet the eligibility requirements for Diploma Examination Accommodations. (outlined in Alberta Education’s General Information Bulletin).
<http://education.alberta.ca/admin/testing/diplomaexams/diplomabulletin.aspx>
3. **Schools will ensure informed consent is obtained from the parent/guardian using Form 364-1 (Diploma Examination Accommodations Informed Consent).**
4. The school process manager will then populate **Form 364-2 (Diploma Examination Accommodations Local Approval Request Template)**, which includes the specific student names, the accommodations requested and the documentation to support their eligibility. This completed template is emailed to the Executive Assistant, Student Services and copied to the Manager of Inclusive Education.

This school-level template is due by:

September 19	(November exams)
October 24	(January exams)
February 13	(April exams)
March 20	(June exams)

5. The Manager of Inclusive Education will review and validate each submission using Alberta Education’s eligibility criteria. The approved and not approved Accommodations for Diploma Exams will then be emailed back to each school-level process manager and school principal.

Final Step For Schools:

6. **After the school receives its BRSD-approved list of accommodations, it is the responsibility of the School Administrator(s)/school level manager to **submit the Alberta Education form [Request For Special Format Materials](#) to Alberta Education (and copied to the Manager of Inclusive Education) by the deadline.** See Alberta Education - Diploma Examinations – General Information Bulletin “*Schedules & Significant Dates*” section.**

B. ALBERTA EDUCATION APPROVAL OF SPECIAL CASES

Students Whose Accommodations Must be Approved by Alberta Education

Below is the process for students who DO NOT meet the eligibility requirement for Locally (BRSD) Approved accommodations, including:

- (a) students with disabilities or equivalent conditions and who do not have a current Alberta Education Exceptional Code and/or do not have a current IPP
- or
- (b) students who require unique accommodations
1. The school level process manager must collect all forms and supporting documentation for the above students.
 2. By the deadline indicated in the *Schedules & Significant Dates* section of the General Information Bulletin for Diploma Examinations, the school must submit the applicable forms and accompanying documentation to **Alberta Education, Special Cases and Accommodation** (copied to the Manager of Inclusive Education). *Also see **Forms** section of the General Information Bulletin.*
 3. Alberta Education reviews, processes and communicates an official response to each request in this category.

C. APPEALS

Parents/guardians of students may appeal to the Superintendent of Schools, or designate, the Diploma Exam accommodation decisions made by the Manager of Inclusive Education.

Further appeal is possible to Alberta Education's Special Cases team and the Special Cases committee. Refer to Alberta Education's Diploma Exam Information Bulletin for further details.

References:

Alberta Education Diploma Examination General Information Bulletin:
<http://education.alberta.ca/admin/testing/diplomaexams/diplomabulletin.aspx>

Battle River School Division forms:

1. Form 364-1: Diploma Examination Accommodations Informed Consent
2. Form 364-2: Diploma Examination Accommodations Local Approval Request Template

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