

Provincial Test Student Registration Adaptations and Exemptions

Student Registration

- Mandatory for all students enrolled in the Grade 12 *Français arts langagiers– immersion (40S)* course:
 - in public schools and funded independent schools;
 - in institutional programs;
 - in adult learning centres where the course is offered during the regular school day and calendar;
 - in schools where students are studying through a web-based course, television, or other alternate delivery method;
 - in student exchange program where students are seeking Manitoba Grade 12 credits for official transcript purposes.
- Test administration adaptations and student exemptions may be granted by the school.
- Time of registration: end of September (1st semester) and end of February (2nd semester).
- Schools register students using a web application.

Test Administration Adaptations

- Adaptations are recorded at the time of student registration using the web application.
- Adaptations must be recorded separately for each student for each test.
- Adaptations should parallel, as much as possible, any school adaptations that are used on an ongoing basis to assist the student during instruction and assessment activities, provided that such adaptations do not jeopardize the validity of the test or create inequities in test administration procedures.
- Adaptations are treated confidentially. More than one adaptation may be recorded for a student.
- All adaptations made on behalf of a student must be made with the full knowledge of parents/legal guardians or the student if student has reached the age of majority.

Provincial Test Student Registration Adaptations and Exemptions

- Prior to administration of the test, an adaptation may be recorded or revised **after the registration process**, should circumstances concerning a student change.

Departmental approval is not required for the following adaptations; however, the department reserves the right to request additional information.

Use of a computer (Code 101)

- The use of a computer may be allowed under the following conditions:
 - spell check and/or grammar check are disabled*
 - work is saved on a removable memory device at the end of each test session and left with the supervising teacher
 - work saved on the hard drive must be deleted
 - a printed copy of the students' answers must accompany the test booklets

*Note: Spell check and grammar check may be enabled for deaf and hard-of-hearing students.

Alternate format (braille, large print, e-text, etc.) (Code 102)

- Alternate formats of the test can be provided by the department upon request. Please identify the required format in the request.
- Alternate marking sheets will be provided as needed.

Additional time (Code 103)

- The total time should not exceed twice the **scheduled time** for any session.
- Continuous supervision is required during the extended periods.

Note: An additional 30 minutes is scheduled for Day 2 and Day 3 test sessions. **An adaptation request must be made for any student requiring more than 30 minutes of additional time.**

Supervised breaks/increased number and shorter sessions (Code 104)

- Each session must be continuously supervised.
- In addition, in school divisions where required, test booklets must be sent to the local marking site by 4:00 p.m. on the last day of the test.

Provincial Test Student Registration

Adaptations and Exemptions

Supervised alternate setting (Code 105)

- A student may write the test in another location within the school.
- The student **must** be continuously supervised by a teacher or a paraprofessional who is familiar with all of the testing procedures.

American Sign Language (ASL) (Code 106)

- An American Sign Language interpreter may interpret test instructions and test tasks. The interpreter may not provide clarification or suggestions to the student.
- This adaptation is available only to students who routinely receive this adaptation in the classroom.

Reading aloud outside the classroom (Code 108)

- Students who require this adaptation **must be accommodated in another room**. The test instructions and/or test questions and/or texts will be read aloud to the student by a supervising teacher or a paraprofessional. The supervisor will not be allowed to provide clarification, interpretation, rephrasing, or translation.

Scribe (Code 109)

- This adaptation allows for writing assistance for a student
 - who experiences difficulty with fine motor coordination
 - who has other physical disabilities resulting in illegible handwriting
 - whose disability inhibits the physical ability of writing
- This adaptation is intended for students who normally require a scribe in the classroom or who have recently been incapacitated
- Students who require this adaptation **must be accommodated in another room**, and express their answers orally in the language of the test.
- The scribe is allowed during all sections of the test. The scribe must write exactly what the student offers. The scribe may reread the student's response to the student. Only the student may edit or rephrase responses.

Provincial Test Student Registration Adaptations and Exemptions

– **Please note the following implications for marking:**

For the writing task, all components of the *Respect des règles de la langue* category with the exception of *grammaire* and *orthographe* will be assessed.

Other adaptation (Code 199)

- Please provide a detailed description of the adaptation.

For questions regarding adaptations for the French Immersion tests, please email BEFEvaluation@gov.mb.ca.

Exemptions

- Exemptions must be submitted at the time of student registration using the web application.
- Provincial tests do not apply to students in a 40M or 40L course; therefore, exemptions do not apply to these students.
- An exemption may be revised after the registration process by contacting the department.
- Exemptions must be determined on an individual student basis and for each test separately. The decision to grant an exemption should be made with the full knowledge and signed consent of the student's parents/legal guardians, or the student if the student has reached the age of majority.

Departmental approval is not required for the following exemptions; however, the department reserves the right to request additional information.

- **Emotional/psychological condition or circumstance** (Code 60)
Student has an emotional or psychological condition or there are circumstances causing emotional or psychological distress that interfere significantly with the student's ability to demonstrate their knowledge and skill, even with adaptations, or that could result in harm to the student if participating the test.

Provincial Test Student Registration Adaptations and Exemptions

➤ **Other reason** (Code 69)

Other reasons specific to the test and based on identified special learning needs for which adaptations are not available for the provincial test or for other student specific reasons that preclude participation in the test.

Note: School personnel should send an email to the department and review the reason for any other type of specific exemption. Usually the situation results in an alternate adaptation rather than a full exemption providing this change would not interfere significantly with the student's ability to demonstrate his or her knowledge and skill.

For questions regarding exemptions for the French Immersion tests, please email BEFevaluation@gov.mb.ca.