

Request for Exemption from Writing Diploma Exams

Student Personal Information (Please PRINT/TYPE)

Alberta Student Number	Email Address
Surname (Last Name)	Legal First and Middle Name(s)
Previous Names (if applicable)	Date of Birth: year / month / day
Parent/Guardian Name (if student is under 16 years of age)	Parent/Guardian Email Address

Indicate the administration that this request applies to by marking with a check

November January April June August _____
Year

If a community crisis has impacted a group of students, please submit one Request for Exemption form with a list of students (Alberta Student Number, Last Name, First Name and Diploma Course with specific course level - 1 or 2)

School Code	School Name	School Location (City or Town Name)
Name of Principal		Principal's Email Address

Reason for Exemption Request: ()

- Medical (acute illness, surgery, acute episode of ongoing medical condition; attach Licensed Health Care Provider Recommendation Form)
- Inclement Weather (attach official supporting documentation)
- Administrative Error (attach copy of *Principal's Statement*)
- Court appearance (attach official supporting documentation)
- Bereavement (Relationship to Student) (attach official supporting documentation) Other: (Specify)

_____ (attach official supporting documentation)

To be completed by PRINCIPAL or designate:

I, _____ am aware of this student's circumstance related to this request for exemption.
Name/Role (please print)

I understand the diploma exam exemption rules and I recommend that the student: ()

be granted an exemption from writing the diploma exam(s) _____ diploma exam(s)

be granted a partial exemption from writing the Part(ie) A or B _____ diploma exam(s)

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OR

not be granted an exemption from writing the diploma exam(s) _____ diploma exam(s)

not be granted a partial exemption from writing the Part(ie) A or B _____ diploma exam(s)

School Information—Contact Person (Please PRINT/TYPE)

Alberta Student Number	Student Name
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Student/Parent/Guardian

What do exemptions mean for official final marks?

Prior to applying for an exemption, the following should be considered:

Full Exemption from Writing the Diploma Exam—When a student is exempted from writing an entire diploma exam the **student's school-awarded mark will replace the full diploma exam mark.**

Partial Exemption from Writing One Component of a Humanities Diploma Exam—When a student is exempted from writing either Part(ie) A or B of a Humanities diploma exam, to derive the component exempted from writing, **the average between the diploma exam mark from the component completed and the student's school-awarded mark from the course is calculated.**

Following a partial exemption, if a student chooses to improve their diploma exam mark, the entire diploma exam must be rewritten.

- I/We understand the personal information collected through the *Request for Exemption from Writing Diploma Exams* form is collected for the purpose of reviewing your request for exemption from writing a diploma exam. 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
- I/We have accurately provided information on this request form and supporting documentation
- I/We have read and had the opportunity to ask questions about the information on this request form. I/we understand the impact of a full or partial exemption on diploma course official final marks

All three check boxes must be true and then checked off before this form is submitted

Signature of Student

Signature of Parent or Guardian (if student is under 16 years of age)

Date

This form must be submitted to: Special Cases and Accommodations Team, Alberta Education and Childcare, by email to special.cases@gov.ab.ca using the subject line: **EXM student's last name, first name and Alberta Student Number** (e.g., EXM Headroom, Max 123456789)