

# ELL STUDENTS AND DIPLOMA EXAMS

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# HOW TO GET EXTRA TIME ON DIPLOMAS....

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# You must apply to receive extra time. In order to apply, you must

- Be coded a 301, 302 or 303 (ESL student)
- Demonstrate that you need the extra time
- Be using and documenting use of extra time throughout semester
- Write an English language assessment

# BE CODED 301, 302, OR 303

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Please check with Mrs. Blayways (room 318 [deblayways@cbe.ab.ca](mailto:deblayways@cbe.ab.ca)) to ensure that you are coded. If you are not, it is because you have been an ELL student for more than 7 years. Alberta Ed requires schools to remove the coding after 7 years.

# Demonstrate that you need the extra time

- **You** must approach your classroom teachers and request extra time on quizzes, assignments, tests, exams, etc.

# Document use of extra time

- You must complete BOTH the pink sheet each time you use the extra time

As well

- You must sign in on the Learning Center computer EXCEL spreadsheet when you use extra time in the Learning Center

# Complete and English Language Assessment

- You must complete a written, reading, vocabulary and grammar English assessment
- The assessments will take place on the following dates:
  - Tuesday, Feb 25 3:50 pm in the Learning Center
  - Tuesday, March 4 3:50 pm in the Learning Center
  - Tuesday, March 11 3:50 pm in the Learning Center

# Extra time

- Once you have completed all these items, Mrs. Blayways will apply for you.
- Please check in with Mrs. Blayways after spring break to find out if you have been approved.
- If you were not approved, you will no longer be granted extra time in your classes. Your teachers will be notified.



# Questions?

- Come and see Mrs. Blayways in room 318 or email [deblayways@cbe.ab.ca](mailto:deblayways@cbe.ab.ca)