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| Insert School Board Logo | *Program Name  Certificate Type Certificate Code* | | |
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| **Practical Knowledge Examination**  ***X*. *Title of Competency***  ***XXX-XXX***  **Version *X***  **Section 1** | | | |
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| Guide | | | |
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|  | | **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 |
| Illustrations | | Clipart.com |
| English Adaptation | | \_\_\_, xx \_\_\_School Board |
| Docimology Review  English Adaptation  Revision  Computerization  Linguistic Review | | **BIM-VT, GRICS**  …  ...  ...  ...  …. |
| **general information** | | |
| Time Allotted | *XX* minutes/hours  **Section 1 Practical Knowledge**  ***XX* minutes**  Section 2 Practical  *XX* minutes  This examination comprises of two sections. Section 1 is a practical knowledge examination and Section 2 is a practical examination. | |
| Maximum Number of Candidates | **Section 1** **Entire group**  Section 2 *X* per examiner | |
| Minimum Performance Standard | *XX* 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. Instructions for the Examiner**

1.1 Make sure that candidates do not use class notes or any other unauthorized documents.

1.2 Do not allow any communication between candidates. Take away the booklet of any candidate who has copied material and make a note to that effect.

1.3 Collect the *Candidate’s Booklet from each candidate* once the time has expired and make sure that the candidates have filled in the identification section on the cover page of the *Candidate’s Booklet*.

1.4 Correct the examination using the *Correction Key* provided.

1.5 Complete the *Decision Form* on the cover of the *Candidate’s Booklet* and then, record the result for Section 2 on the *Evaluation Form*.

1.6 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.

1.6 Inform the candidate of their 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.

1.7 Return all the examination materials to the designated person.

**2. Evaluation Specifications for Certification Purposes – Practical Knowledge** **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…