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| Insert School Board Logo | *Program Name  Certificate Type Certificate Code* | | |
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| **Participation Assessment Examination**  ***X*. *Title of Competency***  ***XXX-XXX***  **Version *X*** | | | |
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| Guide | | | |
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| I_BIM_4C_150_an | | **VOCATIONAL TRAINING** | |

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| **presentation** | |
| We would like to thank all the individuals who contributed to the production, revision or validation of this examination. We would also like to acknowledge the contributions of the participating school boards. | |
| **Production** | |
| Development | \_\_\_\_\_\_, teacher \_\_\_School Board |
| Validation | \_\_\_, pedagogical consultant \_\_\_School Board |
| English Adaptation | \_\_\_\_\_\_, xx \_\_\_School Board |
| Docimology Review  English Adaptation  Revision  Computerization  Linguistic Review | **BIM-FP, GRICS**  …  ...  ...  ...  …. | |
| **General information** | |
| Time Allotted | Evaluated throughout the course |
| Minimum Performance Standard | Successful completion in criteria *XX* |
| **Feedback form** | |
| To improve our examinations, we invite you to submit corrections and suggestions using the *Feedback Form* found in the Vocational Training Section of our website, <http://bimonline.qc.ca> | |

1. General Information

1.1 This examination is designed to evaluate a candidate's integration into the workforce. Evaluation focuses on the candidate’s participation in various activities rather than the results they obtain.

1.2 An *Evaluation Form* enumerates the criteria upon which the candidate's participation is evaluated. A copy of the *Self-Evaluation Checklist* is provided so that the candidates may refer to it throughout the examination.

1.3 This examination comprises three consecutive phases; Information, Participation and Synthesis Phases, permitting the candidate to:

- Element of the Competency 1

- Element of the Competency 2

- Element of the Competency 3

1.4 The candidate who does not meet the requirements must repeat the phase(s) not completed successfully. In the event that the Participation Phase was not succeeded, then the Synthesis Phase must also be retaken. The retake of the Participation Phase will be carried out according to the standards and procedures of the educational institute.

2. Procedure

2.1 At the Beginning of the Training

§ Complete the identification section of the *Evaluation Booklet* for each candidate.

§ Distribute the *Candidate's Booklet* to each candidate. Distribute the   
*Self-Evaluation Checklist and Worksheets* as needed.

§ Ensure that each candidate has made contact with potential employers to discuss possible integration into the workplace for a practicum position.

§ Prepare the *Observation Checklist* to be used for Phase *XX* and make sure to complete the identification section.

§ Inform the candidates of the scheduled dates for submitting the *Worksheets*, *Logbook* and the *Practicum Report*.

2.2 **During the Training**

§ Ensure that each candidate has completed the identification section of the *Self- Evaluation Checklist* and *Worksheets*.

§ Ensure that each candidate follows the evaluation procedure.

**Information Phase** (Suggested Duration: *XX* hours)

1. Collect the *Worksheet* by the due date.
2. Record the candidate’s participation for criteria *XX* and *XX* on the *Evaluation Form.*

**Participation Phase**

1. Contact the employers to ensure that the conditions and agreements regarding the practicum have been fulfilled.
2. Provide the employer with the *Employer’s Booklet,* including the *Appraisal Form – Employer* and the *Appendix – Employer* (which includes the Organization Attendance Record in the workplace).
3. Give the candidate the *Logbook* in electronic or paper format.
4. Visit each candidate on the job, at least once a week, during the practicum or according to the terms of the centre.
5. Collect the *Employer’s Booklet,* including the *Appraisal Form – Employer* and the *Appendix – Employer* (that includes the Organization of Attendance Record in the workplace).
6. Make sure that you receive the *Logbook* on the scheduled date and time. Make sure to verify it.
7. Record the candidate’s participation for criteria 2.1 and 2.2 on the *Evaluation Form.*

**Synthesis Phase**

1. Plan and facilitate the group discussion.

**Note:** A candidate’s participation in the discussion is adequate when they provide information on all aspects listed on the *Observation Checklist* for criterion *XX.*

1. Assess the candidate for criterion *XX* on the *Evaluation Form*.

2.3 At the End of the Training

§ Collect the completed candidate’s work and *Self-Evaluation Checklist* for each candidate*.*

§ Compare the results from the varied documents (examiner, employer, candidate); if you find any discrepancies, you will make the final decision.

§ Write the Pass/Fail decision on the title page of the *Evaluation Booklet.*

§ In the event of a failure, inform the candidates that they must redo the phase(s) not completed successfully until all requirements are met.

§ Submit all the examination material to the designated person.

**3. Evaluation Specifications for Certification Purposes – Participation Assessment Examination**

**(Version: BIM, year)**

***Program Name / Certificate* *Type Certificate Code***

***Competency Title* (Competency *X*)**

**Statement of the Competency: …**

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| --- | --- | --- |
| **Phase** | **Participation Criteria** |  |
| 1. Information Phase | 1.1 | þ |
|  | 1.2 | þ |
| 2. Participation Phase | 2.1 | þ |
|  | 2.2 | þ |
| 3. Synthesis Phase | 3.1 | þ |

Minimum Performance Standard: Successful completion of criteria