



HULL ADULT EDUCATION CENTRE STANDARDS AND PROCEDURES

For EVALUATIONS FOR CERTIFICATION And COURSE SYLLABUS

SUBJECT/DEPARTMENT: ENGLISH, Language of Instruction (Pre-Secondary, Sec 1, and 2) and ENGLISH, Language Arts (Sec 3, 4, & 5)

TEACHERS RESPONSIBLE FOR EXAM INVIGILATION:

Christy Ogbuagu; Jo-Ann Nixon; Mona Nesbitt; Michelle Robinson

STANDARDS IN ORDER OF THE ASSESSMENT PROCESS¹

STEP 1 : PROCEDURES BEFORE THE EXAM

1.1 CRITERIA/EVIDENCE OF SUPPORT FOR LEARNING REQUIRED FOR STUDENT TO WRITE THE EVALUATION FOR CERTIFICATION: STUDENT MUST DEMONSTRATE COMPETENCIES TO BE EVALUATED IN THE FINAL EXAM THROUGH FORMATIVE ASSIGNMENTS AND EVALUATIONS

1.2 SPECIAL EXAM CONDITIONS²:

THE CENTRE'S ADMINISTRATION IS AUTHORIZED TO IMPLEMENT THE MEASURES BELOW FOR ADULTS WITH SPECIAL NEEDS. A REPORT ANALYZING THE ADULT'S SITUATION MUST BE INCLUDED IN THE ADULT'S FILE. THE RELEVANCE OF THE MEASURE IN TERMS OF THE ADULT'S SPECIFIC NEED, AS RECOGNIZED BY WQSB COMPLEMENTARY SERVICES PERSONNEL, MUST BE INDICATED IN THE ADULT'S FILE.

- **THE ADULT MUST USE THIS MEASURE REGULARLY AND THE ADULT MUST HAVE BEEN INVOLVED IN THE DECISION TO USE THIS MEASURE.**
- **A TOOL MUST NEVER PERFORM THE TASK FOR THE ADULT.**
- **THE ADULT MUST BE CONTINUOUSLY MONITORED SO THAT IT CAN BE CONFIRMED ON HIS OR HER FINAL COPY THAT HE OR SHE HAS USED THE AUTHORIZED MEASURE.**
- **EXTENDING THE TIME ALLOTTED FOR THE EXAMINATION BY UP TO ONE THIRD OF THE TIME NORMALLY ALLOWED. THE EXAMINATION MUST, HOWEVER, BE ADMINISTERED IN A SINGLE DAY AND**

¹ LOOK FOR ANY SANCTIONS RELATED TO "GEA" (GENERAL EDUCATION ADULT) IN *Administrative Guide for the Certification of Studies and Management of Ministerial Examinations*, Chapter 4 "Evaluation of Scholastic Learning" and Chapter 5 "Support Measures for the Evaluation of Learning" in http://www.education.gouv.qc.ca/fileadmin/site_web/documents/dpse/sanction/Guide-sanction-2015_ang.pdf

² Refer to 5.2.2 "Support Measures" in *ibid.* or 5.2.2 "Mesures d'adaptation pour l'évaluation des apprentissages" *Guide intégré 2015*

CERTAIN ARRANGEMENTS MUST BE MADE TO ENSURE THAT THE TIME IS EXTENDED WITHOUT THE ADULT COMING INTO CONTACT WITH OTHER ADULT LEARNERS DURING LUNCHTIME OR BREAKS.

- **ALLOWING THE PRESENCE OF AN ATTENDANT (INTERPRETER, INVIGILATOR, ETC.) WHO PROVIDES THE ADULT WITH THE NECESSARY ASSISTANCE RELATIVE TO THE SPECIFIC NEEDS IDENTIFIED IN THE ADULT'S FILE. THE ATTENDANT MUST NOT ASK ANY LEADING QUESTIONS, CLARIFY QUESTIONS BY EXPLAINING THEM, MAKE SUGGESTIONS THAT MIGHT INFLUENCE THE ADULT'S ANSWERS, CORRECT SPELLING OR GRAMMAR OR MAKE ANY CHANGES WHATSOEVER TO THE ADULT'S ANSWERS.**
- **THE ATTENDANT MAY READ AN EXAMINATION TO THE ADULT, EXCEPT WHEN THE READING COMPETENCY IS BEING EVALUATED IN THE LANGUAGE OF INSTRUCTION.**
- **ALLOWING STUDENTS TO USE A READING AID (E.G. VOICE SYNTHESIZER) AND A WRITING AID (E.G. GRAMMAR AND SPELLING SOFTWARE, WORD PREDICTION SOFTWARE) FOR THE MINISTERIAL EXAMINATIONS (INCLUDING READING COMPREHENSION EXAMINATIONS IN THE LANGUAGE OF INSTRUCTION).**
- **ANY VOICE RECOGNITION FUNCTION MUST BE DE-ACTIVATED FOR THE DURATION OF THE EXAMINATION THAT EVALUATES THE WRITING COMPETENCY.**
- **ALLOWING ADULTS TO USE A COMPUTER, WHILE RESPECTING CERTAIN CONDITIONS: LIMITING INTERNET ACCESS (EXCEPT FOR THOSE EXAMINATIONS WHERE SUCH ACCESS IS PERMITTED), PROHIBITING COMMUNICATION BETWEEN THE DIFFERENT WORKSTATIONS ON A NETWORK, PROVIDING TECHNICAL ASSISTANCE BEFORE AND DURING THE EXAMINATION SESSION, ENSURING THAT DOCUMENTS ARE SAVED SEVERAL TIMES THROUGHOUT AND PROVIDING A FINAL PRINTED COPY OF THE EXAMINATION IN 12-POINT FONT. THIS COPY MUST INCLUDE A FOOTER INDICATING THE ADULT'S NAME AND PERMANENT CODE, THE INVIGILATOR'S NAME, THE EXAMINATION COURSE CODE AND THE DATE OF THE EXAMINATION.**
- **ALLOWING ADULTS TO USE VARIOUS WRITING IMPLEMENTS.**
- **ALLOWING ADULTS TO GIVE THEIR ANSWERS USING A TAPE RECORDER.**
- **ALLOWING ADULTS TO USE A READING AID SUCH AS A MONITOR, MAGNIFYING GLASS OR INCLINED READING STAND.**
- **ALLOWING ADULTS TO TAKE THE EXAMINATION IN AN ISOLATED LOCATION, WITH SUPERVISION**

1.3 IDENTIFICATION OF THE STUDENT'S NAME AND STUDENT NUMBER AND DATE OF EXAMINATION ON ALL STUDENT BOOKLETS AND MARK SUMMARIES OF ALL EXAMS. JO-ANN NIXON, CHRISTY OGBUAGU, MONA NESBITT, MICHELLE ROBINSON

1.4 STUDENT'S NAME MUST APPEAR ON COURSE ATTENDANCE LIST ON THE DATE S/HE WRITES THE COURSE EXAM. JO-ANN NIXON, CHRISTY OGBUAGU, MONA NESBITT, MICHELLE ROBINSON

1.5 SEQUENCING OF EXAM PARTS: SEQUENCING DEPENDENT UPON SPECIFIC EXAM INSTRUCTIONS

1.6 PRESCRIBED TIME FOR ADMINISTERING EXAMS DEPENDENT ON THE SPECIFIC EXAM REQUIREMENTS

- **PROCEDURES TO FOLLOW IF EXAM IS LONGER THAN 120 MINUTES: DEPENDING ON THE SPECIFICATION OF TIME ALLOWED FOR EACH EXAM PART, EVALUATION FOR CERTIFICATION MAY BE ADMINISTERED OVER TWO CLASS PERIODS.**

1.7 EXAM ONLY CONDITIONS, IF APPLICABLE: IF FORMALLY REQUESTED, AND STUDENT HAS ACQUIRED THE COMPETENCIES SET AS THE COURSE OBJECTIVES.

1.8 CONFIDENTIALITY OF MATERIALS:

- **DESIGNATED AREA(S) FOR EXAM WRITING: ALL COMPETENCIES TO BE EVALUATED ARE DONE IN IMMEDIATE PROXIMITY TO AND DIRECT SUPERVISION OF THE TEACHER**

1.9 THEFT OR DISAPPEARANCE OF :

- **MINISTERIAL EXAM MATERIALS:**

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.**
- **LOCAL EXAM MATERIALS: A WRITTEN REPORT WILL BE SENT TO THE CENTRE DIRECTOR, AND THEN EXAM WILL BE ALTERED.**

STEP 2: PROCEDURES DURING THE EVALUATION PROCESS

2.1 AUTHORIZED MATERIALS ALLOWED DURING EXAMINATIONS: STUDENTS CAN ONLY USE THE ADULT BOOKLET AS WELL AS THE RESOURCE BOOKLET, IF APPLICABLE. THEY ARE ALSO ALLOWED A PAPER COPY OF A DICTIONARY AND THESAURUS. IF APPLICABLE, THEY MAY USE NOTES WRITTEN ON COLOURED PAPER MADE PRIOR TO TAKING THE EVALUATION, WHICH WILL ALSO BE SUBMITTED TO THE TEACHER.

2.2 USE OF ELECTRONIC DEVICES AND CELLPHONES: NOT PERMITTED

2.3 ACADEMIC OFFENCES

CHEATING: WHEN A CANDIDATE IS DISCOVERED CHEATING OR DELIBERATELY ASSISTING ANOTHER PERSON, HIS OR HER COPY IS CONFISCATED AND S/HE IS ASKED TO LEAVE THE ROOM. THE FAIL CODE OR MARK OF 0 WILL BE TRANSMITTED TO THE MINISTRY. THE CENTRE WILL THEN DETERMINE WHETHER OR NOT, AND UNDER WHAT CONDITIONS, THE EVALUATION MAY BE RETAKEN. THE STUDENT MAY BE SUSPENDED FROM THE CENTRE SUBJECT TO ADMINISTRATIVE DISCRETION.

PLAGIARISM: PLAGIARISM WILL HAVE THE SAME CONSEQUENCES AS CHEATING.

STEP 3: PROCEDURES AFTER THE EVALUATION PROCESS:

3.1 MATERIALS TO BE COLLECTED FROM STUDENT: ALL ADULT BOOKLETS, RESOURCE BOOKLETS, AND NOTES WILL BE COLLECTED.

3.2 MARKING AND RECORDING EXAM RESULTS: EXAMS WILL BE MARKED IN ACCORDANCE WITH THE RULES FOR EACH EXAMINATION. CORRECTION KEYS (CRITERION-REFERENCED RUBRICS) WILL BE USED IN THEIR ENTIRETY AND OBSERVATION AND MARKING INSTRUCTIONS FROM THE EXAMINER'S BOOKLET WILL BE FOLLOWED.

3.3 COPYRIGHT PROCEDURES FOR EXAM MATERIALS, IF APPLICABLE

IF REQUIRED, A MANDATORY COPY LOG (LITERARY WORKS) WILL BE SUBMITTED TO COPIBEC FOR EACH SPECIFIED PERIOD:

PER 1 (JULY 1ST – NOV 30TH);

PER 2 (DEC 1ST – MARCH 31ST);

PER 3 (APRIL 1ST – JUNE 30TH).

**3.4 STUDENT PERFORMANCE CRITERIA (E.G. PASS/FAIL; 60% OVERALL; 60% EACH PART)
A PASSING MARK OF 60% IN EACH COMPETENCY EVALUATED IS REQUIRED.**

3.5 TRANSMISSION OF RESULTS:

- **DEADLINE FOR TRANSMISSION TO OFFICE: WITHIN 5 WORKING DAYS OF EXAM COMPLETION**
- **FORMAT OF ACADEMIC RESULTS SHEET: HAEC "STUDENT RESULTS" TEMPLATE**

FAILURE: SUBMIT THE MARK

COURSE COMPLETE: ONCE STUDENT HAS COMPLETED THE ENTIRE PROGRAM, INDICATE "COURSE COMPLETE" ON MARK TEMPLATE

ABANDON: AD

3.6 CONFIDENTIALITY OF RESULTS:

SHARING OF RESULTS WITH STUDENT:

- **AT NO TIME WILL EXAMINATIONS (CURRENT OR OBSOLETE) BE USED AS EVALUATION TO SUPPORT LEARNING OR AS CLASSROOM PRACTICE EXERCISES OR FOR PRETEST PURPOSES.**
- **NO INFORMATION RELATED TO THE CONTENT OF THE EXAMINATIONS WILL BE DIVULGED TO STUDENTS BEFORE THE EXAMINATIONS ARE ADMINISTERED.**
- **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 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.**
- **EXAMS WILL BE CARRIED IN SEALED ENVELOPES OR BOXES AND STORED IN A LOCKED CABINET.**
- **TEACHERS WILL INFORM THE STUDENT OF HIS OR HER RESULTS AND ADVISE WHICH EVALUATION CRITERIA THEY HAVE FAILED WITHOUT COMPROMISING THE CONFIDENTIALITY OF THE EXAM.**



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3.7 STORAGE OF WRITTEN EXAMS

STORAGE LOCATION OF MARKED EXAMS: LOCKED CABINET IN ADMINISTRATIVE OFFICE

LENGTH OF TIME TO STORE WRITTEN EXAMS: THREE YEARS

SHREDDING/DISPOSAL OF WRITTEN EXAMS: FOR EXAMS OLDER THAN 3 ACADEMIC SCHOOL YEARS, SHREDDING IS DONE ANNUALLY AT THE END OF SCHOOL YEAR BY A CERTIFIED COMPANY.

STEP 4: PROCEDURES FOR EVALUATION RETAKES

4.1 ENTITLEMENT TO RETAKES: ANY STUDENT WHO FAILS AN EXAM OR WHO WANTS TO IMPROVE HIS OR HER MARK MAY RETAKE THE EXAMINATION. WHEN THE D.E.D. ESTABLISHES COMPULSORY MINIMUM REQUIREMENTS FOR EACH DISTINCT PART OF THE EXAM, THE STUDENT WILL REDO THE PART THAT S/HE HAS FAILED.

4.2 REMEDIATION PROCESS BEFORE FIRST, SECOND, THIRD RETAKE: STUDENTS WILL UNDERGO REMEDIATION IN ACCORDANCE WITH WHATEVER COMPETENCIES NEED TO BE RE-EVALUATED.

TEACHERS RESPONSIBLE FOR PREPARING *HAEC STANDARDS & PROCEDURES*:

SCHOOL YEAR: 2017-20178

**NAME(S): JO-ANN NIXON
CHRISTY OGBUAGU
MONA NESBITT
MICHELLE ROBINSON**

SIGNATURES: _____

DIRECTOR: MR. SCOTT CAVERS

DATE: AUGUST 30TH, 2017



ADULT EDUCATION ENGLISH COURSE DESCRIPTIONS:

There are two programs in Adult Education English:

- English, LANGUAGE OF INSTRUCTION (ELI) and
- English, LANGUAGE ARTS (ELA)

Diagnostic and placement tests as well as other accreditation information are used to determine what program and what courses best meet a student's needs, goals and requirements.

- Through various real-life learning and evaluation situations (LES) offered in each course, students will work individually with the teacher, as well as in small groups, to build and demonstrate competency in the four English language communication skills (reading, writing, speaking, listening or viewing).
- At the end of each course, students will write a final (2-hour) evaluation situation (ES) to demonstrate their competency in English communication skills.
- Pass mark is 60% for each competency evaluated in the evaluation situation
- The length of a course varies from 50 hours to 100 hours (including the 2-hour examination situation)

SECONDARY SCHOOL DIPLOMA REQUIREMENTS (Diplôme Etudes Secondaire D.E.S)

- Successful completion of 6 credits in Secondary 4 and 6 credits in Secondary 5 English Language Arts are requirements for a secondary school diploma (D.E.S)

English, Language of Instruction (ELI): Common Core Basic Education (CCBE) (Literacy, Pre-Secondary, Cycle One)

Common Core Basic Education English courses target the acquisition and development of English language competencies through a wide variety of real-life situations.

These courses are designed for:

- **Students who require upgrading and remediation in fundamental English communication skills.**

Depending on your needs, you may be placed in any or all of the following levels:

- Literacy
- Pre-Secondary (7 courses)
- Cycle 1: Sec 1 and 2

The goals of CCBE Courses are to:

- Build and upgrade your language competencies
- Promote a sense of autonomy in exercising social roles
- Allow you to achieve personal, intellectual and cultural fulfillment.

ADULT EDUCATION ENGLISH COURSE DESCRIPTIONS

English, Language of Instruction (ELI): Common Core Basic Education (CCBE) (Literacy, Pre-Secondary, Cycle One)

LITERACY courses (100 hours each)

ENG B121-4 ***Discovering the World of Print*** (Language is used to communicate meaning, self-expression, and enjoyment related to their immediate environment).

ENG B122-4 ***Building Foundations*** (Language is used in real-life situations related to their immediate environment).

ENG B123-4 ***Satisfying Basic Needs*** (Language is used in real-life situations related to the basic necessities of everyday living).

ENG B124-4 ***Accessing Services*** (Language is used in real-life situations related to obtaining access to public services).

ENG B125-4 ***Leisure and Personal Interests*** (Language is used in real-life situations related to leisure time and activities).

ENG B126-4 ***Community Life*** (Language used is related to participating in community life).

PRE-SECONDARY courses (100 hours each)

ENG P101-4 ***Opening Doors*** (100 hrs) Language is used for the essentials of daily life.

ENG P102-4 ***Everyday Living*** (100 hrs) Language is used in everyday home life and language to keep informed about daily news.

ENG P103-4 ***Taking Charge*** (110 hours) Language is used to attend to basic health needs and language to deal with common emergency situations.

ENG P104-4 ***Discovery and Challenges*** (100 hours) Language is used to discover Quebec and Canada and their multicultural character.

ENG P105-4 ***Stepping Out*** (100 hrs) Language is used to explore employment and education options.

ENG P106-4 ***Lifestyle Options*** (100 hrs) Language is used to explore healthy lifestyles and consumer transactions.

ENG P107-4 ***Engagement and Involvement*** (100 hrs) Language is used to fulfill civic and social duties in the community.

CYCLE ONE courses (Sec 1 and 2)

ENG 1101-4 (100 hrs) ***Informed Choices*** (Language is used to be informed about different current issues in the media).

ENG 1102-2 (50 hrs) ***Enjoyment and Entertainment I*** (Language is used to explore Quebec and Canadian cultural expression).

ENG 2101-2 (50 hrs) ***Enjoyment and Entertainment II*** (Language is used to explore and appreciate the creative potential of language).

ENG 2102-4 (100 hrs) ***Rights & Responsibilities*** (Language is used to explore legal rights and responsibilities in Quebec and Canada).

ADULT EDUCATION ENGLISH COURSE DESCRIPTIONS

English Language Arts (ELA): **Secondary English for Adult Learners (SEAL)** **Diversified Basic Education English (DBE)** **Cycle 2 (Sec 3) and Cycle 3 (Sec 4 and Sec 5)**

SEAL and DBE courses provide you, as an adult learner, many opportunities **to practice and apply** the English language competencies you may need to lead a successful and productive life in our 21st century society.

Levels: Cycle 2: Sec 3

Cycle 3: Sec 4 and 5 **Credits for the Secondary School Diploma start at Secondary 4.

Aims are for students to:

- ~ Construct a world-view
- ~ Construct your own identity
- ~ Empower your lives.

DIVERSIFIED BASIC EDUCATION (DBE)

SECONDARY CYCLE Two (Secondary 3)

ENG 3101-1 (25 hrs) ***English & Interviews***
ENG 3102-2 (50 hrs) ***English & The World of Work***
ENG 3103-3 (75 hrs) ***English & Persuasion***

SECONDARY CYCLE Two (*Secondary 4 and Sec 5) *credits start here

ENG 4111-1 (25 hrs) ***English in Poetry and Songs***
ENG 4112-2 (50 hrs) ***English & The World of Story***
ENG 4113-3 (75 hrs) ***English to Inform***

OLD PROGRAM

(SEAL) Secondary English for Adult Learners
Offered to students for Terms 1 & 2 ONLY

ENG 5061-3 (75 hrs) ***Language in Drama and Literature***
ENG 5062-3 (75 hrs) ***Language in Learning and Research***

NEW PROGRAM

(DBE) Diversified Basic Education
Offered to students starting Term 3

ENG 5151-1 (25 hrs) ***English and Plays***
ENG 5152-2 (50 hrs) ***English and Written Narratives***
ENG 5153-3 (75 hrs) ***English, Research & Persuasion***

Prerequisite Sec V English credits:

ENG 5151-1 (25 hrs) ***Language Power*** (students must successfully pass ENG 5151-1 before starting any Secondary V English course).

Optional Credits:

ENG 5154-4 (100 hrs) ***Canadian Literature***