

609.3.A Special Arrangements and Form of Appeal

Special Arrangement For Writing Examinations And Forms Of Appeal Of School Marks And Credits

This statement outlines the rights of students to make arrangements under special circumstances, for writing examinations at other than scheduled times; it delineates the forms of appeals students may make of school marks or credits; and it includes description of eligibility to write provincial Grade XII examinations.

A. Special Arrangements

In special circumstances, including, but not limited to, death in the family, critical illness in the family, severe accident to the student, or severe illness of the student, the student may apply to make arrangements to write examinations at times other than those scheduled. In cases of serious illness of the student, a medical certificate will be required.

The following guidelines shall apply:

1. The student and parents have the responsibility of informing school personnel of the special circumstances. This may be done through letter or personal conference with the school personnel.
2. If the school personnel accept that special circumstances exist, the following options are available to the student:
 - 2.1 Student may write the provincial examination (where one exists) at the next sitting.
 - 2.2 Student, with the agreement of the teacher, may defer the examination.
 - 2.3 Student may write the examination in a private setting at other than the scheduled time, but during examination week.
 - 2.4 Other special arrangements as agreed to by the student and the teacher (s).

B. Appeals

Every student has the right to appeal his/her final standing in a departmental subject.

The appeal shall be made in writing to the principal within two weeks of the mailing of examination results. The written appeal shall contain the reason or reasons for the request. The principal shall initiate whatever step she/she deems necessary to review the basis for the original evaluation including one or more of the following:

1. Consultation with teachers involved.
2. A check of the records.
3. A personal hearing of the student's appeal.
4. An investigation of the evaluation procedures followed.

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5. Allow the student to see his/her final examination.
6. In the event that the student is not satisfied with the principal's findings, he/she may request a hearing from an appeal committee. Said committee shall be appointed by the principal and shall consist of three or more persons, one of whom shall be a department head from another school and one of whom shall be a curriculum coordinator in the subject area of the appeal. Neither the principal nor the teacher whose evaluation is being appealed may be a member of this committee.

Following an investigation and/or any subsequent appeal, the principal shall report the findings to the appellant in writing, within two weeks of the receipt of the appeal.

C. Diploma Exam Eligibility

Four distinct groups of students are eligible to write the Provincial Grade XII examinations:

1. A student who is formally registered to receive instruction in a diploma examination course in an Alberta high school.
2. A student who has a previously awarded school mark for the course.
3. A mature student may write any diploma examination in January, June, or August without taking formal instruction in the course. The diploma examination mark will constitute 100% of the final mark. A mature student, for Alberta High School Diploma purposes, is one who, as of September 1 of the current school year, is 19 years of age or older or is the holder of a previously awarded high school diploma from the Province of Alberta or an equivalent high school diploma from a jurisdiction acceptable to the Minister.
4. Any student who did not write a school examination because of illness or other unforeseen circumstance may write the Grade XII examination at the next scheduled sitting of the examination.

References

General Information Bulletin, Diploma Examinations, Alberta Education