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| Insert School Board Logo | *Program Name  Certificate Type Certificate Code* | | | |
|  | | | | |
| **Practical Examination**  ***X*. *Title of Competency***  ***XXX-XXX***  **Version *X***  **Section 2** | | | |
|  | | | |
| 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** | | |
| Origin | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Board |
| Validation | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, pedagogical consultant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Board |
| Illustrations | | Clipart.com |
| English Adaptation | | \_\_\_, xx \_\_\_School Board |
| Docimology Review  English Adaptation  Revision  Computerization  Linguistic Review | | **BIM-VT, GRICS**  …  ...  ...  ...  …. |
| **general information** | | |
| Time Allotted | *X* minutes/hours  Section 1 Practical Knowledge  *X* minutes  **Section 2 Practical**  ***X* minutes**  This examination comprises of two Practical Sections. | |
| Maximum Number of Candidates | Section 1 Entire group  **Section 2 \_ per examiner** | |
| Minimum Performance Standard | *X* out of 100 marks (Sections 1 and 2 combined) | |
| Pass/Fail Condition | Write the exact Pass/Fail Condition as per the Program. Observance of… | |
| **feedback form** | | |
| To improve our exam, 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. Candidate’s Task**

This practical examination evaluates the candidate’s ability to…

The candidate must….

**Step/Task 1:** *…*

**Step/Task 2:** *…*

**Step/Task *X*:** *…*

**2. List of Materials Needed for Each Candidate**

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ù Accessible electronic work file(s):

File name(s):

**3. Instructions**

3.1 **Before the Examination**

§ Verify that the examination room is suitable.

§ Make sure that all required equipment is in proper working condition and that the required material is prepared for the examination. Make sure to prepare replacement equipment in case of malfunction.

**Note:** The examiner must copy the work files to the candidate’s workstation, on to the network or other supporting computer medium.

§ Fill in the identification section of each candidate’s *Evaluation Form*.

§ Prepare the *Observation Checklist* by writing each candidate’s name in the appropriate sections for the criterion.

3.2 **During Examination**

§ Failure to comply with *Write the exact Pass/Fail Condition from MEES* will result in the immediate termination of the examination and a "fail" will be entered in the candidate’s file.

Here are examples of actions a candidate may take that would result in failure to comply with the Pass/Fail Conditions:

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§ Notify the candidates of the location of the work files.

§ Make sure that each candidate follows the evaluation procedure.

• Write the time at which the candidate starts the examination.

**Step/Task 1: *Title of Step/Task***

• Read…

• File…

• Use…

• Open…

**Step/Task 2: *Title of Step/Task***

• Apply…

• Insert…

• Compose…

• Save…

Record the results for criteria *X.X* and *X.X* on the *Evaluation Form.*

• Record the time at which the candidate ends the examination.

3.3 **After the Examination**

§ Collect the *Candidate’s Booklet*, *Appendix*, and *Worksheets* from each candidate.

§ Transfer the results from the *Observation Checklist* to each candidate’s *Evaluation Form*.

§ Assess the candidate’s work on the *Evaluation Form*:

• For each criterion, check the "YES" or "NO" boxes, if applicable, and then circle the appropriate number in the "Marks" column.

• **No part marks are given.**

**Note:** Do not accept any errors unless otherwise specified.

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

§ **After correcting, please ensure that all files are deleted from computer workstations in order to maintain the confidentiality and integrity of the examination.**

§ If the candidate fails, inform them that they must retake a different version of the examination **OR** inform the candidate that they must retake the section(s) of the examination where they lost marks.

§ Inform the candidate of their final result **only after they have completed both sections of the examination.** If the combination of the marks in both sections brings the candidate to fail, they must retake the section of the examination where they lost marks. The candidate must then be provided with a different version of that section of the examination.

§ Return all documents to the designated person.

**4. Evaluation Specifications for Certification Purposes – Practical Examination**

**(Version: BIM, year)**

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

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

**Statement of the Competency: …**

|  |  |  |
| --- | --- | --- |
| **Elements of the Competency** | **Performance Criteria** | **Marks** |
| 1. | 1.1 | *XX* |
| 2. | 2.1 | *XX* |
|  | 2.2 | *XX* |
| 3. | 3.1 | *XX* |
|  | 3.2 | *XX* |
| 4. | 4.1 | *XX* |

Minimum Performance Standard: *XX* out of 100 marks

Pass/Fail Condition: Write the exact Pass/Fail Condition as per Program.  
Observance of…