

Application to Serve as a Special Writing Centre Supervisor

(Please PRINT/TYPE)

1. Student Information

Alberta Student Number	Student First Name and Surname Name
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2. Applicant's Name and Contact Information at the Proposed Special Writing Centre

First Name	Surname Name	Title/Role in the Organization	
Name of Institution or Organization Where Employed		Type of Institution or Organization	
Building Name (if applicable)	Office/Room Number	Street Name and/or Number	
Town/City	Province/State	Country	Postal or Zip Code
Email Address			

3. Confirmation of Ability to Serve as a Special Writing Centre Supervisor

- I fluently read and write the language of the diploma exam(s) to be administered (English and/or French, depending on the diploma exam)
- I have reviewed the provincial assessment schedule for the administration in which the student is proposed to write and will be available to identify and tentatively procure an appropriate site for the administration of provincial assessment
- Administer the provincial assessment in accordance with the schedule, rules and procedures specified in the [General information bulletin](#)
- Administer the provincial assessment utilizing Alberta Education and Childcare's digital assessment platforms with proficiency

4. Proposed Special Writing Centre Site Information

- Photograph(s) of the proposed secure provincial assessment writing room are attached
- A letter from my employer, on official business letterhead, authorizing the use of the proposed spaces for Special Writing Centre purposes, and confirming their tentative procurement for the dates and times required for that use, is attached.

First Name and Surname of Person Authorized to Approve the Use of This Space	Title/Role in the Organization
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Alberta Student Number	Student Name
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Applicant’s Declaration:

- I am currently employed at the location that is proposed to serve as a Special Writing Centre
- I have read the provincial assessment and Special Writing Centre rules and procedures and affirm that I am willing and able to honour and enforce them
- I have read and understand the rules and procedures associated with the establishment and writing of provincial assessments at a Special Writing Centre
- I am not a relative or friend or past or present teacher or coach of the student and I have no other personal relationship with the student and/or his or her family
- I am not a relative or friend of, and have no other personal relationship with the persons who have provided letters of confirmation in support of this application
- The information on this form is accurate and complete

Applicant’s Signature

Date

The personal information collected through the *Application to Serve as a Special Writing Centre Supervisor* form is collected for the purpose of establishing a writing centre outside of Alberta and the administration and writing of diploma exams at this writing centre. The personal information is collected pursuant to section 4(c) of the Protection of Privacy Act. If you have any questions about the collection of personal information, you may contact Exam Administration Branch toll free 780-310-0000 or by email at exam.admin@gov.ab.ca.

This form must be submitted to: Special Cases and Accommodations Team, Alberta Education and Childcare. Email this form and direct all questions to: special.cases@gov.ab.ca using the subject line: **SWC Last Name, First Name ASN – your school code and school name** (e.g., Headroom, Max 123456789 – 9999 - Ben Hur High School).