

Verification Checklist before submitting an exam to BIM-FP

The BIM team has prepared this list for school boards to ensure that all elements and information are present in an exam before it is sent to our consultants.

Practical Exam

Guide – Instructions for the Examiner

	Yes	No
1. The task of the candidate matches the statement of the competency.	<input type="checkbox"/>	<input type="checkbox"/>
2. The description of the task is clear..	<input type="checkbox"/>	<input type="checkbox"/>
3. The list of materials, equipment and material for each candidate is complete..		
• Documents permitted or prohibited materials	<input type="checkbox"/>	<input type="checkbox"/>
• Calculator, etc.		
4. The guidelines to follow (before, during, after the exam) are included.	<input type="checkbox"/>	<input type="checkbox"/>
5. Moments to stop the exam process and verify the candidate's work are indicated, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
6. Electronic work files, technical data sheets, worksheets and appendices are present and complete, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
7. The source or origin of the documents (texts, illustrations, plans, etc.) is indicated in order to facilitate the request for copyright.	<input type="checkbox"/>	<input type="checkbox"/>
8. The correction key is present, complete and accurate, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>

Evaluation Form

	Yes	No
1. The observation elements are relevant.	<input type="checkbox"/>	<input type="checkbox"/>
2. The tolerances or requirements are indicated, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Booklet

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. The description of the task is clear. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The instructions are clear. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The evaluation procedure is clearly described (scenario and guidelines). | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Moments to stop the exam process and have work verified by the examiner are indicated. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Technical data sheets, worksheets and appendices are present and complete, if applicable. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Electronic work files for the candidate's use are present, if applicable. | <input type="checkbox"/> | <input type="checkbox"/> |

Practical Knowledge Exam

Guide – Instructions for the Examiner

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Documents permitted or prohibited materials are indicated, if applicable. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The correction key is present and complete. Provide an example of the expected answer, as needed. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Requirements or tolerances are indicated, if applicable. | <input type="checkbox"/> | <input type="checkbox"/> |

Candidate's Booklet

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Requirements or tolerances are indicated, if applicable. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Each question relates directly to an evaluation criterion and the criterion number is recorded. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The illustrations or diagrams are clear and must be accompanied by the reference (author and source). | <input type="checkbox"/> | <input type="checkbox"/> |