

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 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. **Any schedule conflicts that students have regarding their final exams need to be addressed directly with their grade level admin as soon as the final exam schedule has been released. With that said, we ask families to keep exam dates open for the following reasons:**

- 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 or scribe)

Failure to Write a Diploma Exam – a student **CANNOT** be given credit for a 30 level course until they write the mandatory diploma exam. Alberta Education will register a mark of “Incomplete” for any student who misses the diploma exam, regardless of how high their school-based mark is. That student will then have to register and pay a fee to write the diploma exam at the next government designated writing date

Failure to Write a Grade 9 PAT – Provincial Achievement Tests must be mailed back to Alberta Education at assigned times limiting our flexibility for rescheduling. Parents must speak to the grade 9 administrator to see if rescheduling is an option.

Failure to Write a 10/20 Level Exam – If a student fails to write a 10 or 20 level final exam, the exam mark will be entered as an “Incomplete” which represents a zero in PowerSchool and their final grade will reflect the missed exam. However, the school will offer an alternative exam date for the student to write the exam and replace that mark of zero. The alternative writing dates can be expected to be on the Thursday/Friday prior to the Reading Break in February (for semester 1), and on the last two days of the school year for students in June (for semester 2)