



HULL ADULT EDUCATION CENTRE STANDARDS AND PROCEDURES

For EVALUATIONS FOR CERTIFICATION And COURSE SYLLABUS

SUBJECT/DEPARTMENT: Français, langue seconde

TEACHERS RESPONSIBLE FOR EXAM INVIGILATION:

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STANDARDS IN ORDER OF THE ASSESSMENT PROCESS¹

STEP 1: PROCEDURE BEFORE THE EXAM :

1.1 Criteria/evidence of support learning required for student to write the evaluation for certification : student must demonstrate competencies to be evaluated in the final exam through 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.

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*

- 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 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.

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. [ISABELLE GAGNON](#), [JULIE SALOMON](#), [MICHELLE ROBINSON](#)

1.4 Student's name must appear on course attendance list on the date s/he writes the course exam. [ISABELLE GAGNON](#), [JULIE SALOMON](#), [MICHELLE ROBINSON](#)

1.5 Sequencing of exam parts: [selon les définitions de domaines d'évaluation](#)

1.6 Prescribed time for administering exams: [selon les définitions de domaines d'évaluation.](#)

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: [Test diagnostic et un test à l'oral.](#)

1.8 Confidentiality of materials:

- Designated area(s) for exam writing: [Seuls les enseignants administrent les examens dans leur salle de classe ou exceptionnellement dans les bureaux de l'administration.](#)

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 Center director, and the exam will be altered.

STEP 2: PROCEDURES DURING THE EVALUATION PROCESS:

2.1 Authorized materials allowed during examinations: [selon les définitions de domaines d'évaluation. Seul le matériel dans les guides d'administration est utilisé. Les procédures spéciales sont entreprises dans le cas d'étudiant démontrant des besoins particuliers. Les feuilles brouillons et les aide-mémoire sont récupérés.](#)

2.2 Use of electronic devices and cellphones: **aucun appareil n'est permis.**

2.3 Academic offences:

- Plagiarism: 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.
- Cheating: 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 **60% pour passer, selon les DDE.**

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 with an ECHEC**
- 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.

3.7 Storage of WRITTEN EXAMS

- Storage location of marked exams: Dans le bureau de l'administration sous clé
- Length of time to store written exams: Tous les dossiers des étudiants sont gardés dans une filière pendant une période de 3 ans.
- Shredding/disposal of written exams: Après trois ans par une compagnie spécialisée

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: L'étudiant doit démontrer une amélioration en faisant des travaux supplémentaires avant de reprendre l'examen.



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EVALUATION FOR CERTIFICATION & COURSE SYLLABUS**



Teachers responsible for preparing *HAEC Standards & Procedures*:

School Year: 2017-18

Name(s): **Isabelle Gagnon, Julie Salomon et Michelle Robinson**

Signatures: _____

Director: Scott Cavers _____

Date: 31 Aout 2017



Contenu, critères et pondération de cours de Français, langue seconde

Niveau 1 Propos liés à la consommation - 75 Heures	Résultats	Date de début	Nombre d'heures	
Expression orale /30				
Demande orale /30				
Interprétation de renseignements élémentaires /40				Date de fin
Seuil de réussite 60 %				
Niveau 1 Propos liés à l'environnement physique et social - 75 Heures	Résultats	Date de début	Nombre d'heures	
Expression orale /30				
Expression écrite /15				
Interprétation de renseignements élémentaires oraux /30				Date de fin
Interprétation de renseignements élémentaires écrits /15				
Seuil de réussite 60%				

Niveau 2 Propos liés au monde du travail - 75 Heures	Résultats	Date de début	Nombre d'heures

Expression orale	/30			
Expression écrite	/15			
Interprétation de renseignements élémentaires oraux	/30		Date de fin	
Interprétation de renseignements élémentaires écrits	/15			
Seuil de réussite 60%				

Niveau 3 – 6 cours - 150 heures	Compétences	Résultat	Date de début	Dates de fin
Participer à une conversation	Interagir /100			
Découvrir l'univers médiatique	Compréhension de texte à l'oral /50			
	Compréhension de texte à l'écrit /50			
Présenter un passe-temps et en discuter	Interagir /60			
	Produire à l'oral /40			
Comprendre et transmettre des directives	Compréhension de texte à l'oral et à l'écrit /40			
	Production écrite /60			

S'informer sur la santé et en discuter	Interagir /80			
	Compréhension de texte à l'écrit /20			
Raconter un événement	Produire des textes à l'écrit /100			

Niveau 4 (Sept/2017) – 4 cours – 100 heures	Compétences	Résultat	Date de début	Dates de fin
Consommer des biens et services	Interagir /			
	Comprendre des textes à l'écrit /			
Présenter un projet et en discuter	Interagir /			
	Produire des textes à l'oral /			
Lire et produire des lettres	Compréhension de texte à l'écrit /			
	Produire des textes à l'écrit /			
Explorer l'histoire et la culture	Compréhension de texte à l'oral /			
	Produire des textes à l'écrit /			

Niveau 4 (En cours) FRE-4091-6 150 heures	Résultat	Date de début	Dates de fin
Expression de deux messages oraux /30			
Compréhension de texte à l'écrit /14			
Compréhension de texte à l'oral /50			
Production écrite /6			
Seuil de réussite 60%			

Niveau 5 FRE-5091-6 75 heures	Résultat	Date de début	Dates de fin
Expression de deux messages oraux /30			
Compréhension de texte à l'écrit /30			
Compréhension de texte à l'oral /30			
Production écrite /10			
Seuil de réussite 60%			

