

Alternate Writing Site

- Students who will not be at the school during the administration of the test should write the test at an alternate site.
- Requests have to be sent to the Department no later than eight weeks prior to test administration date.
- School principals are responsible for making all the necessary arrangements to ensure that the test is written on scheduled dates and under the prescribed conditions. Principals are responsible for:
 - 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);
 - arranging for appropriate supervision;
 - requesting departmental approval in writing including documentation indicating that the test supervisor at the site is prepared to administer the test under the prescribed conditions.
- In most cases, the Department covers the costs of sending test materials to and from alternate writing site; where considered excessive, school divisions may be asked to reimburse the Department.