

## Diploma Exams - Special Cases

In an effort to anticipate any possible problems or confusion associated with the writing of Diploma Exams the following procedures will be in effect in the case of inclement weather. These procedures are in accordance with [Alberta Education's General Information Bulletin – Special Cases](#).

Inclement weather includes situations where the weather conditions prevent a student from being able to arrive safely at the nearest available writing location or where the writing locations have been closed. Students must make every attempt to travel to, and arrive at, the writing location with exception to cases in which travel will pose to be potentially harmful. Consideration is made for distance traveled; however, students must select the closest possible available location to write usually the school where the student is registered for instruction.

In the event that the administration has commenced and the students' safety turns out to be at-risk, school administrators should manage the event and annotate the incident on the *Principal's Statement*.

Allowance must be made by school personnel for students arriving late as a result of inclement weather. Students may begin writing up to one hour after the pre-scheduled start of an examination. **Students arriving late in these situations must be allowed the full time allotted for the examination** (Information related to all other types of *Late Arrivals* is included in the *Security & Examination Rules* section).

Under certain circumstances and only upon the approval of the Director of Examination Administration, or designate, an examination may be administered to individual students on the scheduled day of administration but at times other than the scheduled time.

Requests for inclement weather must be supported by official documentation if the event does not impact more than one student.

*Required documentation but not limited to:* AMA road reports or police accident report or bus company report validating that busses were not operating or tow truck report or school personnel reporting closure

**NOTE:** In the event that many students are unable to attend the writing of an examination as a result of inclement weather, a group application should be submitted to Alberta Education.<sup>1</sup>

Parents and students are reminded that announcements with regard to buses not running are posted on our website at [www.wrps.ab.ca](http://www.wrps.ab.ca) by 7:00 A.M. and on the following radio stations:

- Camrose - 840 CFCW/CAM FM 98.1
  - Wetaskiwin - 1440 CKJR
  - Drayton Valley - 92.9 CKGR
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