

Field Test Request Guide

Diploma Examination
and Achievement
Testing Programs

2013–2014 School Year

Examination Administration

Alberta 
Government

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Introduction

Overview of the Field Testing Program

Description

Alberta Education prepares and administers field tests prior to the January and June diploma examination and achievement test administration sessions. Field testing is essentially a process of “testing a test” – test questions are administered to determine their difficulty level and their appropriateness for use on a test or exam. As well, teachers are able to provide comments about potential test questions, thereby contributing to the development of fair, valid, and reliable provincial tests.

Field tests may be composed of machine scored and/or written response questions, depending on the subject and type of field test being administered. Generally, like an achievement test or diploma examination, field tests are designed to assess outcomes from an entire program of study and to be administered at the end of its study. However, some of the field tests that Alberta Education administers, referred to as “unit” tests, assess learning outcomes from only a limited portion or section of a program of study.

All field tests are secure before, during, and after administration. Field tests are available in either paper or digital format. **Paper** format field tests are delivered to a school and administered to students by an assigned Assessment field test supervisor. **Digital** format field tests are delivered and administered to students using school computers under the supervision of the teachers who requested them. Field tests of this format must be administered to students using Alberta Education’s Quest A+ locked browser application, which is available for download at: <https://questaplus.alberta.ca/help>.

Paper format field tests are administered to students in Francophone programs by field test supervisors who speak French. Every effort is made to schedule French speaking field test supervisors to administer paper format field tests to students in French Immersion programs. However, it is not always possible to do so.

Field tests are not available in braille or audio formats. Writing accommodations such as extra time, reader, or scribe may be permitted. If these accommodations are required for **paper format** field tests, please indicate this at the time of the field test request. In some circumstances, additional field test supervisor support may be required, and this requires advance notification and planning. If writing accommodations such as extra time, reader or a scribe are required for **digital format** field tests, the school is responsible to provide the necessary support. The extra time accommodation on Quest A+ can be unlocked by utilizing the Supervisor PIN.

To ensure the reliability and validity of field test administration scores and feedback, regardless of field test administration format, all field tests are administered to a prescribed number of students in classes that are selected to ensure a representative sample from across the province. Consequently, not all requests for field tests may be met.

Participation Requirements

For a class of students to be selected to have a field test administered at their school, the following conditions must be met:

1. Alberta Education must receive superintendent authorization to invite that authority's schools to participate in the Field Testing Program.
2. The principal must approve the administration of paper format and digital format field tests in that school.
3. The teacher must submit a request for a field test by the deadline.
4. A field test placement of the type specified by a teacher on a field test request application must be available for scheduling.

Field Test Approval, Request, and Placement Process

Field tests are requested, placed, and administered according to the following process.

1. Alberta Education seeks and receives principal approval to field test in their schools:
 - 1.1. In late July, a letter is sent by the Coordinator, GED & Field Testing, to every principal whose superintendent has authorized field testing in that school authority. This letter invites principals to consent to having their schools participate in the Field Testing Program in the upcoming school year.
 - 1.2. Principals express their willingness to have their schools participate in the Field Testing Program by conveying his/her consent on the *Extranet*. Through this expression of consent to participate, a principal authorizes Alberta Education to accept field test requests from individual teachers at the school and, if classes from that school are subsequently selected to write paper format field tests, to enter the school to administer them. The submission by the school's principal serves as an electronic signature and conveys consent. The digital *Field Test Participation Consent* form is valid for the entire school year.
 - 1.3. Principals who have approved the participation of their schools in the Field Testing Program are expected to communicate that decision to their staff.
2. Schools submit field test requests:
 - 2.1. Field test administrations are set up and scheduled based on information gathered from school personnel about students' availability to write field tests. This information is collected from schools using the *Field Test Request System* located at:
<http://public.education.alberta.ca/FieldTestScheduler>
 - 2.2. Two field test sessions are run within each school year, September/January (Session 1) and February/June (Session 2). Only schools whose students will be writing a diploma examination in a given session are eligible to apply for field tests during that session. Field

tests for achievement subjects will be available prior to the June achievement test administration session.

- 2.3. To request **digital** format field tests, the teacher whose students will be writing the field tests must make the submission using Alberta Education's *Field Test Request System* located at <http://public.education.alberta.ca/FieldTestScheduler>.

NOTE: Only field test requests **received by the submission deadline** will be processed by Alberta Education (see *Significant Dates* below).

- 2.4. To request **paper** format field tests, the teacher whose students will be writing the field tests must make the submission using Alberta Education's *Field Test Request System* located at <http://public.education.alberta.ca/FieldTestScheduler>.

NOTE: Only field test requests **received by the submission deadline** will be processed by Alberta Education (see *Significant Dates* below).

3. Alberta Education schedules field test placements:

- 3.1. Submitted field test request forms are reviewed to determine if they match the requirements of any available field test administrations; where a match is found, a field test placement is scheduled.

4. Alberta Education communicates and confirms field test placements:

- 4.1. Once the scheduling of **paper** format field test placements and **digital** format field test placements are complete, Alberta Education sends an e-mail confirmation to teachers regarding the field test requests that were submitted. Each e-mail will communicate the status of each field test request made by that teacher, including details of the field test administration that is scheduled to take place.
- 4.2. Prior to each scheduled **paper** format field test administration, a field test supervisor from Alberta Education will contact the teacher whose students will be writing to confirm administrative details (e.g., date, time, and location of the test administration; number of students being tested).

4.3 Field tests are secure before, during and after administration. Prior to validating a field test, a teacher must attest to the security of the field test by completing the digital *Field Test Declaration* form. Teachers will have a 24 hour window from the field test start time in which to peruse the field test and make comments. (see Figure, below)

4.4 When a **digital** format field test placement is complete, Alberta Education sends a follow-up email to the teacher who placed the request and who will be supervising its administration. This e-mail communicates the information the teacher requires to access and administer the digital format field test. Immediately following the field test administration, teachers who supervise a **diploma examination program** or **achievement testing program digital format field test** are required to complete a digital *Field Test Supervision Declaration* form (see Figure, below). This form is accessed digitally through Quest A+.

The purpose of this declaration is to communicate to Alberta Education regarding the security of field testing material and its administration. Should any incidents or test anomalies occur, teachers are expected to document these on the digital *Field Test Supervision Declaration*.

After receiving the *Field Test Supervision Declaration*, the “request scores” button is enabled. If the field test has been scored, the system will e-mail the teacher contact for the field test instance once the “request scores” button has been clicked. If the field test instance has not been scored yet, the system will inform the teacher that no scores are available. Digital format field test results **cannot be accessed** until the *Field Test Supervision Declaration* has been received by Alberta Education.

Field Test Administration Dates

In 2013-2014, Alberta Education will be administering diploma examination and achievement testing program field tests within the following timeframes:

Diploma Examination Program		
Paper Format Field Test Administration Sessions		
	Session 1	Session 2
Unit Tests:		
Year End Field Tests:	<ul style="list-style-type: none"> • December 9–18 • January 6–10 	<ul style="list-style-type: none"> • May 20–June 11

Diploma Examination Program		
Digital Format Field Test Administration Sessions		
	Session 1	Session 2
Unit Tests:	<ul style="list-style-type: none"> • September 23–December 18 • January 6–10 	<ul style="list-style-type: none"> • February 3–June 11
Year End Field Tests:	<ul style="list-style-type: none"> • December 9–18 • January 6–10 	<ul style="list-style-type: none"> • May 20–June 11

Note: All Diploma Examination Program Math/Science field tests will be offered digitally in 2013-2014.

Note: Requests for **paper** format **year end field tests** must be submitted to Alberta Education by **October 11** for Session 1 administrations and by **February 21** for Session 2 administrations.

Requests for **digital** format **unit field tests** must be submitted five business days prior to the preferred field test administration date.

Requests for digital format unit and year end field tests must be submitted to Alberta Education by **November 25** for Session 1 administrations and by **May 1** for Session 2 administrations.

No unit or year end field tests will be scheduled or administered on statutory holidays.

Achievement Testing Program Paper Format Field Test Administration Dates	
Unit Tests:	
Year End Field Tests:	<p>April 28–May 9</p> <ul style="list-style-type: none"> • Grades 6 and 9 ELA, FLA, and Français (Part[ie] A: Writing) • K&E 9 ELA (Part A: Writing) <p>May 20–June 6</p> <ul style="list-style-type: none"> • Grade 6 FLA, and Français (Part[ie] B: Reading) • Grade 6 Mathematics <p>May 20–June 13</p> <ul style="list-style-type: none"> • Grade 9 ELA, FLA, and Français (Part[ie] B: Reading) • K&E 9 ELA (Part B: Reading) • Grade 9 and K& E Mathematics • Grade 9 and K& E Science • Grade 9 and K& E Social Studies

Achievement Testing Program Digital Format Field Test Administration Dates	
Unit Tests:	<p>October 9 – December 18; January 6 – June 10</p> <ul style="list-style-type: none"> • Grades 6 and 9 Mathematics
Year End Field Tests:	<p>April 28–May 9</p> <ul style="list-style-type: none"> • K&E 9 ELA (Part A: Writing) <p>May 20–June 6</p> <ul style="list-style-type: none"> • Grade 6 Mathematics <p>May 20–June 13</p> <ul style="list-style-type: none"> • Grade 9 and K& E ELA (Part B: Reading) • Grade 9 and K& E Mathematics • Grade 9 and K& E Science • Grade 9 and K& E Social Studies

Note: Requests for **paper** format **unit and year end field tests** must be submitted to Alberta Education by **January 31**.

Requests for **digital** format **unit field tests** must be submitted to Alberta education **five business days prior** to the preferred field test administration date.

Requests for digital format unit and year end field tests must be submitted to Alberta Education by **November 25** for Session 1 administrations and by **May 1** for Session 2 administrations.

No unit or year end field tests will be scheduled or administered on statutory holidays.

Significant Dates

- August 1, 2013-
May 1, 2014 Time period during which principals may submit a digital *Field Test Participation Consent Form*.
Note: *Paper Format* and *Digital Format Field Test Requests* submitted by a teacher will only be processed by Assessment if the principal has approved that school's and teacher's participation in the Field Testing Program.
- August 1, 2013 First day participating teachers may submit **Session 1 and Session 2 Paper Format** and *Digital Format Field Test Requests*.
- October 11, 2013 Last day for participating teachers to submit **Session 1 Paper Format Field Test Requests** for **Diploma Examination Program year end** field tests.
Note: **Session 1** year end field test requests received after October 11 will **not** be processed.
- November 25, 2013 Last day for participating teachers to submit **Session 1 Digital Format Field Test Requests** (year end and unit).
Note: **Session 1** unit and year end field test requests received after November 25 will **not** be processed.
- January 31, 2014 Last day for participating teachers to submit **Session 2 Paper Format Field Test Request** forms for **Achievement Testing Program** year end field tests.
Note: **Session 2** Achievement Testing Program field test requests received after January 31 will **not** be processed.
- February 21, 2014 Last day for participating teachers to submit **Session 2 Paper Format Field Test Request** forms for **Diploma Examination Program** field tests.
Note: **Session 2** Diploma Examination Program field test requests received after February 21 will **not** be processed.
- May 1, 2014 Last day for participating teachers to submit **Session 2 Digital Format Field Test Requests** for **Diploma Examination Program year end** field tests and **Achievement Testing Program** year end field tests.
Note: **Session 2** unit and year end field test requests received after May 1 will **not** be processed.

Purpose of the Field Test Request Guide

The *Field Test Request Guide* has two primary purposes. First, it provides information to principals about how to express his/her willingness to have their school participate in Alberta Education's Field Testing Program via the Extranet. Second, it provides teachers with information about how to submit field test requests using Alberta Education's online *Field Test Request System*. Teachers who wish to have their students participate in the Field Testing Program must choose the type and format of field test they want their students to write by selecting from the available field test options listed on the online system.

NOTE: Only submissions for Paper *Format Field Test Requests* and Digital *Format Field Test Requests* that are **received by the submission deadline** will be processed by Alberta Education.

Directions for Completing and Submitting Field Test Participation Consent

Principal Consent to Participate

A principal must consent to having his or her school participate in the Field Testing Program within a school year, before Alberta Education will place field tests with teachers at that school. The field test participation consent process consists of two steps:

1. The principal must consent to having his/her school participate in Alberta Education's Field Testing Program.
2. The principal must approve teachers that express an interest to participate in Alberta Education's Field Testing Program during the current school year.

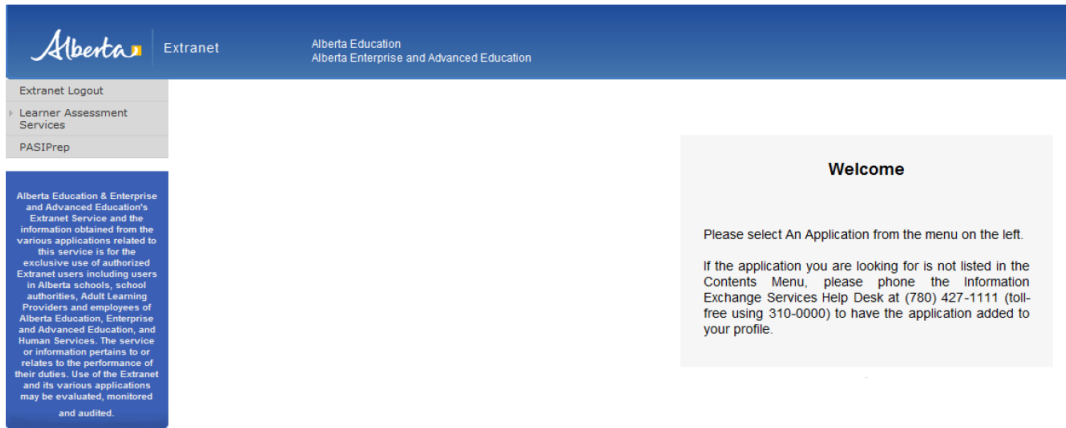
Principal Consent Process

Located on the Extranet under the *Learner Assessment Services* heading is an application titled *Field Test Approval*. Principals express their consent and authorize individual teachers to access the *Field Test Request System* by using the *Field Test Approval* application.

The following steps will need to be followed in order for a principal to successfully submit consent:

1. Using his/her credentials, the principal must log on to the **Extranet** located at: <https://phoenix.edc.gov.ab.ca/default.asp>

2. Once a principal has successfully logged on to the Extranet, the “Welcome” screen will appear.



3. Next, the principal must access the *Field Test Approval* application located on the left hand side of the screen under the “Learner Assessment Services” heading.



4. The digital *Field Test Participation Consent Form* will appear on the next screen (see Figure below). All statements must be attested to by checking all of the boxes indicated. Unless otherwise indicated, all fields must be completed in order to make a submission. Once all boxes have been completed, click on the “Submit Consent” button.

The screenshot displays the 'Alberta Education Field Test Consent Form'. It includes the following fields and text:

- Requesting School Name: Harry Collinge High School
- Requesting School Code: 2011
- Three checked checkboxes for consent to digital and paper format field tests, and communication of consent to teachers.
- A checked checkbox for ensuring the Quest A+ Locked Browser is installed.
- A checked checkbox for authorizing Alberta Education to accept field test requests.
- A 'Submit Consent' button.

At the bottom, a note states: 'All boxes must be checked to indicate principal consent before submission of the digital Field Test Participation Consent Form.'

- Once the “**Submit Consent**” button has been clicked, the principal has successfully consented to having their school participate in Alberta Education’s Field Testing Program in the current school year. After an individual teacher attempts to access the Field Test Request System, an e-mail notification will be sent to the principal.
- Once the principal has received the e-mail notification, the principal must approve individual teachers at the school to submit field test requests. The next screen, titled “**Field Test Participation Consent**”, has the *Teacher Approval List*. It is on this list that a principal approves the name of an individual teacher to make and submit requests on the *Field Test Request System*.

Requesting School Name: Departmental Center
Requesting School Code: 9999

I authorize Alberta Education to accept field tests requests from teachers at this school.
I authorize Alberta Education to enter the school to administer paper format field tests, if classes from this school are selected to write them.

Approved	Year	First Name	Last Name	Email	Role
N	2013	Brian John	Schroter	brian.schroter@gov.ab.ca	Teacher
N	2013	Amanda	Jackman	amanda.v.jackman@gov.ab.ca	Teacher
N	2013	Alejandro	Moreno	alejandro.moreno@gov.ab.ca	Teacher

Displaying items 1 - 3 of 3

Approval of Teacher Names

A principal must approve a teacher’s name on the *Field Test Approval* application in order for the teacher to access and submit field test requests on the *Field Test Request System*. This list is located on the *Field Test Participation Consent* screen (see Figure below). A principal may either approve a teacher’s name to field test or approve a group of teacher’s names to field test. Principals who have approved the participation of teachers in the Field Testing Program are expected to communicate that decision to the applicable teachers on their staff.

Requesting School Name: Departmental Center
Requesting School Code: 9999

I authorize Alberta Education to accept field tests requests from teachers at this school.
I authorize Alberta Education to enter the school to administer paper format field tests, if classes from this school are selected to write them.

Approved	Year	First Name	Last Name	Email	Role
N	2013	Brian John	Schroter	brian.schroter@gov.ab.ca	Teacher
N	2013	Amanda	Jackman	amanda.v.jackman@gov.ab.ca	Teacher
N	2013	Alejandro	Moreno	alejandro.moreno@gov.ab.ca	Teacher

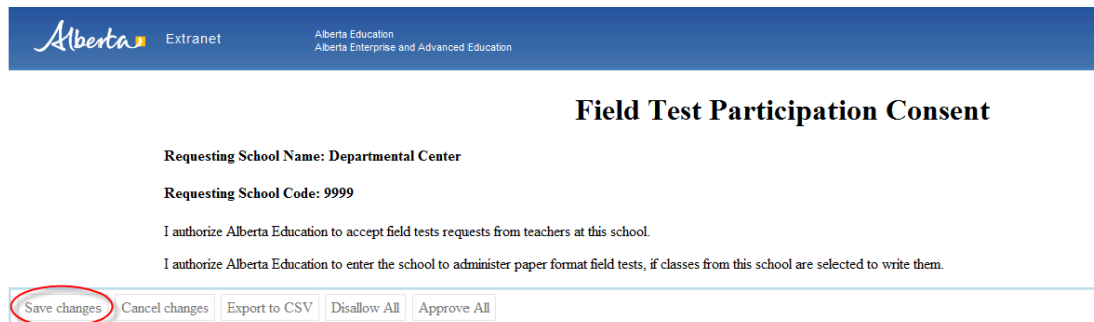
Displaying items 1 - 3 of 3

The following functions that principals will use for approving individual teachers or groups of teachers are explained below:

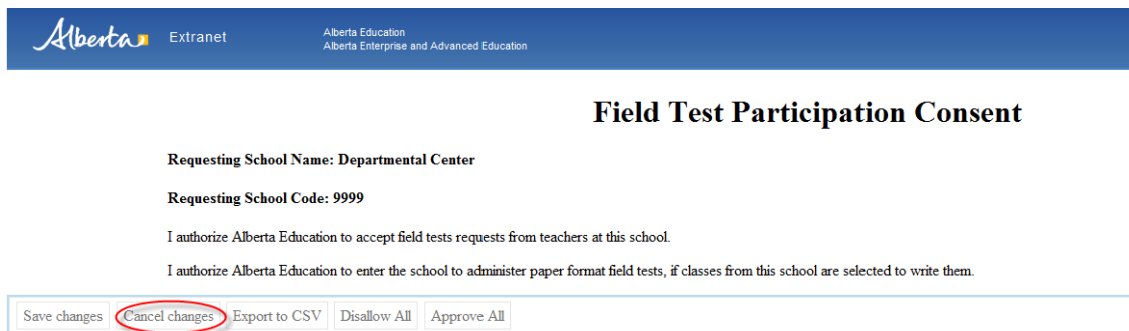
Approved: The principal may edit individual records of teachers' names in this column by typing either "Y" or "N" in the corresponding field. The option "Save Changes" (located directly above the "Approved" heading) must be selected after editing an individual record.



Save Changes: This option is used to save changes made to individual teacher records.



Cancel Changes: Any actions on the page can be undone by selecting this button.



Export to CSV: This option allows the principal to export all displayed records for teachers to an Excel spreadsheet for the principal's use.

The screenshot shows the top of the 'Field Test Participation Consent' form. At the top left is the 'Alberta Extranet' logo. To the right, it says 'Alberta Education Alberta Enterprise and Advanced Education'. The title 'Field Test Participation Consent' is centered. Below the title, the form displays 'Requesting School Name: Departmental Center' and 'Requesting School Code: 9999'. There are two authorization statements: 'I authorize Alberta Education to accept field tests requests from teachers at this school.' and 'I authorize Alberta Education to enter the school to administer paper format field tests, if classes from this school are selected to write them.' At the bottom, there is a horizontal bar with five buttons: 'Save changes', 'Cancel changes', 'Export to CSV', 'Disallow All', and 'Approve All'. The 'Export to CSV' button is circled in red.

Disallow All: This will set all displayed records to “N”. All teachers’ names appearing on the list **will not be able** to view or submit field test requests on the *Field Test Request System*.

This screenshot is identical to the one above, showing the 'Field Test Participation Consent' form. The only difference is that the 'Disallow All' button in the bottom navigation bar is circled in red.

Approve All: This will set all displayed records to “Y”. All teachers’ names appearing on the list **will be able** to view or submit field test requests on the *Field Test Request System*.

This screenshot is identical to the one above, showing the 'Field Test Participation Consent' form. The only difference is that the 'Approve All' button in the bottom navigation bar is circled in red.

Directions for Completing and Submitting Paper Format and Digital Format Field Test Requests

Purpose of the Field Test Request Process

Field test administrations are reviewed and scheduled based on information gathered from teachers about students' availability to write field tests. Alberta Education gathers this information from teachers using Alberta Education's *Field Test Request System* found at the following website:

<http://public.education.alberta.ca/FieldTestScheduler> (best viewed on Internet Explorer)

Field test request submissions must be completed by using a **current** version of the *Field Test Request Guide*. This document is current if it has the current school year in its title.

Before a teacher can request field tests on the *Field Test Request System*, a school principal must first consent to having his/her school participate in Alberta Education's Field Testing Program, and second, the principal must approve the names of teachers that express an interest to participate in Alberta Education's Field Testing Program during the current school year via the *Teacher Approval* application located on the Extranet.

Field Test Sessions

Field test administrations are session specific (see pages 6-7) for the test administration dates associated with each session in 2013-2014). During Session 1, only teachers whose students will be writing a diploma examination are eligible to apply for year-end field tests. In Session 2, Achievement Testing Program and Diploma Testing Program year end field tests are available. The session for which field tests are being requested is indicated on the screen of available field tests per session.

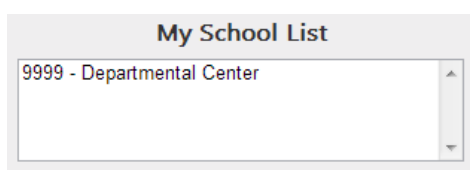
Requesting a Field Test

Once the principal has approved a teacher to participate in Alberta Education's Field Testing Program, the teacher may access Alberta Education's *Field Test Request System*. Teachers must have a valid Public Authentication System (PAS) account to request field tests. In order for teachers to successfully submit field test requests (paper formats and digital formats), the following two steps must be carried out:

1. Teachers must first set up his/her profile by accessing the **My School List Information** option located on the left of the *Field Test Request System*'s home page.
2. Teachers must provide information about student's availability to write field tests by accessing the **My Request Information** option located on the right of the *Field Test Request System*'s home page.

My School List Information

The purpose of the **My School List Information** section of the *Field Test Request System* is for teachers to associate their name with a school code in order to request field tests. (See Figure, below)



The image shows a screenshot of a web interface titled "My School List". It features a dropdown menu with a light gray background and a white border. The text "9999 - Departmental Center" is visible within the dropdown box. To the right of the dropdown box, there are small upward and downward arrow icons indicating the menu's expandable nature.

Teachers must select “**Add a School to My List**” when they first log on to the *Field Test Request System* in order to complete the information required. Unless otherwise indicated, all of the school list information fields must be completed. (See Figure, below)

Add School to My List

First Name
Patricia

Last Name
Smith

Phone
XXX-XXX-XXXX

School Code (four digits are required)
9999

Your school code may be obtained from staff in your school's central office or from Alberta Education's website at:
http://www.education.alberta.ca/ei/reports/excel_files/eis1003p.xls

Save

Back to Home

1. **First Name:** This is the first name of the teacher.
2. **Last Name:** This is the last name of the teacher.
3. **Phone:** This is the area code, telephone number, and extension number (if applicable) where the teacher administering the field tests can normally be reached during regular business hours.
4. **School Code:** Enter the four-digit Alberta Education school code of the school that the teacher is on staff at. This code may be obtained from a school's central office staff or from Alberta Education's website at: http://www.education.alberta.ca/ei/reports/excel_files/eis1003p.xls.
5. **“Save” button:** This option enables the teacher to save the information that has been inputted on the page.
6. **“Back to Home” button:** This takes the teacher back to the Home Page of the *Field Test Request System's* website.
7. In the event that a teacher must make changes to his/her **School List Information**, teachers will select the option, **“Edit selected School Information”** from the Home Page of the *Field Test Request System's* website. By selecting the **“Edit selected School Information”** option, teachers will be directed to the page where his/her information can be edited. (See Figure, below). Teachers can also remove a school that he/she was previously associated with by selecting the **“Remove from My School List”** button.

Edit My School List Information
School: 0017 - Centre High

First Name
[Empty field]

Last Name
[Empty field]

Phone
[Empty field]

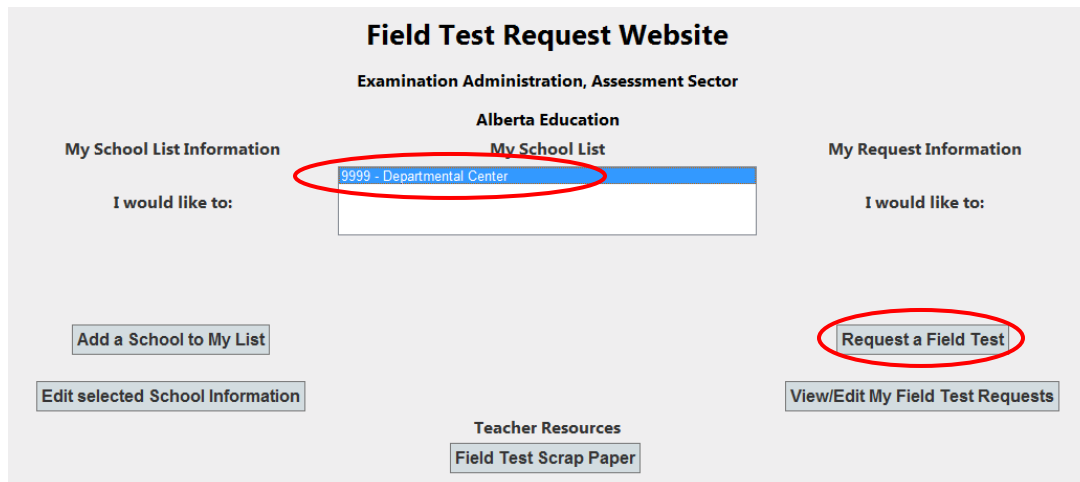
Save changes

Remove from My School List

Back to Home

My Request Information

The purpose of the **My Request Information** section of the *Field Test Request System* is for teachers to request field tests, and view and/or edit field test requests. Teachers must select their school code from the list box under the “**My School List**” heading on the Home Page and then choose “**Request a Field Test**” (also on the Home Page) when they first log on to *the Field Test Request* website to request a field test. (See Figure, below)



Request a Field Test Field Test Placement Types

A variety of field test placement types are available in the 2013-2014 school year, and are listed in the “**Request a Field Test**” section. These placement types are presented by session and testing program type, (i.e., the Diploma Examinations and Achievement Testing Assessment programs), and the format of the field test, (i.e. paper format vs. digital format). **A selection can be made by double-clicking on the applicable session folders, and then the grade level, and then the subject area.** (See Figure, below)



Field tests are defined by the characteristics of the test being administered. These characteristics include:

- The format in which the field test will be delivered: paper or digital
- The grade and course or subject area being tested
- The field test type: year-end or unit
- The curriculum content being tested: full coverage or a single unit

- The question format type: multiple choice, numerical response, or written response
- The length of the test, defined by the amount of time examinees are given to write the field test
- The class time required to administer a field test includes the time examinees are given to write the test **and the additional time required to set up and complete the testing session**. It is imperative that teachers requesting field tests take these time requirements into account when selecting which type of field test placement to request

Field Test Request Details

In this section, teachers must provide information about the characteristics of the class for which each requested field test type is intended. The field test type chosen from the “**Request a Field Test**” section will be displayed directly above the “**Field Test Request Details**” fields. Unless otherwise indicated, the following information fields must be completed in order to make a field test request submission.

The screenshot shows a web form titled "Field Test Request Details" for a "Chemistry 30--Digital Machine Scored Year-End Field Test (65 + 15 minutes)". The form contains several input fields with help icons (question marks):

- Preferred Field Test Date:** 10/16/2011
- Class Start Time (HH:MM):** 08:30
- Class To Be Tested (ID):** XXXXXX
- Class End Time (HH:MM):** 10:00
- Number Of Students:** 30
- Field Test Accommodations Requests:** (Empty text area)

An "Add Request" button is located below the "Number Of Students" field. A "Back to Home" button is located at the bottom left of the form area.

1. **Preferred Field Test Date:** This is the date the teacher would prefer that the intended group of students write a requested field test. Teachers should ensure that no other activity, such as a school based exam or field trip, has been scheduled for that time period.

Note: As it is not always possible to schedule a field test on the preferred date, so some scheduling flexibility may be required.

2. **Class ID (Class To Be Tested):** This is a school determined class identifier that enables the differentiation of class groupings when scheduling field test placements.

Note: Field tests must be requested separately for each class or section of a course or subject in a school that is intended to be tested, even if the same type of field test is being requested for all sections.

3. **Number of Students:** This is the number of students in the class to be tested who will require paper format field test materials or who will be writing a digital format field test on the school’s computers.

4. **Class Start Time:** This is the approximate time that the class is scheduled to begin. Teachers should choose a time from the drop down box that is closest to the actual start time of the class.

Note: The class time required to administer a field test includes the time examinees are given to write the test **and the additional time required to set up and complete the testing session (e.g. 50 + 15 minutes)**. It is imperative that teachers requesting field tests take these time requirements into account when selecting which type of field test placement type to request.

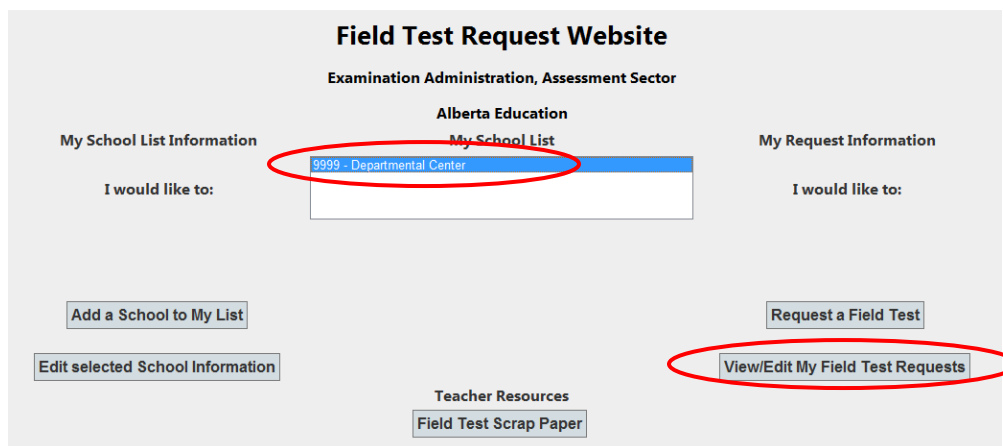
5. **Class End Time:** This is the approximate time that the class is scheduled to conclude. Teachers should choose a time from the drop down box that is closest to the actual end time of the class.

Note: The class time required to administer a field test includes the time examinees are given to write the test **and the additional time required to set up and complete the testing session (e.g. 50 + 15 minutes)**. It is imperative that teachers requesting field tests take these time requirements into account when selecting which type of field test placement type to request.

6. **Field Test Accommodations Requests** (scribe, reader, extra time): This is **not a required field**. This field is only to be completed if students within the intended group of students require simple accommodations to complete a field test. The school is required to provide all necessary support such as a scribe or reader. When making a request for field test accommodations, please include: the first and last name of the students requiring the accommodation, and the requested accommodation. (e.g. Jane Smith, reader; Jon Parker, extra time)

View/Edit My Field Test Requests

In order to view or edit previously submitted field test requests, teachers must select their school code from the list box under the “**My School List**” heading on the Home Page and then choose the “**View/Edit My Field Test Requests**” button that is on the Home Page of the *Field Test Request System*. (See Figure, below)



Summary of My Field Test Requests

This screen provides the teacher requestor with a summary of the field tests that they have requested, lists the statuses of each field test request, and enables teachers to make changes to previously submitted field test requests. To make changes to any of the listed records, teachers may choose the following functions as explained below:

Change: Allows you to edit the details of the field test.

Delete: Deletes the field test request.

Send E-Mail: Sends you an email with important information about the field test.

Directions for Contacting the Field Test Unit

Teachers that have submitted a field test request for a **paper format field test**, but then need to make a request to **cancel** a **scheduled** field test administration, may do so, **via an e-mail message** addressed to field.test@gov.ab.ca, using the **subject line** “FT Cancellation: *Your School Code, Your School Name Your Last Name*” (e.g. FT Cancellation: 9999, Ben Hur High School, Smith).

Queries or questions regarding Field Testing are to be sent to Alberta Education, **via an e-mail message** addressed to field.test@gov.ab.ca, using the **subject line** “FT Query: *Your School Code, Your School Name, Your Last Name*” (e.g. FT Query: 9999, Ben Hur High School, Smith).

Contacts

Test security, test rules, scheduling, policy issues

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Field Testing

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Field Testing Programs
field.test@gov.ab.ca

Packing, shipping of test materials

Sylvia Lepine, Manager
Exam Administration and Marking Centre
exam.admin@gov.ab.ca

Digital Processes

Pascal Couture
Team Leader, Systems and Services
pascal.couture@gov.ab.ca

Mailing Address

Assessment Sector
Alberta Education
44 Capital Boulevard
10044 – 108 Street
Edmonton AB T5J 5E6

Email Address

field.test@gov.ab.ca

Telephone

(780) 427-0010
For a toll-free connection, dial 310-0000

Fax

(780) 422-7025

Field Test Request Website

<http://public.education.alberta.ca/FieldTestScheduler>

Quest A+ on the Web

<https://questaplus.alberta.ca/help>

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