

## Vocational Training – Collaborative Process New Programs

### Step 1

#### Distribution of Competencies

An invitation to participate in the development of new specifications and examinations will be sent using the distribution list.

**Note: Please ensure that you are subscribed.**

If your school board is interested in participating, identify the competencies that your teaching team prefers to work on.

The BIM-VT team will confirm your choice of competencies, taking into consideration the expressed interests from all other school boards.

### Step 2

#### Determination of 30 marks

The preparatory documents must be completed:

1. The **preparatory table** sets the context for the examination that will be developed. It will provide the validating school board with an overview of the examination and the accompanying evaluation specifications.
2. The **evaluation specifications** received by your development team will include the 70 marks allotted by the Ministry of Education. The development team must decide how to attribute the remaining 30 marks (increase weighting of the allotted criteria selected by the Ministry, add new criteria or a combination of both).
3. The **global analysis table**, only if assigned specific competencies. You must indicate the general competencies that are being reassessed, based on the criteria selected.

When the documents are completed, return them to the BIM consultant responsible for that program of study.

### Step 3

#### Validation

At least one school board will validate the proposed evaluation specifications and preparatory table submitted by another team. The validation consists of proposing recommendations with regard to the ministerial directives.

The comments are constructive and allow for document improvement.

When you receive the annotated feedback form, you will determine the corrections to be made, if necessary.

### Step 4

#### Presentation Session

A session will be organized to present the finalized evaluation specifications and evaluation scenarios to all participating school boards.

### Step 5

#### Examination Development

Following the presentation session, your team will be invited to continue the work for the competencies selected in Step 1, developing the necessary documents for the examinations (Guide, Candidate's Booklet, Evaluation Form, Correction Key, etc.).

