

Alternate Writing Site

- Students who will not be at the school during the administration of the test may be permitted to 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 following arrangements to ensure the test is written on scheduled dates and under the prescribed conditions:
 - identifying alternate educational institution site;
 - receiving approval from principal or equivalent of alternate writing site;
 - identifying and arranging for appropriate supervision;
 - requesting departmental approval in writing including documentation indicating that test supervisor at alternate site is prepared to administer test under the prescribed conditions.
- In most cases, Department covers costs of sending test materials to and from alternate writing site; where considered excessive, school divisions may be asked to reimburse Department.