

Teacher Confirmation of Student Readiness to Write a Diploma Examination at a Distance Learning Special Writing Centre 2012–2013



To be completed by a student's teacher, if the out-of-province student is currently completing a course for which he/she is registering to write a diploma examination at a pre-approved Special Writing Centre

1. Examination Administration session for which this confirmation applies

- November 2012
 January 2013
 April 2013
 June 2013
 August 2013

2. Student Information

ALBERTA STUDENT NUMBER	<input type="text"/>	BIRTH DATE	Year <input type="text"/>	Month <input type="text"/>	Day <input type="text"/>	SEX (M/F)	<input type="text"/>
SURNAME	<input type="text"/>						
LEGAL FIRST AND MIDDLE NAMES	<input type="text"/>						
CURRENT ADDRESS	Apt/Street/Ave/P.O. Box/Route <input type="text"/>						
	Village/Town/City <input type="text"/>						
	Province <input type="text"/>	Postal Code <input type="text"/>					

For Office Use Only

SWCE#

SWCS#

PSWC#

Signature

3. Student's Course Progress Information

COURSE NAME	<input type="text"/>	SCHOOL FINAL EXAM DATE	Day and Month <input type="text"/>	DIPLOMA EXAM DATE	Day and Month <input type="text"/>
COURSE ENROLMENT DATE	Month and Year <input type="text"/>	% OF COURSEWORK & ASSIGNMENTS CURRENTLY COMPLETED	<input type="text"/>	CURRENT AGGREGATED COURSE MARK in %	<input type="text"/>

Given his/her current course mark, percentage of coursework completed, demonstrated ability level, and effort and work/study habits demonstrated to date, in my professional judgment, the above-named student has a reasonable likelihood of:

	Yes	No
Completing the required coursework prior to the scheduled date of the final school-based exam for this course	<input type="checkbox"/>	<input type="checkbox"/>
Achieving a passing grade on the final school exam for this course if the exam is written on the scheduled date	<input type="checkbox"/>	<input type="checkbox"/>
Achieving a passing diploma examination mark if the exam is written in the proposed exam writing session	<input type="checkbox"/>	<input type="checkbox"/>

4. Teacher Declaration

- I have provided access to and explained to the student and his/her parent(s) all of the directives, rules, guidelines, and procedures associated with the handling and administration of diploma examinations at a Special Writing Centre.
- I support this student's request to write the aforementioned diploma examination at the proposed writing session
- If this student is approved to write the aforementioned diploma examination at the requested examination administration session and Special Writing Centre, I will submit his/her final school awarded mark for that course by the published submission deadline date
- I have discussed the information I am providing on this form with the student before submitting my response

Teacher's First Name <input type="text"/>	Teacher's Surname <input type="text"/>	School Name and School Code <input type="text"/>
Telephone Number <input type="text"/>	Email Address <input type="text"/>	
Teacher's Signature <input type="text"/>	Date <input type="text"/>	

5. Principal's Information

Principal's Name <input type="text"/>	Principal's Signature <input type="text"/>	Date <input type="text"/>
Telephone Number <input type="text"/>	Email Address <input type="text"/>	

All original signed forms and documents must be forwarded to and received by Special Cases and Accommodations for the application process to be completed. While those signed documents are being forwarded, scanned or digital copies may be sent, by e-mail or fax, as interim working versions. This form must be attached to a completed Registration to Write a Diploma Examination at a Distance Learning Special Writing Centre form before being forwarded to Special Cases and Accommodations.

The personal information collected on this form is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act, and will be used to administer and process the writing and/or rewriting of diploma examination(s). It will be treated in accordance with the privacy protection provision of Part 2 of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, contact the Director, Exam Administration, at 780-427-0010 (to be connected toll-free within Alberta, first dial 780-310-0000).

Special Cases and Accommodations, Alberta Education
 44 Capital Blvd, 10044 – 108 Street
 Edmonton AB T5J 5E6

special.cases@gov.ab.ca
 Phone: (780) 427-0010 Fax: (780) 422-4889
 To be connected toll-free within Alberta, dial 310-0000