

# Teacher Confirmation of Student Readiness to Write the Diploma Exam at a Special Writing Centre

To be completed by a student's teacher if the student is currently completing a diploma course for which they have requested approval to write a diploma exam at a Special Writing Centre

## 1. Diploma exam administration for which this confirmation applies:

November     January     April     June     August    \_\_\_\_\_  
Year

## 2. Student Information (Please PRINT/TYPE)

Alberta Student Number	
Surname (Last Name)	Legal First and Middle Name(s)

## 3. Student's Course Progress Information

Course Name	School Final Test Date (Day and Month)
% of Coursework & Assignments Currently Completed	Current Aggregated Course Mark in %

Given the student's current diploma course mark, percentage of coursework completed, demonstrated ability level and effort and work/study habits demonstrated to date, in my professional judgment, the above-named student has a reasonable likelihood of:

Yes No

Completing the required coursework prior to the scheduled date of the final school-based test for this diploma course

## 4. Teacher Declaration and Information

- I support this student's request to write the aforementioned diploma exam at the proposed writing administration
- If this student is approved to write the aforementioned diploma exam at the requested diploma exam administration and Special Writing Centre, I will submit their final school-awarded mark for that diploma course by the deadline date
- I have discussed the information I am providing on this form with the student before submitting my response

Teacher's Name
----------------

\_\_\_\_\_  
Signature of Teacher

Alberta Student Number	Student Name
------------------------	--------------

## 5. Principal's Information

Principal's Name
------------------

\_\_\_\_\_  
Signature of Principal

The personal information collected through the *Teacher Confirmation of Student Readiness to Write a Diploma Exam at a Special Writing Centre* 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](mailto:exam.admin@gov.ab.ca).

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