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| Insert School Board Logo | *Secretarial Studies-Medical*  *AVS 5874* | | | |
|  | | | | |
| **Practical Examination**  ***X*. *Title of Competency***  ***XXX-XXX***  **Version *X*** | | | |
|  | | | |
| Guide | | | |
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| I_BIM_4C_150_an | | **VOCATIONAL TRAINING** |

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| **OVERVIEW** | |
| We would like to thank everyone who contributed to the production, revision and 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 |
| Illustrations | Clipart.com |
| English Adaptation | \_\_\_, xx \_\_\_School Board |
| Docimology Review  English Adaptation  Revision  Computerization  Linguistic Review | **BIM-VT, GRICS**  …  ...  ...  ...  … |
| **general information** | |
| Suggested Time Allotted | *X* minutes/hours |
| Maximum Number of Candidates | Dependent on number of available resources |
| Minimum Performance Standard | *X* out of 100 marks |
| Pass/Fail Condition | *Write the exact Pass/Fail Condition as per the Program. Observance of…* |
| **technical specifications** | |
| This examination requires the use of … electronic work files. | |
| **feedback form** | |
| To improve our examination, 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 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, tools and materials are in proper working condition and prepare replacement materials 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.

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

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

**3.2** **During the 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 electronic work files.

§ Ensure that each candidate follows the evaluation procedure.

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

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

• Read…

• File…

• Use…

• Open…

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

**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.**

§ Inform the candidate of the final result. In the event of failure, tell the candidate they must retake a different version of the examination.

§ Inform the candidate of the final result, **only if both sections are completed**. In the event that the combination of both sections brings the candidate to failure, the candidate must redo the sections of the examination for which they lost marks, in a different version of 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…