

EXAM PROCEDURES & POLICIES



The Ministry issues rules and regulations regarding examinations. You will find below highlights of these rules as well as Centre policies and procedures. Please read them carefully.



BEFORE THE EXAMINATION SESSION (P.75-76):

Any type of support or adaptation required for a student(s) must be pre-arranged before exam date. You are to contact an administrator or the academic advisor to make the arrangements accordingly.

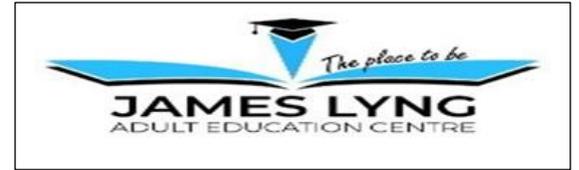
- ✓ **Read the information documents** for the exam in order to ensure that students have access to authorized materials only.
- ✓ **Make sure you know what support** you are able to give the students or what you are not allowed to do. *(ex: facilitated discussions)*
- ✓ **Give students the examination preparation** documents in accordance with the official calendar.
- ✓ **Any transgression may result in the examination being cancelled for the group.**
- ✓ **Math Memory Aides must be signed** (prior) by the teacher *(please see specific procedures for the Math Memory Aid below)*.
- ✓ If your **exam exceeds your allotted teaching time** you must notify an administrator **in advance** so that the appropriate arrangements can be made. **UNDER NO CIRCUMSTANCES ARE EXAM TIMES TO BE SHORTENED.**



DURING THE EXAM SESSION (P. 76):

- **NEVER LEAVE THE EXAMINATION ROOM UNSUPERVISED.**
- **Purses, books, jackets, cell phones, or other electronic devices must be left at the front of the class.** Once students begin writing their exams, the invigilator will go around with the sign-in sheet to each student's desk and have each student sign the sign-in sheet with their initials/signature and the time that they started writing the exam. At the end of the exam when the student turns in their exam, they must, once again, sign their name and the time that they are leaving the exam room.
- Students **ARE NOT** to receive any explanations, definitions, translations or reformulations or receive hints that they made an error.
- **Any students cheating** or communicating with another student during an exam will be given an automatic zero mark for that exam. The sharing of material is not permitted.
- **If you need** to address a situation with a student, for example the student is refusing to give his/her electronic device or has been caught cheating, do not get into a confrontation. **Call Administration.**
- Ensure that **students with special needs** receive the extra time they are allowed.

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AFTER THE EXAMINATION SESSION (P.76-77):

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- **Collect** all exam material.
Write on blank exams the full name of student along with the reason why the student did not write on that day.
- **Verify** that the copies of the exams are intact; no tampering.
- **Return** all the exam materials (*blanks and written copies*) to the office.



Teachers are not to write or mark anything on correction guides.

Exams **must be returned** to the office daily, they are not to leave the centre.

No exam material or exams are to be stored in your room. **NO EXCEPTIONS.**

Exams must be finalized and handed in to the **OFFICE AGENT/EXAM CLERK AND FICHE DE SUIVIS** handed in to the administrative technician within 5 days of the exam date.



If you have any questions please see an administrator.

INSTRUCTION FOR MATH MEMORY AID



1. All memory aids must be handwritten.
2. **Before** the exam, teachers must obtain the physical memory-aid template (that has the centre seal embossed on it) from the exam clerk. Please note that it is only **one memory aid per student** (*i.e. if the exam request made by the teacher was for 15 students, only 15 templates will be given out. No extra copies will be given*).
3. Students must complete their memory-aids **by hand**; 1 page single-sided. Cutting and pasting of any sort is forbidden. Any form of digitization or reproduction is forbidden.
4. Preparation of the memory aid must be completed **prior** to the exam date.
5. Teachers will inspect the memory aid **prior** to the exam date. It is the teacher's duty to thoroughly verify all components of the memory aid. Once they have deemed that the memory aid has been completed appropriately, they will collect the memory aid from the student, sign the memory aid and bring the memory aid to the exam clerk. The exam clerk will then place the memory aids into the exam envelope. **Submission of memory aids are not permitted on the day of the exam. Once a teacher has submitted memory aids, they are not permitted to go into the exam envelope without the exam clerk and administration approval.**
6. If a student presents themselves for an exam and have a memory aid that **1)** is not on the original centre template that bears the centre seal, **2)** is not signed (*even if it was in the exam envelope and was an oversight by the teacher*) or **3)** was never submitted by the teacher (*the student brought it on their own*) they will not be permitted to use the memory aid.
7. At the end of the exam the memory aid is to be collected with the exam and archived. **Memory aids should never leave the exam room with the student.**

Please note that failure to follow any of the above guidelines will result in rendering the memory aid void, and the student will not be able to use it as a tool to help them be successful on the exam. Therefore, it is of utmost importance for all teachers to be vigilant when it comes to inspecting and approving memory aids.

CHAPTER 4 – EXAMINATIONS

4.1 EVALUATION OF LEARNING FOR CERTIFICATION PURPOSES

The Ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche (MEESR) and authorized educational institutions share the responsibility for the evaluation of student learning for certification purposes.

Types of examinations

GEY The following types of examinations are administered in general education in the youth sector: uniform examinations, complementary examinations, compulsory examinations and local examinations.

Uniform examinations

Uniform examinations are summative examinations used to evaluate learning in subjects that are compulsory for the certification of studies. These uniform examinations are prepared for the June, August and January sessions. MEESR is responsible for developing uniform examinations and educational institutions administer them to students under uniform conditions, on a date specified in the official calendar. When a school mark is transmitted for learning evaluated by means of a uniform examination, the final mark is calculated by adding 50% of the mark obtained on the uniform examination and 50% of the moderated school mark (see Chapter 7.4).

MEESR ships the documents needed to administer the uniform examinations to the educational institutions by taking into account the number of students registered for an examination in the Charlemagne system, plus an additional 10%.

Compulsory examinations

Compulsory examinations are summative examinations used to evaluate learning in certain subjects that are not required for the certification of studies. MEESR is responsible for developing compulsory examinations and educational institutions administer them to students under uniform conditions, on a date or during a period specified in the official calendar. These examinations are prepared for the January and June sessions. The January examinations are designed for students enrolled in the spring in an intensive English, second language, program. Educational institutions are responsible for correcting the examinations, which count for 20% of the final mark.

MEESR ships the documents needed to administer the compulsory examinations to the educational institutions by taking into account the number of students registered for an examination in the Charlemagne system, plus an additional 5%.

Complementary examinations

Complementary examinations are summative examinations used to evaluate learning in compulsory or optional subjects. They are offered to educational institutions in order to prepare students and teachers for the administration of uniform examinations or compulsory examinations. These optional examinations are administered to students on a date specified in the official calendar. The date of an examination may be postponed but never brought forward. Educational institutions that decide to administer a complementary examination on the date stipulated in the official calendar must use the examination in full. After this date, changes may be made to the examination on the condition that the teachers are

4. Examinations

notified. Complementary examinations are corrected by the educational institutions and a correction key and guide are provided by MEESR. These examinations are prepared for the June session only.

Educational institutions are authorized to reproduce this document in **paper format only** and for evaluation purposes only, as indicated in the official examination calendar. No other form of reproduction or distribution is permitted without prior approval from MEESR.

Local examinations

Local examinations are summative examinations developed by educational institutions and administered to students on a date specified by the school administration.

GEA In general education in the adult sector, ministerial examinations and local examinations are administered.

Ministerial examinations, or examinations set by the Minister, are summative examinations used to evaluate learning in subjects that are compulsory for the certification of studies. MEESR is responsible for developing and distributing these examinations. Educational institutions administer them to adults in accordance with the rules for administering ministerial examinations and examination calendars may vary depending on the candidates' learning profile and attendance status.

Local examinations are summative examinations used to evaluate learning and are developed by educational institutions.

VT In vocational training, ministerial examinations and local examinations are administered. The program of study is the framework for the development of the examinations. Only the successful completion of these examinations leads to official recognition of learning.

For evaluation for certification purposes, the student must be evaluated in the language in which the course is given and must demonstrate proficiency in the competency in an autonomous manner, that is, the student should not require the services of a translator or a technological translation tool.

For the evaluation of a situational competency, the student is considered to have been evaluated when he or she has received a formal assessment of his or her progress. The student will obtain a *Fail* if he or she drops the course without having acquired the competency based on the established evaluation criteria.

Ministerial examinations are summative examinations used for certification purposes to evaluate learning related to certain targeted competencies in the vocational training programs. The centre must use the examination prepared and prescribed by MEESR. Appendix 2 lists the compulsory ministerial examinations.

Local examinations are summative examinations used for certification purposes to evaluate learning related to competencies that are not covered by ministerial examinations. They are developed by educational institutions in accordance with the program of study in effect and, if applicable, the reference framework for the evaluation of student learning provided by MEESR.

4.2 RESPONSIBILITIES OF EDUCATIONAL INSTITUTIONS

Educational institutions are responsible for:

- designating persons to be in charge of the certification of secondary studies and administration of ministerial examinations for general education in the youth sector, general education in the adult sector and vocational training
- applying the operations and publications calendar for the certification of studies, especially with respect to the transmission of declarations of enrollment and registration for examinations before the deadlines that are set each year
- developing local examinations
- reproducing complementary examinations
- reproducing ministerial examinations for general education in the adult sector and vocational training
- correcting examinations and transmitting results to MEESR
- storing the examinations administered to students as well as other evaluation materials
- applying the rules governing the certification of secondary studies

The head of the educational institution will designate in writing and **for a mandate of five years**, a staff member to be responsible for the certification of studies and administration of ministerial examinations for general education in the youth sector, one for general education in the adult sector and one for vocational training. These staff members will ensure communication with the Direction de la sanction des études, maintain the confidentiality of examinations and ensure compliance with the rules for administering ministerial examinations. The form used to designate these staff members is available on the *CollecteInfo* site.

GEY Educational institutions must participate in administering the uniform examinations by providing, at their expense, suitable premises as well as the personnel required to invigilate the examinations, to correct the examinations and to compile the results. They must send MEESR the answer booklets and note sheets for all the students who took the Secondary V French, language of instruction writing examination as well as the answer sheets for the June and January examinations that were corrected by optical reader. As soon as possible after the examinations or examination components have been corrected by their teachers, the educational institutions must transmit all the marks obtained on the uniform examinations as well as the marks assigned by the school to MEESR.

When registering students for examinations, educational institutions must keep students with their groups, which were formed in compliance with the teachers' collective agreements. If the collective agreement does not cover such rules, the students' groups indicated in the declaration of enrollment must correspond to those used for the organization of instruction. Students may not be removed from these groups because of their academic results.

A school administration authorized to administer a ministerial examination must assign an individual to invigilate each group of students registered for the examination. The invigilator must be a school staff member. The school administration must ensure that the invigilators, especially if they do not teach the subject of the examination, become familiar with the instructions for administering the examination before the date of the examination.

4. Examinations

In order to ensure uniform conditions for administering ministerial examinations, MEESR recommends that:

- the school administration post the examination calendar and inform the students in writing of the rules for taking examinations
- the school administration ensure that desks and tables in the examination room are set up so as to minimize the risks of cheating and promote favourable conditions for taking the examination

When administering an examination, invigilators who observe that the examination may not be applicable because of content or printing errors must immediately inform the school administration, who will in turn immediately inform the director of the Direction de la sanction des études.

Only persons authorized by the Direction de la sanction des études are allowed to have a copy of the examination before the date and time set for the administration of the examination.

4.2.1 MANDATE OF PERSONS IN CHARGE OF THE CERTIFICATION OF STUDIES AND ADMINISTRATION OF MINISTERIAL EXAMINATIONS

The person in charge of the certification of studies and administration of ministerial examinations who is so designated by the head of the educational institution is responsible for:

- ensuring communications with the Direction de la sanction des études
- coordinating the application of certification rules in the schools
- complying with the operations and publications calendar for the certification of studies
- coordinating the administration of examinations in accordance with established rules
- transmitting certification data to MEESR
- issuing temporary letters of attestation
- issuing letters attesting to successful completion addressed to those in charge of college admission

Letters attesting to successful completion addressed to those in charge of college admission

The person in charge of the certification of studies and administration of ministerial examinations can, after the examinations have been corrected, provide a letter addressed to college registrars to certify that a student has successfully completed a course. The person must ensure that the results of an examination are sufficient for the student to obtain the credits in accordance with the rules in effect at the time the examination is taken.

4.2.2 RESPONSIBILITIES OF THE SCHOOL ADMINISTRATION

With a view to administering examinations, the school administration ensures the following:

Before the examination session

- Plan the administration of examinations, that is:
 - ensure that students register for the appropriate examinations in accordance with the courses they are taking
 - inform teachers and students of the official examination calendar as well as of the receipt of examination materials
 - inform the person in charge of the certification of studies and administration of ministerial examinations immediately if any distribution errors have occurred with the examinations

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- Maintain the confidentiality of examinations by storing them in a safe location until they are administered.
- Comply with copyright rules that apply to ministerial examinations.
- Set up the examination room appropriately and ensure that authorized materials are available.
- Designate and train invigilators.
- If necessary, hire substitute teachers to replace teachers assigned to the administration of examinations.
- Implement measures to adapt the conditions for administering ministerial examinations in accordance with the individualized education plans of students with special needs.

During the examination session

- Administer examinations in accordance with the rules established and the official calendar set by the Minister. Inclement weather, particularly in January, or other unforeseeable circumstances may interfere with the examination session. In such cases, the school administration must immediately inform the person in charge of the certification of studies and administration of ministerial examinations, who will contact the Direction de la sanction des études as soon as possible in order to reach an agreement as to the conditions for administering the examination requiring postponement (if the person in charge of the certification of studies and administration of ministerial examinations cannot be reached, the school administration must contact the Direction de la sanction des études directly).
- Supervise the activities of the invigilators and evaluators.

After the examination session

- Instruct teachers to correct the examinations.
- Deal with cases involving absences and cheating.
- In the hours following the administration of examinations, send the Direction de la sanction des études the materials to be corrected by MEESR.
- Transmit results to MEESR.
- Store the examinations.
- Manage conditions that apply to examination retakes.

4.2.3 RESPONSIBILITIES OF TEACHERS

In order to ensure equity and justice, any intervention taken during teaching/learning activities and during the immediate preparation for the ministerial examinations must be of the same type and scope for all students across Québec. For the purposes of administering and correcting the ministerial examinations, teachers must do the following:

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Before administering a ministerial examination

- Read the information documents for the examinations in order to ensure that students have access to authorized materials and that they themselves keep within their role as teachers when preparing students (time allotted for preparation, non-facilitated discussion, etc.). These instructions ensure the validity of examination results. Any transgression may result in the examination being cancelled for the group.
- Maintain conditions that foster student involvement in preparing for and carrying out the tasks requested.
- Give students the examination preparation documents in accordance with the official calendar for ministerial examinations.
- Inform students about the materials they are permitted to bring into the examination room and the consequences (declaration of cheating) if they do not comply with these instructions.

After administering a ministerial examination

- Correct the examinations in accordance with the correction guide.
- Handle the examinations with care so that they remain intact and confidentiality can be safeguarded.
- Determine the mark for the examination or examination component in accordance with the rules prescribed in the correction guide.
- Do not reproduce or store any examination materials.

4.2.4 RESPONSIBILITIES OF MINISTERIAL EXAMINATION INVIGILATORS

In order to ensure equity and justice, the invigilation of ministerial examinations must be the same for all students across Québec. Invigilation involves activities before, during and after the administration of a ministerial examination. At all times, invigilators perform their duties under the supervision of the department that assigned them the task.

Invigilators of a ministerial examination must do the following:

Before the examination session

- Arrive at the examination room 10 minutes prior to the time indicated in the calendar in order to ensure that the room can accommodate the number of students registered for the examination, that the room is set up appropriately so as to minimize the risk of cheating and that the materials required for the examination are available in sufficient quantity and in good working order, if applicable.
- Carefully read the instructions.
- Admit students to the examination room in accordance with the examination instructions and exceptionally, 30 minutes after the sealed envelope is opened if the examination does not involve any audio or audiovisual components. Students must be denied access to the examination room if they do not comply with these conditions.

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- Ensure that the materials used by the students are authorized in the instructions for invigilators or students.
- Verify the identity of each of the students using photo identification.
- Record attendance of the students in the examination room using Envelope 4.
- Read the instructions for students out loud.
- Ask the students to check or write their personal identification information on the examination materials.
- Open the envelope containing the examination materials in the presence of the students.

During the examination session

- Never leave the examination room unsupervised.
- Ensure that students do not receive any explanations, definitions, translations or reformulations.
- Ensure that students in no way receive any hints that they made an error.
- Do not authorize any exchange of reference works among students.
- Intervene with students who have an unauthorized electronic device in their possession (cell phone, portable media player, camera, etc.) in the examination room. Students who violate this rule will be expelled from the examination room and will be considered to have cheated on the examination.
- Immediately confiscate the question booklet, answer sheet and any other incriminating materials from a student suspected of cheating and expel the student from the examination room.
- Ensure that they are aware of and comply with the extra time that is given to students with special needs for the examination.
- Prohibit students from leaving the examination room until at least one half of the time allotted for the examination has elapsed. In the event of serious, unavoidable circumstances requiring a student to leave before this time has elapsed, write the student's name and permanent code on the form provided for this purpose.
- Authorize the return of a student to the examination room after a temporary absence only if the student was accompanied by an authorized person for the entire absence.

After the examination session

- Collect **all** the examination materials (question booklets and answer sheets) when the time allotted for the examination has expired.
- Verify that the students' copies are intact, with no tampering.

4. Examinations

- Place the booklets, answer sheets and evaluation forms of all the students in the examination room (regardless of whether or not they have been used) in the envelope provided for this purpose and seal the envelope after signing it.
- Give all the examination materials to the person in charge of the administration of the examination at the educational institution.
- In the event that a student is suspected of cheating, write a report indicating the reasons why the student was expelled from the examination room, sign the report, and send this report and all confiscated materials to the administration of the school or centre.

4.3 RULES FOR ADMINISTERING MINISTERIAL EXAMINATIONS

The rules for administering ministerial examinations are prescriptive and must be applied as defined in the ministerial documents.

- For uniform examinations, no modifications may be made without the written authorization of the Direction de la sanction des études. However, adaptations may be made for students with special needs, in accordance with Chapter 5.2 of this document.
- For compulsory examinations administered to students with special needs who are exempted from the application of the provisions relating to results in the provincial report card, modifications may be made to the rules for administering these examinations. "Modified examination" must then be written on the examination materials. The provisions of Chapter 5.2. regarding the measures adapting the conditions for administering ministerial examinations may be applied to compulsory examinations.
- Students with moderate to severe intellectual impairments are not required to take compulsory examinations because they are following an adapted or modified program of study. Students integrated into regular classes but who are pursuing the learning of a previous cycle in the subject of the examination are not required to take the examination. However, students in special classes who are pursuing the learning of the cycle in the subject of the examination must take the ministerial examination.

4.3.1 EXAMINATION CALENDAR

GEY Each year, MEESR publishes an official calendar for the various ministerial examinations. Educational institutions must comply with this calendar in its entirety. They may, however, bring forward or postpone the start of an examination by a few minutes for administrative reasons. The person in charge of the certification of studies and administration of ministerial examinations at an educational institution that wishes to administer an examination 30 minutes or more later or earlier than scheduled must write the coordinator for the certification of studies in general education in the youth sector at least one month before the beginning of the examination session. In such situations, students will take a different version of the uniform examination in order to minimize the risk of breach of confidentiality with respect to the ministerial examinations.

4. Examinations

Special cases

When practical training at a military base or a linguistic camp makes it impossible for students to present themselves at an educational institution administering the uniform examinations for a session, an authorized person in such an organization may reach an agreement with the Direction de la sanction des études to administer the uniform examination.

4.3.2 ADMISSION TO MINISTERIAL EXAMINATIONS

To admit a student to an examination and to transmit results, a declaration of enrollment by means of the Charlemagne system for the current school year is required at all times.

Before being admitted to a retake of a ministerial examination following a failure, students must demonstrate that they have taken the necessary steps to consolidate their learning. They must also comply with the requirements established by the administration of the educational institution in accordance with the evaluation standards and procedures in effect. Consequently, transmission of two evaluation results for the same course on the same date is not authorized.

KEY To be admitted to a ministerial examination, students must have legally enrolled in a school, and must have taken the corresponding program or received equivalent instruction at home following an exemption from school attendance. However, students exempted from taking the program after having shown that they have achieved the objectives of that program by passing a local examination set by the educational institution may be admitted to an examination set by the Minister.

Furthermore, an educational institution cannot refuse a student admission to an examination on the grounds of too many absences or low marks.

- If the examination is administered in the same school as the one the student attended during the school year, a new declaration of enrollment is not required to transmit results.
- If the examination is administered in a different school than the one the student attended during the school year, a declaration of certification must be transmitted before the student is admitted to an examination.

Students enrolled in a course following a failure must complete the course and must comply with the requirements of the school before retaking a uniform examination.

A student who fails a uniform examination or who wishes to improve his or her mark **may** (but is not entitled to) be permitted to take another examination. However, the student must meet the requirements established by the educational institution and becomes subject to the certification rules in force at the time of the retake.

If the mark obtained upon retaking an examination is lower than the mark that is currently indicated on the achievement record, the new mark must be transmitted as is (without calculation of the school mark). This result will be indicated once on the achievement record in order to inform the student. However, when calculating the final mark, the highest result of the previous examination will be taken into account. If the new mark is higher than the old mark, only the new mark will appear on the achievement record.

4. Examinations

GEA

VT Evaluation of learning for certification purposes takes place when a student has completed the training. Any student who demonstrates that he or she is sufficiently prepared may be permitted to take an examination for a course or a certification examination for a competency without having taken the course, if he or she meets the educational institution's requirements.

GEA Any student who fails an examination or who wants to improve his or her mark may retake the examination. The student is subject to the requirements of the educational institution and to the certification rules in force at the time he or she retakes the examination.

When the definition of the evaluation domain establishes compulsory minimum requirements for each distinct part of the examination, the student must redo the part that he or she failed.

VT For a theory examination, the version of the examination used must be different from the version the student failed.

For a practical examination, a student may be required to retake the entire examination or only the part(s) that he or she failed. This requirement is specified in the examination. Different minimum performance criteria may also have been set for the various parts of an examination and in this case, only the part(s) that the student failed need to be retaken.

4.3.3 REGISTRATION FOR EXAMINATION SESSIONS

GEY Students must be registered in advance for the January and June examination sessions. For the registration, the student's group that should be indicated is the one that appears on the report card or that corresponds to the group in the declaration of enrollment.

January session

Educational institutions begin registering students for the **uniform examinations only** starting in October.

June session

Educational institutions begin registering students for the **uniform examinations only** in February.

August session

Students do not need to be registered for the August examination session.

4.3.4 SHIPPING OF EXAMINATION MATERIALS TO EDUCATIONAL INSTITUTIONS

GEY For all examinations for which the Charlemagne system has received registration by the deadlines established in the operations and publications calendar, MEESR ships the following to the educational institutions: question booklets, answer booklets, answer sheets, the administration and marking guide, instructions, evaluation forms and labels that have been pre-identified with the name and permanent code of each student, the examination code and the educational institution's code.

As a general rule, examination materials are sent directly to school boards and private schools, with the exception of private schools in the Québec, Lévis and Montréal areas, which must obtain them at distribution centres. A letter is sent to these institutions indicating the time, date and location of the examination pick-up.

4. Examinations

A certain quantity of partially pre-identified and blank booklets and answer sheets are also sent to educational institutions for students who were registered for the examinations after the production date for examination materials established in the operations and publications calendar.

All requests for additional copies of the examination must be addressed to the person responsible for the distribution of examinations at the Direction de la sanction des études.

MEESR ships the administration and marking guide for each examination as well as instructions to the designated persons in charge of the certification of studies and administration of ministerial examinations.

Shipping of examination materials for the January session

Based on the number of registrations for the uniform examinations, MEESR ships the examination materials (question booklets, answer sheets, return envelopes, etc.) to the educational institutions during December and January.

Shipping of examination materials for the June session

Based on the number of registrations for the uniform examinations, MEESR ships the examination materials (question booklets, answer sheets that have been pre-identified with each student's name and permanent code, the institution's code and the examination code) to the educational institutions during April, May and June.

Shipping of examination materials for the August session

MEESR ships the examination materials (question booklets, answer sheets, return envelopes, etc.) to schools designated by the person in charge of the certification of studies and administration of ministerial examinations on the date established in the operations and publications calendar or in accordance with an agreement with the Direction de la sanction des études.

GEA

VT MEESR sends information concerning the ministerial examinations to the persons in charge of the certification of studies and administration of ministerial examinations at the educational institutions. Only these persons are authorized to obtain the new examination materials from the Direction de la sanction des études.

4.3.5 CONFIDENTIALITY OF EXAMINATIONS

The person in charge of the certification of studies and administration of ministerial examinations at the educational institution must safeguard the confidentiality of ministerial examinations and ensure the application of rules for administering the examinations, in particular the following:

- **Remind teachers of the courses for which ministerial examinations are set that these examinations are the property of the Québec government before, during and after they are administered. Any reproduction, distribution or use for any purpose other than that intended by the Direction de la sanction des études is prohibited.**
- Ensure that the examinations are used only for the evaluation of learning.

4. Examinations

- Take the necessary precautions to ensure that no information related to the content of the examinations is divulged to the students before the examinations are administered.
- Take every precaution to maintain the confidentiality of examinations as they are being corrected.
- Ensure that the examinations are transported in sealed envelopes or boxes and stored in a safe place.
- Implement procedures to ensure the protection of personal information appearing on examination materials, in particular on Envelope 4 or Envelope 5 when returning answer sheets to MEESR. These envelopes must be packaged for shipment to the Direction de la sanction des études.

GEY In general education in the youth sector, only the **June** examinations from past sessions may be used for pedagogical or placement purposes.

GEA In general education in the adult sector, at no time may ministerial examinations be used to support learning, as classroom practice exercises or for pretest purposes.

4.3.6 THEFT OF MINISTERIAL EXAMINATIONS OR BREACH IN CONFIDENTIALITY

Should a ministerial examination be stolen, the educational institution must:

- promptly notify the person in charge of the certification of studies and administration of ministerial examinations of the situation
- promptly notify the director of the Direction de la sanction des études, who, after discussion with the educational institution, will decide on the immediate course of action
- send a written report to the director of the Direction de la sanction des études describing the causes and circumstances of the theft

When a breach in confidentiality is brought to the attention of a staff member of a school or centre, use of this ministerial examination for the purposes of evaluation of learning must stop immediately.

4.3.7 ARRIVAL AND DEPARTURE OF STUDENTS

GEY No students will be admitted to the examination room after the first 30 minutes of an examination have elapsed and no students will be permitted to leave the examination room until at least one half of the time allotted for the examination has elapsed.

However, students taking the uniform examinations for Secondary V English as a second language (enriched program), for the oral interaction component of Secondary V English as a second language (core program) as well as for the reading component of the Secondary V English Language Arts program must be present for all required activities, from the beginning to the end of these examinations.

For ministerial examinations, an additional five minutes per hour must be allowed beyond the duration set in the official calendar.

4. Examinations

4.3.8 ABSENCE FROM A UNIFORM OR COMPULSORY EXAMINATION

Unauthorized absence: Students who are absent from a uniform examination without a valid excuse will have the code *ABS* (absent) indicated on their achievement record for the corresponding course. Such students may sit for the examination at another session.

Students who are absent from a compulsory examination without a valid excuse are considered absent and this absence will be dealt with in accordance with the evaluation standards and procedures approved by the school administration.

Authorized absence: Students who have been excused from one or more uniform examinations may be granted a maximum of 16 credits for all Secondary IV and V examinations in general education in the youth sector that they have missed.

In accordance with the *Policy on the Evaluation of Learning*, the certification of studies must be based on the reliable, rigorous and equitable evaluation of learning. For all students, a formal evaluation of learning should be the preferred solution **before** deciding to submit a request for an equivalence for an authorized absence. When the absence is of short duration, a request must be quickly sent to the coordinator for the certification of studies in general education in the youth sector to have the examination administered at a later date. If a student has a valid excuse for missing a uniform examination and it is impossible to evaluate the student's learning using an equivalent examination authorized by the coordinator for the certification of studies in general education in the youth sector, an equivalence for an authorized absence may be considered.

If a student has a valid excuse for missing a compulsory examination, the final mark will be calculated based on the weighted results for the three terms.

Valid excuses

Absence from a ministerial examination may be authorized for the following reasons:

- serious illness or accident confirmed by a medical report or certificate
- death of a close relative
- court summons
- participation in an important event, for which the coordinator for the certification of studies in general education in the youth sector of the Direction de la sanction des études has given its approval beforehand

A **copy** of the documents authorizing such absences must be sent to MEESR and the original must be kept by the student's school.

Administrative procedure

- A request for authorization to administer a uniform examination at a later date must be sent to the Direction de la sanction des études. The request must include the student's name and permanent code, the reason for the absence as well as a copy of the supporting document.
- All requests for equivalences for authorized absences must be submitted by the educational institution concerned as soon as possible following the examination session. Requests must be accompanied by the necessary supporting documents and be addressed to the Direction de la sanction des études.

Conditions for granting an equivalence

An equivalence for an authorized absence may be granted only if the **moderated** school mark is equal to or higher than the pass mark and the student was present for at least 120 class days before the scheduled examination date. No equivalence may be granted if it is possible to administer an examination at a later date.

When an examination consists of several components, an equivalence for an authorized absence may be granted if the moderated school mark for the component results in a comprehensive final mark of at least 60%, with the exception, however of the Secondary V French, language of instruction examinations.

A student who receives individualized instruction or who is home-schooled may not be granted an equivalence for an authorized absence concerning a uniform examination because it is impossible to apply class moderation for a mark assigned by a school. The student must take the uniform examination at a future examination session.

Students who are home-schooled are not required to take compulsory examinations because they are exempted from compulsory school attendance in accordance with subparagraph 4 of the first paragraph of section 15 of the *Education Act*.

No equivalence may be granted for an absence from the August examination session as the diversity of summer courses does not allow the school mark to be taken into account when calculating the comprehensive final mark.

Note included in the student's record

In the calculation of the final mark, the code *EQU* (equivalence for authorized absence) indicated for any given component carries a value equal to that of the moderated school mark. When an examination consists of several components, an equivalence may be granted even if the moderated school mark for one of the components is lower than the pass mark; however, the total for all the components must be equal to or higher than the pass mark.

4.3.9 AUTHORIZED MATERIALS

Only the materials specified in the examination administration guide, in the definitions of the evaluation domain for general education in the adult sector or in the instructions accompanying the examinations are authorized for use with ministerial examinations.

Calculators with or without a graphic display that are designed primarily to perform mathematical calculations may be used during ministerial examinations. However, calculators with a computer algebra system (CAS) are not permitted because students can use them, for example, to factor algebraic expressions. These types of calculators are permitted **only** if the CAS is disabled for the examination.

Computers, tablet PCs, electronic organizers and calculators with an alphanumeric keyboard (QWERTY or AZERTY) are prohibited. User guides, memory expansion features or any other calculator accessories or peripherals are also not allowed during the examination. Thus, memory expansion chips or cards and data or program libraries are strictly forbidden. Communication between calculators is also not permitted during the examination.

4. Examinations

Prior to the examination, students must be duly informed in writing of the rules regarding the use of calculators on a ministerial examination. The data and programs stored in the calculator's memory must be erased before the examination. Before the day of the examination, students must have been given the opportunity to learn how to reset their calculator's memory. Using a calculator containing programs or data stored in the memory will be considered a form of cheating.

GEY School boards may allow students enrolled in welcoming or francization classes and those who benefit from welcoming or francization measures to use a general bilingual dictionary during the examination sessions. These students may also use this dictionary during the first two years following their admission to regular classes.

GEA Allophone adults enrolled in francization services may use a general bilingual dictionary when taking examinations for courses in French as a second language (LAN series). This authorization applies for the first two years of their studies in these adult-sector courses.

VT In some cases, allophone students or students from outside Québec may require the services of a translator during their training in order to become familiar with the concepts and technical terms of the program; however, this support is not authorized for evaluation for the purposes of official certification. The student must be evaluated in the language in which the course is given and must demonstrate proficiency in the competency without any assistance.

4.3.10 TRANSMISSION OF RESULTS TO MEESR

January, June and August examination sessions

After administering the examinations, the educational institutions correct the examinations or examination components that they are responsible for correcting. The results are then transmitted to the Charlemagne system.

The answer booklets for the Secondary V French, language of instruction writing examination are always sent to MEESR for correction.

4.3.11 RETENTION OF ADMINISTERED EXAMINATIONS

GEY Only authorized persons at the educational institutions may retain copies of the uniform examinations and other examination materials for the August and January sessions. No copies of the **January** or **August** uniform examinations may be distributed to teachers nor may teachers be allowed to keep copies.

Only the June examinations of past years may be made available to teachers for pedagogical purposes to help them become familiar with the evaluation and the type of examinations preferred and developed by MEESR. These examinations may not, however, be used as practice exercises for the uniform examinations.

GEY
GEA

VT Educational institutions must store, in a safe place and for a period of at least one year, the documents that have been used in administering examinations (i.e. tests, answer sheets). During this period, MEESR may ask to see all the copies of these documents.

4. Examinations

4.3.12 CONSULTATION OF A COPY OF AN EXAMINATION AFTER IT HAS BEEN ADMINISTERED

GEY A student may, accompanied or not by his or her parents, consult his or her copy of a ministerial examination (answer sheet, answer booklet, etc.) that was administered. The examination must be consulted in the presence of a school staff member. The copy of the examination may not be reproduced (handwritten, printed or electronic form) and given to the student.

In order to consult an answer sheet or booklet kept at MEESR, a written request must be addressed to the Direction de la sanction des études.

GEA

VT In order to ensure the integrity of the examinations, copies of examinations and related materials (e.g. answer sheets, work sheets, evaluation forms) must never be corrected, shown, given to students or reviewed in their presence after a ministerial examination or test has been administered. This is to ensure confidentiality and equity of the evaluation in the event that it is used again for a retake, as there are a limited number of versions of examinations available.

While respecting the confidential nature of the examination, the teacher must inform the student of his or her results and transmit the relevant information about the evaluation criteria that explain why the student failed.

4.3.13 REQUEST FOR REVIEW OF MARKS

- GEY**
1. Requests for the review of a uniform examination must be submitted within six months of the student's receipt of the achievement record.
 2. All requests for the review of a uniform examination must be addressed to the person in charge of the certification of studies and administration of ministerial examinations at the educational institution.
 3. The request must be accompanied by:
 - the student's original copy of the free-response examination, if applicable
 - \$10.90 for each examination to be reviewed (payable by cheque or money order to the Minister of Finance)

The documents are to be sent to the Direction de la sanction des études.

4. As soon as the Direction de la sanction des études receives the results of the review, it informs both the student and the person in charge of the certification of studies and administration of ministerial examinations at the educational institution.
5. If the review results in a mark higher than the original mark, the new mark is then entered in the student's record and a new achievement record is issued.
6. If a mark lower than the original mark results from the review, the original mark stands.

GEA Reviewing marks

VT

At a student's request, the educational institution reviews the marking of the examination. The request must be made in writing within 30 days after the educational institution has sent the results to the student.

4. Examinations

GEY Deletion of a fail mark

During transitional periods following a change in programs of study or ministerial examinations, a student may pass examinations that correspond to code numbers of old courses or old examinations. If this is the case, the school or adult may submit a written request to the Direction de la sanction des études to have the fail mark stricken from the school record.

Printing results: special details

When more than one mark for a given course appears in a student's record, these results are printed on the achievement record according to the criteria below:

- A second mark for a given course is always printed a first time for the student's information, even if the mark is identical to or lower than the previous mark. In subsequent printings, only the student's highest mark for this course will appear in the achievement record.
- When two identical marks appear in the student's record for the same course, the mark associated with the most recent date of obtention will be printed on the achievement record.
- When a qualitative mark (*Pass*) and a quantitative mark (%) are transmitted for the same course, only the quantitative mark is printed on the achievement record.

DECLARATION OF UNDERSTANDING, ADHERING TO AND APPLYING FINAL EXAM PROTOCOLS

PLEASE READ CAREFULLY AND PRINT YOUR NAME CLEARLY ON EACH LINE.



I, _____, have read and understood all the rules and regulations and protocols in place to ensure the security and confidentiality of final exams and their related documents.

The rules, regulations and protocols in place are found in **Chapter 4 of the Administrative Guide 2015 Edition, Certification of Studies and Management of Ministerial Examinations** and the Centre's Policy of Standards and Procedures for evaluation.

I, _____, will adhere to and apply all the rules, regulations and protocols in place.

I, _____, understand that these examinations are the property of the Québec government before, during and after they are administered. Any reproduction, distribution or use for any purpose other than that intended by the Direction de la sanction des études is prohibited.

I, _____, will immediately report to the administration any breaches in exam security and confidentiality.

SIGNATURES

Teacher/Invigilator Signature

Administrator Signature

Date

Date

