

Administrative Procedure 361 – Appendix

Appendix – STUDENT ACCOMODATIONS/EXEMPTIONS

1. Provincial Achievement Test (PAT)

1.1 Request for Accommodations

Students who are identified with an Exceptional Student Code may be granted one (1) or more accommodations. Students must have Individual Program Plans (IPP) on which necessary accommodations are indicated and the students must be receiving these accommodations in the school throughout the year in order to receive them for the writing of an achievement test.

The Principal will submit a request for test accommodation to the Associate Superintendent, Learning Services for approval and indicate the name of the student and the specific test accommodation(s) required. The Principal will have documentation in the student's file that substantiates the need for the accommodation.

1.2 Request for Exemptions

Students who are identified with an Exceptional Student Code may be granted an exemption from writing the PAT's. (A Sample Permission-to-Excuse Letter is located in the Sample/Forms/Letters section of the PAT General Information Bulletin located on the Alberta Education website.)

1.3 Once the parent/guardian has signed the letter agreeing to the exemption, the Principal will forward the letter to the Associate Superintendent, Learning Services for approval and indicate the name and grade of the student and the specific test(s) the student is to be exempted from writing. The Principal will have documentation in the student's file that substantiates the request for the accommodation. Requests for accommodations and exemptions of exceptional students will be forwarded to the Associate Superintendent, Learning Services by the specified deadline. The Associate Superintendent, Learning Services will set a deadline for submissions for both the January and June Administrations of the Provincial Achievement Tests.

Parents/Guardians may submit an unsolicited letter to have their student(s) exempted from writing the PATs to the Principal. The Principal will forward the letter to the Associate Superintendent, Learning Services for information, indicating the name of the student, grade and the specific test(s) the student will be exempted from writing. The Principal will mark the student as **"absent"** for the date of the applicable test(s).

2. Diploma Examinations Accommodations and Exemptions

2.1 Exemptions

Principals are required to complete the form(s) located in the Diploma Examination General Information Bulletin located on the Alberta Education website and to submit them to Alberta Education by the date specified on the form(s).

2.2 Accommodations

- 2.2.1 Principals will submit accommodation requests to the Associate Superintendent, Learning Services for students who have a current Alberta Education Exceptional Code **and** a current Individualized Program Plan (IPP) that includes specific reference to the provision and use of the accommodation(s) within the learning environment.
- 2.2.2 Principals will submit accommodation requests to the Associate Superintendent, Learning Services for ESL/Francisation students who require extra time and/or CD accommodations due to their language acquisition status.
- 2.2.3 The Associate Superintendent, Learning Services will set a deadline for the submission of Accommodation Requests for both the January and June Administrations of the Diploma Examinations.
- 2.2.4 Diploma examination accommodations that are approved by school authorities are done once and extend across all diploma examination sessions for the school year.
- 2.2.5 School authorities will review and approve students with the following categories of accommodations within their own jurisdiction:
 - 2.2.5.1 Students who have a current Alberta Education Exceptional Code and
 - 2.2.5.2 A current Individualized Program Plan (IPP) that includes specific reference to the provision and
 - 2.2.5.3 Use of the accommodations within the learning environment and for diploma examinations.
 - 2.2.5.4 ESL/Francisation students who require extra time and/or CD accommodations due to their language acquisition status.
- 2.2.6 Alberta Education will continue to process two categories of diploma examination accommodation requests:
 - 2.2.6.1 All unique accommodations; and
 - 2.2.6.2 Students with disabilities or equivalent conditions who do not have a current Alberta Education Exceptional Code and/or do not have a current Individualized Program Plan.
- 2.3 The deadline for Principals to submit accommodation requests will be included in the Alberta Education Diploma Examination Information Bulletin located on the Alberta Education website.
- 2.4 Accommodation Reporting Requirements:

Prior to each diploma examination session, Principals will report to Alberta Education the number of students approved by the Associate Superintendent, Learning Services, including any applicable special-format materials. Details regarding this process and associated time-lines will be provided in the Diploma Examination General Information Bulletin located on the Alberta Education website.