



Section 5 – Senior High Processes

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NWT senior high schools use Alberta Education curricula for core course areas, fine arts, Physical Education, Career and Technology Studies, Health, Career and Life Management, and French Language Arts. Northern Studies 10, a requirement for graduation, is an NWT developed course. Locally Developed courses may also be submitted for approval.

5.1 General Information

The list of courses for NWT Senior Secondary Schools has been approved by the Minister to enable students to obtain a diploma which provides the graduate with the greatest possible opportunity for career choices, training, further education and lifelong learning. The school will ensure that each student's needs, interests, abilities and career paths receive every consideration when planning his/her Student Career Program Plan.

School principals determine which courses from this list will be offered at their schools. A request for Alberta Education courses not on the NWT approved list of courses (Sections 6.2) can be made to the Senior Secondary Committee by fax: (867) 873-0109 or email at SeniorSecondary@gov.nt.ca. NWT Locally Developed Courses must be submitted in writing, with justification, through the Superintendent of DEA/DEC to the Senior Secondary Committee, Early Childhood and School Services Division, for approval (see Locally Developed Courses, Section 6.1.10) being offered.

The Student Records System will only accept, for credit, courses on the approved list or that have been approved by the Minister.

- This handbook includes approval for:
- Senior Secondary courses (Alberta/NWT)
- Online Learning Courses (Alberta)
- Career and Technology Studies (CTS) courses (Alberta/NWT)
- Locally Developed Courses (NWT)
- Army and Air Cadet Summer Courses
- Approved courses external to the NWT, such as The Royal Conservatory of Music

5.1.1 Definition of Courses and Credits

Schooling is more than the accumulation of credits. A variety of sophisticated social skills are acquired through classroom participation and interaction with peers and members of the community. Instructional program delivery must recognize this type of learning at the same time as credits are earned.



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1. A credit at the Senior Secondary level is achieved through satisfactory attainment of specific curricular outcomes.
2. School jurisdictions are to develop methods of school organization that best meet the needs of their students in attaining course outcomes. Typically, this includes ensuring that **each student has access to approximately twenty-five hours of instruction per credit.**
3. Instructional time is defined as time scheduled for purposes of instruction and assessment, other student activities based on curricular expectations, parent/teacher/student conferences, development of Career and Program Plans, and participation in culturally based activities. (See Section 5.2.5)
4. Schools are encouraged to provide more than minimum time for any course.
5. Individual students may complete the course in less than the minimum instructional time allocated to the course if they meet the curricular expectations for the course. **It is far more important for the student to meet the curricular objectives for the course and that the curriculum meet the needs of the students than for the student to meet the time requirements.**

5.1.2 Course Sequence and Numbering

In four subject areas- English, Social Studies, Mathematics and Science – there are different course sequences that have been developed to meet a variety of student needs and have varying degrees of academic rigour. Each course is designed for a minimum of 125 instructional hours and is worth five credits toward meeting graduation requirements. Course sequences are typically indicators of post-secondary articulation. However, there is no absolute indicator of acceptance since each post-secondary institution controls the pre-requisite courses required for entry into a program or faculty.

It is imperative for the student, parent, teacher and guidance counsellor to consult with the post-secondary institution selected by the student to confirm what prerequisite courses are required for a specific program or faculty. As a result, a high school student's course selections can be varied and tailored to meet their specific needs and educational plan.

5.1.3 Recommended Transfer Points

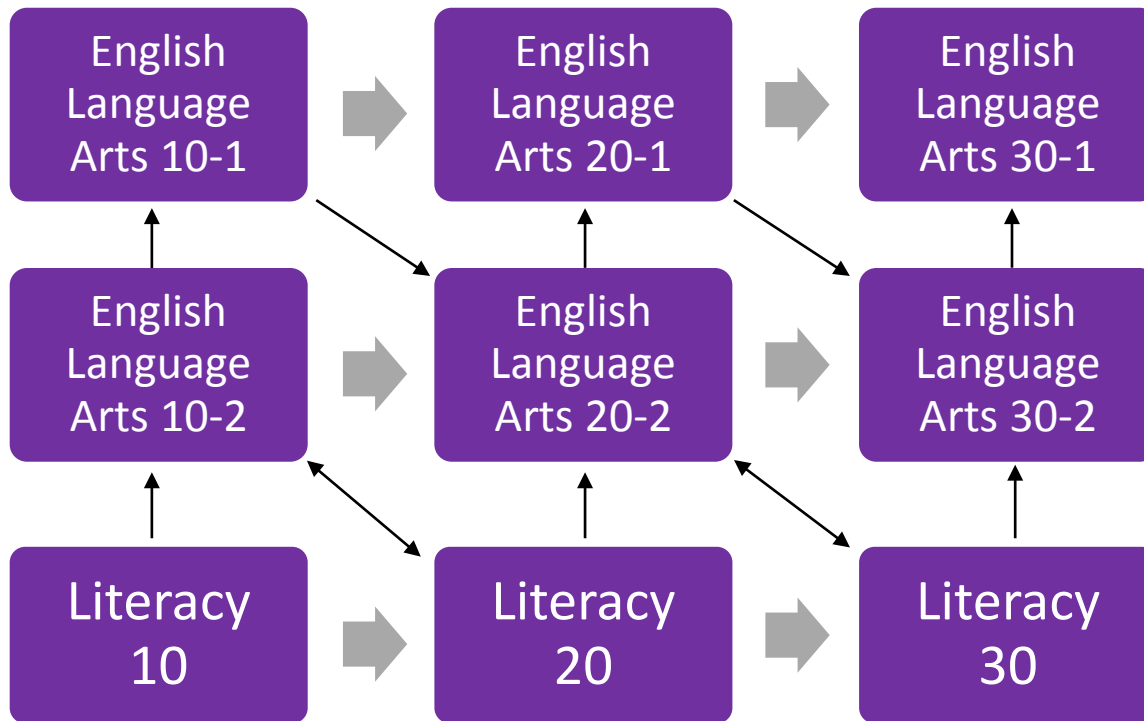
Curriculum is designed to accommodate transfer between course sequences at particular points in time. The following transfer points are recommended to ensure student success. However, special circumstances may warrant student transfer at other



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points in the sequence. Each District Education Authority / Divisional Education Council shall have a policy that clearly states the criteria to be met by a student who wishes to change course sequence. Students can take courses concurrently at different levels, such as Experiential Science 10 and Science 10, and receive 10 credits. However, only five credits will count toward the grade 10 science requirements for graduation, and the other five credits will be counted as elective credits towards graduation. The student will still be required to take a grade 11 science course.

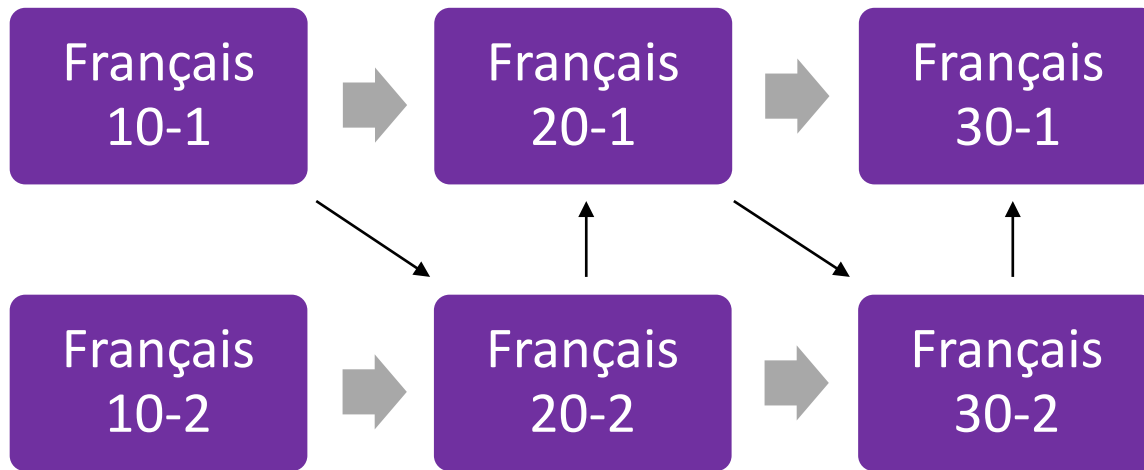
English Language Arts Program Recommended Transfer Points





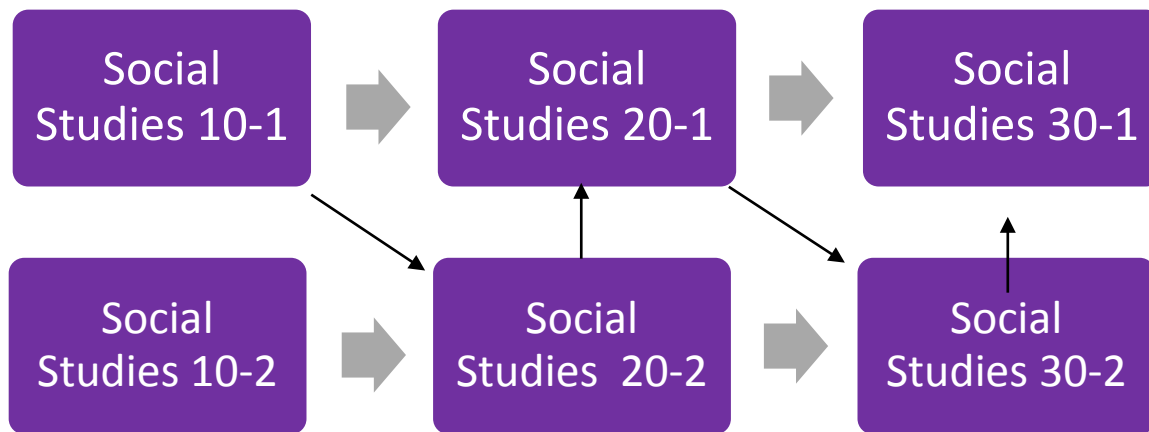
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Français Arts Langagier Recommended Transfer Points



Students must be enrolled with a Francophone school board to take Français -1 or -2.

Social Studies Program Recommended Transfer Points

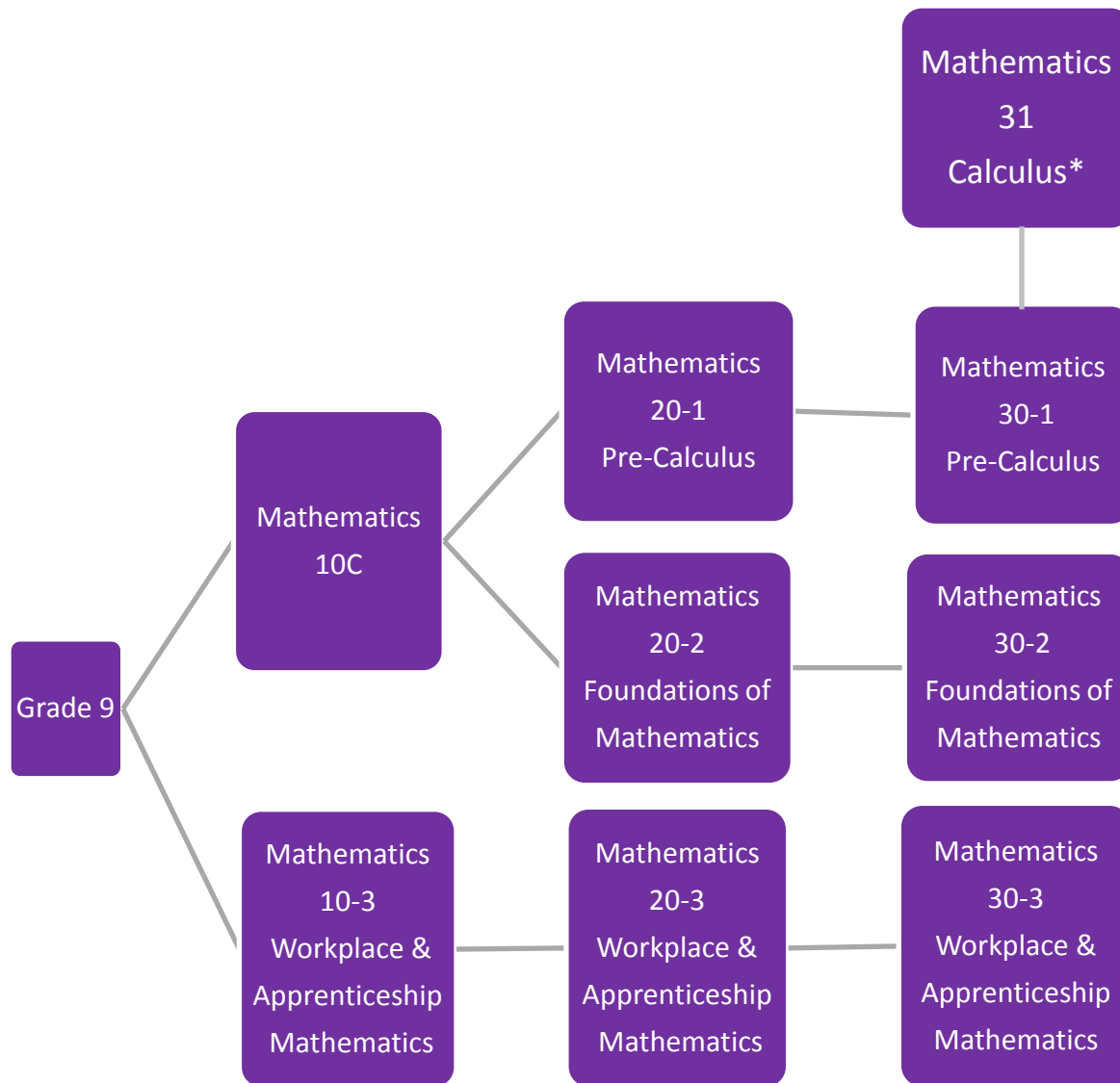


Note: Social Studies 30-1 and 30-2 may be taken in the same semester.



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Mathematics Program Recommended Transfer Points



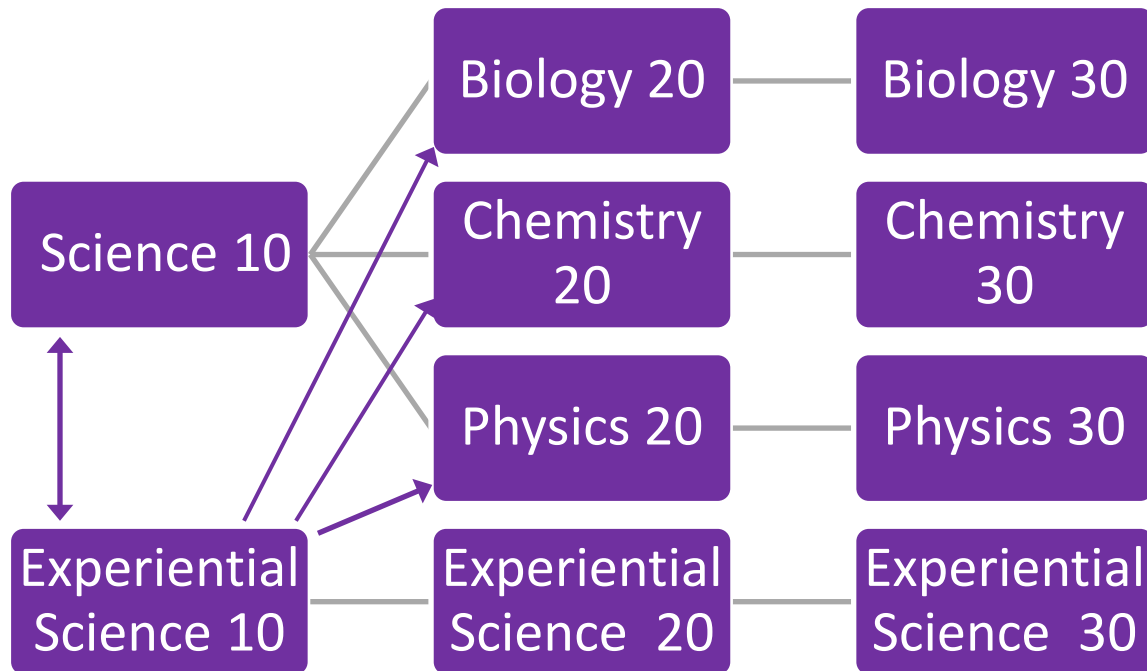
Note: Mathematics courses of the same level may be taken concurrently.

* Mathematics 31 can only be taken concurrently with or after Math 30-1.



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Science Program Recommended Transfer Points



Students who take Experiential Science 10 in grade 10 can, at the discretion of the Principal transfer into Biology, Chemistry or Physics 20. Further, students can take both Experiential Science 10 and Science 10 concurrently for credit but must also take a grade 11 science course to meet graduation requirements.

NOTE: Course transfer at and to any level is at the discretion of the Principal if it is in the best interest of the student.

5.1.4 Changing Course Levels During a Semester

A student may change the level of a course they are taking during the semester in which they are enrolled as long as the course change is submitted **before** the final course mark is entered. Changes made after marks are submitted for a different level of course must be considered to be a course challenge and shall be processed according to the course challenge procedures in section 5.4.

5.1.5 Earning of Credits

To earn credits for all Senior Secondary School courses, a student must achieve at least 50 percent as a final mark in each course.



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For courses with diploma examinations, the school-based course mark is worth 70 % of the final course mark. The diploma examination mark provides the remaining 30% to determine the final course mark.

When a student retakes a course and/or rewrites a diploma examination, the highest school mark and the highest examination mark are recorded on the official transcript.

5.1.6 Course Offerings and Implementation Timeline

ECE will advise Superintendents of pending implementation of curricula. It is the responsibility of the District Education Authority/Council to provide in-service opportunities and to ensure that the authorized resources are available for course implementation.

In the 2012-2013 school year, the following courses were implemented:

- Mathematics 30-1 Pre-calculus
- Mathematics 30-2 Foundations of Mathematics
- Mathematics 30-3 Workplace & Apprenticeship Mathematics

Northern Studies

As of the 2013-2014 school year, the 5 credit version of Northern Studies 10 is mandatory for students taking the course in English. As of the 2016-2017 school year, the 5 credit version of Northern Studies is mandatory for students taking the course in French. French Immersion students may take the English version should they choose to.

5.1.7 Grade Designations

Grade designations are primarily important in terms of consistency of reporting numbers of students at various grade levels to ECE. The terms *grade* designation and *enrolment* can be used interchangeably. In other words a student who is designated as a grade 10 student can be considered to be enrolled in grade 10.

When a student first registers in Senior Secondary School the student will be designated a grade 10 student. Students must meet the graduation requirements specified for the year in which they first registered in grade 10.

A student will be designated as a **grade 11** student when the student has:



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- completed a minimum of 35 credits, which must include credits from the following:
 - English 10-1 or 10-2
 - Social Studies 10-1 or 10-2
 - Mathematics 10C or Workplace and Apprenticeship Mathematics 10-3
 - Science 10 or Experiential Science 10

Or:

- completed the stated short-term goals for the first year of an Individual Education Plan (IEP).

A student will be designated as a **grade 12** student when the student has:

- completed a minimum of 70 credits, which must include credits from the following:
 - English 20-1 or 20-2
 - Social Studies 20-1 or 20-2
 - Pre-Calculus 20-1, Foundations of Mathematics 20-2, or Workplace and Apprenticeship Mathematics 20-3
 - Science 20 or Experiential Science 20 or Biology 20 or Physics 20 or Chemistry 20

Or:

- completed the stated short-term goals for the second year of an Individual Education Plan (IEP).

The definitions of grade designation do not change the graduation requirements, or diminish the importance of required courses that are not part of the grade designation definitions. Courses such as Northern Studies 10 and Physical Education 10 are required courses that need to be taken sometime before graduation but not all schools offer every course, every year. Including them in the definition – e.g. you have to have Northern Studies 10 before you are considered a grade 11 student – could prove unfair to students whose school did not offer a given course that year, and would place an additional timetabling burden on schools.

Grade designation is not the same as placement. For example, a student who has 35 credits, including English, Mathematics and Social Studies, but does not have a grade



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10 Science, would be designated as a grade 10 student for purposes of reporting numbers of students enrolled in grade 10 to ECE. However, regarding grade placement, the student should be in a home room grouping or Teacher Advisory Group consistent with school policy.

The distinction between designation and placement has no bearing on timetabling and scheduling. Using the same example as above, this student's timetable would likely include the missing grade 10 Science course, along with grade 11 courses in the other core academic areas.

5.2 Graduation

A Senior Secondary School Graduation Diploma will be awarded to students who meet the criteria for graduation as outlined in this handbook.

School leaving certificates are currently issued by the individual schools and are not equivalent to a graduation diploma. Students and their parents or guardians must be made fully aware of this distinction.



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5.2.1 Graduation Requirements

Current graduation requirements for students entering grade 10 in the 2017-2018 school year or later are:

Course	Credits	Details
English <i>Or</i> Français for students enrolled in a Francophone school	15	5 credits at the grade 10 level and 5 credits at the grade 11 level and 5 credits at the grade 12 level
Social Studies	10	5 credits at the grade 10 level and 5 credits at the grade 11 level
Mathematics	10	5 credits at the grade 10 level and 5 credits at the grade 11 level
Science	10	5 credits at the grade 10 level and 5 credits at the grade 11 level
CALM 20	3	See Section 6.1.1
Community Service	1	25 documented hours of unpaid service – See Section 6.1.4
Physical Education	3	At the grade 10 level – See Section 6.1.12
Northern Studies 10	5	5 credit grade 10 level course
Career & Technology Studies	5	At any level – See Section 6.1.3
Fine Arts	3	At any level
Career & Program Plan	1	See Section 6.1.2
Additional Grade 12 Credits	10	In any course areas at the 30 level – in addition to required Language Arts
Elective Credits (previously identified as <i>Unspecified</i>)	24	At any level and in any course areas – excess credits from required areas will be logged here
Total # of Credits	<u>100</u>	

Students born in 1991 or earlier are identified as mature students and may have some graduation requirements waived. Refer to section 5.6 of this handbook for details.

Graduation requirements for students who entered grade 10 in the 2012-2013 school year or earlier are:



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Course	Credits	Details
English <i>Or</i> Français for students enrolled in a Francophone school	15	5 credits at the grade 10 level and 5 credits at the grade 11 level and 5 credits at the grade 12 level
Social Studies	10	5 credits at the grade 10 level and 5 credits at the grade 11 level
Mathematics	10	5 credits at the grade 10 level and 5 credits at the grade 11 level
Science	10	5 credits at the grade 10 level and 5 credits at the grade 11 level
CALM 20	3	See Section 6.1
Community Service	1	25 documented hours of unpaid service – See Section 6.1.4
Physical Education	3	At the grade 10 level – See Section 6.1.12
Northern Studies 10	3	See section 6.3
Career & Technology Studies	5	At any level – See Section 6.1.3
Fine Arts	3	At any level
Career & Program Plan	1	See Section 6.1.2
Additional Grade 12 Credits	10	In any course areas at the 30 level – in addition to required Language Arts
Elective Credits (previously identified as <i>Unspecified</i>)	26	At any level and in any course areas – excess credits from required areas will be logged here
Total # of Credits	<u>100</u>	

5.2.2 Students Entering Senior High from Outside of the NWT

The following applies to a student entering an NWT senior high school program from outside of the Northwest Territories. Students who have been home schooled or attended private school in the NWT are **not** considered first-time NWT students as per the *Education Act*.

Students entering an NWT school program in grade 10 **will be required** to meet all graduation requirements specified for that school year of entry.



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A first-time NWT Senior Secondary student is one who enters a NWT school in grade 11 or 12.

Students entering an NWT school program, **as a first-time NWT student** in grade 11, **will begin by developing a Career and Program Plan (CPP)**. They may request the Special Cases Committee to consider waiving the mandatory credits in the following courses:

Physical Education 10 (unless the student is transferring in from Alberta)

Northern Studies 10

Students entering grade 12 in the NWT, **as a first-time student** after completing grade 11 elsewhere, **will begin by developing a Career and Program Plan (CPP)**. They may request the Special Cases Committee to consider waiving the mandatory credits in the following courses:

- Career and Technology Studies (all courses)
- Physical Education 10 (unless the student is transferring in from Alberta)
- CALM 20 (unless the student is transferring in from Alberta)
- fine arts courses
- Northern Studies 10
- Community Service 20 and Career and Program Plan (CPP) will NOT be waived.
- All other graduation requirements must be met, including the minimum of 100 credits.

The “Requests to Waive Course(s) Application Form” is in Appendix B5 and should be submitted to Student Records at student_records@gov.nt.ca.

5.2.3 Graduation Requirements for Francophone Students

Français 30-1 or 30-2 replaces English Language Arts 30-1 or 30-2 as graduation requirements.

5.2.4 Special Cases/Exemptions

Special cases apply to individual students in which circumstances hinder students from completing the graduation requirements. Such cases may be referred to the Special Cases Committee. An example may be where a student experiences a severe injury that prevents their completion of Physical Education 10. Additional information is in Section 7 of this handbook.



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For students on IEPs see Section 3.1.3

5.2.5 CPP and Community Service Requirements

Career and Program Plans and Community Service requirements **MUST** be fulfilled to meet graduation requirements. It is recommended that students initiate these early in their high school career and complete them prior to their final semester. The CPP must be reviewed annually. Records verifying the completion of these credits must be maintained in the students file to be provided if requested by the Department.

5.3 Grade 12 Alberta Diploma Examination Program

As NWT schools use Alberta curriculum for senior high courses, NWT students must write Alberta Diploma examinations for grade 12 courses.

Diploma Examinations are mandatory in the following courses:

English Language Arts 30-1	English Language Arts 30-2
Français 30-1	French Language Arts 30-1
Math 30-1	Math 30-2
Social Studies 30-1	Social Studies 30-2
Biology 30	Chemistry 30
Physics 30	

Except for English Language Arts 30-1, English Language Arts 30-2, French Language Arts 30-1, and Français 30-1, students may choose to write Alberta examinations in English or French. Students who choose to write the French translation of a Diploma Examination are not permitted additional writing time beyond what is scheduled, nor are they allowed an English version of the examination or data booklet while writing. Students writing the French translation of the Social Studies 30-1 or 30-2 examination may use an approved bilingual print dictionary, a thesaurus, and an approved writer's handbook when writing Part A: Written Response.

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

The student's final mark for Diploma Examinations courses is calculated by blending the the school-based course mark and the diploma examination mark. The school-based mark is worth 70 % of the final course mark, and the diploma examination mark provides the remaining 30% to determine the final course mark.



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There are now five Diploma Examination writing sessions offered in the NWT: November, January, April, June, and August. Procedures for the January, June, and August writings have no changes.

The November and April writing sessions are for students who:

intend to write a diploma examination without receiving instruction (for example, a mature student challenging the examination or a student who rewrites a Diploma Examination without retaking the course).

have taken a Diploma Examination course outside of the standard semester date ranges and will have completed the course prior to the Examination writing date.

Students may re-write diploma examinations in November and April regardless of whether they have taken the course during that semester.

Please refer to the General Information Bulletin – Diploma Examinations Program for more detailed information. This document is updated annually each fall by Alberta Education and is available in early September on Alberta Education’s website at <https://education.alberta.ca/diploma-exam-administration/general-information-bulletin/>

- Responsibility for the administration of the Alberta Diploma Examinations Program in the Northwest Territories is with the Student Records Officer, located in Yellowknife at (867) 767-9353 ext. 71271. All routine communication with respect to these examinations must be with this office.
- Special Cases and Accommodations must be submitted electronically to the Special Cases Committee at Senior_Secondary@gov.nt.ca. See Section 5.3.12 – Special Accommodations and Section 5.9 - Diploma Examination Accommodations for details and deadlines.
- All examinations will be sent directly from Alberta Education, by courier to the Principals of schools and Registrar’s of College campuses for grade 12 students who are registered for these examinations. **All students must register by the deadlines found in the ‘Significant Dates Section 5.3.1.**



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- **The security** of the examinations is essential. If there is any change in the Presiding Examiner, it is the responsibility of the school to inform the Student Records Officer in Yellowknife: phone (867) 767-9353 ext. 71271, two weeks prior to the examination so that appropriate changes may be made to the mailing of the materials.
- **Special Writing Centres** may be arranged if the Student Records Officer is advised in writing by May 30 of the current year.
- Teachers are responsible for the school mark in grade 12 Diploma Examination Subjects. **School awarded marks will NOT be accepted if they are submitted after the released date of the diploma examination marks.**
- Diploma examination course marks are **final** once submitted and cannot be changed.

5.3.1 Significant Dates

Confirmed diploma examination dates are not available from Alberta Education at this time. An update of this section will be supplied as soon as these dates are released.

For November and April diploma examination administration, contact Student Records at student_records@gov.nt.ca for dates and further information.



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January 2018 Administration - Significant Dates

****NEW Diploma Exams Schedule: January 2018***

Diploma exams **must** be administered according to the scheduled dates and times.

All diploma exams, except those that are asterisked , remain secured after administration.		
Thursday, January 11	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Friday, January 12	9:00 A.M. – 12:00 P.M.	Social Studies 30–1 Part(ie) A*
	9:00 A.M. – 11:30 A.M.	Social Studies 30–2 Part(ie) A*
Monday, January 15	9:00 A.M. – 12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Part A*
	9:00 A.M. – 11:30 A.M.	Français 30–1 Partie B
Monday, January 22	9:00 A.M. – 12:00 P.M.	French Language Arts 30–1 Part B
	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, January 23	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, January 24	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
	9:00 A.M. – 12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Thursday, January 25	9:00 A.M. – 12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Friday, January 26	9:00 A.M. – 12:00 P.M.	Biology 30
Monday, January 29	9:00 A.M. – 12:00 P.M.	Chemistry 30
Tuesday, January 30	9:00 A.M. – 12:00 P.M.	Physics 30
	1:00 P.M. – 4:00 P.M.	Science 30

Exact dates will not be available from alberta education until September 2017. Schools should check the alberta website at <https://education.alberta.ca/media/3272757/03-dip-gib-2016-17-schedules-significant-dates.pdf>

October TBA, Deadline for all January registrations, including students with mature status who are not receiving course instruction in a school, students who wish to rewrite a diploma examination in January, students enrolled in a diploma examination course at the school and students taking a diploma examination course through the Alberta Distance Learning Centre (ADLC).

Students must select which level of course for which they will be writing the examination at the time of registration. E.g. ELA 30-1 or 3-0-2



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- October TBA, **NWT** Deadline for Special Accommodation requests for the January 2012 administration.
- October TBA, Deadline for all course transfers for diploma examination courses.
- December TBA, The school principal must contact Student Records in Yellowknife, phone: (867) 767-9353 ext. 71271 if they have not yet received their language arts or social studies Part A diploma examination materials or if there are errors or omissions in the shipment.
- January TBA, All schools administer the diploma examinations according to the schedule.
- January TBA, The principal must return to Learner Assessment Branch, Alberta Education, **only the written/used Part A examination materials for English Language Arts 30-1 and English Language Arts 30-2**; unused/extra Part A materials may be kept at the school after the administration.
- January TBA, The principal must return to Learner Assessment Branch, Alberta Education, **only the written/used Part A examination materials for Social Studies 30-1 and Social Studies 30-2**; unused/extra Part A materials may be kept at the school after the administration.
- January TBA, The school principal should contact Student Records in Yellowknife, phone: (867) 767-9353 ext. 71271, if they have not yet received their Mathematics and Science or language arts and social studies Part B diploma examination materials or if there are errors or omissions in the shipment.
- January TBA, The principal must return to Learner Assessment Branch, Alberta Education, **only the written/used Part A examination materials for French Language Arts 30-1**; unused/extra Part A materials may be kept at the school after the administration.
- The principal must return **all Part A examination materials**, used and unused, for **Français 30-1**.
- January TBA, The principal must return to Learner Assessment Branch, Alberta Education, **all Part B examination materials**, used and unused, for **English Language Arts 30-1 and English Language Arts 30-2**.



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- January TBA, The principal must return to Learner Assessment Branch, Alberta Education, **all Part B examination materials**, used and unused, for **Social Studies 30-1** and **Social Studies 30-2**.
- January TBA, The principal must return to Learner Assessment Branch, Alberta Education, **all examination materials**, used and unused, for **French Language Arts 30-1** Part B, **Français 20-1** Partie B, and **Biology 30**.
- January TBA, School Awarded Marks for students who have received instruction in diploma examination courses and who are registered to write the January diploma examinations must be transmitted to the Student Records Officer.
- January TBA, The principal must return to Learner Assessment Branch, Alberta Education, **all examination materials**, used and unused, for **Pure Mathematics 30**, **Applied Mathematics 30**, **Mathematics 30-1**, and **Mathematics 30-2**.
- January TBA, The principal must return to Learner Assessment Branch, Alberta Education, **all examination materials**, used and unused, for **Chemistry 30**, **Physics 30** and **Science 30**.
- February TBA, *Results Statements* for the January administration are distributed to students; transcripts are available to students upon request.
- March TBA, Deadline for Alberta to receive rescore requests and payment for the January administration.
- March TBA, January rescore results are distributed to students.



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June 2018 Administration - Significant Dates

***NEW Diploma Exams Schedule: June 2018**

Diploma exams **must** be administered according to the scheduled dates and times.

All diploma exams, except those that are asterisked , remain secured after administration.		
Wednesday, June 13	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Thursday, June 14	9:00 A.M. – 12:00 P.M. 9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Monday, June 18	9:00 A.M. – 12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Part A*
Tuesday, June 19	9:00 A.M. – 11:30 A.M. 9:00 A.M. – 12:00 P.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Wednesday, June 20	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Thursday, June 21	National Aboriginal Day – No Exams Scheduled	
Friday, June 22	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Monday, June 25	9:00 A.M. – 12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Tuesday, June 26	9:00 A.M. – 12:00 P.M.	Chemistry 30
Wednesday, June 27	9:00 A.M. – 12:00 P.M.	Biology 30
Thursday, June 28	9:00 A.M. – 12:00 P.M. 1:00 P.M. – 4:00 P.M.	Physics 30 Science 30**

Note: Thursday, June 21, 2018 is Aboriginal Day—no diploma exams are scheduled

**June 2018 is the only diploma exam administration in which *Sciences 30* in French is administered

Exact dates will not be available from alberta education until September 2017. Schools should check the alberta website at <https://education.alberta.ca/media/3272757/03-dip-gib-2016-17-schedules-significant-dates.pdf>

March TBA, Deadline for all June registrations, including students with mature status who are not receiving course instruction in a school, students who wish to rewrite a diploma examination in June, students enrolled in a diploma examination course at the school and students taking a diploma examination course through the Alberta Distance Learning Centre (ADLC).



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Students must select which level of course for which they will be writing the examination at the time of registration. E.g. ELA 30-1 or 3-0-2

- April TBA, **NWT** Deadline for Special Accommodation requests for the June 2012 administration.
- April TBA, Deadline for all course transfers for diploma examination courses.
- May TBA, The school principal must contact Student Records in Yellowknife, phone: (867) 767-9353 ext. 71271 if they have not yet received their language arts or social studies diploma examination materials or if there are errors or omissions in the shipment.
- June TBA, The school principal should contact Student Records in Yellowknife, phone: (867) 767-9353 ext. 71271 if they have not yet received their Mathematics and Science diploma examination materials or if there are errors or omissions in the shipment.
- June TBA, All schools administer diploma examinations according to the schedule.
- June TBA, The principal must return to Learner Assessment Branch, Alberta Education, **only the written/used Part A examination materials for English Language Arts 30-1 and English Language Arts 30-2**; unused/extra Part A materials may be kept at the school after the administration.
- June TBA, The principal must return to Learner Assessment Branch, Alberta Education, **only the written/used Part A examination materials for Social Studies 30-1 and Social Studies 30-2**; unused/extra Part A materials may be kept at the school after the administration.
- June TBA, The principal must return to Learner Assessment Branch, Alberta Education, **only the written/used Part A examination materials for French Language Arts 30-1**; unused/extra Part A materials may be kept at the school after the administration.
- June TBA, The principal must return, **all Part A examination materials**, used and unused, for **Français 30-1**.
- June TBA, The principal must return to Learner Assessment Branch, Alberta Education, **all Part B examination materials**, used and unused,



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for **English Language Arts 30-1** and **English Language Arts 30-2**.

- June TBA, The principal must return to Learner Assessment Branch, Alberta Education, **all Part B examination materials**, used and unused, for **Social Studies 30-1** and **Social Studies 30-2**.
- June TBA, School Awarded Marks for students who have received instruction in diploma examination courses and who are registered to write the June diploma examinations must be transmitted to the Student Records Officer.
- June TBA, The principal must return to Learner Assessment Branch, Alberta Education, **all examination materials**, used and unused, for **French Language Arts 30-1** Part B, **Français 30-1** Partie B, **Biology 30** and **Chemistry 30**..
- June TBA, The principal must return to Learner Assessment Branch, Alberta Education, **all examination materials**, used and unused, for **Mathematics 30**, **Applied Mathematics 30**, **Mathematics 30-1** and **Mathematics 30-2**.
- June TBA, The principal must return to Learner Assessment Branch, Alberta Education, **all examination materials**, used and unused, for **Physics 30** and **Science 30**.
- July TBA, *Results Statements* for the June administration are distributed to students; transcripts are available to students upon request.
- August TBA, Deadline for Alberta to receive rescore requests from the June administration.
- August TBA, June rescore results are distributed to students.



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August 2018 Administration - Significant Dates

****NEW Diploma Exams Schedule: August 2018***

Diploma exams **must** be administered according to the scheduled dates and times.

All diploma exams remain secured after administration.		
Wednesday, August 1	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
	1:00 P.M. – 4:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Partie A
Thursday, August 2	9:00 A.M. – 12:00 P.M.	Social Studies 30–1 Part(ie) A
	9:00 A.M. – 11:30 A.M.	Social Studies 30–2 Part(ie) A
Friday, August 3	9:00 A.M. – 12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
	1:00 P.M. – 3:30 P.M.	Français 30–1 Partie B
	1:00 P.M. – 4:00 P.M.	French Language Arts 30–1 Part B
Tuesday, August 7	9:00 A.M. – 11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Wednesday, August 8	9:00 A.M. – 12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Thursday, August 9	9:00 A.M. – 12:00 P.M.	Biology 30
	1:00 P.M. – 4:00 P.M.	Physics 30
Friday, August 10	9:00 A.M. – 12:00 P.M.	Chemistry 30
	1:00 P.M. – 4:00 P.M.	Science 30

Exact dates will not be available from alberta education until September 2017. Schools should check the alberta website at <https://education.alberta.ca/media/3272757/03-dip-gib-2016-17-schedules-significant-dates.pdf>

June TBA, Deadline for August accommodation requests for students with special diploma examination writing needs.

June TBA, Deadline for receipt from Summer Schools of all August registrations and course transfers.

July TBA, The school principal must contact Student Records in Yellowknife, phone: (867) 767-9353 ext. 71271 if they have not yet received their language arts or social studies diploma examination materials or if there are errors or omissions in the shipment.



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- August TBA, August writing centers administer the diploma examinations according to the schedule.
- August TBA, All examination materials for **English Language Arts 30-1** and **English Language Arts 30-2** must be returned to Learner Assessment Branch, Alberta Education.
- August TBA, All examination materials for **Social Studies 30-1** and **Social Studies 30-2** must be returned to Learner Assessment Branch, Alberta Education.
- August TBA, All examination materials for **Applied Mathematics 30**, **Pure Mathematics 30**, **Mathematics 30-1**, and **Mathematics 30-2** must be returned to Learner Assessment Branch, Alberta Education.
- August 11, All examination materials for **Biology 30** and **Physics 30** must be returned to Learner Assessment Branch, Alberta Education.
- August TBA, All examination materials for **Chemistry 30** and **Science 30** must be returned to Learner Assessment Branch, Alberta Education.
- August TBA, All examination materials for **French Language Arts 30-1** and **Français 30-1** must be returned to Learner Assessment Branch, Alberta Education.
- August TBA, School Awarded Marks for students who have received instruction in diploma examination courses and who are registered to write the August diploma examinations must be transmitted to the Student Records Officer.
- August TBA, *Results Statements* for the June administration are distributed to students; transcripts are available to students upon request.
- September TBA, Deadline for Alberta to receive rescore requests from the August administration.
- September TBA, August rescore results are distributed to students.

5.3.2 Eligibility to Write

Students who are enrolled in an Alberta Diploma Examination subject must write the Alberta examination in that subject in order to receive credit.



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Students who have been previously awarded credit for the course may write the Alberta Diploma Examination for the purpose of upgrading their examination mark. Applications must be received by the registration deadline. See Appendix D1 for the Diploma Examination Registration Form.

Mature students (see definition in Section 5.6) may write the examination upon application without taking regular instruction. See Appendix D1 for the Diploma Examination Registration Form. Mature students must register with the closest and most convenient writing centre. Out of school students must present identification prior to being permitted to register and write the examination. Results for students who write an Alberta examination at a school in which they are not registered as a student in an examination course will not appear on the summary of that school's marks. The marks of students with mature status are confidential and are reported directly to the student, and not to any school. The marks of students are reported to the school in which the students are registered.

5.3.3 Breach of Security of Examinations

The Department of ECE takes every possible precaution to ensure that the examination materials remain secure prior to every administration. Superintendents and chief presiding examiners are instructed to take steps to guard against the loss of examinations and to help prevent, by whatever method possible, a breach of security. **If a breach of security does occur, immediately notify the Student Records Officer in Yellowknife (Phone: 867-767-9353 ext. 71271)**

In the case of a serious breach in more than one Alberta jurisdiction, the Learner Assessment Branch of Alberta Education would either cancel or postpone the writing date until a replacement examination could be printed and distributed.

PHOTOCOPYING EXAMINATIONS:

If you do not have enough examinations and there is not enough time to request a copy be sent to the school, you need to contact Alberta Education, the Manager, Examination Administration Processes and Facilities, at 780-422-2626, to request that the examination can be photocopied. Alberta Education will either approve or deny the request. If/when approved you need to make a note on the Principal's statement with the approval date/time and name of person who approved the request.



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5.3.4 Shipping of Examination Materials

Complete and unused examinations must be couriered to Alberta Education according to the schedule that follows. Examinations must be shipped by either Express Post or through an airline courier service.

5.3.5 Violation of Examination Rules

Students must comply with all Examination Rules. Students who violate these rules may be denied access to the examination, evicted from the examination, may not have their examinations marked, may be prevented from writing any other Alberta Education examination for a period of one year, and/or may have their transcripts withheld.

Any violations of examination rules must be reported immediately to the Student Records officer.

Immediately following the administration of an examination, the chief presiding examiner must report in writing any circumstances that may affect the validity of the results of any student or group of students.

5.3.6 Missed Part A or B of Examination

Students must write both Part A and B of the Humanities in order to receive a mark in the examination. (ELA 30-1, ELA 30-2, SST 30-1, SST 30-2, FLA 30-1, Français 30-1)

Students who **miss** one part of the examination for **non-medical** reasons are allowed to write only the missed part at one of the two subsequent administrations.

Students must complete the **Request for Separate Writing form** in Appendix D3 to ensure that the two partial marks will be combined. **The completed form must be sent to Student Records when the school administration is registering students for the next diploma examination writing session.** The mark for the part previously written will be brought forward to be blended with the new partial mark for a complete examination mark.

Students who **miss one or all** parts of the examination due to illness, bereavement, or other unforeseen circumstance **may** be eligible to have the examination exempted. The **Request for Exemption Form** in Appendix D2 must be completed, with supporting documents attached, and submitted to the Special Cases Committee for review.



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5.3.7 Re-Writes/Challenges

Students may rewrite an examination to improve their mark at any regularly scheduled sitting. There is **no charge** to NWT students for re-writes or challenges to all Alberta Diploma Examinations if written at an NWT writing centre.

- Students who wish to rewrite an English Language Arts 30-1 or English Language Arts 30-2, Social Studies 30-1 and 30-2, French Language Arts 30 or Français 30 diploma examination **must write BOTH** parts of the examination. Students **may NOT rewrite only one part** of the English Language Arts 30-1 or English Language Arts 30-2, Social Studies 30-1 and 30-2, French Language Arts 30 or Français 30 examination. **All science and math diploma examinations have only one part.**
- Students who choose to rewrite an examination will have the highest school mark brought forward and blended with the highest examination mark to create a final blended mark. Only the highest marks will appear on the transcript. These marks will be recorded and sent out on a new NWT Diploma Examination Results statement.

5.3.8 Late Arrivals of Students

Students who arrive more than one hour after a diploma examination has started **will not** be allowed to write the examination. Students who arrive late but within the first hour of administration may be allowed to write at the discretion of the principal or the chief presiding examiner. In this case, the principal or chief presiding examiner may allow the student additional time—corresponding to the amount by which the student was late—to complete the examination. The names of late students must be recorded on the *Principal's Statement* or *Chief Presiding Examiner's Statement*.

5.3.9 Result Statements for Students

Students may register for an account on myPass to view their departmental marks. Students will require their Alberta Student Number (ASN) at the time they register for an account. Students experiencing difficulties accessing their MyPass Account, may contact Student Records at: student_records@gov.nt.ca

Students may view Diploma Examination marks on the CMAS Web portal. All students can have access to the following web address: www.nwtstudents.com .



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Marks arrive at Student Records on the following dates every year.

- 1st Semester – Feb. 22
- 2nd Semester – July 22
- 4th Semester – Aug. 26

5.3.10 Rescoring an Exam

Students who wish to have their examination rescored must apply directly to Alberta Education. They must fill out the [Alberta Diploma Examination Rescore Application Form](#). There **is a fee** that must be paid by the student/parent. The rescore date is different every year so consult Significant Dates – Section 5.3.1 for further information. It is important to inform students that, on the average, the change in rescored examinations is quite small. **The mark resulting from rescoring will be the final examination mark whether the mark is lowered or raised.** The most recent school mark in the subject will be brought forward to be blended with the rescored examination mark and will be recorded on a new results statement. The final mark shown on the transcript will reflect the rescored examination mark.

5.3.11 Writing in a Community Different from Course Enrolment

The following applies to students who will not be in the community where they took a course at the scheduled examination writing time. Arrangements to write the diploma examination in an alternate location must be made in advance.

College students must identify their writing centre **at the time of their examination registration**.

High school students

who will be in **another NWT community** must request the school in which they are registered to make arrangement through the Student Records Officer to write in another community **at least one week prior to the examination date**.

who will be travelling **outside of the NWT** must request that the school in which they are registered contact the Director, Examination Administration Branch in Alberta at 780-427-0010 in Alberta **as soon as possible** to make arrangements to write in another location.

It is at the discretion of Alberta Education to allow an alternative site to write the examination.



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5.3.12 Special Accommodations

The principal must make application for students who require special accommodations. Requests are to be submitted to the student support coordinator at the DEC/DEA office, who will then submit all requests from their schools to the Special Cases Committee to Senior_Secondary@gov.nt.ca. All special accommodations requests are to be sent electronically to the Special Cases Committee according to the procedures outlined in Section 5.2.4. They will be reviewed and forwarded to Alberta Education for notification or approval as appropriate.

NOTE: Student Records does not annotate the official transcripts of students who were granted accommodations for the writing of a diploma examination.

Deadlines for Special Accommodations will be provided in the Principal's January and June Registration Letters.

For information about Special Accommodations and process, refer to Alberta Education's *General Information Bulletin – Diploma Examinations Program*. Special Accommodations information is available at <https://education.alberta.ca/media/3272753/08-dip-gib-2016-17-accommodations-and-special-cases.pdf>.

Student Support Plans are required for Special Accommodations. See Section 5.3.12 for application procedures.

Example of a Special Request:

Request for special accommodation for a student to write a departmental examination ELA 30-2 includes: CD of examination, scribe and extra time.

A **mature student** who is not registered at a school and requires accommodations for writing a diploma examination(s) must be registered with a school or the college to apply for special accommodations.

For further details about the specific accommodation and conditions that may apply, please refer to *Diploma Examination Program General Information Bulletin* available at <http://www.education.alberta.ca/admin/testing/diplomaexams/diplomabulletin.aspx>.

All requests for accommodations must be sent to the Special Cases Committee at Senior_Secondary@gov.nt.ca.

Allowable accommodations include:



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- **Additional writing time** is the only accommodation permitted to English as a Second Language Students without further documentation
- **Additional writing time** (beyond the standard ½ hour) may be provided to students when supported by a Student Support Plan demonstrating that this accommodation has been available to the student throughout the course
- **CDs** are available for visually impaired and/or learning disabled students
- **Braille versions** - applications need to be into Alberta for **both semesters** by Sept. 30th. **Please note only one printing is done a year.**
- **Large print texts** are available and need to be ordered in advance
- **Sign Language Interpreter** may be approved to assist a student who is deaf or hard of hearing
- **A scribe and/or taped response:** If scribes or readers are used additional documentation needs to be completed and signed off appropriately and returned with the Principal's Statement along with the Diploma Examinations Application for Accommodations for Students with Special Diploma Examination Writing Needs (Appendix D4) to Alberta Education. (statement of scribe, reader, and/or interpreter)
- **A reader** may be required in place of a CD due to the nature of the disability
- **Special Accommodations Forms can be found in Appendix D4. An Excel template is provided on the CD that accompanies this handbook so that requests can be submitted electronically to Senior_Secondary@gov.nt.ca.**

5.3.13 Procedures for Writing Diploma Examinations on Computers

For current procedures in writing Diploma Examinations on computers, please refer to the "Diploma Examination Program, General Information Bulletin: available at <https://education.alberta.ca/media/3272760/07-dip-gib-2016-17-using-computers.pdf>

The following excerpt provides some relevant details:

These procedures allow students to compose the written response parts of their English Language Arts 30-1, English Language Arts 30-2, Français 30, Social Studies 30-1, Social Studies 30-2, and French Language Arts 30 diploma examinations on the school's word processors.



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Only students in schools or designated writing centres that have the facilities, equipment, and support services to comply with the procedures, and who, customarily produce extended pieces of writing in English Language Arts 30-1, English Language Arts 30-2, Français 30, French Language Arts 30, Social Studies 30-1, Social Studies 30-2 using word processing technology, may complete the written-response parts of these diploma examinations on the school's word processors.

The principal of a school or designated writing centre will decide whether or not to provide the opportunity for students to write their diploma examinations using school-owned computing hardware and word-processing software. This decision is based on the principal's certainty that the school or designated writing centre can comply with the procedures outlined and on consideration about fairness to students and students' needs.

Once the principal has decided that the school or designated writing centre will provide the option for some students to write diploma examinations using the school's computing hardware and word-processing software, the decision to participate shall be the individual student's.

5.3.14 Student Resources Authorized for Use During Examinations Calculators

Calculators are required to be used when writing mathematics and science diploma examinations. To ensure fairness and equity to all students, only calculators that have been approved by Alberta Education may be used and specific procedures are in place for their use. Since the list is updated every year, it is essential to confirm that any calculator to be used is on the current list and that the procedures have been followed. See *Using Calculators* at <https://education.alberta.ca/media/3272758/06-dip-gib-2016-17-using-calculators.pdf>

Dictionaries and Translators

Print dictionaries, thesauri, and authorized writing handbooks may be used for the Part A – Written Response Examinations for the following courses:

- Français 30–1,
- French Language Arts 30–1
- English Language Arts 30–1 and English Language Arts 30–2
- Social Studies 30–1 and Social Studies 30–2

Refer to the General Information Bulletin – Diploma Examinations Program for details.



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A Franklin Language Master may be approved for use in English Language Arts 30-1, English Language Arts 30-2, Français 30-1, French Language Arts 30-1, Études Sociales 10-1, and Études Sociales 20-1. All “My Word List” and note fields must be cleared and no removable cards other than a dictionary and thesaurus are allowed. Refer to the General Information Bulletin for a list of allowable models.

5.3.15 Unforeseen Circumstances

In the event of unforeseen circumstances such as power failures, blizzard, or bomb threats, principals are to contact Student Records to determine what procedures should be followed. Email: Student_Records@gov.nt.ca Phone: (867) 767-9353 ext. 71271

5.3.16 Used and Unused Examination Booklets for January & June Examinations

All of the used Part A January and June examination booklets and answer sheets with student responses on them must be returned to the Learner Assessment Branch of Alberta Education for marking. Examination booklets and answer sheets used by students are confidential and must be secured by principals and superintendents. The sending school pays postage. All the unused material for Humanities Part A examinations remain at the school.

All language arts and social studies Part B examination booklets must be returned to Alberta Education. All the unused material for Math and Science are returned to Alberta Education. **If the secured unused examination booklets are not returned to Alberta Education, schools may not be permitted to be a writing centre in the following school year.**

5.3.17 August Examination Writing Centres

Applications for August Writing Centres are sent to school principals on April 30th. All those who write these examinations are walk-in students since there is no advance registration date. College students may choose a designated writing centre or request an additional location through their local school by May 30.

- All NWT communities where Grade 12 courses are offered can be designated as writing centres for the August examinations.
- In **Yellowknife**, Sir John Franklin and St. Patrick High Schools have made arrangements for the Yellowknife Campus of Aurora College to supervise the August examinations.



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- Additional centres may be designated if the Student Records Officer, Yellowknife, receives such a request by May 30th.
- For each centre, unless the Department of Education, Culture and Employment is otherwise informed by May 30th, the Director/Superintendent of Education for that regions will be designated as the Chief Presiding Officer to receive the examination materials. For further details, contact Student records.
- For designated writing centres, the August Grade 12 Examinations will be shipped to the Board Offices in the last week of July unless alternative arrangements have been made. The Chief Presiding Officer should be notified when the shipment is received. If there are errors or deficiencies in the shipment, the Chief Presiding Officer should contact the Student Records Officer in Yellowknife at Phone: (867) 920-6235.
- **The August examinations are fully secured. Therefore, all examination materials, used or unused, must be returned to Alberta Education. No copies of any August examination may be retained in any form. Postage is paid by the sending school.**
- Writing centres in the NWT should wait until the last writing day to mail the examinations to Learning Assessment Branch of Alberta Education. Materials must be returned via air express. Prompt returns of the examinations enable the Learning Assessment Branch to begin processing the examinations immediately for the marking session. Postage is paid by the sending school.

5.4 Challenge Credits

A student may request to demonstrate proficiency at any time in any course including those which require a Grade 12 Diploma examination. **Course challenge assessment** is a **process** which allows students, who believe they have already mastered the curricular outcomes as stated in a course, to demonstrate that they have mastered these outcomes and, if successful, be given a final mark and course credits. Principals will determine whether the request is reasonable and if so, when and how the student is to demonstrate proficiency in the knowledge, skills and attitudes as detailed in the course curriculum.

Prior to a course challenge, the *Course Challenge Application Part A* (Appendix B9) must be completed and filed in the student's cumulative record.



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Upon successful completion of the challenge, the principal submits the *Course Challenge Application Part B* (Appendix B10) to Student Records prior to the course mark submission date, indicating that the student receive credits for that course and the resulting mark.

For diploma examination courses, this applies only to the school-awarded mark component. The Principal must ensure that the course challenge assessment demonstrates that the student has acquired the skills and knowledge necessary to be successful in the Grade 12 Diploma examination. The student **must** write the Diploma examination to receive credit for the course.

5.4.1 Definitions

Course sequence refers to a sequence of courses that together comprise a complete progression in a high school subject – see Section 5.1.3 for transfer points of core courses

Course challenge assessment is a provision that will allow senior secondary students to demonstrate that they have acquired the knowledge, skills and attitudes as defined by the curriculum for a course (and are ready to demonstrate that achievement) by participating in a summative assessment/evaluation process, be given a final mark, and, if successful, credits in that course;

Assessment refers to the process of performing a number of tasks and showing samples of work that demonstrate the degree to which the student has achieved the expected standards for the outcomes of the course.

Summative evaluation means final evaluation of all learning outcomes.

5.4.2 Guidelines

A student can attempt a particular course challenge **only once**. If the student is unsuccessful, but wants credit in the course or wishes to raise his or her mark, the student is required to take the course.

The assessment process **must** include at least two components including a portfolio of the learning, a written examination, an oral examination, or a practical examination. The selected components must be identified on *Course Challenge Application – Part B* (Appendix B10).

The principal must ensure that assessment process includes strategies that will assess all knowledge, skills and attitudes of the course in a timely and practical manner.



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Students must demonstrate that they are adequately prepared for a challenge assessment.

The results of the challenge assessment are binding and will be forwarded to the Department of Education, Culture and Employment for inclusion on the student's record.

Scheduling of Course challenge assessments:

- Course challenge assessment for Diploma Examination Courses must be completed prior to the deadline for submission of marks.
- Non-Diploma Examination Course Challenge assessment can be done at the discretion of the school principal.

A school will not charge funded students or their families a fee for administering course challenges.

A student who challenges the course, either successfully or unsuccessfully may subsequently choose to take the course.

5.4.3 Procedures

The school will establish procedures to communicate to parents and students the availability of, and procedures for, course challenges.

For requests to challenge courses not offered by the school, contact the DEC/DEA to make arrangements with other schools that do have a process for such challenges.

The student will initiate the course challenge process, and shall take the responsibility for providing evidence or readiness to challenge a course (e.g. a portfolio, other collection, or documentation of work and/or experience, a recommendation from an instructor, etc.)

Course challenge assessment must be administered by the school according to policy only after the student is enrolled in the senior secondary school.

A student's readiness for course challenge will be determined through consultation with the senior secondary school principal, student, parents(s), subject teacher(s), and counsellor. The consultation must include discussion of the student's likelihood of successfully meeting the standard for the course, and the student's capacity to be successful in the course at the next level or, for 30 level courses, to be successful on the diploma examination.



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The school principal will make the final decision about the student's readiness for the course challenge. For both Diploma Examination or Non-Diploma Examination courses a Course Challenge Application – Part A (Appendix B9) needs to be filled out by the student, parent, and principal. This form is to be filed in a students' cumulative file.

The principal may assign the administration and evaluation of assessment for a course challenge to a teacher who has expertise in the subject/course, and ideally has taught the course.

5.4.4 Credits, and Prerequisites

Upon a student's successful completion of a course challenge, the principal must complete the Course Challenge Application – Part B and submit to Student Records

Retroactive credit for prerequisites in the course sequence may be awarded – see Section 5.7.

- Retroactive credits **will not** be awarded for those courses being challenged if credits have already been granted at the prerequisite level.

A **course challenge assessment in a diploma examination course** applies only to the school-awarded mark component of the course, and therefore **will NOT result in a final course mark or in credits**, until after the student successfully completes the diploma examination for that course. Mature students may challenge a diploma examination for 100% of the course mark (see Section 5.6).

5.4.5 Aboriginal Language Challenge Credit

These credits are not intended to replace Curriculum based courses in Tlicho, North Slavey, South Slavey, Chipewyan, Gwich'in, Inuktitut, Inuinnaqtun or Inuvialuktun.

This is an opportunity for students who are proficient in their language to obtain high school credits for their knowledge and skills. Successful challenge of these credits requires a high level of proficiency beyond that which students would usually demonstrate in a Locally Developed Aboriginal Language course (see listings in section 5.4.5). Proficiency in speaking, reading, and writing will be assessed separately.

Before conducting an Aboriginal Language Challenge Assessment towards awarding of credits the principal must contact the Education Council/Authority consultant responsible for Aboriginal language who will contact the Aboriginal Language and



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Culture coordinator(s) in the Aboriginal Languages and Learning Secretariat of Education, Culture and Employment.

5.5 Evaluating Courses for Students Transferring to the NWT from Another Jurisdiction

The principal is responsible for the evaluation of the academic records of incoming students.

Evaluations are conducted for four related purposes:

1. Place students in appropriate programs, grades, and levels
2. Award equivalent course credits
3. Identify remaining graduation requirements

Particular attention must be paid to possible notations relating to accommodations or modifications provided to the student.

See Section 3.1 for further details.

For additional assistance, contact the Student Records Officer at 867-767-9353 ext. 71271 or Student_Records@gov.nt.ca.

5.5.1 Document Requirements

A Student Record for each student receiving an evaluation should be established at the school. It should contain a copy of the High School Evaluation Report together with photocopies of all original documents contributing to the evaluation. This record should also include a copy of the certificate of birth. All original documents should then be returned to the student.

A copy of the completed High School Evaluation Report (Appendix B11) and supporting documentation must be sent to the Special Cases Committee.

After the committee has reviewed the evaluation for accuracy, the information will be entered on the Student Record and will appear on subsequent validation statements.

An evaluation must be conducted in such a manner as not to jeopardize the future of the student.

Evaluate the documents for validity by authenticating their origin. The most acceptable agents of issue for official transcripts are government departments or ministries of education. Transcripts that appear to have been issued by school principals or other



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non-government agencies should be considered interim documents. Official transcripts are required for final placement.

- Any document written in a language other than English or French should be accompanied by a translation into the English language, which has been attested to as being a true and exact translation of the original.
- Official documents must be presented before an evaluation is made. Usually these are transcripts or statements of academic standing from a parent institution in a Canadian province or in the country where the student completed the courses
- Photocopies of documents should not be accepted in lieu of the original and official documents. If this is unavoidable, a statement made by a recognized professional person, attesting it to be a true and exact copy of the original, should accompany the photocopy in a statutory declaration.

It is often necessary to evaluate the record of a student who has attended school in more than one jurisdiction, nationally and internationally. The student must provide official transcripts from each jurisdiction. Each course must be evaluated based on information provided by the original jurisdiction.

For example:

A student moves from Hong Kong to Saskatchewan, and then to the NWT. The transcript from Saskatchewan includes courses evaluated from Hong Kong. A new evaluation of courses taken in both Hong Kong and Saskatchewan must be done in order to align it with NWT courses. Do not use the Saskatchewan evaluations of the Hong Kong courses.

If a change in an evaluation needs to be made, a course correction form (Appendix B3) must be completed and submitted, and attached to the original evaluation.

5.5.2 Student Placement

When official documents are not immediately available, the principal should, on the basis of his or her professional judgment, place the student in a suitable “starting” program. This program should allow for the student to adjust to the NWT school environment and, at the same time, provide the principal with an early opportunity to observe the student's performance and verify the interim placement. The language competence of the student in English or French should be considered in this initial placement.



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All students, regardless of origin entering the Northwest Territories secondary school system in grade 10, 11 or 12 must complete a Career and Program Plan (CPP) (Section 6.1.2) appropriate to their point of entry. This also applies for mature students.

5.5.3 Eligible Courses and Credits

Only successfully completed programs or courses may be evaluated to produce NWT equivalents.

- Recognized course levels are determined in accordance with NWT system equivalents. This is achieved by working backwards from the years of schooling preceding university entrance that are required in the province, territory, or country of origin. With the exception of Quebec, other Canadian provinces and territories use a 12-year system of education.
- There are elementary and secondary systems that span 11 and 13 years. Such systems tend to increase or decrease post-secondary study by one academic year and consequently require more careful evaluation in terms of NWT equivalents. The evaluation and placement must be made on a course-for-course and year-for-year basis with the NWT 12 year system.

5.5.4 Evaluating Achievement and Awarding and Reporting Marks

Courses completed outside the NWT should be equated with similar courses offered in the NWT. Where an equivalent does not exist, unassigned credits may be used. The maximum number of unassigned credits permitted is 25.

Sometimes foreign transcripts employ a numerical marking scale from 1 to 5, where 5 could represent a failure and 4 a minimum pass. Numerical designations do not need to be converted to percentage marks.

Do NOT submit the evaluation until all relevant documents and information have been presented by the student or educational institution. The completed evaluation should be forwarded to Student Records in a timely manner.

Before submitting the Secondary School Evaluation Report to Student Records, the following items must be verified:

1. The NWT course code corresponds with the appropriate course name
2. The credit value for each course is correct
3. The total number of credits awarded is accurate



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4. The principal has signed the form. When a person other than the principal has done the evaluation, that person's name should also be legibly written on the report. This will facilitate the correction of any errors and settling other difficulties that may arise.

NWT students normally accumulate from 35 to 40 credits in each academic year. However, when evaluating courses completed outside the NWT, it is often necessary to pro-rate the credits into NWT equivalencies.

- The content of two or more courses from outside the NWT may need to be blended to create an equivalency to an NWT course. This must be based on a comparison of course curriculum. Prerequisite requirements for grade 12 courses must also be kept in mind.
- Courses in English Language Arts must be critically reviewed. An English Language Arts course is not the equivalent of English as a Second Language course.
- Retroactive credits are not given for evaluated courses. Evidence of successful completion of a lower level course must be provided to receive credit for it.

Once course equivalency is determined an “E” (meaning evaluated) will appear on the NWT transcript for “type of course”. No mark will be assigned for courses completed outside of the NWT or Alberta. Marks from courses successfully completed in Alberta will be transferred to the NWT transcript.

In cases where equivalencies are difficult to determine, contact Senior_Secondary@gov.nt.ca.



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The following chart identifies equivalencies for courses taken at Aurora College.

Aurora College Course	NWT High School Course Equivalent
English 140	One of: English Language Arts 10-1 or 10-2 and one of English Language Arts 20-1 or 20-2
English 150	English Language Arts 30-2
English 160	English Language Arts 30-1
Math 140	Common Math 10
Math 145	Math 20-2
Math 150	Math 30-2
Math 160	Math 30-1
Science 140	Science 10
Biology 20	Biology 20
Chemistry 20	Chemistry 20
Physics 20	Physics 20
Biology 30	Biology 30
Chemistry 30	Chemistry 30
Physics 30	Physics 30
Social Studies 140	One of: Social Studies 10-1 or 10-2 and one of Social Studies 20-1 or 20-2
Social Studies 150	Social Studies 30-2
Social Studies 160	Social Studies 30-1

Students seeking scholarships or requiring marks for post-secondary entrance must obtain official transcripts from the jurisdiction(s) where they took the original course.

Students should be advised that the evaluation of out-of-NWT transcripts for graduation purposes may vary from a post-secondary institution's evaluation for admission purposes.



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Students seeking admission to post-secondary institutions should present official transcripts from each jurisdiction where eligible schooling has been completed.

Secondary school graduation will not be awarded solely on the basis of the evaluation of out-of-NWT credentials. A student in this category who wishes to obtain NWT Graduation is required to be registered at an NWT high school and to complete a minimum of five approved credits as prescribed by a school principal, to conform with the NWT graduation requirements as outlined in section 5.2.

5.5.5 Graduation Requirement Course Waives

Student transferring to the NWT during grades 11 and 12 may qualify for waiving of particular courses and credits. **Credits are not earned for courses that are waived.** Schools must apply for these courses and credits to be waived on behalf of students by submitting a *Request to Waive Courses Application form* (Appendix B5) to Student Records on the student's behalf.

Rationale options include:

- Transferred from _____ (indicate jurisdiction)
- Mature student

The following courses and credits may be waived:

For students entering grade 11:

- Northern Studies
- 10Physical Education 10

For students entering grade 12:

- Northern Studies 10
- Physical Education 10
- 5 credits of Career and Technology Studies
- 3 credits of Fine Arts
- Community and Life Management (CALM) 20*



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Mature students (over 21 years of age or over 18 and out of school for 8 consecutive months) qualify for waiving of all the above courses and credits, and are also eligible for waiving of the 25 hours of Community Service (1 credit) requirement.

All students must meet all other graduation requirements, including accrual of 100 credits.

5.5.6 Specific Programs

General Educational Development (GED) and College Level Examination Program (CLEP)

Persons possessing a Secondary School Equivalency Certificate gained through the General Educational Development (GED) Test Program may not receive secondary school credits. Similarly, College Level Examination Program (CLEP) results are not acceptable for secondary school credit evaluation purposes.

International Baccalaureate Program

Students completing courses under the International Baccalaureate Program may only receive credits consistent with those listed in Section 5.

Music -- Private Study

See Section 6.4.4, Music Private Study, for details.

Quebec - Secondary School Transcripts from Quebec

Quebec presents an 11 year school system, followed by a 2 or 3-year program within a “College d'enseignement général et professionnel” or CEGEP (Colleges of General and Vocational Instruction) **prior** to university admission.

NIVEAU SECONDAIRE (secondary level -- Grades 7 to 11)

Première cycle (grades 7 and 8),

Deuxième cycle (grades 9 and 10 or 9 through 11)

Secondary students choose one of three streams leading to a Diplôme d'études secondaires (DES) or SECONDAIRE V.

Prior to 1982, the equivalent certificate was called Certificat d'études secondaires (CES).



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Students presenting a DES are eligible for NWT Grade 11 equivalents, while presentation of first-year CEGEP courses with appropriate standings **and** prerequisites may be considered for NWT Grade 12 equivalents.

The grading scale for the primary and secondary levels is 1 to 100, with 60 the minimum passing grade.

5.5.7 Information on Other Provinces and Countries

The Council of Ministers of Education, Canada's (CMEC) student transfer guide, which lists graduation requirements for each province and territory, is available at <http://www.cmec.ca/282/Programs-and-Initiatives/Student-and-Teacher-Mobility/Student-Transfer-Guide/Updated-Student-Transfer-Guide/index.html>

It is assumed that a year of study elsewhere is equivalent to a year of study in the NWT. For students transferring from other countries, it may be necessary to contact the relevant education authority.

5.6 Mature Students

Special provisions apply to a student who, as of September 1 of the current school year is:

- a. twenty-one years of age or older; or
- b. nineteen years of age and who, since reaching the age of eighteen, has been out of school for eight consecutive months; or
- c. the holder of a previously awarded Senior Secondary School graduation diploma. Students who have met the graduation requirements (Section 5.2.1) and are returning to school on September 1st of the current school year will be given 'mature student status'.

5.6.1 Graduation Requirements

Development of the Career and Program Plan (CPP) is the starting point for all Senior Secondary programming, including programming for mature students. Mature students are required to meet the graduation requirements outline in section 5.2.1 to achieve a High School Diploma.



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5.6.2 Earning of Credits

Senior Secondary School graduation credits may be earned after successfully completing:

Approved courses offered in an accredited NWT or Alberta school or college campus;

Departmental Diploma examination with or without formal course instruction

Mature students may request that any or all of the following courses be waived as graduation requirements by submitting a *Request to Waive Courses Application (Appendix B5)*.

Credits are **NOT** earned for waived courses. **The CPP credit will not be waived.**

Course	# of credits
CALM	3
Community Service	1
Physical Education	3
Northern Studies	5
Career and Technology Studies	5
Fine Arts	3

All other graduation requirements as identified in section 5.2.1 must be met, including a total of 100 credits.

5.7 Retroactive Credits

This process is intended primarily for mature students.

5.7.1 Definition:

- The awarding of credits for courses of a lower level in an approved sequence, when a higher level course is successfully completed
- Applies to core courses only, and does **NOT** include Experiential Science courses
- Requires waiving of course prerequisites by a principal



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5.7.2 Intent:

- To enable ***mature and/or returning students*** to acquire credits towards high school graduation without having to take all levels of core courses. It may also be applicable to transferring or homeschooled students.
- There may also be exceptional cases to be considered on an individual basis.
- Retroactive credits will be awarded for lower levels of the **same stream**
 - E.g. Successful completion of ELA 20-1 may entitle a student to 5 credits for ELA 10-1
 - E.g. Successful completion of ELA 20-2 may entitle a student to 5 credits for ELA 10-2

Requirements and Restrictions:

- The principal, in consultation with the teacher, PST and parent/guardian, must be confident of a student's ability to be successful in the course for which prerequisites are being waived. The student must be adequately prepared and supported for the course in which the student will be registered. The principal will retain the responsibility for determining eligibility for promotion, for programming students into courses, and for reporting final marks to students.
 - **Focus on promotion of student success is vital**
- Judgments are to be made on an individual student basis and are not to become a routine practice
- **Students will NOT receive retroactive credits if graduation requirements have previously been achieved at that grade level.** For example, a student who has successfully completed Social Studies 10-2, 20-2, and 30-2, and then challenges Social Studies 30-1 will NOT receive retroactive credits for Social Studies 20-1 and 10-1.

5.7.3 Process:

A student will be awarded retroactive credits when the following criteria are met:

- The student is registered in an approved course;
- The student receives a passing grade in an approved course; and
- The principal submits the required notification to Student Records.
- Upon successful completion of a course, the principal submits a **Retroactive Credit Request Form (Appendix B15)** to identify the lower level course(s) of the same stream.



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- A mark is **NOT** given for a course with retroactive credit – it is assigned an “**R**” in the marks column

Example.

When a student completes Social Studies 20-2, submit a Retroactive Credit Request Form for Social Studies 10-2, noting “R” in the marks column

When a student completes ELA 30-1, submit a Retroactive Credit Request Form for ELA 20-1 and 10-1, noting “R” in the marks column – as long as the student has not previously completed a course in any stream of ELA at that grade level.

5.7.4 Eligible Courses:

Course passed	Course(s) eligible for retroactive credit
English Language Arts 20-1	English Language Arts 10-1
English Language Arts 30-1	English Language Arts 20-1 and 10-1
English Language Arts 20-2	English Language Arts 10-2
English Language Arts 30-2	English Language Arts 20-2 and 10-2
Français 20-1	Français 10-1
Français 30-1	Français 20-1 and 10-1
Français 20-2	Français 10-2
Français 30-2	Français 20-2 and 10-2
Math 20-1	Math 10C
Math 30-1	Math 20-1 and 10C
Math 20-2	Math 10C
Math 30-2	Math 20-2 and 10C
Math 20-3	Math 10-3
Math 30-3	Math 20-3 and 10-3
Social Studies 20-1	Social Studies 10-1
Social Studies 30-1	Social Studies 20-1 and 10-1
Social Studies 20-2	Social Studies 10-2
Social Studies 30-2	Social Studies 20-2 and 10-2



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Biology 20	Science 10
Biology 30	Biology 20 and Science 10
Physics 20	Science 10
Physics 30	Physics 20 and Science 10
Chemistry 20	Science 10
Chemistry 30	Chemistry 20 and Science 10

Experiential Science 10 and Experiential Science 20 are considered individual field courses and will not be eligible for retroactive credits.

5.8 Waiving of Prerequisites

The principal may waive prerequisites for any course as long as the following conditions are met:

- the student possesses the knowledge, skills and attitudes identified in the waived course or program of studies;
- judgments are made on an individual basis,
- it will contribute to continued student success.

A principal may **not** waive prerequisites for Work Experience credits.

A student may, upon the written recommendation and written request of the school principal, be granted retroactive credits for prerequisites that have been waived for successfully completed core courses only. See Section 5.7.

Retroactive credits will **not** be granted for waived prerequisites in:

- Career and Technology Studies
- Locally Developed Courses
- Physical Education
- fine arts courses

5.9 Diploma Examination Accommodations

The goal of accommodation(s) is to ensure access to the examination, not to optimize or enhance performance. Therefore, accommodations are not intended to:

- Alter the nature of the construct being assessed by an exam;



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- Provide accommodated students with an advantage when compared to students taking exams under regular, standardized conditions; or
- Compensate for a skill or knowledge deficit.

All accommodations must be based on demonstrated need and reviewed using a common set of standards. Some accommodations are reviewed within the school authority, while others must be reviewed by the Senior Secondary Committee at ECE. Please refer to Alberta Education [Diploma Examination Accommodations & Special Cases](#) section of the General Information Bulletin (GIB) for more information.

Evidence that there is a demonstrated need for accommodation(s) and the student routinely uses accommodation(s) must be accessible in the student record. (i.e. Student Support Plan [SSP] or Individual Education Plan [IEP]).

There are different levels of responsibilities related to diploma examination accommodations. (Please note: Alberta Education has made significant changes in the management of examination accommodations, please review this section closely.)

- School Responsibilities
 - Complete the Application for Accommodations for Students with Special Diploma Examination Writing Needs (Appendix D6). Student, parent/guardian, and school principal must sign the form. This form is retained at the school in the student's cumulative record.
 - Forward the list of students requiring accommodations to the appropriate staff member your Education Council/Authority (DEC/DEA).
 - Notify any students who are not granted an accommodation that was requested.
 - Submit a [Request for Special Format Materials and School-Authority Approved Diploma Exam Accommodations](#) form to Alberta Education.
- Education Council/Authority (DEC/DEA) Responsibilities
 - Review and confirm requested accommodations sent by principals against the eligibility criteria as outlined on pages 3-5 in Alberta Education [Diploma Examination Accommodations & Special Cases section](#) of the General Information Bulletin.
 - Inform principals or designate of any accommodations that have been denied.



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- Submit all approved accommodations to Student Records in the spreadsheet provided in Appendix D6

ECE Deadlines for Submission to the Special Cases Committee:

October 25th, 2017	Deadline for requesting Special Accommodations for the January 2018 Diploma Examinations.
April 1^{6th}, 2018	Deadline for requesting Special Accommodation for the June 2018 Diploma Examinations.
July 5th, 2014	Deadline for requesting Special Accommodation for the August 2018 Diploma Examinations.