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| Insert School Board Logo | *Program Name  Certificate Type Certificate Code* | | |
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| **Participation Assessment Examination**  ***X*. *Title of Competency***  ***XXX-XXX***  **Version *X*** | | | |
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| 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** | |
| Development | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Board |
| Validation | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, pedagogical consultant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Board |
| English Adaptation | \_\_\_, xx \_\_\_School Board |
| Docimology Review  English Adaptation  Revision  Computerization  Linguistic Review | **BIM-VT, GRICS**  …  ...  ...  ...  … |
| **General information** | |
| Time Allotted | Evaluated throughout the course |
| Maximum Number of Candidates | Depending on number of available \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Minimum Performance Standard | Successful completion of criteria \_\_\_\_\_\_ |
| **Feedback form** | |
| To improve our examinations, 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. General Information

1.1 This examination focuses on general knowledge of the occupation and the training process. Evaluation focuses on each candidate's participation in various activities rather than the results they obtain.

1.2 An *Evaluation Form* enumerates the criteria upon which the candidate's participation is evaluated. A copy of the *Self-Evaluation Checklist* is provided so that the candidates may refer to it throughout the training.

1.3 This examination comprises three consecutive phases; Information, Participation and Synthesis Phases, permitting the candidate to:

- Element of the Competency 1

- Element of the Competency 2

- Element of the Competency 3

2. Procedure

2.1 At the Beginning of the Training

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

§ Distribute the *Candidate's Booklet* to each candidate*.* Distribute the   
*Self-Evaluation Checklist* and *Worksheets* as needed.

§ Prepare the *Observation Checklist* to be used for Phase *XX* and write the name of each candidate in the space provided.

§ Inform the candidates of the dates scheduled for submitting the Worksheets, participating in organized activities and submitting the written report.

2.2 **During the Training**

§ The use of class notes and other authorized material is permitted.

§ Ensure that each candidate has completed the identification section of the *Self‑Evaluation Checklist* and the *Worksheets.*

§ Propose various activities that will help candidates gather information needed to complete the *Worksheets* (guestspeakers, meeting with specialists in the occupation, lectures, relevant documents, collaborating with peers, etc.)

§ Make sure that each candidate follows the evaluation procedure.

**Information Phase**

Traditional or electronic reference material may be used to collect data.

1. Collect *Worksheet XX* on the scheduled date.

2. Record the results for criterion *XX* on the *Evaluation Form*.

**Participation Phase**

1. Plan and facilitate the group discussion.

**Note:** A candidate’s participation in the discussion is adequate when they provide information on all aspects listed on the *Observation Checklist* for criterion *XX*. The applicant may refer to *Worksheet 2* during the discussion.

The role of the facilitator-examiner is to encourage participation amongst those candidates who would find it difficult to engage and intervene on their own.

The examiner may form small groups of three or four candidate where each candidate can express themselves more easily.

2. Collect *Worksheet XX* on the scheduled date. Note that this worksheet is not evaluated.

3. Record your observations of each candidate's participation on the *Observation Checklist*. Transfer the results for criterion *XX* to each candidate’s *Evaluation Form*.

**Synthesis Phase**

1. Collect *Worksheet XX* on the scheduled date.

2. Record the results for criterion *XX* on the *Evaluation Form*.

2.3 **At the End of the Training**

§ Collect the *Candidate’s Booklet and* completed *Self-Evaluation Checklists* from each candidate.

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

§ In the event of failure, inform the candidate that they must redo the phase(s) not completed successfully until the candidate meets the requirements.

§ Submit all the examination material to the designated person.

**3. Evaluation Specifications for Certification Purposes – Participation Assessment Examination**

**(Version: BIM, year)**

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

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

**Statement of the Competency: …**

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| **Phase** | **Participation Criteria** |  |
| 1. Information Phase | 1.1 | þ |
|  | 1.2 | þ |
|  | 1.3 | þ |
| 2. Participation Phase | 2.1 | þ |
| 3. Synthesis Phase | 3.1  -  - | þ |

Minimum Performance Standard: Successful completion of criteria