

Step 1

Distribution of competencies

An invitation to participate in the development of new exams 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-FP team will confirm your choice of competencies, taking into consideration expressed interests from all other school boards.

Step 2

Attribution of the 30 marks

Two documents must be completed:

1. The **preparation table** sets the context for the exam that will be developed. It will provide the validating school board with an overview of the exam 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 established criteria; add new criteria, or a combination of both).

When the preparation table and evaluation specifications are completed, return the documents to the BIM consultant responsible for that program of study.

Step 3

Validation

At least one school board will validate the evaluation specifications and preparation table prepared by another team. The validation consists of proposing recommendations within the ministerial rules and frameworks.

The recommendations should be constructive with the intention of improving the documents.

When the development team receives the annotated documents, if required, they will be asked to make the necessary changes.

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

Exam 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 exams (Examiner's Guide, Candidate's Booklet, appendices, correction key, etc.).