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Nova Scotia Student Information System

# Request for Alternate Formats (NSA and NSE)

## User Guide



Revision Date:  
August 2021

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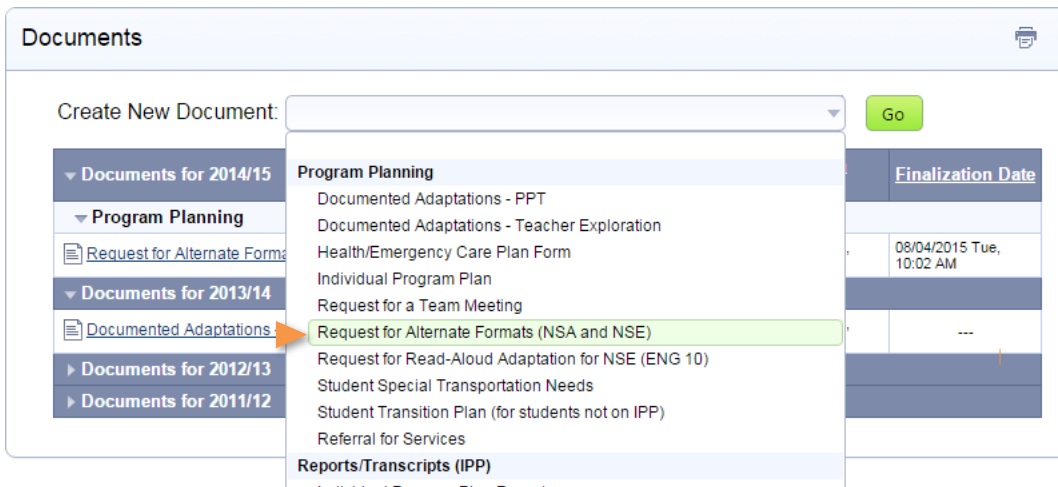
## 1 OVERVIEW

- ✚ 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 grade 6
  - December 1 for first semester examinations
  - April 1 for assessments in grade 3, grade 8, and second semester examinations

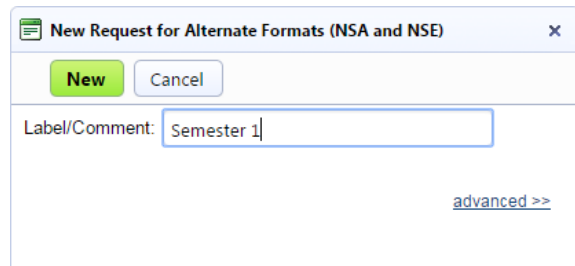
*Note: Read-aloud requests for assessments and examinations are made through the “Nova Scotia Assessment - Read-aloud” (NSA-RA) platform; refer to the Appendix of corresponding Nova Scotia Assessment Information Guide or Nova Scotia Examination Information Guide for registration and access information.*

## 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", "Semester 2", or "Year Long" to indicate the desired NSE exam; type the name of the assessment for NSA.



# REQUEST FOR ALTERNATE FORMATS (NSA AND NSE)

Quick Reference Guide  
August 2021

- 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.

**Request for Alternate Formats for Nova Scotia Assessments and Examinations**

Use this form to order alternate versions for assessments or examinations (enlarged print, Braille, and black-and-white versions).  
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:              |
| Principal:  | Grade:               |
| School Contact, Position (if other than Principal): | School Phone Number: |
| School Year:  | Program:             |

**Assessment or Examination**

**Check all that apply**

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

**Format Requested**

**Check one**

|  |
|--|
| <input type="checkbox"/> Enlarged print  |
| <input type="checkbox"/> Black and white |
| <input type="checkbox"/> Braille         |

**Other:** Please contact Student Assessment and Evaluation at PLANS@novascotia.ca

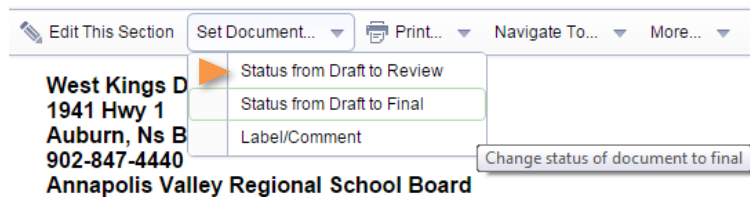
**Deadline**

Completed forms must be submitted and finalized in TIENET by:

- **September 12** for assessments in grade 6
- **December 1** for first semester examinations
- **April 1** for assessments in grade 3, grade 8, and second semester examinations.

Save, Done Editing
Save, Continue Editing
Cancel Editing

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



- ✚ Finalize the document.

Set Document Status: Request for Alternate Formats (NSA and NSE) for

Change status from Draft to Final

Comments (optional)

User IDs: [Look up: Staff User ID](#) [My Messaging Groups](#)

Send a Notification Message To

Accept Cancel

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

*Note: Read-aloud requests for assessments and examinations are made through the “Nova Scotia Assessment - Read-aloud” (NSA-RA) platform; refer to the Appendix of corresponding Nova Scotia Assessment Information Guide or Nova Scotia Examination Information Guide for registration and access information.*

- ✚ If the format required is not listed or if you need more information, please contact your Regional Assessment Coordinator or Student Assessment and Evaluation (902-424-7746 or [PLANS@novascotia.ca](mailto:PLANS@novascotia.ca)).
- ✚ Alternate formats will be shipped to schools for NSA or NSE administrations.