

# DIPLOMA EXAM ACCOMMODATIONS

## Background

Alberta Education allows some diploma exam accommodations to be granted by the Superintendent or designate, while some need to be granted by Alberta Education's Special Cases and Accommodations Team. For complete details, please refer directly to the most recent Accommodations section of the [General Information Bulletin](#).

Student names only need to be submitted once per school year.

The Alberta Education [General Information Bulletin](#) refers to a school-level Process Manager. Schools will identify to the Director of Inclusive Learning Services which individual at their school is responsible for diploma exam accommodations.

## Procedures

For students who meet the eligibility requirement for School Authority approved accommodations:

1. Schools will submit the accommodations form on PowerSchool which will include the student's name, requested accommodation(s), special education code, and name of teacher supervising the use of the accommodations. For further information regarding types of accommodations see [www.education.alberta.ca/admin/testing/diplomaexams/diplomabulletin](http://www.education.alberta.ca/admin/testing/diplomaexams/diplomabulletin).
2. Prior to providing the School Authority with a list of students to review for diploma examination accommodations, schools are responsible for ensuring informed consent is obtained from the parent/guardian.
3. Diploma accommodation requests must be submitted to the Director of Inclusive Learning Services at least one week prior to the Alberta Education deadline. Please refer to the [General Information Bulletin](#) – Schedules & Significant Dates section for all deadlines.
4. The Director of Inclusive Learning Services will review and validate the list of students eligible for diploma examination accommodations.
5. The Director of Inclusive Learning Services will send back to each school the list of students approved for accommodations.
6. Once the accommodations have been approved, **it is the responsibility of the Principal or school-level Process Manager to submit the Request for Special Format Materials to Alberta Education.**

For students who **do not** meet the eligibility requirement for School Authority approved accommodations or who require unique accommodations:

1. The school-level process manager collects all forms and supporting documentation for non-coded students and students who require unique accommodations.
2. The school forwards forms and accompanying documentation to Alberta Education.
3. Alberta Education reviews, processes, and communicates an official response to each request.

### Appeals

1. Students may appeal diploma accommodation decisions of the Director of Inclusive Learning Services to the Superintendent. Further appeal is possible to the Special Cases Team and the Special Cases Committee. Please refer to the [General Information Bulletin](#).

Reference: Section 8, 18, 20, 23, 45, 47, 48, 60, 61, 62, 96, 113, 123, 124, 125 School Act  
Administrative Procedure 214 – Special Education Programming  
Student Record Registration 225/2006  
Guide to Education ECS to Grade 12  
Student Evaluation Regulation 177/2003  
Ministerial Order 015/2004 – Standards for Special Education  
Diploma Examinations Program – General Information Bulletin

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