

Diploma Exam Preparation Checklist:

- You have **completed ALL of your learning of the learning outcomes** for EACH diploma course
- You have **completed ALL assessment pieces** for your classroom portion of your course mark
- You have accessed all of the study materials available to you** through the government website, Argyll and your course teacher.
- You have completed a practice Diploma Exam**, and discussed your completed practice exam with your course teacher. (This is a time sensitive step and needs to be completed at least 3 weeks prior to your writing your Diploma Exam)
- You are registered to write the Diploma Exam** in the semester you have registered for your course. This is automatically done by the administration team at the Argyll Centre. (example: if you were enrolled in SS 30-1 in semester ONE, then you will automatically be registered to write the SS 30-1 Diploma Exam in January. If you are NOT ABLE to write the Diploma Exam in the semester you complete the course, please contact the assistant principal for high school at the Argyll Centre)
- You know the DATE and TIME of the exam(s)** you are writing. Please note, these are government exams, so the government sets the dates and times. If you miss the exam(s) you will have to wait approximately 3-6 months for another writing opportunity.
- You know WHERE you are writing your exam(s)**. In **Edmonton**, you are either writing them at the **Edmonton Argyll Centre at the Terrace Heights Campus OR you are writing them at another Edmonton High School**. In **Calgary, you are writing at SAIT** (see the map for details) unless you have made arrangements with another high school to write under their supervision. **Southern Alberta students, you have contacted your local Argyll office and made arrangements for your Diploma Exam**
- If you need special writing accommodations for writing any Diploma Exam you have contacted the Argyll Student Guidance Counsellor and discussed your needs. (Please note that getting special accommodations is not easy and there is an application process that is time sensitive.)**