



## Directive respecting the assessment of persons

Date: January 21, 2020

### Background

Pursuant to section 18(4) of the *Education Act*, the Minister has the authority to issue directives relating to the assessment of persons.

### Part A - Definitions and Interpretation

1. In this Directive, the following definitions apply.
  - a. “Assessment” means provincial tests, examinations or other methods for determining the ability, achievement or knowledge and skills of Examinees, including but not limited to student learning assessments, provincial achievement tests, and diploma examinations but does not include a Provincially Administered Assessment.
  - b. “Assessment Rules” means the policies that support the administration of this Directive, including any procedures, information bulletins and business rules.
  - c. “Director” means the Director, Examination Administration, Provincial Assessment Sector, Alberta Education or a member of the Provincial Assessment Sector team that has been assigned to a matter falling under this Directive.
  - d. “Executive Director” means the Executive Director, Provincial Assessment Sector, Alberta Education.
  - e. “Examinee” means any person writing an Assessment.
  - f. “Provincially Administered Assessment” means a national or international assessment administered by the province.
  - g. “Regular Accommodation” has the meaning set out in the Assessment Rules.
  - h. “School” includes all learning environments in which an Assessment is administered by a School Authority including, but not limited to:
    - i. a school as defined in the *Education Act*;
    - ii. a special writing centre established under this Directive; and
    - iii. a learning environment operated by an entity who that has an agreement with Alberta Education to administer Assessments.
  - i. “School Authority” includes all entities responsible for the administration of Assessments including, but not limited to:
    - i. a board as defined in the *Education Act*;
    - ii. a Francophone Regional Authority;
    - iii. an operator and governing body of a charter school;
    - iv. a person responsible for the operation of a private school;



- v. any entity that has an agreement with Alberta Education to administer the Assessments; and
- vi. a person designated as a School Authority under section 4.

j. “Unique Accommodation” has the meaning set out in the Assessment Rules.

### **Part B – Assessment Directive**

- 2. Pursuant to 18(4) of the *Education Act*, I approve this Directive respecting the assessment of persons by the Minister.

### **Part C – Application of Directive**

- 3. The Directive applies to:
  - a. all Schools and School Authorities when administering; and
  - b. all Examinees and persons writing Assessments and Provincially Administered Assessments.
- 4. The Director may appoint a responsible person to act as a School Authority for the purposes of this Directive.

### **Part D - Role and Purpose of Provincial Assessment**

- 5. The Minister may establish Assessments from time to time.
- 6. Where Assessments are established, the Assessments will be fair, valid and reliable.
- 7. Assessments may be established for any of the following purposes:
  - a. determining if Alberta Examinees are learning what they are expected to learn according to the prescribed Alberta learning outcomes;
  - b. assisting Examinees, Schools, School Authorities, parents and the province in monitoring and improving student learning;
  - c. reporting to Albertans how well Alberta students or groups of students have achieved provincial standards at given points in their schooling; and
  - d. certifying the level of individual student achievement in selected Grade 12 courses and ensuring province-wide standards of achievement are maintained.
- 8. The Minister may use the results of an Assessment in whole or in part as a basis for awarding credits, certificates, diplomas or transcripts of achievement for an Examinee.

### **Part E - Schools and School Authorities to Conduct Assessments**

- 9. Schools and School Authorities shall conduct the Assessments on behalf of the Minister in accordance with this Directive, the Assessment Rules, and any agreement between the Minister and the School Authority where applicable.

## **Part F – Assessment Rules**

10. The Minister may approve Assessment Rules to support the administration of Assessments pursuant to this Directive. The Assessment Rules may include policies relating to:
  - a. methods of Assessment;
  - b. eligibility of persons to participate in Assessments;
  - c. place and time for the administration of the Assessments;
  - d. processes for administering the Assessments, including any deadlines relating to the Assessment process and reporting requirements for Schools and School Authorities;
  - e. security measures for ensuring the confidentiality of Assessment materials;
  - f. processes for marking, scoring and reporting of Assessments;
  - g. decision-making processes under this Directive, including appeal and reconsideration decisions; and,
  - h. any other matter where a policy is necessary to allow for the administration of the Assessments and this Directive, including definition of any terms used but not defined in this Directive.

## **Part G – Confidentiality**

11. Examinees, Schools and School Authorities shall keep all Assessment materials secure and confidential before, during and after writing or administering Assessments, including complying with any specific security measures required by the Assessment Rules.
12. The Executive Director may, from time to time, make Assessments publicly available. If the Executive Director does so, the materials will no longer be confidential.

## **Part H – Regular Accommodations and Deferrals**

13. This part does not apply to an Examinee who is a mature student or a student enrolled in a home education program.
14. The parent of an Examinee or, if the Examinee is 16 years of age or older, the Examinee may request from the School or School Authority, as applicable:
  - a. a Regular Accommodation in the administration of an Assessment; or
  - b. a deferral of an Assessment.

by applying to the School or School Authority in accordance with the Assessment Rules.

15. Where the School or School Authority approves a Regular Accommodation, the School shall administer the Assessment in accordance with the Regular Accommodation.
16. The decision of the School Authority under this part is a final decision. A parent of an Examinee or, if the Examinee is 16 years of age or older, the Examinee may pursue any dispute resolution process made available by the School or School Authority.

17. The School or School Authority shall report any decision under this part to the Director in accordance with the Assessment Rules.

### **Part I – Regular Accommodations and Deferrals for Mature Students and Home Education Students**

18. This part applies to Examinees that are mature students or students enrolled in a home education program.
19. The parent of an Examinee or, if the Examinee is 16 years of age or older, the Examinee may request in writing from the Director:
  - a. a Regular Accommodation in the administration of an Assessment; or
  - b. a deferral of an Assessment

by applying to the Director in accordance with the Assessment Rules.

20. Where the Director approves a Regular Accommodation, the School shall administer the Assessment in accordance with the Regular Accommodation.
21. Subject to Part O, the Director’s decision under this part may be reconsidered by the Executive Director.

### **Part J - Unique Accommodations, Exemptions, and Special Writing Centres**

22. The parent of an Examinee or, if the Examinee is 16 years of age or older, the Examinee may request:
  - a. a Unique Accommodation in the administration of an Assessment;
  - b. a full or partial exemption from an Assessment; or
  - c. to establish a special writing centre

by applying to the Director in accordance with the Assessment Rules.

23. Where the Director approves a Unique Accommodation, the School shall administer the Assessment in accordance with the Unique Accommodation.
24. Where the Director approves a special writing centre, a person shall be appointed as a School Authority in accordance with section 4 for the purposes of this Directive.
25. Subject to Part O, the Director’s decision under this part may be reconsidered by the Executive Director.

### **Part K – Re-scoring and Re-writing Assessments**

26. The parent of an Examinee or, if the Examinee is 16 years of age or older, the Examinee may submit a request to:

- a. have an Assessment rescored; or
- b. rewrite an Assessment

in accordance with the Assessment Rules and upon payment of a fee.

#### **Part L – Evictions**

- 27. A person supervising an Assessment has the right to evict an Examinee if, in that person's opinion, the Examinee's conduct is disrupting other Examinees or the Examinee is a danger to self, others, or School Authority property.
- 28. The School and School Authority shall report any eviction under this part to the Director in writing in accordance with the Assessment Rules.
- 29. A parent of an Examinee or, if the Examinee is 16 years of age or older, the Examinee may appeal an eviction from an Assessment in writing to the Director within 20 days of the eviction.
- 30. The Director shall inform the School Authority in writing upon receiving an appeal from a parent or Examinee.
- 31. The Director, on receiving the appeal, may review the reasonableness of the decision and
  - a. confirm the eviction, or
  - b. overturn the Eviction and exempt the Examinee from the Assessment.

#### **Part M – Contravention of Directive – Diploma Exams**

- 32. If there is an irregularity in the administration of a diploma exam that contravenes this Directive or the Assessment Rules, Schools and Schools Authorities shall immediately conduct an investigation and report the results of the investigation, including a statement from the Examinee and recommendations in writing to the Director, in accordance with the Assessment Rules.
- 33. Upon receiving the report, the Director may issue consequences that include, but are not limited to:
  - a. declaring an Examinee's Assessment invalid,
  - b. barring the Examinee from Assessments for a period not exceeding one school year, or
  - c. taking any action that, in the Director's opinion, is appropriate.
- 34. The Director shall inform the School Authority, the parent of the Examinee or, if the Examinee is 16 years of age or older, the Examinee of the Director's decision in writing.
- 35. Subject to Part O, the Director's decision under this part may be reconsidered by the Executive Director.

## **Part N – Contravention of Directive – Other Assessments**

36. If there is an irregularity in the administration of an Assessment other than a diploma exam that contravenes this Directive or the Assessment Rules, Schools and Schools Authorities shall immediately conduct an investigation in accordance with the Assessment Rules.
37. The School Authority, after conducting an investigation, shall decide whether to recommend:
  - a. releasing the Examinee’s results, or
  - b. invalidating the Examinee’s results.
38. The School Authority shall report the decision to the Director and provide in writing a recommendation for the Director to release or invalidate the Examinee’s results.

## **Part O - Request for Reconsideration**

39. A parent of an Examinee or, if the Examinee is 16 years of age or older, the Examinee may file a request for reconsideration in writing within 30 days of receiving notification of a decision of the Director under Part I, J, L, or M.
40. In order to file a request for reconsideration, the parent of an Examinee or, if the Examinee is 16 years of age or older, the Examinee must produce new, relevant evidence for consideration and provide this in writing to the Executive Director.
41. Upon receiving a request for reconsideration, the Executive Director shall assess whether new relevant evidence has been provided and:
  - a. if new relevant evidence has been provided, render a new decision based on all of the evidence; or
  - b. if new relevant evidence has not been provided, refuse to reconsider the original decision.
42. The Executive Director shall notify the parent of an Examinee or, if the Examinee is 16 years of age or older, the Examinee in writing of the decision.

## **Part P– Provincially Administered Assessments**

43. The Minister may, from time to time, request that School Authorities participate in Provincially Administered Assessments.
44. When facilitating the administration of these assessments, the School Authority shall:
  - a. adhere to any rules, terms or conditions communicated by the Minister for that Assessment; and,



- b. ensure that any rules, terms and conditions that are applicable to Schools and persons writing the Provincially Administered Assessment are communicated to them before participation in the Assessment.
45. Where a School Authority participates in a Provincially Administered Assessment, the Schools and persons writing the Provincially Administered Assessments shall comply with the rules, terms and conditions communicated by the School Authority.

### **Part R – Appeals**

46. A person aggrieved by a reconsidered decision made under Part O may in writing appeal the decision to the Minister within 30 days after notification of the decision.

### **Part Q – Requests for Information and Personal Information**

47. Examinees, Schools and School Authorities shall within the deadline specified by the Minister:
- a. provide any requested information relating to an Assessment, an Examinee, the Assessment process, a Provincially Administered Assessment or this Directive; and
  - b. conduct any investigation or prepare any report required in order to allow for the administration of this Directive.

### **Contact Information**

Executive Director, Provincial Assessment Sector

### **Authorities**

**Section 18(4) of the *Education Act***

### **Approved**

**The Honourable Adriana LaGrange  
Minister of Education**