



Nova Scotia Student Information System

REQUEST FOR ALTERNATE FORMATS (NSA AND NSE)

Quick Reference Guide

Revision Date:
August 24, 2015

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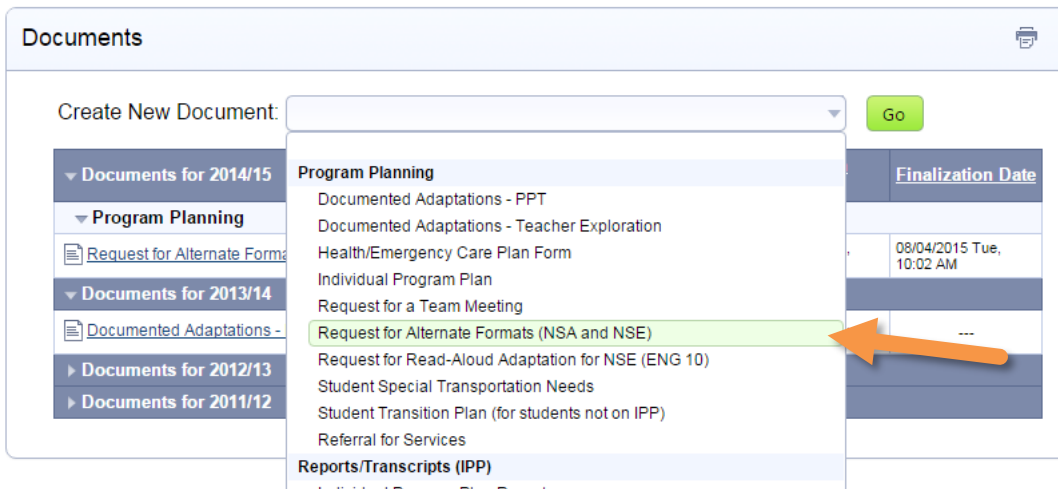
1 OVERVIEW

- ✚ The TIENET Request for Alternate Formats (NSA and NSE) document must be completed for all students requiring an alternate format of a Nova Scotia Assessment (NSA) or Nova Scotia Examination* (NSE).
- ✚ There must be a documented adaptation confirming the alternate format and that it is in current use during the instructional and assessment activities
- ✚ This document in TIENET must be finalized by
 - September 12 for assessments in grades 3, 4, and 6
 - November 15 for first semester examinations
 - April 1 for assessments in grade 8 and second semester examinations

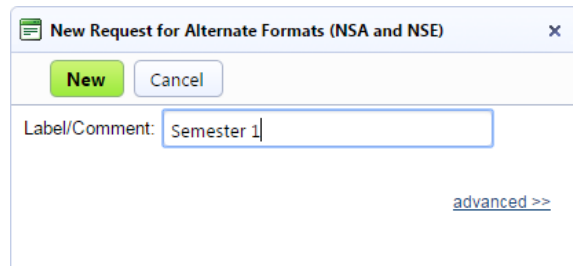
* *Request for Read-Aloud Adaptation for NSE: English 10 and ENE : Français 10* form must be completed for Read-Aloud audio CD formats for NSE: English 10 and ENE : Français 10.

2 CREATING A NEW REQUEST FOR ALTERNATE FORMATS (NSA AND NSE) IN TIENET


- Once in TIENET, go to the document library for the student for whom you wish to make the request.
- Select "Request for Alternate Formats (NSA and NSE)" under Program Planning from the "Create New Document" drop down menu, and click GO.



- You will need to add a comment in the Label/Comment field. Type "Semester 1" or "Semester 2" to indicate the desired NSE exam; type the name of the assessment for NSA.




- The form will then appear. It consists of a student profile and a series of checkboxes. If any of the required boxes are not filled in, a warning message will appear when you try to save. Click on the green **“Save, Done Editing”** button when done. Create a separate document for each Semester, if needed.



To complete this section, fill out the form below and click save above.

West Kings District High School
 1941 Hwy 1
 Auburn, Ns B0P 1A0
 902-847-4440
 Annapolis Valley Regional School Board



Request for Alternate Formats for Nova Scotia Assessments and Examinations

Use this form to order alternate versions for assessments or examinations (large print, Braille, and black-and-white versions, or Read Aloud CDs for Mathematics examinations only). Please order ONLY for students who have a documented adaptation in TIENET confirming the format is in current use during classroom instructional and assessment activities.

| Student Profile | |
|---|---|
| Name: | Student ID Number: : |
| Date of Birth: | School: West Kings District High School |
| Principal: | Grade: 12 |
| School Contact, Position (if other than Principal): | School Phone Number: 902-847-4440 |
| School Year: 2014-15 | |

Assessment or Examination

Check all that apply

| | |
|---|---|
| <input type="checkbox"/> Nova Scotia Assessment <input type="checkbox"/> NSE: English 10 <input type="checkbox"/> NSE: Mathematics 10 <input type="checkbox"/> NSE: Mathematics at Work 10 | <input type="checkbox"/> ENE : Français 10 (CSAP) <input type="checkbox"/> ENE : Mathématiques 10 (CSAP ou immersion) <input type="checkbox"/> ENE : Mathématiques pré-emploi 10 (CSAP) |
|---|---|

Format Requested

Check one


| | |
|---|---|
| <input type="checkbox"/> Large Print <input type="checkbox"/> Black and white <input type="checkbox"/> Braille <input type="checkbox"/> Mathematics examinations ONLY: Read-Aloud CD | Other: Please call Student Assessment and Evaluation at 902-424-0792 or email PLANS@novascotia.ca |
|---|---|

Deadline

Completed forms must be submitted and finalized in TIENET by:

- **September 12** for assessments in grades 3, 4, and 6
- **November 15** for first semester examinations
- **April 1** for assessments in grade 8 and second semester examinations

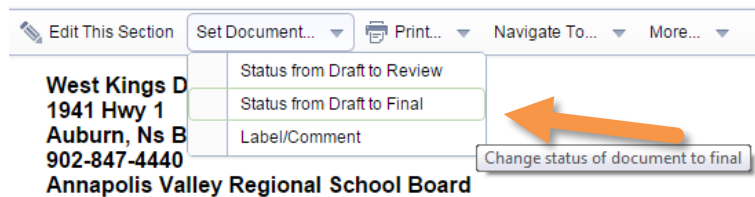
- If you select “Read-Aloud CD” for Nova Scotia Assessments, NSE English 10, or ENE Français 10, you will see the following warning.



Section was saved, but is incomplete until the issue(s) below are addressed:

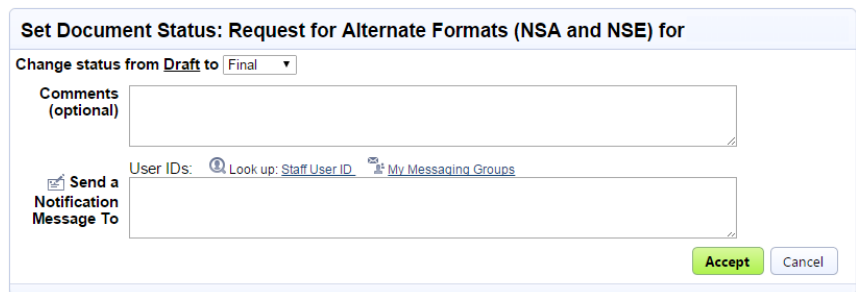
- Read-Aloud CD version is only available for Nova Scotia Examinations. You may order a CD for Mathematics 10 or Mathematics at Work 10 through this form. If you wish to request a read aloud version for the NSE: English 10 or ENE : Français 10, please use the TIENET form "Request for the Read-Aloud Adaptation for NSE: English 10 & ENE : Français 10".

- After saving, set the document from Draft to Review.



West Kings D
1941 Hwy 1
Auburn, Ns B
902-847-4440
Annapolis Valley Regional School Board

- Finalize the document.



- You must **finalize** the document in TIENET by
 - September 12 for assessments in grades 3, 4, and 6
 - November 15 for first semester examinations
 - April 1 for assessments in grade 8 and second semester examinations

- If the format required is not listed or if you need more information, please contact your Board Assessment Coordinator or Student Assessment and Evaluation (902-424-7746 or PLANS@novascotia.ca).

- ✚ Alternate formats will be shipped to schools for NSA or NSE administrations.