

## FINAL EXAM PROTOCOLS

LCI plays host to both Grade 9 Provincial Achievement Tests, as well as 30 Level Diploma Exams. In each of these cases, the government issued exams occur at a set date determined by Alberta Education at the end of each course. In alignment with [Lethbridge School Division Policy 609.1](#), Section 2, Assessment of Student Achievement; LCI also conducts a comprehensive final exam in each of the core subjects at the 10 and 20 levels. These final exams follow of the same regulations regarding Diploma Examinations and Provincial Tests.

At LCI, our final exam dates are set to coincide with the provincial examination dates at the end of each semester. With that said, LCI cannot set specific examination dates until one full calendar month prior to the exam break. The examination schedule is contingent on student enrollment in each of the core subjects, number of students who need access to exam accommodations, facility space, and staffing. Although these variables are fluid throughout the semester, LCI will strive to have examination dates set at the 10 and 20 levels one full calendar month prior to the first exam break day. As with Provincial Achievement Tests and Diploma Exams, students are required to keep those dates open so that they are able to complete their Final Exams at the time they are scheduled.

Please Note that LCI is unable to reschedule final exams at the 10 and 20 level for the following reasons. This is keeping in alignment with division policy 609.1 which stipulates that final exams follow the same regulations as Diploma Examinations and Provincial Achievement Tests:

- Test security** - All students writing the same exam on the same date ensure the fair and equitable application of the final exam and helps to maintain test security
- Test Fairness** - All students writing the test at the same time ensure that no one student has an unfair advantage, or disadvantage on the exam
- Limited Space** - Examinations require large amounts of space within the building in order to properly conduct the exam, including those students who require special accommodations. We have limited space which is often stretched to maximum capacity during the final examination dates
- Supervision** - Staffing required to properly proctor an exam is immense. Staff are utilized for not only exam supervision, but also to help provide special accommodation (i.e. reader / writer / scribe).

**Should a student not attend a Grade 9 Provincial Achievement Test, Diploma Exam, or a 10 or 20 Level Final Exam, a mark of zero will be entered and their final grade for the course will be reflective of that.**

### **Special Accommodations**

Please note that students requesting special accommodations for final exams must already be using said accommodation in that particular course throughout the semester. This needs to be clearly identified in an Individual Student Plan (ISP) that is shared between teachers and parents.