

Diploma Examinations

If you have students writing Grade 12 Diploma examinations, please refer to the General Information Bulletin Diploma Examinations for general information. This document is updated annually by Alberta Learning and distributed to schools each fall by the Manager, Student Records, Department of Education, Culture & Employment, Yellowknife. It is also available on Alberta Learning's website, www.learning.gov.ab.ca/k_12/testing/diploma/dip_gib/.

School awarded marks for Diploma examinations, must be received PRIOR to the writing of the Diploma examination. SCHOOL AWARDED MARKS WILL NOT BE ACCEPTED IF THEY ARE SUBMITTED AFTER THE RELEASED DATE OF THE DIPLOMA EXAMINATION MARKS.

To qualify for a Graduation Diploma, students must complete an Alberta examination in English 30-1 or English 30-2.

Alberta Grade 12 Diploma Examinations are mandatory in the following courses: English 30-1/30-2, Pure Math 30 and Applied Math 30, Social Studies 30/33, Biology 30, Chemistry 30, Physics 30, Science 30, French Language Arts 30. Except for English 30-1, FLA 30 and English 30-2, students may choose to write Alberta examinations in French or in English.

The Alberta examinations program consists of course specific examinations based on the approved curricula for Senior Secondary Schools.

Questions students ask:

How can I prepare for the diploma exams?

Each year, teachers receive diploma examination course bulletins outlining scoring criteria and sample questions. Ask your teacher to let you see them. You can also review copies of previous January and June exams at your school, or you can buy them from the learning Resources Distributing Centre for a small fee. Exams change each year. Don't spend too much time studying old ones. The best way to prepare for the exams is to participate in class, complete all the assignments, and study hard.

When can I write the diploma exams?

Diploma exams are written three times a year: in January, in June, and in August.

How are diploma exams marked?

The exams are marked in a central location. Personal identification, including the name of your school, is removed from each exam booklet before it is marked. The answer sheets are marked by scanning machines. Written responses are marked independently by at least two teachers. These teacher markers are chosen from schools across Alberta and the NWT and must meet certain qualifications, see Section 23, Diploma Examinations - Guidelines for Participation in Test Marking.

How are my final marks calculated?

To pass a diploma examination course, you must earn a final "blended" mark of at least 50%. The blended mark is made up of 50% of your school mark and 50% of your diploma exam mark. If, for example, in Chemistry 30 you receive a mark of 45% from your school and a mark of 57% on the diploma exam, your final mark is the average of

those two marks - 51%. Similarly, if your school mark is 56% and your diploma exam mark is 44%, your final mark is 50%. A final blended mark of 48% or 49% is raised to 50%. If you repeat a course or rewrite a diploma exam, your most recent school mark will be blended with your most recent diploma exam mark to produce the final mark that will appear on your Alberta results statement. Note, however, that your transcript will show a final mark that results from the “blending” of your highest school and diploma exam marks.

If you are a “mature” student, you are not required to have a school mark; the diploma exam pass mark is 50%. However, if you do have a school mark and it is lower than your diploma exam mark, your final mark will be the exam mark only. If your school mark is higher than your diploma exam mark, the two marks will be blended in the usual way. Mature students who pass the diploma exam and have no school mark automatically receive credit for the course.

How do I get my results?

- » An Alberta **results statement**, which lists your most recent school and diploma exam marks, will be mailed to you approximately one month after the last exams have been written. *The results statement is not an official transcript.*
- » An **official transcript of academic achievement** will be mailed to you on request. You must request a new transcript if you upgrade your marks.
- » You can ask for transcripts by submitting a *Transcript Request* form to Student Records. These forms are available from your school or online at www.gov.nt.ca, click on Department of Education, Culture and Employment. You may also ask Student Records to send a copy of your transcript directly to post-secondary institutions, prospective employers, or scholarship boards as soon as it is available. Marks will not be given over the telephone.

Is there an appeal process?

If you are dissatisfied with a school mark, you may appeal to your principal under the appeal policy set by your council/district. If you are dissatisfied with your diploma exam mark, you may ask to have your exam rescored. The deadline for a rescoring request is on your results statement. The fee for rescoring each exam is \$26.75, which includes GST. This fee is refunded if your exam mark is raised by 5% or more. The mark resulting from rescoring becomes your final exam mark, **even if it is lower than the original mark**. Your most recent school mark will be blended with the rescored exam mark and a new results statement will be mailed to you. You should know, however, that rescoring the multiple-choice section almost never changes the score. As well, if changes result from rescoring the numerical-response or written-response questions, they are usually quite small. Refer to the hand-scored written-response raw score and the machine-scored raw score reported on your results statement to help you decide if you want your exam rescored.

How can I improve my marks?

- » You may repeat a course without rewriting the diploma exam.
- » You may rewrite a diploma exam without repeating the course. For English 30-1, English 30-2, and Français 30, you must rewrite **both** parts of the exam in the same session.
- » You may repeat the course and rewrite the diploma exams. Remember: When you repeat a course or rewrite a diploma exam, your new results statement will list you’re most recently earned marks. Your new transcript, if you request one, will show a final mark that is the “blending” of your highest school and diploma exam marks.