

# Alternate Writing Site

- If a suitable arrangement can be made, as determined by the department, students who are required to be away from their school during the administration of the test to participate in a provincial, national, or international event (e.g., educational, cultural, sporting) are required to write the test at an alternate site.
- Students whose teacher is at distance, such as those taking the course through an alternate delivery method within the province, are required to write the test. These students may do so at an alternate writing site in the presence of the teacher.
- If a student is required to write the test at an alternate site, the principal must make a written request to the department no later than eight weeks prior to the test administration date. The request must include the student's name and MET number as well as a brief description of the event and the circumstances. The department will then decide if the student is required (or not) to write the test at an alternate site.
- Where a student will be writing the test at an alternate site, the principal is responsible for:
  - making all the necessary arrangements to ensure that the test is written on scheduled dates and under the prescribed conditions;
  - identifying a writing site (educational institution);
  - receiving approval from the site manager at the alternate writing site (e.g., principal);
  - identifying the person who will administer the test (e.g., classroom teacher, principal) and ensuring that this individual can communicate in the language of the test;
  - ensuring that the test supervisor at the site is prepared to administer the test under the prescribed conditions, including reading the *Guide d'administration* (administration manual).
- Final responsibility for the administration and marking of the test remains with the school division in which the student is enrolled.
- In most cases, the department covers the costs of sending test materials to and from alternate writing sites. However, where costs are considered excessive, school divisions may be asked to reimburse the department.

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- If it has been determined by the department that the student cannot write the test at an alternate site, the test may be deferred until the next administration, or, at the discretion of school authorities, the absence can be designated as excused or unexcused.