

## A. Planning

Development of a work plan for the mandate in question  
Explanation of the examination development process

<b>Who</b>	<ul style="list-style-type: none"> <li>– Pedagogical consultant responsible for the examination development team</li> <li>– BIM evaluation consultant</li> </ul>
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## B. Development

Explanation of the steps, the orientations, and the roles and responsibilities of the team members  
Development of the examination and the evaluation tools

<b>Who</b>	<ul style="list-style-type: none"> <li>– Pedagogical consultant responsible for the examination development team</li> <li>– Teachers</li> <li>– BIM evaluation consultant</li> </ul>
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<b>Duration</b>	<ul style="list-style-type: none"> <li>– Pedagogical consultant: &gt; 6 days</li> <li>– Teachers: 4 to 5 days, depending on the mandate</li> </ul>
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## C. Validation

Review of the examination to ensure compliance with the ministerial program and evaluation framework  
Recommendations for modifications

<b>Who</b>	<ul style="list-style-type: none"> <li>– Pedagogical consultant responsible for the examination development team</li> <li>– Pedagogical consultant responsible for the validation team</li> <li>– Teachers from the validation team</li> <li>– BIM evaluation consultant</li> </ul>
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<b>Duration</b>	<ul style="list-style-type: none"> <li>– Pedagogical consultants responsible for the development and validation teams: 1 day</li> <li>– Teachers: 1 day</li> </ul>
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Review of validation – Modifications applied as needed

<b>Who</b>	<ul style="list-style-type: none"> <li>– Pedagogical consultant responsible for the examination development team</li> <li>– BIM evaluation consultant</li> </ul>
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<b>Duration</b>	1 day
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## D. Field Testing (when applicable)

Administration of the examination to groups of students  
Review of the results with the pedagogical consultant responsible for the examination development team  
Modifications applied as needed

<b>Who</b>	<ul style="list-style-type: none"> <li>– Pedagogical consultant responsible for the examination development team</li> <li>– Teachers</li> <li>– BIM evaluation consultant</li> </ul>
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<b>Duration</b>	1 day
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## E. Linguistic Revision and Distribution

Linguistic revision corrections applied as needed  
Distribution of the examination via the BIM site