

SANCTION DES ÉTUDES

Administrative Manual for the Certification of Secondary School Studies, General Education, Youth Sector

2000-2001 Edition

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**Administrative Manual
for the Certification of
Secondary School Studies,
General Education,
Youth Sector**

2000-2001 Edition

English version: Direction de la production en langue anglaise
Services à la communauté anglophone

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Introduction

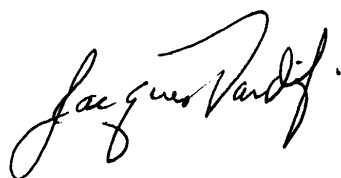
The *Administrative Manual for the Certification of Secondary School Studies, General Education, Youth Sector* sets out the administrative rules that school boards and other educational institutions must apply with respect to the evaluation and certification of secondary school studies in general education in the youth sector.

The contents of the manual are arranged as follows:

- Chapter 1 References to Legal Texts
- Chapter 2 Application of Rules
- Chapter 3 Administration of Examinations
- Chapter 4 Conversion and Moderation of Students' Results
- Chapter 5 Students with Handicaps
- Chapter 6 Music
- Chapter 7 Life Skills and Work Skills Education for Young People,
On-the-job Training in a Recycling Facility
- Chapter 8 Registrar Services

The *Info/Sanction* publications provide information on specific questions covered in the manual. The manual is distributed to those responsible for the certification of studies at schools, school boards and private schools, and is updated annually.

Your comments on the guide are greatly appreciated as they allow us to make improvements and provide you with a useful tool. Please feel free to submit your comments in writing.



Jacques Tardif
Director, Certification of Studies

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Chapter 1

REFERENCES TO LEGAL TEXTS

1.1 EDUCATION ACT

1.1.1 TEACHERS' RIGHTS

Section 19 In accordance with the educational project of the school and subject to the provisions of this Act, the teacher has the right to govern the conduct of each group of students entrusted to his care.

The teacher is entitled, in particular, ...

- (2) to select the means of evaluating the progress of students so as to examine and assess continually and periodically the needs and achievement of objectives of every student entrusted to his care.*

1988, c. 84, s. 19.

1.1.2 RESPONSIBILITIES OF SCHOOL PRINCIPALS

Section 96.15 The principal is responsible for approving, on the proposal of the teachers or, in the case of matters referred to in subparagraph 5, of the members of the staff concerned and after consulting with the governing board in the case of proposals under subparagraph 3, ...

- (4) the standards and procedures for the evaluation of student achievement in keeping with the prescriptions of the basic school regulation and subject to the examinations that may be imposed by the Minister or the school board;*

- (5) the rules governing the placement of students and their promotion from one cycle to the other at the elementary level, subject to the rules prescribed by the basic school regulation.*

1997, c. 96, s.13.

1.1.3 FUNCTIONS AND POWERS OF SCHOOL BOARDS

Section 222 Every school board shall ensure that the basic school regulation established by the Government is implemented in accordance with the gradual implementation procedure established by the Minister under section 459.

For humanitarian reasons or to avoid serious harm to a student, the school board may, following a request, with reasons, made by the parents of the student, by the student, if of full age, or by the school principal, exempt the student from the application of a provision of the basic school regulation. In the case of an exemption from the rules governing certification of studies referred to in section 460, the school board must apply therefor to the Minister.

The school board may also, subject to the rules governing certification of studies prescribed by the basic school regulation, permit a departure from a provision of the basic school regulation so that a special school project applicable to a group of students may be carried out. In the case of a departure from the list of subjects, the school board must obtain the authorization of the Minister in accordance with section 459.

1988, c. 84, s. 222; 1997, c. 96, s. 60.

Section 231 Every school board shall ensure that each school evaluates student achievement and administers the examinations imposed by the Minister.

A school may impose internal examinations in the subjects it determines at the end of each cycle of the elementary level and at the end of the first cycle of the secondary level.

1988, c. 84, s. 231; 1990, c. 8, s. 26; 1997, c. 96, s. 70.

Section 232 Every school board shall recognize, in accordance with the criteria or conditions established by the Minister, the learning acquired by a student otherwise than as prescribed in the basic school regulation.

1988, c. 84, s. 232.

Section 233 After consulting with the parents' committee, every school board shall establish rules governing promotion from elementary school to secondary school and from the first cycle to the second cycle of the secondary level, subject to the rules prescribed by the basic school regulation.

1988, c. 84, s. 233; 1997, c. 47, s. 22; 1997, c. 96, s. 71.

1.1.4 FUNCTIONS AND POWERS OF THE MINISTER OF EDUCATION

Section 447 The Government may make regulations to be known as the “basic school regulation” ...

In addition, the basic school regulation may...

(4) establish rules on the evaluation of learning achievement and the certification of studies;

(5) determine the diplomas, certificates and other official attestation awarded by the Minister and prescribe the conditions under which they are to be awarded.

*1988, c. 84, s. 447; 1990, c. 8, s. 53; 1992, c. 23, s. 14;
1993, c. 40, s. 63; 1997, c. 96, s. 128.*

Section 460 The Minister may, on such conditions as he determines, exempt any student or any category of students he determines from the application of certain rules of certification of studies or of prior learning.

1988, c. 84, s. 460; 1997, c. 96, s. 135.

Section 469 The Minister shall establish criteria or requirements for the recognition by school boards of the learning acquired by a person otherwise than as prescribed in the basic school regulation established under section 447...

1988, c. 84, s. 469; 1997, c. 96, s. 142.

Section 470 The Minister may, to avoid penalizing students unduly, revise the results obtained by them in the examinations he imposes, to compensate for any error or ambiguity in the examinations brought to his attention after they are taken.

The Minister may, where circumstances so require, invalidate the examination and either retain as the final result the grades obtained in the school board internal examinations or hold another examination.

In addition, the Minister may, in accordance with the criteria and methods established by him, weight the results obtained in the school board internal examinations in subjects for which he imposes examinations, to make the results comparable to those obtained in the internal examinations held in other school boards.

1988, c. 84, s. 470.

Section 471 The Minister shall award diplomas, certificates and other official attestations prescribed in the basic regulations as well as the official attestations and transcripts of marks which he determines.

1988, c. 84, s. 471.

**1.2 BASIC SCHOOL REGULATION FOR PRESCHOOL, ELEMENTARY AND SECONDARY EDUCATION
(Order in Council 651-2000, June 14, 2000, *Gazette officielle*, p. 3429)**

Section 27 Students who show that they have achieved the objectives of a program by passing an examination set by the school or the school board are not required to take that program. The time allotted for that program shall be used for learning purposes.

Section 28 The evaluation of learning is a process that consists in gathering, analyzing and interpreting information related to the achievement of objectives in order to make appropriate educational and administrative assessments and decisions.

At the secondary school level, promotion shall be carried out separately for each program except in the case of particular educational situations or organizational constraints.

A secondary student may only enroll in a program after having obtained the prerequisites, unless that student possesses equivalent learning recognized in accordance with section 232 of the Education Act.

Section 31 To be admitted to an examination set by the Minister, secondary students must have been legally enrolled in a school, and must have taken the corresponding program or received equivalent instruction at home following an exemption from school attendance in accordance with subparagraph 4 of the first paragraph of section 15 of the Education Act.

However, students exempted from taking the program because they have shown that they have achieved the objectives of that program by passing a compulsory examination set by the school or the school board may be admitted to an examination set by the Minister.

Section 32 The Minister shall award a Secondary School Diploma to students who earn at least 54 credits at the Secondary IV and V levels including at least 20 credits at the Secondary V level, and among those 54 credits, the following compulsory credits:

- (1) 6 credits in Secondary V language of instruction;*
- (2) 4 credits in Secondary V second language;*
- (3) 4 credits in Secondary V mathematics or in a Secondary IV mathematics program established by the Minister with objectives of a comparable level of difficulty;*
- (4) 4 credits in Secondary IV science and technology;*
- (5) 4 credits in Secondary IV history and citizenship education.*

Credits earned in a vocational training program leading to a Diploma of Vocational Studies or to an Attestation of Vocational Specialization are taken into account when awarding the Secondary School Diploma.

Section 33 In the case of a student exempted from the application of section 23, in accordance with subparagraph 7 of the second paragraph of that section, the Minister and the school board having jurisdiction over the student shall jointly award a Certificate in Life Skills and Work Skills Education (youth sector) to the student who has taken general education courses and who has successfully completed the practical training component of a life skills and works skills education program comprising 1 800 hours... (see Chapter 7 of this manual)

Section 34 For all programs of studies offered at the secondary level that lead to a Secondary School Diploma, the pass mark is 60 percent.

For all programs of studies for which the Minister sets an examination, the Minister shall take into account the summative evaluation of the student transmitted by the school board in a proportion of 50 percent, subject to section 470 of the Education Act. The Minister shall then certify success or failure in that program.

1.3 2000-2001 DIRECTIVES

Transitional Rules for the Certification of Secondary Studies (Directives 5.1)

The application of the certification rules prescribed by section 32 of the *Basic school regulation for preschool, elementary and secondary education* is planned for the 2007-2008 school year. Until that time, to obtain a Secondary School Diploma, students must accumulate 54 credits in Secondary IV and V, at least 20 of which must be at the Secondary V level or in vocational education. The following credits are compulsory:

- 6 credits in language of instruction, Secondary V
- 4 credits in second language instruction, Secondary IV or V, for students whose language of instruction is French
- 4 credits in second language instruction, Secondary V, for students whose language of instruction is English
- 4 credits in History of Québec and Canada, Secondary IV

Courses passed in programs of study leading to semiskilled occupations (Option 2) may not be taken into consideration in the granting of a Secondary School Diploma.

1.4 EXAMINATIONS IMPOSED BY THE MINISTER (Directives 4.3)

Admission to Uniform Examinations

No student may be barred from writing an examination set by the Minister because he or she has not attended a sufficient number of classes or because his or her school marks are too low.

Examination Sessions

The Ministère holds three examination sessions each school year: in August, January and June.

The dates and times for the compulsory and uniform examinations must be strictly observed and only the Minister may authorize a change to the schedule.

1.5 LANGUAGE OF INSTRUCTION

Charter of the French Language

Section 72 Instruction in the kindergarten classes and in the elementary and secondary schools shall be in French, except where this chapter allows otherwise.

This rule obtains in school bodies within the meaning of the Schedule and in private educational institutions accredited for purposes of subsidies under the Act respecting private education (chapter E-9.1) with respect to the educational services covered by an accreditation ...

1977, c. 5, s. 72; 1992, c. 68, s. 138; 1993, c. 40, s. 23.

Section 73 The following children, at the request of one of their parents, may receive instruction in English:

- (1) a child whose father or mother is a Canadian citizen and received elementary instruction in English in Canada, provided that that instruction constitutes the major part of the elementary instruction he or she received in Canada;*
- (2) a child whose father or mother is a Canadian citizen and who has received or is receiving elementary or secondary instruction in English in Canada, and the brothers and sisters of that child, provided that that instruction constitutes the major part of the elementary or secondary instruction received by the child in Canada;*
- (3) a child whose father and mother are not Canadian citizens, but whose father or mother received elementary instruction in English in Québec, provided that that instruction constitutes the major part of the elementary instruction he or she received in Québec;*
- (4) a child who, in his last year of school in Québec before 26 August 1977, was receiving instruction in English in a public kindergarten class or in an elementary or secondary school, and the brothers and sisters of that child;*
- (5) a child whose father or mother was residing in Québec on 26 August 1977 and had received elementary instruction in English outside Québec, provided that that instruction constitutes the major part of the elementary instruction he or she received outside Québec.*

1977, c. 5, s. 73; 1983, c. 56, s. 15; 1993, c. 40, s. 24.

Section 75 The Minister of Education may empower such persons as he may designate to verify and decide on children's eligibility for instruction in English under any of sections 73, 81, 85 and 86.1.

1977, c. 5, s. 75; 1993, c. 40, s. 26.

Section 79 A school body not already giving instruction in English in its schools is not required to introduce it and shall not introduce it without express and prior authorization of the Minister of Education.

However, every school body shall, where necessary, avail itself of section 213 of the Education Act (chapter I-13.3) to arrange for instruction in English of any child declared eligible therefor.

The Minister of Education shall grant the authorization referred to in the first paragraph if, in his opinion, it is warranted by the number of pupils in the jurisdiction of the school body who are eligible for instruction in English under this chapter.

1977, c. 5, s. 79; 1988, c. 84, s. 547; 1993, c. 40, s. 29.

Section 84 No secondary school leaving certificate may be issued to a student who does not have the speaking and writing knowledge of French required by the curricula of the Ministère de l'Éducation.

1977, c. 5, s. 84.

Section 85 Children staying in Québec temporarily may, at the request of one of their parents, be exempted from the application of the first paragraph of section 72 and receive instruction in English in the cases or circumstances and on the conditions determined by regulation of the Government. The regulation shall also prescribe the period for which such an exemption may be granted and the procedure to be followed in order to obtain or renew it.

1977, c. 5, s. 85; 1983, c. 56, s. 19; 1993, c. 40, s. 33.

Section 87 Nothing in this Act prevents the use of an Amerindic language in providing instruction to the Amerinds, or of Inuktitut in providing instruction to the Inuit.

1977, c. 5, s. 87; 1983, c. 56, s. 21.

Section 88 Notwithstanding sections 72 to 86, in the schools under the jurisdiction of the Cree School Board or the Kativik School Board, according to the Education Act for Cree, Inuit or Naskapi Native Persons (chapter I-14), the languages of instruction shall be Cree and Inuktitut, respectively, and the other languages of instruction in use in the Cree and Inuit communities in Québec on the date of the signing of the Agreement indicated in section 1 of the Act approving the Agreement concerning James Bay and Northern Québec (chapter C-67), namely, 11 November 1975.

The Cree School Board and the Kativik School Board shall pursue as an objective the use of French as a language of instruction so that pupils graduating from their schools will in future be capable of continuing their studies in a French school, college or university elsewhere in Québec, if they so desire.

After consultation with the school committees, in the case of the Crees, and with the parents' committees, in the case of the Inuit, the commissioners shall determine the rate of introduction of French and English as languages of instruction.

With the assistance of the Ministère de l'Éducation, the Cree School Board and the Kativik School Board shall take the necessary measures to have sections 72 to 86 apply to children whose parents are not Crees or Inuit. For the purposes of the second paragraph of section 79, a reference to the Education Act is a reference to section 450 of the Education Act for Cree, Inuit and Naskapi Native Persons.

This section, with the necessary changes, applies to the Naskapi of Schefferville.

1977, c. 5, s. 88; 1983, c. 56, s. 22, s. 51; 1988, c. 84, s. 548.

Chapter 2

APPLICATION OF RULES

2.1 CERTIFICATION SYSTEM 3

2.1.1 CERTIFICATION REQUIREMENTS

As of July 1, 1997, all students are subject to certification system 3.

The Ministère de l'Éducation awards a Secondary School Diploma to students who have earned 54 credits in Secondary IV and V, at least 20 of which must be at the Secondary V level. The following credits are compulsory:

- 6 Secondary V credits in language of instruction
- 4 Secondary IV or V credits in second language instruction for students whose language of instruction is French
- 4 Secondary V credits in second language instruction for students whose language of instruction is English
- 4 Secondary IV credits in history of Québec and Canada (these credits are granted in Secondary IV)

All general education programs in compulsory and optional subjects successfully completed in Secondary IV and V are taken into consideration in the certification of secondary school studies.

All courses successfully completed in vocational education are also taken into consideration in the certification of secondary school studies, except for courses within the scope of an Attestation of Vocational Education (AVE).

Educational institutions are responsible for evaluation in all courses for which the Ministère does not set a uniform examination.

The pass mark for all courses taken by students subject to certification system 3 is 60 percent.

As a general rule, the final mark of each student who has taken a uniform examination is determined by adding two marks: 50 percent of the mark obtained on the uniform examination (*converted if necessary*) and 50 percent of the moderated school mark. However, the final mark is calculated differently for examinations involving several components.

2.1.2 SPECIFIC CONDITIONS

2.1.2.1 Local Programs of Study

Programs of study developed by an educational institution may be considered in granting credits recognized for the certification of studies.

No special authorization is required for local programs worth four credits or less. Educational institutions may use a code already in the SESAME subject list (*no authorization is required*). However, the educational institution must ensure that the code selected for a given local program is still valid by contacting the person responsible for codes for local programs of study (*see Appendix 2, Number 11*).

If no code in the subject list meets the educational institution's need, the institution must complete the application form for a local program and send it to the address indicated (*see Appendix 2, Number 1*).

Programs worth five credits or more must be approved by the Ministère. The Direction de la formation générale des jeunes will provide the required information and documents. The code to be used for the local program will be assigned concurrent with program approval.

The educational institution must complete the appropriate form and send it to the person responsible for codes for local programs (*see Appendix 2, Number 11*).

2.1.2.2 Substitution of Credits Earned in Languages of Instruction and Second Languages

The compulsory credits in French as a second language may be replaced by credits in French as the language of instruction for the same grade level; credits in English as a second language may be replaced by credits in English as the language of instruction. These substitutions require no prior approval. However, no examination results will be published for students who are not eligible for instruction in English but who nonetheless pursued their studies in English. The examination results for English as the language of instruction will be published only if these students pass the examination for French as the language of instruction for the corresponding grade level.

All students enrolled in the French sector must pass the French language of instruction examination in order to graduate. Similarly, all students enrolled in the English sector must pass the English language of instruction examination in order to graduate.

2.1.2.3 Language of Instruction and Second Language for the Cree, Inuit and Naskapi

The Cree, Inuktitut and Naskapi languages are recognized respectively as the languages of instruction of these groups.

Educational institutions therefore have various choices as to the selection of language of instruction and second language examinations.

Students may satisfy the requirement with respect to the evaluation of learning in the language of instruction either by taking the examination prepared by the educational institution in the Cree, Inuktitut or Naskapi language, or by taking the uniform language of instruction examination in English or in French.

Whenever the native language of instruction is selected, students may satisfy the language of instruction requirement with respect to the evaluation of learning in the second language by taking one of the following examinations: English as the language of instruction; English as a second language; French as the language of instruction; or French as a second language.

2.1.2.4 Heritage Language Courses

The Ministère recognizes credits earned for courses in heritage languages taken by students in an authorized institution, subject to the following conditions:

- any program worth five credits or more must be approved by the Minister
- the institution offering the courses must be authorized under the *Act respecting private education*, a status granted annually by the Direction générale de l'enseignement privé
- the results obtained must be reported to the Ministère by the institution in which the student is officially enrolled

2.2 CHANGE OF CERTIFICATION SYSTEM

Students who are in Secondary V when a certification system changes have an additional year to complete their courses and obtain their Secondary School Diploma.

However, students who do not take advantage of this transitional measure at the end of their Secondary V year are considered to have changed certification systems. They are then subject to the rules of the new certification system and may be required to pass one or more examinations not compulsory under the certification system previously applicable to them.

Chapter 3

ADMINISTRATION OF EXAMINATIONS

3.1 TYPES OF EXAMINATIONS

3.1.1 UNIFORM EXAMINATIONS

Uniform examinations are summative examinations used to evaluate learning in subjects that are compulsory for the certification of studies. Such examinations may also be set for subjects that are prerequisites for certain college programs. These uniform examinations are prepared for the June, August and January sessions. The Ministère de l'Éducation is responsible for developing uniform examinations and administering them to students under uniform conditions, on a date specified in the official calendar.

3.1.2 COMPULSORY EXAMINATIONS

Compulsory examinations are summative examinations used to evaluate learning in certain subjects that are not required for the certification of studies. The Ministère de l'Éducation is responsible for developing these examinations and administering them to students under uniform conditions, on a date specified in the official calendar. These examinations are prepared for the June sessions only. Educational institutions are responsible for correcting the examinations and processing the results.

3.1.3 COMPLEMENTARY EXAMINATIONS

Complementary examinations are summative examinations used to evaluate learning in compulsory or optional subjects and are offered to educational institutions as a guide. These optional examinations are administered to students on a date specified in the official calendar. The date of an examination may be postponed but never brought forward. Examinations are corrected by educational institutions and a correction key and guide are provided by the Ministère. These examinations are prepared for the June session only.

3.1.4 LOCAL EXAMINATIONS

Local examinations are summative examinations developed by educational institutions and administered to students on a date determined by the institution.

3.2 SPECIFIC PROVISIONS REGARDING EXAMINATIONS WITH SEVERAL COMPONENTS

3.2.1 FRENCH AS THE LANGUAGE OF INSTRUCTION

The examination for Secondary V *Français, langue maternelle*, has three components:

- writing
- reading
- speaking

The components are weighted as follows to obtain the comprehensive final mark:

- | | | |
|------------|-----------|----------------------------------|
| – writing | (128-560) | 50 percent (uniform examination) |
| – reading | (128-570) | 40 percent (local examination) |
| – speaking | (128-580) | 10 percent (local examination) |

Credits are not granted for each specific component, but for the comprehensive final mark, which determines whether students earn the six credits for *Français, langue maternelle* (128-586).

The final result for the **writing component** is obtained by adding two marks: 50 percent of the moderated school mark and 50 percent of the mark on the uniform examination, converted if necessary.

The evaluation of the **reading** and **speaking components** is the responsibility of educational institutions.

The comprehensive final mark (128-586) that appears on the summary line of the statement of marks is obtained by adding up the final marks for each component (according to the weighting indicated above). When the final mark for each component is computed, values of 0.5 to 0.9 are rounded up to the next whole number and values less than 0.5 are ignored. A comprehensive final mark of 58 or 59 percent should be raised to 60 and so reported on the summary line.

The marks earned for each component are presented in ascending order of code numbers and year/session on the statement of marks. The comprehensive final mark listed for code 128-586 appears immediately under the marks earned for each component. If the examination for a specific component is retaken, the higher mark earned is used in computing the comprehensive final mark.

Students who do not pass all the components yet obtain a comprehensive final mark (128-586) of at least 60 percent will be granted the six credits for *Français, langue maternelle*.

When a student does not take an examination component, the code XMT (*exemption*) indicated for any given component carries a value of 60 percent in the computation of the comprehensive final mark.

The code ANN (*cheating*) or ABS (*unexcused absence*) indicated for any given examination component carries a value of 0 percent in the computation of the comprehensive final mark.

In the computation of the final mark, the code EQU (*equivalence for authorized absence*) indicated for any given component carries a value equal to that of the moderated school mark. When an examination consists of several components, an equivalence may be granted even if the moderated school mark for one of the components is lower than the pass mark; however, the total for all the components must be equal to or higher than the pass mark.

Educational institutions must enter the mark for each of the three components on the school report.

Since the writing component (128-560) is corrected at the Ministère, educational institutions must send the students' answer booklets to the Ministère.

The rules for correction in force at the time of the June examination session will be applied to the correction of a component that is retaken outside of a regular examination session (*closure of record*). Consequently, whenever the writing component (128-560) is retaken, the educational institution must send the student's answer booklet for correction to the person assigned to that particular educational institution at the Direction de la sanction des études (*refer to list of resource persons in section 3.20 of this manual*).

Français 486, language of instruction

The examination for Secondary IV French, language of instruction, has three components:

- writing
- reading
- speaking

The components are weighted as follows to obtain the comprehensive final mark:

- | | | |
|------------|-----------|--------------------------------|
| – writing | (128-460) | 50 percent (local examination) |
| – reading | (128-470) | 40 percent (local examination) |
| – speaking | (128-480) | 10 percent (local examination) |

Marks are calculated at the Ministère. The comprehensive final mark (128-486) that appears on the summary line of the statement of marks is obtained by adding up the final marks for each component (according to the weighting indicated above). When the final mark for each component is computed, values of 0.5 to 0.9 are rounded up to the next whole number and values less than 0.5 are ignored.

A comprehensive final mark of 58 or 59 percent on the summary line should remain unchanged since the examination is made up of components designed locally.

3.2.2 FRENCH AS A SECOND LANGUAGE

The examination for Secondary V French, *Second Language*, has four components:

- writing
- reading
- listening
- speaking

The components are weighted as follows to obtain the comprehensive final mark:

- | | | |
|-------------|-----------|----------------------------------|
| – writing | (634-560) | 15 percent (uniform examination) |
| – reading | (634-570) | 25 percent (uniform examination) |
| – listening | (634-580) | 15 percent (uniform examination) |
| – speaking | (634-590) | 45 percent (uniform examination) |

Credits are not granted for each specific component, but for the comprehensive final mark, which determines whether students earn the four credits for *French, Second Language* (634-594).

The final mark for each component is determined by adding 50 percent of the moderated school mark and 50 percent of the mark obtained on the ministry examination, converted if necessary.

Educational institutions must send the Ministère a percentage mark for each of the four components of the examination.

The final mark for each component (*after moderation and conversion, if applicable*) is computed in the same way as for other uniform examinations, but final marks of 58 and 59 percent should remain unchanged.

The comprehensive final mark (634-594) that appears on the summary line of the statement of marks is obtained by adding up the weighted marks for the four components. When the mark for each component is computed, values of 0.5 to 0.9 are rounded up to the next whole number, and values less than 0.5 are ignored. A comprehensive final mark of 58 or 59 percent should be raised to 60 percent and so reported on the summary line.

The marks earned for each of the components are presented in ascending order of the code numbers and year/session on the statement of marks. The comprehensive final mark listed for code 634-594 appears immediately under the marks earned for each component. If the examination for a specific component is retaken, the higher mark earned is used in computing the comprehensive final mark.

Students who do not pass all the components yet obtain a comprehensive final mark (634-594) of at least 60 percent will be granted the four credits for *French, Second Language*.

The code XMT (*exemption*) indicated for any given component carries a value of 60 percent in the computation of the comprehensive final mark.

The code ANN (*cheating*) or ABS (*unexcused absence*) indicated for any given examination component carries a value of 0 percent in the computation of the comprehensive final mark.

In the computation of the final mark, the code EQU (*equivalence for authorized absence*) indicated for any given component carries a value equal to that of the moderated school mark. When an examination consists of several components, an equivalence may be granted even if the moderated school mark for one of the components is lower than the pass mark; however, the total for all the components must be equal to or higher than the pass mark.

3.2.3 ENGLISH AS A SECOND LANGUAGE

The examinations for Secondary IV and V *Anglais, langue seconde*, have two components:

- oral and written production
- oral and written comprehension

The components are weighted as follows to obtain the comprehensive final mark:

- | | | |
|----------------------------------|-----------------------|------------|
| – oral and written production | (136-470 and 136-570) | 40 percent |
| – oral and written comprehension | (136-480 and 136-580) | 60 percent |

Credits are not granted for each specific component, but for the comprehensive final mark, which determines whether students earn the four credits for *Anglais, langue seconde* (136-484 or 136-584)

The final mark for each component is determined by adding 50 percent of the moderated school mark and 50 percent of the mark obtained on the uniform examination, converted if necessary.

The educational institution must send the Ministère a percentage mark for each of these components:

- oral and written production (136-470 and 136-570)
- oral and written comprehension (136-480 and 136-580)

The comprehensive final mark appears on the statement of marks under the code 136-484 or 136-584.

The final mark for each component (*after moderation and conversion, if applicable*) is computed in the same way as for other uniform examinations, but final marks of 58 or 59 percent should remain unchanged.

The comprehensive final mark for 136-484 or 136-584 that appears on the summary line of the statement of marks is obtained by adding the weighted marks for the two components. When the mark for each component is computed, values of 0.5 to 0.9 are rounded up to the next whole number, and values less than 0.5 are ignored. If the comprehensive final mark is 58 or 59 percent, it should be raised to 60 percent and so reported on the summary line.

The marks earned for each of the components are presented in ascending order of the code numbers and year/session on the statement of marks. The comprehensive final mark listed for code 136-484 or 136-584 appears immediately under the marks earned for each component. If the examination for a specific component is retaken, the higher mark earned is used in computing the comprehensive final mark.

Students who do not pass all the components yet obtain a comprehensive final mark (136-484 or 136-584) of at least 60 percent will be granted the four credits for *Anglais, langue seconde*.

The code XMT (*exemption*) indicated for any given component carries a value of 60 percent in the computation of the final mark.

The code ANN (*cheating*) or ABS (*unexcused absence*) indicated for any given examination component carries a value of 0 percent in the computation of the comprehensive final mark.

In the computation of the comprehensive final mark, the code EQU (*equivalence for authorized absence*) indicated for any given component carries a value equal to that of the moderated school mark. When an examination consists of several components, an equivalence may be granted even if the moderated school mark for one of the components is lower than the pass mark; however, the total for all the components must be equal to or higher than the pass mark.

3.2.4 CHEMISTRY, PHYSICS AND PHYSICAL SCIENCE

Chemistry 534 (551-584) and Physics 534 (554-584)

The examinations for Secondary V chemistry 534 (*Chemistry* 551-584) and physics 534 (*Physics* 554-584) each have two components:

- written chemistry examination: 551-570 (local examination)
- chemistry laboratory examination: 551-580 (local examination)
- written physics examination: 554-570 (local examination)
- physics laboratory examination: 554-580 (local examination)

The written uniform examinations for chemistry 534 (551-570) and physics 534 (554-570) are out of 100 and worth 75 percent of the comprehensive final mark.

The results of the laboratory examinations for chemistry (551-580) and physics (554-580) are out of 100 and worth 25 percent of the comprehensive final mark.

Marks are calculated at the Ministère. The comprehensive final mark for chemistry appears under code 551-584 and for physics, under code 554-584. Final marks of 58 or 59 percent should remain unchanged since the examination is made up of components designed locally.

The code ABS (*unexcused absence*) indicated for any given examination component carries a value of 0 percent in the computation of the comprehensive final mark.

Physical Science 416 (556-486)

The examinations for Secondary IV physical science 416 has two components:

- written physical science examination: 556-470 (uniform examination)
- physical science laboratory examination: 556-480 (local examination)

The written physical science examination (556-470) is out of 100 and worth 85 percent of the comprehensive final mark.

The results of the physical science examination (556-480) is out of 100 and worth 15 percent of the comprehensive final mark.

Marks are calculated at the Ministère. The comprehensive final mark for physical science appears under code 556-486.

The code ANN (*cheating*) or ABS (*unexcused absence*) indicated for any given examination component carries a value of 0 percent in the computation of the comprehensive final mark.

In the computation of the comprehensive final mark, the code EQU (*equivalence for authorized absence*) indicated for any given component carries a value equal to that of the moderated school mark. When an examination consists of several components, an equivalence may be granted even if the moderated school mark is lower than the pass mark; however, the total for all the components must be equal to or higher than the pass mark.

Credits are not granted for each specific component, but for the comprehensive final mark, which determines whether students earn the six credits for physical science.

For the written physical science examination, the final mark is determined by adding 50 percent of the moderated school mark and 50 percent of the mark obtained on the uniform examination, converted if necessary.

The educational institutions must send the Ministère a percentage mark for each of the two components of the physical science examination.

The final mark for each component (*after moderation and conversion, if applicable*) is computed in the same way as for other uniform examinations.

The comprehensive final mark (556-486) that appears on the summary line of the statement of marks is obtained by adding up the weighted marks for the two components. When the mark for each component is computed, values of 0.5 to 0.9 are rounded up to the next whole number, and values less than 0.5 are ignored. If the comprehensive final mark is 58 or 59 percent it should be raised to 60 percent and so reported on the summary line.

The marks earned for each of the components are presented in ascending order of the code numbers and year/session on the statement of marks. The comprehensive final mark listed for code 556-486 appears immediately under the marks earned for each component. If the examination for a specific component is retaken, the higher mark earned is used in computing the comprehensive final mark.

Students who do not pass all the components yet obtain a comprehensive final mark (556-486) of at least 60 percent will be granted the six credits for physical science.

3.2.5 CREDITS FOR CERTAIN SUBJECTS

Maximum Number of Credits for Examinations at the Same Grade Level

Because of the overlapping content in certain programs of study, the maximum number of credits that can be earned in such programs is limited. For example, students may not earn more than six credits in courses from the Secondary IV *English Language Arts* program as the content of these courses is almost equivalent. However, the results on all examinations taken will appear on the statement of marks.

This situation may arise in the following subjects.

MAXIMUM NUMBER OF CREDITS FOR EXAMINATIONS AT THE SAME GRADE LEVEL

Subject	Examinations				Maximum No. of Credits
Anglais, langue seconde (Secondary IV)	134-414, 135-442, 135-932,	135-412, 135-454, 135-942,	135-422, 135-912, 136-484	135-432, 135-922,	4
Anglais, langue seconde (Secondary V)	134-514, 135-092, 135-582,	135-022, 135-522, 135-592,	135-042, 135-542, 136-584	135-082, 135-554,	8
Sciences physiques Physical Science	056-416, 556-486,	056-486, 556-436	056-436,	556-416,	6
English Language Arts (Secondary IV)	630-416, 631-426,	631-413, 631-913,	631-416, 631-923,	631-423, 632-416	6
English Language Arts (Secondary V)	628-526, 631-516, 631-563,	630-516, 631-526, 632-516	631-053, 631-536,	631-063, 631-553,	12
Français, langue maternelle (Secondary IV)	128-486, 131-433, 132-416,	130-416, 131-913, 132-486	131-413, 131-923,	131-423, 131-933,	6
Français, langue maternelle (Secondary V)	128-586, or 131-513	132-586 131-523,	130-516, 131-533	131-013, 132-516	12
French, Second Language (Secondary IV)	634-414, 635-952,	635-452, 635-962,	635-462, 635-972	635-472,	4

French, Second Language (Secondary V)	633-022, 635-042, 635-514, 635-572	633-522, 635-052, 635-542,	634-514, 635-062, 635-552,	634-594, 635-072, 635-562,	8
Mathématique, Mathematics (Secondary IV)	064-414, 068-426, 564-436,	064-416, 068-436, 568-416,	064-436 564-414, 568-426,	068-416, 564-416, 568-436	6
Mathématique, Mathematics (Secondary V)	064-574, 068-536, 568-526,	064-536, 564-574, 568-536	068-514, 564-536,	068-526, 568-514,	6
Heritage Languages (Secondary IV)	129-444, 147-444, 153-444, 641-444, 648-444,	138-444, 148-424, 153-454, 645-444, 652-444,	141-444, 148-444, 629-444, 647-444, 653-444,	145-444, 152-444, 638-444, 648-424, 653-454	4
Heritage Languages (Secondary V)	129-544, 147-544, 153-544, 641-544, 648-544,	138-544, 148-524, 153-554, 645-544, 652-544,	141-544, 148-544, 629-544, 647-544, 653-544,	145-544, 152-544, 638-544, 648-524, 653-554	4
Career Exploration	199-402, 699-402, 648-544,	199-404, 699-404, 652-544,	199-502, 699-502, 653-544,	199-504, 699-504, 653-554	4

3.3 EXAMINATION TIMETABLE

Each year, the Ministère publishes a timetable for the various examinations. Educational institutions must comply with this timetable in its *entirety*. They may, however, bring forward or postpone the start of an examination by several minutes for administrative reasons.

Educational institutions may not reschedule a uniform examination for a date other than that indicated in the official calendar.

3.4 EXAMINATION SESSIONS

3.4.1 PERSON IN CHARGE OF THE CERTIFICATION OF STUDIES AT THE EDUCATIONAL INSTITUTION

To indicate any change in the information concerning the educational institution or if the person responsible for the certification of studies has been replaced, please complete the appropriate form (*see Appendix 2, Number 2*).

3.4.2 PARTICIPATION OF EDUCATIONAL INSTITUTIONS IN ADMINISTERING MINISTRY EXAMINATIONS

Educational institutions must participate in administering the uniform examinations by providing, at their expense, suitable premises as well as the personnel required to monitor the students, to correct the examinations and to compile the results. Educational institutions must ensure the confidentiality of the examinations.

It is recommended that:

- one monitor be assigned to watch over each group of about 30 students
- the school administration post the examination timetable and inform the students of the rules for taking examinations
- the school administration ensure that the students' desks and the classrooms are free of any unauthorized materials

3.4.3 JANUARY SESSION

During the month of October, educational institutions will be sent an order form for the January uniform examinations. To receive the required question booklets, the person in charge of pedagogical evaluation or the certification of studies at the educational institution must complete this order form, indicating the total number of question booklets needed for each subject. The total number includes all regular students enrolled at the school and those who are not in attendance at the school. Forms must be sent to the Ministère before the deadline indicated on the form.

The Ministère will ship the examination materials (*question booklets, answer sheets, return envelopes, etc.*) to the educational institutions during December and January. If the students have been registered for the examinations, the Ministère will send pre-identified answer sheets.

Educational institutions that send their registration forms within the prescribed time limit will receive the following examination materials: question booklets, the form for reporting the school marks and quintile rank (*Note de l'école et rang cinquième, 16-7753*), and the answer sheets pre-identified with the candidate's name and permanent code, the examination code and the educational institution's code number.

Note: Any urgent request for additional question booklets must be addressed to the regional office of the Ministère (see *Appendix 2, Number 10*) or to the person responsible for the distribution of examinations at the Direction de la sanction des études (see *Appendix 2, Number 11*).

A certain quantity of partially pre-identified answer sheets and some blank answer sheets will also be sent to educational institutions so that they may report the data for students who were not registered for the examinations.

Educational institutions that use forms to report their examination-related data will also receive a supply of blank forms entitled *Results on Uniform Examinations and Local Examinations (16-7752-01, see Appendix 2, Number 3)*.

Inclement weather or other unforeseeable circumstances may interfere with the January examination session. In such cases, the educational institutions must immediately contact the person in charge of the certification of studies at the regional office (see *Appendix 2, Number 10*) so that a solution to the problem may be arranged with the Direction de la sanction des études.

The marks for the January session will be made available in mid-February. The January marks are published in two forms:

1. the official documents published expressly for students: statement of marks and diploma
2. a copy of the students' statements of marks for the educational institutions

Educational institutions may print lists containing the following data:

- list of nongraduates
- copies of the statements of marks of nongraduates
- list of the failures on uniform examinations and local examinations, by school and by student
- list of the failures on uniform examinations and local examinations, by school, by subject and by student
- summaries of the failed components
- list of marks published
- status of data transmission
- list of the marks on uniform examinations and local examinations expected and not received
- criteria for moderation
- moderation tables

As of January 2001, educational institutions may also print the following lists:

- statistics on the results of examinations
- breakdown of secondary school diplomas
- table of results for each evaluation criterion
- table of results for each evaluation block
- marks of 58 and 59 percent on local examinations

3.4.4 JUNE SESSION

3.4.4.1 Uniform Examinations

In accordance with the number of examination registration forms submitted by each educational institution, the Ministère will ship a supply of question booklets and answer sheets pre-identified with each student's name and permanent code, the institution's code and the examination code.

Institutions using forms to report their examination-related data will also receive a supply of pre-identified forms entitled *Note de l'école et rang cinquième* (16-7753).

A certain quantity of partially pre-identified forms and some blank forms will also be sent to educational institutions so that they may report the data on students who were not registered for the examinations.

Orders for additional materials must include the following information:

- examination code
- code of the educational institution
- group number
- quantity

Additional copies of the question booklets will be sent in a sealed envelope.

Orders for additional materials should be addressed to the person responsible for the distribution of examinations (see *Appendix 2, Number 11*).

3.4.4.2 Compulsory Examinations

The Ministère will ship a supply of compulsory examinations corresponding to the number indicated in the declaration of enrollments (*Déclaration d'effectif scolaire*, see *Appendix 2, Number 7*).

3.4.4.3 Publication and Official Documents

After the June examination session, the Ministère publishes the marks in two types of documents:

- official documents meant for the students: statement of marks and diploma
- a copy of students' statements of marks for educational institutions

The Ministère publishes statements of marks three different times a year:

- first publication: first week of July
- second publication: third week of July
- third publication: second week of September

Secondary School Diplomas are mailed to students at the beginning of September.

The copy of students' statements of marks is sent to educational institutions two different times a year:

- first and second publications: end of July
- third publication: first week of September

Educational institutions may print lists containing the following data:

- list of nongraduates
- copies of the statements of marks of nongraduates
- list of the failures on uniform examinations and local examinations, by school and by student
- list of the failures on uniform examinations and local examinations, by school, by subject and by student
- summaries of the failed components
- list of marks published

- status of data transmission
- list of the marks on uniform examinations and local examinations expected and not received
- criteria for moderation
- moderation tables

As of January 2001, educational institutions may also print the following lists:

- statistics on the results of examinations
- breakdown of secondary school diplomas
- table of results for each evaluation criterion
- table of results for each evaluation block
- marks of 58 and 59 percent on local examinations

3.4.4.4 Complementary Examinations

Educational institutions generally receive one copy of complementary examinations and are responsible for reproducing the quantity they require. When copies cannot be made, the Ministère may ship the quantity indicated in the *Déclaration des effectifs scolaires* (see *Appendix 2, Number 7*).

3.4.5 AUGUST SESSION

Declaration of Enrollments

Students Who Attended a School

Educational institutions report enrollments at the beginning of the school year. They therefore do not need to complete the form entitled *Déclaration des effectifs scolaires* (see *Appendix 2, Number 7*) for students who attended a secondary school during the school year and who take the August examinations.

Students Who Did Not Attend a School

The form entitled *Déclaration des effectifs scolaires* (see *Appendix 2, Number 7*) must be completed for candidates who did not attend secondary school during the current school year and who take the August examinations.

These forms must be sent to the Ministère at the same time as the form entitled *Results on Uniform Examinations and Local Examinations* (16-7752-01, see *Appendix 2, Number 3*) on which the students' marks are shown.

Ordering Examination Materials

The Ministère will ship the educational institutions the number of uniform examination question booklets indicated on the order forms, a supply of correction keys and answer sheets (form 16-7761 or 16-7762), and the form entitled *Results on Uniform Examinations and Local Examinations* (16-7752-01, see *Appendix 2, Number 3*).

All requests for additional question booklets must be addressed to the regional office concerned at the Ministère (see *Appendix 2, Number 10*) or to the person responsible for the distribution of examinations at the Direction de la sanction des études (see *Appendix 2, Number 11*).

Other Information on the August Examination Session

- Educational institutions should never return answer sheets to the Ministère except those for the writing component (128-560) of the French, language of instruction, examination, which are corrected at the Ministère. The institution is responsible for keeping the answer sheets.
- After the examinations have been corrected, marks are reported using form 16-7752-01 (see *Appendix 2, Number 3*).
- The school mark reported must never be the one earned during the (regular) school year but the one obtained during the summer course, if applicable.
- The mark obtained on the uniform examination is entered in the column headed MARK ON UNIFORM EXAMINATION.
- The school code 099 must not be used for students who attended the school during the regular school year. The code for the month of June must be entered.
- For students who did not attend the school during the regular school year, code 099 is entered in boxes 6 to 8 and 23 to 25 on the form. The form entitled *Déclaration des effectifs scolaires* (see *Appendix 2, Number 7*) must also be completed.
- The forms entitled *Déclaration des effectifs scolaires* and *Results on Uniform Examinations and Local Examinations* are sent to the person responsible for updating student records (see *Appendix 2, Number 11*).

Publication of Marks

The marks from the August examination session are processed during the month of August and issued in September. However, the Direction de la sanction des études will send students' results for the writing component (128-560) of the French, language of instruction, examination by fax to the person in charge of the certification of studies at each educational institution.

Letter for CEGEP Admission

After the August examinations have been corrected, educational institutions will, upon request, provide the candidate with a letter addressed to college registrars to certify the marks obtained by the student in the August session. The intent of this letter is to accelerate the admission process for students who wish to attend college.

The following are the conditions under which an educational institution may issue a letter certifying that a student has passed a course:

1. Students who took courses during the summer session

A letter may be issued if the student obtains a school mark of at least 60 percent and a mark of at least 60 percent on the uniform examination.

2. *Students who did not take courses in summer school*

A letter may be issued if the student obtains a mark (*converted, if required*) of at least 60 percent on the uniform examination.

3.4.6 EXAMINATION SESSION FOR SPECIAL CASES

Students Living Outside Québec and Students Doing Practical Training on Military Bases

Candidates who cannot be present for an examination session must notify the head of the Direction de la sanction des études as soon as possible.

Those in charge of certification at the educational institutions concerned must provide the Ministère with the name and address of an authorized person, who must be recognized by the Ministère. This person will be responsible for administering the required examinations to the student. All correspondence will be directed to this individual, who must also ensure that the question booklets and answer sheets are sent to the Ministère.

Requests for exemptions should be addressed to the head of the Direction de la sanction des études (*see Appendix 2, Number 11*).

3.4.7 ADMISSION TO MINISTRY EXAMINATIONS

In accordance with section 31 of the *Basic school regulation for preschool, elementary and secondary education*:

To be admitted to an examination set by the Minister, secondary students must have legally enrolled in a school, and must have taken the corresponding program or received equivalent instruction at home following an exemption from school attendance in accordance with subparagraph 4 of the first paragraph of the Education Act.

However, students exempted from taking the program because they have shown that they have achieved the objectives of that program by passing a compulsory examination set by the school or the school board may be admitted to an examination set by the Minister.

Furthermore, students may not be prevented from taking a uniform examination because of too many absences or because their marks are too low.

3.5 INFORMATION DOCUMENTS ON UNIFORM EXAMINATIONS, COMPLEMENTARY EXAMINATIONS AND COMPULSORY EXAMINATIONS

The information documents on the uniform examinations, complementary examinations and compulsory examinations are intended for teaching and administrative personnel. They are distributed at the beginning of each school year.

3.6 CONFIDENTIALITY OF EXAMINATIONS

The person in charge of certification at the educational institution, or someone delegated by him or her, must:

1. check the contents of each box and ensure that the correct number of envelopes has been received
2. ensure that each of the envelopes does indeed contain the examinations indicated on the label
3. store the question booklets in a safe place
4. see that the examinations are distributed to the schools and ascertain that they are stored in a safe place. The examinations are to be distributed no sooner than two days before the scheduled examination date.
5. immediately notify the person in charge of the distribution of examinations (see *Appendix 2, Number 11*) if question booklets have been received by mistake

Note: Only authorized persons are allowed to have a copy of the examination before the date and time set for the administration of the examination.

3.7 DISTRIBUTION CENTRES

As a general rule, the question booklets are sent directly to school boards and private schools, with the exception of private schools in the Québec, Lévis and Montréal areas, which must obtain them at distribution centres. A letter is sent to the private schools concerned indicating the time, date and location of the examination pick-up.

3.8 RECEIPT OF EXAMINATION QUESTION BOOKLETS

The Ministère will ship as many question booklets (+ 10 percent) for the June session as examination registration forms submitted by each educational institution. An order form for examinations must be completed for the January and August sessions.

For the January and June sessions, the Ministère ships answer sheets that have been pre-identified with the name and permanent code of the student, the educational institution's code, and the examination code.

Institutions using forms to report their data will also receive copies of the form entitled *Notes de l'école et rang cinquième* (16-7753).

A certain quantity of partially pre-identified and blank forms are also shipped to educational institutions to allow them to report the data on students who were not registered for the examinations.

The question booklets for the uniform examinations are sent to educational institutions in sealed envelopes. The contents of each envelope will also be indicated on a label which should provide the following information:

- the title of the examination
- the code number of the examination
- the student's group number
- the name and code number of the educational institution
- the name and code number of the school
- the number of copies of question booklets in the envelope
- the date and time for administering the examination

3.9 REQUESTS FOR ADDITIONAL COPIES OF QUESTION BOOKLETS

All requests for additional copies of examination question booklets must be addressed either to the person in charge of the certification of studies at the regional office (see *Appendix 2, Number 10*) or to the person responsible for the distribution of examinations at the Direction de la sanction des études (see *Appendix 2, Number 11*).

3.10 INVIGILATION AND USE OF DICTIONARIES

The invigilator for each group of students must:

- verify the identity of each of the students immediately before the examination session begins
- ensure that the materials used by the students are authorized by the Ministère or allowed according to the instructions printed on the cover page of the question booklet
- open the envelope containing the question booklets in the presence of the students
- read the instructions to the invigilator
- collect the answer sheets and the question booklets when the time allotted for the examination has expired

The students must be supervised by the same invigilator for the entire examination. Students enrolled in welcoming or francization classes and those who benefit from welcoming or francization measures may use a general bilingual dictionary during the examination sessions. These students may also use this dictionary during the first two years following their admission to regular classes.

3.11 ARRIVAL AND DEPARTURE OF STUDENTS

The Ministère recommends that no students be admitted to the examination room after the first 30 minutes of an examination have elapsed and that no student be permitted to leave the examination room until at least one half of the time allotted for the examination has elapsed.

For uniform examinations, an additional five minutes per hour may be allowed beyond the duration set in the official timetable.

3.12 THEFT OF UNIFORM EXAMINATIONS

Should a uniform examination be stolen, the educational institution must take the following steps:

1. Immediately notify the director of the Direction de la sanction des études (see *Appendix 2, Number 11*), who, after discussion with the educational institution, will decide on the immediate measures to be taken.
2. Immediately call the local police.
3. Send a written report to the director of the Direction de la sanction des études describing the causes and circumstances of the theft.

3.13 SUBSTITUTION OF PERSONS AND CHEATING ON UNIFORM EXAMINATIONS

It may happen, especially during make-up examination sessions, that a student may attempt to take the place of another. Educational institutions should have a specific procedure in the event that this situation occurs.

The Ministère suggests that:

- the invigilator ask to see the student's identification card, which contains a picture of the student
- the educational institution notify the local police, if necessary, and take appropriate measures

Whenever the invigilator believes that cheating has occurred, he or she must immediately confiscate the student's question booklet, answer sheet and any incriminating material(s), and expel the student from the examination room.

The invigilator must then make a written report outlining the reason(s) for the student's expulsion, sign the report and remit it to the principal together with all the materials confiscated.

After a decision has been made regarding the substitution or cheating, the educational institution sends the student's question booklet or answer sheet marked with ANN (*cheating*) and signed by the principal, under separate cover, to the person responsible for computer-scored answer sheets at the Direction de la sanction des études (see *Appendix 2, Number 11*).

3.14 ABSENCE FROM A UNIFORM EXAMINATION

Unexcused Absence – Students who are absent from a uniform examination without a valid excuse will find the code ABS (*absent*) on their statement of marks for the corresponding examination. Such students may sit for the examination at another session, if they so wish.

Authorized Absence – When a student has been excused from a uniform examination, a maximum of 16 credits may be granted for all Secondary IV and V examinations in general education that the student has missed.

The equivalence is granted only if the moderated school mark is equal to or higher than the pass mark.

In the computation of the comprehensive final mark, the code EQU (*equivalence for authorized absence*) indicated for any given component carries a value equal to that of the moderated school mark. When an examination consists of several components, an equivalence may be granted even if the moderated school mark for one of the components is lower than the pass mark; however, the total for all the components must be equal to or higher than the mark.

Acceptable Reasons – Students must justify their absence(s) with one of the following reasons:

- serious illness or accident confirmed by a medical report or certificate
- death of a close relative
- a court summons
- participation in an event (*see below*)

A copy of the documents authorizing such absences must be sent to the Ministère and the original must be retained by the student's school.

Participation in an Event – When the educational institution has authorized a student to participate in an event held at the provincial, national or international level, such as a convention, a sports competition or an arts festival, two options are possible:

1. request an equivalence for an authorized absence
2. reach an agreement with the head of the Direction de la sanction des études (see *Appendix 2, Number 11*) to:
 - either prepare a local examination to take the place of the uniform examination (must be approved in advance by the Direction de la sanction des études)
 - or write the uniform examination at some time other than the time specified in the official timetable, or at a different location from that of the school attended, provided that confidentiality can be guaranteed

Administrative Procedure – All requests for equivalences for authorized absences must be submitted by the institution concerned using form 16-7768 (see *Appendix 2, Number 5*) as soon as possible following the examination session, together with a copy of the student's final school report and other supporting documents. This request must be sent to the person in charge of equivalences for authorized absences from ministry examinations (see *Appendix 2, Number 11*).

Requests submitted during the month of August may be processed in time for the final publication of marks which takes place in September.

3.15 RETAKE OF A FAILED EXAMINATION

A student who fails a uniform examination is permitted to attend a subsequent regular examination session. However, the student becomes subject to the certification rules in force at the time of the make-up session and must meet the requirements established by the educational institution.

3.16 REQUEST FOR REVIEW OF MARKS

1. All requests to have January, June or August uniform examinations corrected again must be made through the person in charge of pedagogical evaluation at the educational institution.
2. A request for a recorection sent directly by a student to the Ministère will be returned to the student.
3. Form 16-7764 (see *Appendix 2, Number 6*) must be completed for each examination to be recorrected. Forms requesting the recorection of more than one examination will be returned to the educational institution. The person responsible for pedagogical evaluation at the educational institution must enclose the following with form 16-7764 (see *Appendix 2, Number 6*):
 - a) the student's official statement of marks
 - b) the student's copy of the free-response examination, if applicable
 - c) \$2.30 for each individual request
4. Incorrectly completed requests for recorection will be returned to the person in charge of evaluation.
5. The Ministère will review only those examinations that it prepared.
6. The educational institution concerned is responsible for reviewing locally prepared examinations.
7. Students are required to pay a fee of two dollars and thirty cents (\$2.30) for each examination reviewed. This amount should be multiplied by the number of examinations for which a review is requested. The cheque or money order is to be made to the order of the Ministère des Finances.

8. The person in charge of pedagogical evaluation at the educational institution is to immediately send the properly completed forms together with the required documents to the person responsible for data collection (see *Appendix 2, Number 11*).
9. Restricted-response examinations are recorrected by personnel at the Ministère.
10. Free-response examinations are recorrected by subject specialists hired by the Ministère.
11. The result of the review is sent as soon as possible to both the student and the person in charge of pedagogical evaluation at the educational institution.
12. Any marks that have been changed are then entered in the student's record and a new statement of marks is issued at the time of the next publication of marks.
13. Changes resulting from the review of a local examination must be reported to the Ministère using the form entitled *Results on Uniform Examinations and Local Examinations (16-7752-01, see Appendix 2, Number 3)*.
14. If a mark lower than the original mark results from the review, the original mark stands.
15. Requests for the review of an examination must be submitted within six months of the student's receipt of the statement of marks.

3.17 RETENTION OF COPIES

Only authorized persons at the educational institutions may retain, for eventual use, copies of the uniform examinations and other examination materials (e.g. tape recordings, cassettes, maps). Educational institutions must keep the students' answer booklets and answer sheets for at least one year.

3.18 SHIPPING COSTS

The costs of sending the Ministère the information used for the publication of the students' examination marks are to be borne by the educational institutions.

3.19 UPDATING OF STUDENT RECORDS

These procedures must be followed when updating student records:

1. All requests for missing marks or for any other change must be addressed to the person in charge of pedagogical evaluation at the educational institution.
2. Any request for missing marks sent directly by the student to the Ministère will be returned to the student.
3. Only requests for missing marks connected with Secondary IV and V uniform and local examinations should be sent to the Ministère.

4. The person in charge of the certification of studies at the educational institution should submit a properly completed form 16-7752-01 (*see Appendix 2, Number 3*) to the person designated by the Ministère to serve the school board (*see section 3.20 of this manual*).
5. The person in charge of certification at the educational institution must:
 - a) ascertain that the student was indeed present at the examination session in question
 - b) supply the code number of the examination, the mark given by the Ministère and/or the school mark, the quintile rank and the student-group number for each examination for which marks are missing

Note: The Ministère gives priority treatment to those requests for missing marks that are received within three months of the publication of marks for each examination session.

3.20 LIST OF SCHOOL BOARDS AND RESOURCE PERSONS AT THE DIRECTION DE LA SANCTION DES ÉTUDES FOR UPDATING OF STUDENT RECORDS

Marie-Paule Béland (418) 646-1969	Yves Paquet (418) 646-1980	Louise Cauchon (418) 646-1979
711 des Monts-et-Marées	721 du Pays-des-Bleuets	689 du Littoral
712 des Phares	722 du Lac-Saint-Jean	759 Crie
713 du Fleuve-et-des-Lacs	723 des Rives-du-Saguenay	761 de la Pointe-de-l'Île
714 de Kamouraska-Rivière-du-Loup	724 De La Jonquière	763 Marguerite-Bourgeoys
731 de Charlevoix	741 du Chemin-du-Roy	769 Kativik
732 de la Capitale	742 de l'Énergie	831 de Laval
733 des Découvreurs	751 des Hauts-Cantons	841 des Affluents
734 des Premières-Seigneuries	752 de la Région-de-Sherbrooke	842 des Samares
735 de Portneuf	753 des Sommets	851 de la Seigneurie-des-Mille-Îles
781 du Lac-Témiscamingue	762 de Montréal	852 de la Rivière-du-Nord
782 de Rouyn-Noranda	771 des Draveurs	853 des Laurentides
783 Harricana	772 des Portages-de-l'Outaouais	854 Pierre-Neveu
784 de l'Or-et-des-Bois	773 au Cœur-des-Vallées	862 de Saint-Hyacinthe
785 de Lac-Abitibi	774 des Hauts-Bois-de-l'Outaouais	868 de la Vallée-des-Tisserands
801 de la Baie-James	791 de l'Estuaire	869 des Trois-Lacs
811 des Îles	792 du Fer	881 Central Québec
812 des Chic-Chocs	793 de la Moyenne-Côte-Nord	882 Eastern Shores
813 René-Lévesque	861 de Sorel-Tracy	883 Eastern Townships
821 de la Côte-du-Sud	863 des Hautes-Rivières	884 Riverside
822 de L'Amiante	864 Marie-Victorin	885 Sir-Wilfrid-Laurier
823 de la Beauce-Etchemin	865 des Patriotes	886 Western Québec
824 des Navigateurs	866 du Val-des-Cerfs	887 English-Montréal
	867 des Grandes-Seigneuries	888 Lester-B.-Pearson
	871 de la Riveraine	889 New Frontiers
	872 des Bois-Francis	
	873 des Chênes	

NOTE: All private schools must refer to the appropriate resource person at the school board in their territory.

3.21 RETAKE OF AN EXAMINATION OUTSIDE REGULAR EXAMINATION SESSIONS (CLOSURE OF RECORDS)

Students who left school more than two years ago may close their record, that is, retake a failed examination in order to obtain a Secondary School Diploma. (*This requirement may not apply in certain special cases.*)

The person in charge of the certification of studies at the educational institution evaluates the student's record and administers the examination(s) using a question booklet from some prior year's examination. If necessary, an appropriate uniform examination question booklet may be obtained from the person in charge of the distribution of examinations at the Direction de la sanction des études (see *Appendix 2, Number 11*).

The person in charge corrects the examination, with the sole exception of the writing component of the *Français, langue maternelle* (128-560) examination, which is always corrected at the Ministère. The Ministère will enter the candidate's new mark in his or her record, issue a new statement of marks and send a copy of the same to the educational institution.

Identification of Candidates

To prevent the substitution of candidates at examination sessions, the person in charge of certification or the invigilator must take great care in verifying the identity of each of the candidates who present themselves to retake an examination.

Retake of Local Examinations

Marks on local examinations administered to students who are not attending school should be reported on the form entitled *Results on Uniform Examinations and Local Examinations* (16-7752-01, see *Appendix 2, Number 3*).

3.22 EQUIVALENCES FOR SCHOOLING

General Rules

1. No diploma may be awarded solely on the basis of equivalences.
2. No equivalences are granted for courses taken outside the Québec school system, except for studies in music (see *Chapter 6*).
3. Students who have a partial record in the youth sector and who complete their secondary school education in the adult sector receive a diploma from the adult sector. The adult education SAGE database will automatically transfer credits earned in the youth sector.

However, when equivalences make it possible for students to receive a diploma from the youth sector sooner than from the adult sector, adult sector credits may be transferred to the youth sector provided that the adult education courses are listed in the table of equivalences on the following pages. For more information, contact the person responsible for equivalences (*see Appendix 2, Number 11*).

Note: The code EQU is entered in the student's record, and the credits earned are granted with an indication of the year in which the student passed the course for which the equivalence is granted.

Requests for equivalences should be addressed to the person responsible for equivalences (*see Appendix 2, Number 11*).

**ADULT EDUCATION COURSES IN GENERAL EDUCATION
TABLE OF EQUIVALENCES
(SAGE TO SESAME)**

FRENCH SECTOR				ENGLISH SECTOR			
Adult Sector Courses	Credits	Youth Sector Equivalences	Credits	Adult Sector Courses	Credits	Youth Sector Equivalences	Credits
FRA-5104-4 ¹ FRA-5105-4	4 4	132516 132416 and 132516	6 12	ENG-5130-3 ¹ ENG-5132-3	3 3	632516 632416 and 632516	6 12
FRA-5121-1 and FRA-5122-1 and FRA-5123-3 and FRA-5124-1	1 1 3 1	132516	6	ENG-5061-3 and ENG-5062-3	3 3	632516	6
FRA-5141-1 and FRA-5142-2 and FRA-5143-3	1 2 3	132516	6				
FRA-4061-3 and FRA-4062-3	3 3	132416	6	ENG-4061-3 and ENG-4062-3	3 3	632416	6
ANG-5048-6 ANG-5049-6 ANG-5056-6 ANG-5057-6 ANG-4036-6	6 6 6 6 6	135454 135554 135454 135554 135454	4 4 4 4 4	FRE-5070-6 FRE-5071-6 FRE-5068-6 FRE-5069-6 FRE-5091-6	6 6 6 6 6	635514 635514 635514 635514 635514	4 4 4 4 4
ANG-5054-6 ANG-5055-6	6 6	135554 135554	4 4				
MAT-4057-3 MAT-4052-3 MAT-4053-3 MAT-4054-3	3 3 3 3	065413 065423 065433 065443	3 3 3 3	MTH-4057-3 MTH-4052-3 MTH-4053-3 MTH-4054-3	3 3 3 3	565413 565423 565433 565443	3 3 3 3
MAT-4065-2 and MAT-4066-1 and MAT-4067-2 and MAT-4068-1	2 1 2 1	064416* or 065413 and 065423	6	MTH-4065-2 and MTH-4066-1 and MTH-4067-2 and MTH-4068-1	2 1 2 1	564416* or 565413 and 565423	6
MAT-4065-2 and MAT-4066-1 and MAT-4067-2 and MAT-4068-1 and MAT-4058-1 and MAT-4059-1 and MAT-4060-1 and MAT-4061-2	2 1 2 1 1 1 1 2	064436* or 065413 and 065423	6	MTH-4065-2 and MTH-4066-1 and MTH-4067-2 and MTH-4068-1 and MTH-4058-1 and MTH-4059-1 and MTH-4060-1 and MTH-4061-2	2 1 2 1 1 1 1 2	564436* or 565413 and 565423	6
MAT-5051-3 MAT-5052-3 MAT-5053-3 MAT-5054-3 MAT-5055-3	3 3 3 3 3	065513 065523 065533 065543 065553	3 3 3 3 3	MTH-5051-3 MTH-5052-3 MTH-5053-3 MTH-5054-3 MTH-5055-3	3 3 3 3 3	565513 565523 565533 565543 565553	3 3 3 3 3
MAT-5083-1 and MAT-5084-2 and MAT-5085-1	1 2 1	064574* or 065514	4	MTH-5083-1 and MTH-5084-2 and MTH-5085-1	1 2 1	564574* or 565514	4

* This program was harmonized with that offered in the adult sector and is currently inactive in the SESAME database.

FRENCH SECTOR				ENGLISH SECTOR			
Adult Sector Courses	Credits	Youth Sector Equivalences	Credits	Adult Sector Courses	Credits	Youth Sector Equivalences	Credits
MAT-5076-1 and MAT-5077-1 and MAT-5078-1 and MAT-5079-1 and MAT-5080-1 and MAT-5081-2 and MAT-5082-2	1 1 1 1 1 2 2	064536* or 065513 065523	6	MTH-5076-1 MTH-5077-1 MTH-5078-1 MTH-5079-1 MTH-5080-1 MTH-5081-2 MTH-5082-2	1 1 1 1 1 2 2	564536* or 565513 565523	6
CHI-4009-3 CHI-5023-3 CHI-5024-3 CHI-5025-3	3 3 3 3	051413 051513 051523 051533	3 3 3 3	CHE-4009-3 CHE-5023-3 CHE-5024-3 CHE-5025-3	3 3 3 3	551413 551513 551523 551533	3 3 3 3
PHY-4010-3 PHY-4011-3 PHY-5018-3 PHY-5019-3 PHY-5021-3 PHY-5034-3	3 3 3 3 3 3	054413 054423 054513 054523 054533 054543	3 3 3 3 3 3	PHS-4010-3 PHS-4011-3 PHS-5018-3 PHS-5019-3 PHS-5021-3 PHS-5034-3	3 3 3 3 3 3	554413 554423 554513 554523 554533 554543	3 3 3 3 3 3
SCP-4010-2 and SCP-4011-2 and SCP-4012-2	2 2 2	056416 and 056430	6	PSC-4010-2 and PSC-4011-2 and PSC-4012-2	2 2 2	556416 and 556430	6
HIS-4019-5 ⁴	5	085445	5	HST-4019-5 ⁴	5	585445	5
HIS-4016-2 and HIS-4017-2	2 2	085414	4	HST-4016-2 and HST-4017-2	2 2	585414	4
HIS-5034-6	6	085512 and 085522	6	HST-5034-6	6	585512 and 585522	6
HIS-5036-2 ² HIS-5038-2 ² HIS-5046-3	2 2 3	085512 085522 085512	2 2 2	HST-5036-2 ² HST-5038-2 ² HST-5046-3	2 2 3	585512 585522 585512	2 2 2
SCH-4022-2 and SCH-4023-2	2 2	085414	4	SST-4022-2 and SST-4023-2	2 2	585414	4
PER-5067-3 PER-5069-3 PER-5053-2 PER-5055-3 PER-5056-2 PER-5106-2 PER-4053-1	3 3 2 3 2 2 1	103553 103553 103542 103563 103552 103562 103441	3 3 2 3 2 2 1	PRS-5067-3 PRS-5063-3 PRS-5053-2 PRS-5055-3 PRS-5056-2 PRS-5106-2 PRS-4053-1	3 3 2 3 2 2 1	603543 603553 603542 603563 603552 603562 603441	3 3 2 3 2 2 1
MRE-4034-3 MRE-5042-2 MRE-5043-2 MRE-5044-2 MRE-5045-2 MRE-5046-2	3 2 2 2 2 2	075443 075552 075562 075572 075582 075592	3 2 2 2 2 2	MRI-4034-3 MRI-5045-2 MRI-5046-2	3 2 2	575443 575582 575592	3 2 2

FRENCH SECTOR				ENGLISH SECTOR			
Adult Sector Courses	Credits	Youth Sector Equivalences	Credits	Adult Sector Courses	Credits	Youth Sector Equivalences	Credits
GEO-5019-3	3	094543	3	GGR-5019-3	3	594543	3
GEO-5020-3	3	094553	3	GGR-5020-3	3	594553	3
GEO-5021-3	3	094563	3	GGR-5021-3	3	594563	3
GEO-5022-3	3	094573	3	GGR-5022-3	3	594573	3
GEO-5023-3	3	094583	3	GGR-5023-3	3	594583	3
GEO-5024-3	3	094593	3	GGR-5024-3	3	594593	3
INF-5055-3	3 ³			CMP-5055-3	3 ³		
INF-5056-1	1			CMP-5056-1	1		
INF-5057-1	1			CMP-5057-1	1		
INF-5058-1	1			CMP-5058-1	1		
INF-5059-1	1	110551	1	CMP-5059-1	1	610551	1
INF-5060-1	1	110552	2	CMP-5060-1	1	610552	2
INF-5061-2	2	110553	3	CMP-5061-2	2	610553	3
INF-5062-2	2	110554	4	CMP-5062-2	2	610554	4
INF-5063-2	2			CMP-5063-2	2		
INF-5064-2	2			CMP-5064-2	2		
INF-5065-2	2			CMP-5065-2	2		
INF-5066-2	2			CMP-5066-2	2		
INF-5011-3	3 ³			CMP-5011-3	3 ³		
INF-5012-1	1			CMP-5012-1	1		
INF-5013-1	1						
INF-5014-1	1						
INF-5015-1	1			CMP-5015-1	1		
INF-5016-1	1			CMP-5016-1	1		
INF-5017-1	1			CMP-5017-1	1		
INF-5018-1	1			CMP-5018-1	1		
INF-5019-1	1	110551	1	CMP-5019-1	1	610551	1
INF-5020-2	2	110552	2	CMP-5020-2	2	610552	2
INF-5021-2	2	110553	3	CMP-5021-2	2	610553	3
INF-5022-1	1	110554	4	CMP-5022-1	1	610554	4
INF-5023-1	1			CMP-5023-1	1		
INF-5024-1	1			CMP-5024-1	1		
INF-5025-2	2			CMP-5025-2	2		
INF-5026-2	2			CMP-5026-2	2		
INF-5027-1	1			CMP-5027-1	1		
INF-5028-1	1			CMP-5028-1	1		
INF-5029-1	1			CMP-5029-1	1		
INF-5030-3	3			CMP-5030-3	3		

1. FRA-5104-4 and ENG-5130-3 are equivalent to Secondary V credits (132516 and 632516) if the student has already passed Secondary IV French and English Language Arts (130416 and 630416).
2. To fulfill the requirement for the history course in the youth sector, the adult student must have passed courses HIS-5036-2 and HIS-5038-2 or courses HST-5036-2 and HST-5038-2.
3. A maximum of 10 equivalent youth sector credits may be granted for personal computer courses successfully completed in the adult sector.
4. Only the Cree School Board is authorized to offer HIS-4019-5 and HST-4019-5.

3.23 EQUIVALENCES FOR A LOWER GRADE LEVEL GRANTED UPON SUCCESSFUL COMPLETION OF A HIGHER-LEVEL COURSE

An equivalence for a lower grade level is automatically granted at each examination session upon successful completion of a higher level course. Such equivalences are granted only to Secondary V students in keeping with the declaration of student enrollments in general education for the youth sector (DCS).

For example, a student who passes the Secondary V English Language Arts course is automatically granted an equivalence for the Secondary IV English Language Arts course. The code EQU will appear in the student's record.

For optional programs (local or ministry), an equivalence for a lower grade level is granted upon successful completion of a higher level course, upon the request of the educational institution. Such equivalences are granted only to Secondary V students in keeping with the declaration of student enrollments in general education for the youth sector (DCS).

The tables on the following pages list all of the courses for which an equivalence may be granted.

SECONDARY V EXAMINATIONS		SECONDARY IV EXAMINATIONS	
Éducation physique	044512	Éducation physique	044412
Chimie 534	051584	Sciences physiques	056486 and 056430
OR Physique 534	054584	Mathématique 416	068416
Mathématique 514	068514	Mathématique 426	068426
Mathématique 526	068526	Mathématique 436	068436
Mathématique 536	068536	Enseignement religieux culturel	069432
Enseignement religieux culturel	069532	Enseignement moral et religieux	070442
Enseignement moral et religieux	070542	Enseignement moral et religieux protestant	074412
Enseignement moral et religieux protestant	074512	Enseignement moral	076412
Enseignement moral	076512	Enseignement moral et religieux catholique	072412
Enseignement moral et religieux catholique	079512	Éducation choix de carrière	106411
Éducation choix de carrière	106511	Formation personnelle et sociale	115451
Formation personnelle et sociale	115551	Inuktitut, langue maternelle	127446
Inuktitut, langue maternelle	127546	Naskapi, langue maternelle	129446
Naskapi, langue maternelle	129546	Français, langue maternelle	128486
Français, langue maternelle	128586	Crie, langue maternelle	133446
Crie, langue maternelle	133546	Anglais, langue seconde	136484
Anglais, langue seconde	136584	Physical Education	544412
Physical Education	544512	Physical Science	556486 and 556430
Chemistry 534	551584	Mathematics 416	568416
OR Physics 534	554584	Mathematics 426	568426
Mathematics 514	568514	Mathematics 436	568436
Mathematics 526	568526	Religious Culture	569432
Mathematics 536	568536	Moral and Religious Education	570442
Religious Culture	569532	Protestant Moral and Religious Education	574412
Moral and Religious Education	570542	Moral Education	576412
Protestant Moral and Religious Education	574512	Catholic Religious and Moral Instruction	572412
Moral Education	576512	Career Choice Education	606411
Catholic Religious and Moral Instruction	579512	Personal and Social Education	615451
Career Choice Education	606511	Inuktitut, Language of Instruction	627446
Personal and Social Education	615551	Naskapi, Language of Instruction	629446
Inuktitut, Language of Instruction	627546	English Language Arts	630416
Naskapi, Language of Instruction	629546	Cree, Language of Instruction	633446
English Language Arts	630516	French, Second Language	634414
Cree, Language of Instruction	633546		
French, Second Language	634594		

Chapter 4

CONVERSION AND MODERATION OF STUDENTS' RESULTS

4.1 PROCESSING OF RESULTS

Section 470 of the *Education Act* stipulates that:

The Minister may, to avoid penalizing students unduly, revise the results obtained by them in the examinations he imposes, to compensate for any error or ambiguity in the examinations brought to his attention after they are taken.

The Minister may, where circumstances so require, invalidate the examination and either retain as the final result the grades obtained in the school board internal examinations or hold another examination.

In addition, the Minister may, in accordance with the criteria and methods established by him, weight the results obtained in the school board internal examinations in subjects for which he imposes examinations, to make the results comparable to those obtained in the internal examinations held in other school boards.

The Basic School Regulation currently in effect stipulates that the responsibility for evaluating students, that is, the calculation of their mark, is to be shared between the educational institutions (*school boards and private schools*) and the Ministère de l'Éducation.

In certain subjects, the marks are determined solely on the basis of examinations administered by the schools. The marks are then recorded as they are in the student records, with no adjustment whatsoever.

For subjects involving a uniform examination, half the final mark is based on the students' results during the school year, and the other half is based on the students' results on the uniform examination. For these subjects, the Ministère processes the marks statistically. It may **moderate** the results provided by the schools, and **convert** the results on the uniform examinations.

The sole objective of both procedures is to make evaluation **more equitable** for all students.

4.2 CONVERSION OF RESULTS

Generally speaking, students' results on the uniform examination for a given subject are relatively constant from year to year. For example, in one subject, there may have been a 30 percent failure rate in 1993, a 32 percent failure rate in 1994, and a 28 percent failure rate in 1995, giving an average failure rate of 30 percent.

If, in the following year, the failure rate suddenly rises to 40 percent, it could be surmised that an anomaly has occurred. Some examination questions may not have been consistent with the program of study; or they may have been poorly worded or contained errors.

In order to avoid penalizing students under exceptional circumstances for which they are not responsible, the Ministère converts the results, which reduces the failure rate. This procedure is applied to the results of all students who wrote the examination.

In statistics, conversion consists in choosing a pass mark that brings the failure rate to the generally observed level. To quote the above example, it is generally found that 30 percent of students fail a given uniform examination, meaning that their mark is lower than the pass mark.

If, one year, the unconverted raw scores indicate that 40 percent of students have failed, conversion consists in selecting a raw mark consistent with a failure rate of 30 percent. This mark is considered more "normal." If, for example, 30 percent of students obtained a mark lower than 57 percent, this mark is converted to a pass mark of 60 percent. In other words, all students who obtained 57 percent before conversion will have a mark of 60 percent after conversion.

All other marks are converted upwards, taking into account their original distribution. Conversion has less of an effect on the marks of students who obtained either very high or very low marks; it has no effect on the marks of students who obtained 0 percent or 100 percent.

Since conversion is a procedure that is intended to correct exceptional situations, it is used only on a small proportion of uniform examinations. Thus, from 1989 to 1994, the Ministère converted the results of 33 uniform examinations out of 142, or 23 percent of the total number of uniform examinations administered during this period.

4.3 MODERATION OF SCHOOL MARKS

In many subjects, the student's final mark takes into account both the result of the uniform examination and the marks obtained at the school itself. The school results may vary considerably from one school to another and from one class to another.

These differences may be explained in several ways. The degree of difficulty of the examinations is not identical in every school. Other factors may come into play, such as the fact that some groups of students are heterogeneous, while others, which are homogeneous, contain only good, average or weak students. In addition, some schools or school boards standardize their marks.

Owing to these factors, two groups of students in different classes, schools or regions may have identical results on the local examinations, and it may still be impossible to determine objectively whether or not the two groups are of equal strength. By contrast, since the uniform examination is administered to all students enrolled in a given course, it is possible to obtain a fair indication of the relative performance of different groups of students. It is thus possible to use the results obtained on the uniform examinations to "moderate" the school marks, minimizing or offsetting the effect of the aforementioned local variables.

Moderation involves comparing the school marks obtained by each group of students (*usually about 30 students*) with the marks they obtained on the uniform examination. Through a statistical calculation, the school marks of each group are adjusted to correspond to the marks obtained by this group on the uniform examination. The calculation takes into account the two following factors: the average and the standard deviation (*the distribution of marks around the mean*).

For example, if, for one group, the average mark obtained on the uniform examination is higher than the average for school marks, the latter are raised so that the two averages are identical.

Similarly, if, for one group, the school marks are more widely distributed around the mean than the marks on the uniform examination, moderation will more greatly compress the marks around the average, so that the two standard deviations are identical. The *converted* marks on the uniform examination are used to moderate the school marks, if, in fact, the conversion procedure was performed.

Moderation may thus adjust the school marks upwards or downwards. However, this practice can never cause the failure of a student who would otherwise have obtained a passing mark at school (*before moderation*) and on the uniform examination.

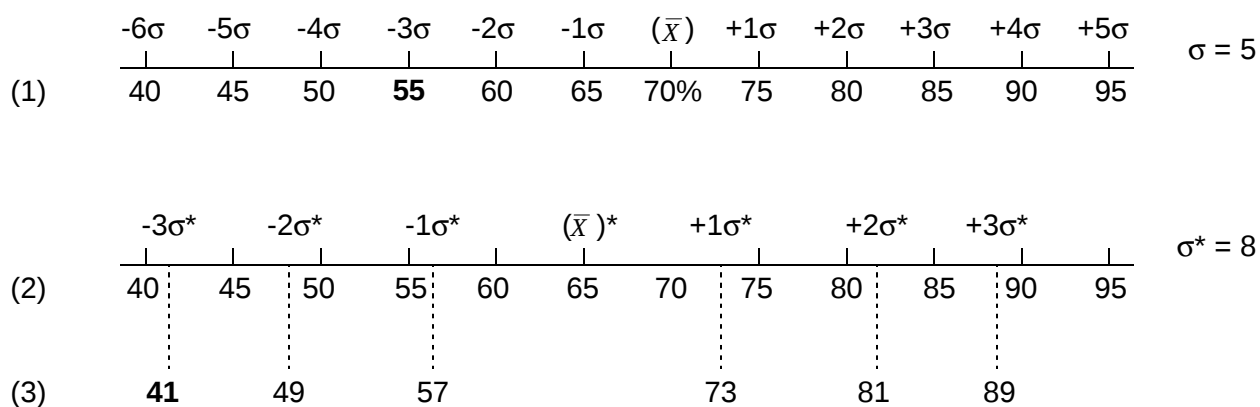
If the final result is 58 or 59 percent, it is adjusted upwards to 60 percent, and equals the moderated school mark and the converted mark on the uniform examination (*if it was necessary to use conversion*).

For example, the case of two students whose school mark was adjusted upwards and downwards is considered below:

Example 1: Paul's school mark for the current year was 55 percent, while the group average ($\bar{x}$) is 70 percent. The standard deviation is 5 ($\sigma = 5$).

On the uniform examination, Paul obtained 65 percent, the group average ($\bar{x}$) is also 65 percent and the standard deviation is 8 ($\sigma = 8$).

Illustration of Example 1:



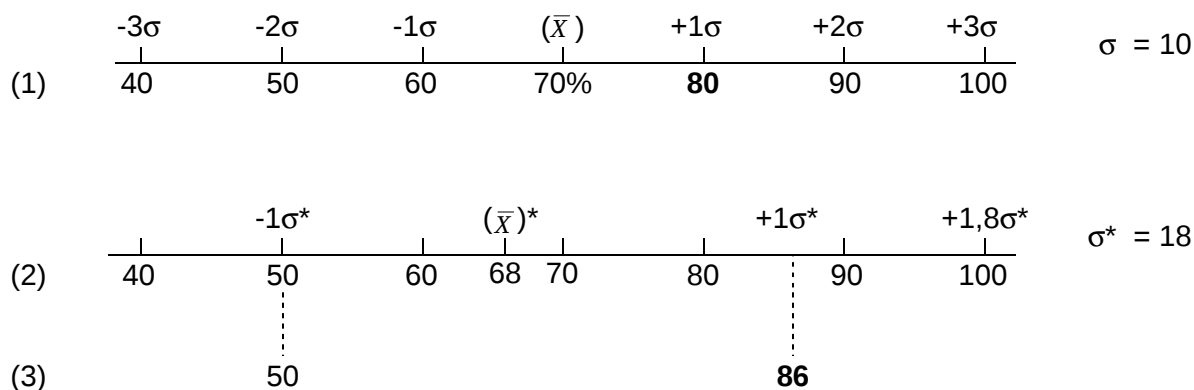
Final mark = moderated school mark (41) + converted Ministère mark (65) = $\frac{106}{2} = 53\%$

- (1) The student's school mark
- (2) The student's mark on the Ministère's uniform examination
- (3) The school mark, after moderation

Example 2: Sonia's school mark for the current year is 80 percent, while the group average ($\bar{X}$) is 70 percent. The standard deviation is 10 ($\sigma = 10$).

On the uniform examination, Sonia obtained 73 percent, the group average ($\bar{X}$) is 68 percent with a standard deviation of 18 ($\sigma = 18$).

Illustration of Example 2:



Final mark = moderated school mark (86) + converted Ministère mark (73) = $\frac{159}{2} = 79.5$ or 80%

- (1) The student's school mark
- (2) The student's mark on the Ministère's uniform examination
- (3) The school mark, after moderation

Chapter 5

**STUDENTS WITH
HANDICAPS**

5.1 RECOGNITION AND VALUE OF DIPLOMA

The diploma obtained by a student with a handicap is of the same nature and value as that obtained by any other student in Québec. The examinations and rules concerning the pass mark and the awarding of credits are identical for all students.

Students with handicaps, like all other students, must demonstrate that they have attained the objectives set out in the secondary school programs. They are therefore subject to the same general requirements for obtaining a diploma.

5.2 SPECIAL MEASURES

The Ministère recognizes that special measures **must** be taken to help students with handicaps demonstrate their learning.

The special measures cited in this chapter apply, in whole or in part, to students who have a motor, organic, visual or hearing impairment. Definitions of these handicaps may be found in the annual *Directives*.

Two types of measures are provided for students with handicaps: support measures and exemption measures.

Educational institutions must provide students with handicaps the assistance they require. This assistance may be defined as any means which enable the students to better understand the instructions and the questions, or which make it easier for them to express their answers.

The attendant assigned to help a student with a handicap accompanies the student and provides the assistance required by virtue of the handicap, but must not:

- ask the student leading questions
- supply any suggestions or interpretations of any kind
- correct mistakes in spelling or grammar
- make any change whatsoever to the student's answers, unless the student so requests

5.3 MOTOR OR ORGANIC IMPAIRMENTS

For students with a **motor** or **organic impairment**, the following measures may be used:

- the services of an attendant
- a recording of the examination
- various mechanical instruments as a writing aid
- a tape recorder for the student's answers
- extension of the time limit of a specific examination; ensure that the examination is confidential by preventing the student from communicating with other students
- other special measures determined by the educational institution and approved by the Direction de la sanction des études

5.4 VISUAL IMPAIRMENTS

For students with a **visual impairment**, the following measures may be used:

- the services of an attendant
- a recording of the examination
- a Braille translation of the examination
- a special printing of the question booklet (e.g. enlargement, reduction, colour)
- a reading machine
- various mechanical instruments as a writing aid
- a tape recorder for the student's answers
- extension of the time limit of a specific examination; ensure that the examination is confidential by preventing the student from communicating with other students
- other special measures determined by the educational institution and approved by the Direction de la sanction des études

When it becomes necessary to transcribe uniform examinations into Braille, the following procedure is to be followed:

- The school administration should inform the school board that an examination must be transcribed into Braille.
- During the month of February, the educational institution is to send a written request to the person responsible for Braille transcriptions at the Direction de la sanction des études (*see Appendix 2, Number 11*).
- Braille transcription charges are covered by the Ministère for uniform and compulsory examinations and by the educational institution for complementary examinations.

5.5 HEARING IMPAIRMENTS

For students with a **hearing impairment**, the following measures may be used:

- the services of an attendant familiar with the learning difficulties associated with the impairment
- the services of a person to translate the examination using sign language
- extension of the time limit of a specific examination; ensure that the examination is confidential by preventing the student from communicating with other students
- other special measures determined by the educational institution and approved by the Direction de la sanction des études, such as:
 - separation from the rest of the class if the student so requests
 - reformulation of the task to be accomplished, the instructions, the learning situations

Students with a hearing impairment may benefit from one or more of the following exemptions:

Exemption from the oral component of language examinations

Students with a hearing impairment may be exempted from the need to pass the oral component of language of instruction and second language examinations if this exemption makes it possible for them to pass the language of instruction or second language examination.

Exemption from the second language course

The Minister of Education may grant students with a hearing impairment an exemption from the need to take the second language course. Whenever such an exemption is granted, it is automatically renewed one grade level to the next.

To benefit from this provision, a request for an exemption, together with a recent auditory evaluation report, must be submitted to the Direction de la sanction des études before the beginning of the school year.

The code XMT (*exemption*) will appear on the student's statement of marks for the subject involved. Students may thus obtain four Secondary IV credits and four Secondary V credits in this manner. The exemption will be granted when the student has satisfied all the other requirements for obtaining a Secondary School Diploma.

Exemption from the requirement to pass the second language examination

The Minister of Education may exempt students with a hearing impairment from the requirement to pass the second language examination (*English Secondary IV and V for the French sector and French Secondary V for the English sector*) should failure in this subject be the sole impediment to obtaining a Secondary School Diploma.

To benefit from this provision, a request for an exemption must be submitted to the Direction de la sanction des études on the form entitled *Request for Exemption From a Uniform Examination for Students With a Hearing Impairment* (16-7776, see Appendix 2, Number 8). The student's school report must show that the student has indeed taken the second language course. A recent auditory evaluation report must also be submitted.

The code XMT (*exemption*) will appear on the student's statement of marks together with the appropriate credits in the subject for which the exemption was granted. The exemption will be granted when the student has satisfied all the other requirements for obtaining a Secondary School Diploma.

Chapter 6

MUSIC

The following is the new system of accreditation for private institutions specializing in music studies.

6.1 INTRODUCTION

All the institutions already recognized have presented their music curriculum to the Ministère de l'Éducation. This curriculum had to include:

- a syllabus of the essential topics covered (*rudiments and ear-training, theory, technique and instrumental repertoire, sight-reading*)
- the objectives and the content designed to prepare the student for postsecondary studies

For additional information concerning approval of a music program, contact the person responsible for the music program (*see Appendix 2, Number 11*).

6.2 TIME DEVOTED TO MUSIC STUDIES

The time spent on music studies may vary from one music institution to another. The real basis for the recognition of a curriculum is the accredited institution's assurance of the high calibre of the programs offered.

6.3 GRANTING OF CREDITS

- In most programs, students earn four credits for successfully completing the course.
- In cases where a compulsory ensemble music course is required above and beyond the basic instrumental training, one additional credit (*assigned a different course code*) will be granted to students who pass an examination in this course.

Those in-house programs of the Conservatoire de musique de Québec that are drawn up for the purpose of professional music training, and that prescribe a number of hours and level of performance beyond that required by other institutions, are not included in this new system of accreditation.

Students enrolled in a fine arts school that has entered into an agreement with the Conservatoire will obtain their credits through a local program worth five credits or more approved by the Ministère de l'Éducation. Students registered at the Conservatoire itself but who attend a school that is not a fine arts school will have their music studies recognized and earn four credits through one of the Conservatoire's external music programs.

6.4 TRANSMISSION OF RESULTS

The private music school is to send the student's marks in writing either to the student or to the school attended. Thereafter, either the student or his or her parents must request that the school in which the student is enrolled enter the appropriate credits into the student's record.

The school then reports the marks earned in music studies to the Direction de la sanction des études using the special codes reserved for the use of each of the recognized music schools.

6.5 LIST OF PRIVATE MUSIC SCHOOLS, MUSIC COURSES, INSTRUMENTS, NUMBER OF CREDITS, COURSE CODES AND LEVEL

Course	Name of Private School	Instruments	Number of Credits	Course Code and Level
Musique	Académie de musique du Québec	Alto	4	167 104 Sec. I*
		Basson	4	167 204 Sec. II*
		Chant	4	167 304 Sec. III*
		Clarinette	4	167 404 Sec. IV
		Contrebasse	4	167 504 Sec. V
		Cor français	4	
		Flûte douce	4	
		Flûte traversière	4	
		Guitare	4	
		Hautbois	4	
		Orgue	4	
		Piano	4	
		Saxophone	4	
		Trombone	4	
		Trompette	4	
		Tuba	4	
		Violon	4	
		Violoncelle	4	
Musique	Académie de musique de l'Université du Québec à Trois-Rivières	Chant	4	167 124 Sec. I*
		Flûte à bec	4	167 224 Sec. II*
		Flûte traversière	4	167 324 Sec. III*
		Guitare	4	167 424 Sec. IV
		Piano	4	167 524 Sec. V
		Violon	4	
		Violoncelle	4	
Musique	Conservatoire de musique du Québec (external programs)	Alto	4	167 154 Sec. I*
		Basson	4	167 254 Sec. II*
		Clarinette	4	167 354 Sec. III*
		Clavecin	4	167 454 Sec. IV
		Contrebasse	4	167 554 Sec. V
		Cor français	4	
		Flûte traversière	4	
		Guitare	4	
		Hautbois	4	
		Orgue	4	
		Percussions	4	
		Piano	4	
		Saxophone	4	
		Trombone	4	
		Trompette	4	
		Tuba	4	
		Violon	4	
		Violoncelle	4	

Course	Name of Private School	Instruments	Number of Credits	Course Code and Level
Musique	École de musique Vincent d'Indy	Flûte douce Flûte traversière Guitare Piano Violon Violoncelle	4 4 4 4 4 4	167 164 Sec. I* 167 264 Sec. II* 167 364 Sec. III* 167 464 Sec. IV 167 564 Sec. V
Musique	École préparatoire de musique de l'Université du Québec à Montréal	Alto (<i>to come</i>) Basson Chant (<i>under revision</i>) Clarinette Contrebasse Cor français Flûte douce Flûte traversière Guitare Hautbois Orgue (<i>under revision</i>) Percussions Piano Saxophone Trombone Trompette Tuba Violon Violoncelle	(<i>to come</i>) 4 (<i>revision</i>) 4 4 4 4 4 4 4 4 (<i>revision</i>) 4 4 4 4 4 4 4 4	167 174 Sec. I* 167 274 Sec. II* 167 374 Sec. III* 167 474 Sec. IV 167 574 Sec. V
Musique	École préparatoire de musique de l'Université Laval	Chant Clarinette Flûte douce Flûte traversière Guitare Orgue Piano Saxophone Trombone Violon Violoncelle	4 4 4 4 4 4 4 4 4 4 4 4	167 184 Sec. I* 167 284 Sec. II* 167 384 Sec. III* 167 484 Sec. IV 167 584 Sec. V
Musique	Le mouvement de guitare classique La Soribande	Guitare Musique d'ensemble	4 4 4 4 1 1 1 1 1	167 194 Sec. I* 167 294 Sec. II* 167 394 Sec. III* 167 494 Sec. IV 167 594 Sec. V 167 191 Sec. I* 167 291 Sec. II* 167 391 Sec. III* 167 491 Sec. IV 167 591 Sec. V
Musique	Les Petits Violons	Violon Musique d'ensemble	4 4 4 4 4 1 1 1 1 1	166 154 Sec. I* 166 254 Sec. II* 166 354 Sec. III* 166 454 Sec. IV 166 554 Sec. V 166 151 Sec. I* 166 251 Sec. II* 166 351 Sec. III* 166 451 Sec. IV 166 551 Sec. V

Course	Name of Private School	Instruments	Number of Credits	Course Code and Level
Music	McGill Conservatory of Music	Clarinet	4	167 134 Sec. I*
		Flute	4	167 234 Sec. II*
		Guitar	4	167 334 Sec. III*
		Piano	4	167 434 Sec. IV
		Saxophone	4	167 534 Sec. V
		Violon	4	
		Voice	4	
Music	Royal Conservatory of Music of Toronto	Alto	4	166 164 Sec. I*
		Flute	4	166 264 Sec. II*
		Guitar	4	166 364 Sec. III*
		Piano	4	166 464 Sec. IV
		Violon	4	166 564 Sec. V
		Voice	4	
Musique	Société musicale Claude Lévesque	Violon	4	166 194 Sec. I*
			4	166 294 Sec. II*
			4	166 394 Sec. III*
			4	166 494 Sec. IV
			4	166 594 Sec. V
		Musique d'ensemble	1	166 191 Sec. I*
			1	166 291 Sec. II*
			1	166 391 Sec. III*
			1	166 491 Sec. IV
			1	166 591 Sec. V
Musique	Société musicale Le Mouvement Vivaldi	Alto	4	166 184 Sec. I*
		Violon	4	166 284 Sec. II*
			4	166 384 Sec. III*
			4	166 484 Sec. IV
			4	166 584 Sec. V

* Secondary I, II and III credits do not count toward a Secondary School Diploma

Chapter 7

LIFE SKILLS AND WORK SKILLS EDUCATION FOR YOUNG PEOPLE, ON-THE-JOB TRAINING IN A RECYCLING FACILITY

7.1 LIFE SKILLS AND WORK SKILLS EDUCATION FOR YOUNG PEOPLE

7.1.1 CLIENTELE

This program is intended for young people 16 years of age and over as of September 30 of the school year in which they start the program and who have not earned any Secondary II credits.

7.1.2 DURATION

The program lasts two years.

7.1.3 CHARACTERISTICS

The main characteristics of the program are the following:

- specific objectives are pursued in basic general education (local programs), work placements and life skills education
- the student acquires knowledge pertaining to the workplace
- the student is prepared for employment in unskilled occupations
- work-study program (three work placements in collaboration with businesses)

7.1.4 CERTIFICATION OF STUDIES

In accordance with section 33 of the *Basic school regulation for preschool, elementary and secondary education*:

... the Minister and the school board having jurisdiction over the student shall jointly award a Certificate in Life Skills and Work Skills Education (youth sector) to the student who has taken general education courses and who has successfully completed the practical training component of a like skills and work skills education program comprising 1 800 hours of instruction divided as follows:

EDUCATION	YEAR 1	YEAR 2
GENERAL EDUCATION	(Hours)	
Language of instruction	100	50
Mathematics	100	50
Second language	50	
Catholic religious and moral instruction, Protestant moral and religious education Or Moral education	50	50
Introduction to the world of work	50	50
Life skills	100	100
PRATICAL TRAINING		
Work skills	200	450
UNAPPORTIONED TIME	250	150
TOTAL	900	900

7.2 ON-THE-JOB TRAINING IN A RECYCLING FACILITY

7.2.1 CLIENTELE

This program is offered in a recycling facility and is intended for young people aged 16 and over.

7.2.2 DURATION

The program lasts two years.

7.2.3 CHARACTERISTICS

The main characteristics of the program are the following:

- specific objectives are pursued in basic general education (local programs), work placements and life skills education
- the student is exposed to a real work situation
- tasks are specifically related to recycling operations
- both the recycling company and the school are involved in the practical component of the program; the emphasis is on learning to work as part of a group

7.2.4 CERTIFICATION OF STUDIES

Certification in on-the-job training in a recycling facility may be awarded jointly by the school board and the Minister to students who have successfully completed the On-the-Job Training in a Recycling Facility program.

However, school boards that wish to award a certificate in on-the-job training in a recycling facility to students who have successfully completed the program must first have obtained authorization from the Minister for this individualized learning path.

7.3 PROCEDURE FOR THE ISSUE OF A CERTIFICATE

Any application for the issue of a certificate in life skills and work skills education or for on-the-job training in a recycling facility must be submitted once the student has completed the program.

The educational institution must send an application to Gilles Bélanger at the Direction de la sanction des études. The application must contain the following information:

- the name of the school board
- the name and address of the contact person at the school board
- the name and code of the educational institution
- the list of students, and for each student:
 - last name
 - first name
 - permanent code

Upon receipt of this information, the Direction de la sanction des études issues the certificates and sends them to the contact person at the school board.

DATE: SEPTEMBER 2000

The school board fixes its seal on each certificate, the president of the school board signs the official documents, and the certificate is delivered to the student.

For further information, please contact:

Gilles Bélanger
Head of Computer Operations and Information Systems
Direction de la sanction des études
Ministère de l'Éducation
1035, rue De La Chevrotière, 26^e étage
Québec (Québec) G1R 5A5

Telephone: (418) 646-0301
Fax: (418) 644-6909

Chapter 8

REGISTRAR SERVICES

8.1 OLD DIPLOMAS AND STATEMENT OF MARKS

8.1.1 REQUEST FOR DIPLOMAS OR STATEMENTS OF MARKS

Anyone who has obtained a diploma or statement of marks may receive a new copy of either of these documents by completing and signing form 16-7778 (see *Appendix 2, Number 9*), and sending it to the person responsible for registrar services in Québec City (see *Appendix 2, Number 11*).

Note: The educational institution attended by the student may issue a statement of marks or an attestation for studies which were not certified by the Ministère.

8.1.2 OLD RECORDS AVAILABLE

Most student records containing marks on the official examinations of the Département de l'Instruction publique (DIP) as far back as 1933 and marks on the Ministère de l'Éducation examinations from 1964 onward are available from the Direction de la sanction des études in Québec City where they are kept on:

- **paper:** from 1898 through 1932
- **microfilm:** from 1933 through 1965
- **computer:** from 1966 to the present

The Direction de la sanction des études keeps academic records on microfilm in the case of students whose studies **were certified by official DIP or ministry examinations** for the following grades and time periods:

- | | |
|--|--|
| – 6th grade | June 1933 through June 1938 |
| – 7th grade | June 1939 through June 1963 |
| – 8th grade | June 1933 through June 1938 |
| – 9th grade | June 1939 through June 1965 |
| – 10th grade | June 1940 through June 1965 |
| – 11th grade | June 1940 through June 1970 |
| – 12th grade | June 1940 through June 1970 |
| – Secondary IV | June 1971 to the present |
| – Secondary V | June 1971 to the present |
| – 12th grade CPES | June 1969 (preparatory courses for higher education) |
| – Institut familial II | June 1939 through June 1964 |
| – Institut familial III and IV | June 1939 through June 1968 |
| – Écoles d'arts et métiers
(certificate) | June 1957 through June 1969 |

For the Montréal region, official transcripts issued between 1974 and 2000 may be obtained at the:

Direction régionale de Montréal
Ministère de l'Éducation
600, rue Fullum, 10^e étage
Montréal (Québec) H2K 4L1

Telephone: (514) 873-4630
Fax: (514) 873-0620

8.1.3 PROTESTANT ANGLOPHONE STUDENTS (1898 TO 1965)

Copies of transcripts may be obtained by contacting the person responsible for equivalences at the registrar services in Québec City (see *Appendix 2, Number 11*).

8.1.4 CERTIFICATES FROM THE ÉCOLES D'ARTS ET MÉTIERS

The Ministère does not have the marks for students who attended the “écoles d'arts et métiers.” However, it does have a number of lists (*by year and school*) of students who earned a certificate of studies in a vocational education program from June 1957 to June 1969. It is possible to provide duplicates of these certificates, upon request.

When a student's name is not on one of the lists available from the Ministère and the student needs a transcript of marks, he or she must contact the educational institution in whose archives these records are stored (*e.g. school, school board, CEGEP*).

8.1.5 GRADE 10, 11 AND 12 DIPLOMAS

A Grade 10 diploma issued between 1939 and 1965 is considered to be equivalent to a present-day Secondary IV education.

A Grade 11 or Grade 12 diploma issued between 1939 and 1970 is considered to be equivalent to a present-day Secondary V education.

Secondary IV diplomas issued in 1971 and 1972 may be equivalent to Secondary V diplomas if the person successfully completed Grade 7.

Persons who return to secondary school and who hold a Grade 10 diploma will be granted Secondary IV credits and those who hold a Grade 11 or Grade 12 diploma will be granted Secondary V credits.

8.1.6 CLOSING OF PRIVATE EDUCATIONAL INSTITUTIONS

Over the last few years, several private schools have closed.

8.1.6.1 Records Kept by the Direction de la sanction des études

In accordance with the *Archives Act*, the Direction de la sanction des études will keep the last school report issued by the following educational institutions:

- École Marguerite d'Youville
- École Saint-Michaël (Canadian Forces Base Saint-Hubert)
- Canadian Forces Base Lahr (Germany)
- Collège Saint-Césaire

Students may obtain a copy of their school report from the person in charge of registrar services in Québec City (see *Appendix 2, Number 11*).

8.1.6.2 Records Kept by Private Educational Institutions

The following private educational institutions keep their own records:

- École des Ursulines
- others (forthcoming)

8.1.7 COUNTERFEIT DIPLOMAS AND STATEMENTS OF MARKS

Any person or institution with reason to doubt the authenticity of a diploma or statement of marks from the Ministère may:

- require that the person produce the original of the document in question
- send the copies in question for verification to the person in charge of registrar services at the Direction de la sanction des études (see *Appendix 2, Number 11*)

8.2 GENERAL EDUCATION COURSES DONE IN ADULT EDUCATION

Value of the Diploma

The diploma obtained in adult education has the same value as the diploma earned in the youth sector and gives the holder the same rights.

Consequently, the Direction de la sanction des études cannot award a diploma from the youth sector to anyone who already holds a diploma from the adult sector.

8.3 QUÉBEC-FRANCE EQUIVALENCES FOR SCHOOLING

The following comparative tables are presented as guidelines and may be used to place students who attended school in other Canadian provinces or who have been educated in the French school system.

Educational institutions are ultimately responsible for evaluating the records of incoming students and placing them at the appropriate level.

	France		Québec
Élémentaire	Cl	1	Elementary
	Ce ¹	2	
	Ce ²	3	
	Cm ¹	4	
	Cm ²	5	
Collège	6 ^e	6	Secondary
	5 ^e	I	
	4 ^e	II	
	3 ^e	III	
	2 ^e	IV	
Lycée	1 ^{re}	V	
Terminale			1st year college

8.4 COLLÈGE STANISLAS AND COLLÈGE MARIE DE FRANCE*

QUÉBEC	FRANCE
Preschool	Maternelle
Elementary (1 to 6)	Classe de 11 ^e
	Classe de 10 ^e
	Classe de 9 ^e
	Classe de 8 ^e
	Classe de 7 ^e
Secondary I	Classe de 6 ^e
Secondary II	Classe de 5 ^e
Secondary III	Classe de 4 ^e
Secondary IV	Classe de 3 ^e
Secondary V	Classe de 2 ^e
College I	Classe de 1 ^{re}
College II	Classe terminale

- * Students graduating from either of the above secondary-level institutions obtain a French diploma.

However, students who leave one of these institutions and transfer to a private or public educational institution in Québec must pass the Secondary IV and V local and uniform examinations. The only credits recognized, upon request, for certification purposes toward the Secondary School Diploma are those earned in History of Québec and Canada. The request must be sent to the head of the Direction de la sanction des études (*see Appendix 2, Number 11*).

Note: In order to facilitate admission of these students in college, the Direction de la sanction des études will issue a letter to students who have successfully completed their studies in Stanislas or Marie de France.

8.5 EDUCATION IN CANADA AND THE UNITED STATES (ELEMENTARY-SECONDARY)¹

	ELEMENTARY							SECONDARY						
Québec	P	P	1*	2	3	4	5	6	1	2	3	4	5	
Alberta		P	1*	2	3	4	5	6	7	8	9	10	11	12
British Columbia			1*	2	3	4	5	6	7	8	9	10	11	12
Manitoba	P	P	1*	2	3	4	5	6	7	8	9	10	11	12
New Brunswick		P	1*	2	3	4	5	6	7	8	9	10	11	12
Newfoundland		P	1*	2	3	4	5	6	7	8	9	10	11	12
Northwest Territories		P	1*	2	3	4	5	6	7	8	9	10	11	12
Nova Scotia		P	1*	2	3	4	5	6	7	8	9	10	11	12
Ontario	P	P	1*	2	3	4	5	6	7	8	9	10	11	12
Prince Edward Island			1*	2	3	4	5	6	7	8	9	10	11	12
Saskatchewan		P	1*	2	3	4	5	6	7	8	9	10	11	12
Yukon		P	1*	2	3	4	5	6	7	8	9	10	11	12
United States		P	1*	2	3	4	5	6	7	8	9	10	11	12

* = 6 years of age

P = Preschool (kindergarten, etc.)

Shaded areas = (junior high school/middle school)

1. Excerpt from *A Statistical Portrait of Elementary and Secondary Education in Canada*, Statistics Canada, Catalogue 81-528-XPB.

Appendix 1

CALENDAR OF ACTIVITIES

**CALENDAR OF 2000-2001 ACTIVITIES
AND PUBLICATIONS BY THE
DIRECTION DE LA SANCTION DES ÉTUDES**

(GENERAL EDUCATION, YOUTH SECTOR)

NOTE

The boxed dates 2000-00-00 in the calendar pertaining to the transmission of forms to the Ministère are deadlines for their receipt. Educational institutions must therefore use the appropriate means for transmitting the forms to ensure that the Ministère receives them on time.

Legend

DSE	:	Direction de la sanction des études
SB	:	School board
PS	:	Private school
REF.	:	Reference number on the master calendar
DCS	:	Déclaration de la clientèle jeune en formation générale (declaration of student enrollments in general education for the youth sector)

CALENDAR OF 2000-2001 ACTIVITIES

	ACTIVITY	SCHEDULED DATE		RESPONSIBILITY	REF.
		START	END		
1	Shipment of form 16-7755-A " <i>Choix de média</i> " regarding information required to process secondary school examinations	2000-09-21	2000-09-22	DSE	2.2
2	Return of form 16-7755-A	2000-09-27	2000-10-13	SB and PS	2.3
3	Availability of the following banks through teleinformatics: – sectors-profiles – subjects – examinations <u>JANUARY 2001 SESSION</u> (see <i>Administrative Manual</i> 16-7175A, section 3.4.3)	2000-10-17 2000-10-17 2000-10-17		See additional activities at the end of this calendar	7.9
4	Shipment of order form for January uniform examinations	2000-10-04	2000-10-04	DSE	8.2
5	Shipment of registration forms for the January examinations to educational institutions using forms	2000-10-04	2000-10-04	DSE	8.3
6	Completion of order form for January uniform examinations and return to the Ministère de l'Éducation	2000-10-05	2000-11-03	SB and PS	8.4
7	Deadline for the updating of information pertaining to the declaration of enrollments (DCS-2). Registration for January examinations for: – educational institutions using forms – educational institutions using teleinformatics		2000-12-07 2000-12-08	See additional activities at the end of this calendar SB and PS	8.5
8	Registration for examinations for: 1) <i>Français, écriture</i> (128560) – educational institutions using forms – educational institutions using teleinformatics 2) Other examinations – educational institutions using forms – educational institutions using teleinformatics	2000-10-16 2000-10-01	2000-11-15 2000-11-16 (4 p.m.) 2000-12-07 2000-12-08 (4 p.m.)	See additional activities at the end of this calendar SB and PS SB and PS	8.7

CALENDAR OF 2000-2001 ACTIVITIES

	ACTIVITY	SCHEDULED DATE		RESPONSIBILITY	REF.
		START	END		
9	Updating of examination registration	2000-12-11	2001-01-12	SB and PS	8.8
	Closing of registration cancellation transactions		2001-02-08		
10	Shipment of labels for student answer booklets (128560)	2000-11-20	2000-11-20	DSE	8.13
11	<i>Français, écriture</i> (128560) examination ¹	2000-12-07		SB and PS	8.14
12	Shipment of examination materials to educational institutions: pre-identified answer sheets, blank answer sheets (16-7761 and 16-7762), form "Results on Uniform Examinations and Local Examinations" (16-7752-01) and pre-identified form " <i>Note d'école et rang cinquième</i> " (16-7753)	2001-01-03	2001-01-08	DSE	8.13
13	Examination session	2001-01-15	2001-01-18		8.15
14	Receipt at the Ministère of certification data for the January session: 1) school marks and quintile rank for uniform and local examinations 2) ministry marks for uniform examinations			See additional activities at the end of this calendar	
	– educational institutions using forms	2001-01-15	<u>2001-02-02</u>	SB and PS	8.19
	– educational institutions using teleinformatics (Tx56 and Tx58)	2001-01-15	2001-02-08 (4 p.m.)		
15	Preparation and transmission of lists, statements of marks and diplomas related to the January examinations (see item 18)	2001-02-12	2001-02-20	DSE	8.48
16	Availability of files for decentralized productions: – list of failures – moderation tables and criteria – list of answer sheets expected and not received – list of nongraduates – statistical lists	2001-02-11	2001-06-08	See additional activities at the end of this calendar DSE	8.49

¹ Educational institutions must return the answer booklets for this examination to the Ministère on the same day as the examination, or at the very latest, the next day. Educational institutions keep the answer booklets for other examinations.

CALENDAR OF 2000-2001 ACTIVITIES

	ACTIVITY	SCHEDULED DATE		RESPONSIBILITY	REF.
		START	END		
	JUNE 2001 SESSION (see <i>Administrative Manual</i> 16-7175A, section 3.4.4)				
17	Identification of registration forms for the June examinations	2001-01-29	2001-01-30	DSE	9.3
18	Shipment of examination registration forms (16-7703 and 16-7704) to educational institutions (see item 15)	2001-02-12	2001-02-20	DSE	9.6
19	Deadline for the updating of information pertaining to the declaration of enrollments for: – educational institutions using forms – educational institutions using teleinformatics		2001-04-10 2001-04-11	See additional activities at the end of this calendar SB and PS	10.1
20	Registration for examinations for: 1) <i>Français, écriture</i> (128560) – educational institutions using forms – educational institutions using teleinformatics 2) Other examinations – educational institutions using forms – educational institutions using teleinformatics	2001-03-01 2001-03-01	2000-04-05 2001-04-06 (4 p.m.)	See additional activities at the end of this calendar SB and PS	10.5
21	Update of examination registration for: – educational institutions using forms – educational institutions using teleinformatics Closing of registration cancellation transactions	2001-03-01 2001-03-01	2000-04-11 2001-04-12 (4 p.m.)	See additional activities at the end of this calendar	
		2001-05-07 2001-05-07	2001-06-08 2001-06-15	SB and PS	10.12
22	Shipment of labels for student answer booklets for <i>Français, écriture</i> (128560)	2001-04-17	2001-04-17	DSE	11.13
23	Shipment of examination materials to educational institutions: pre-identified answer sheets, blank answer sheets (16-7761 and 16-7762), form “Results on Uniform Examinations and Local Examinations” (16-7752-01) and pre-identified form “ <i>Note d’école et rang cinquième</i> ” (16-7753)	2001-05-07	2001-06-07	DSE	11.13
24	<i>Français, écriture</i> (128560) examination ¹	2001-05-03			12.4
25	Examination session	2001-06-15	2001-06-21		12.4

¹ Educational institutions must return the answer booklets to the Ministère on the same day as the examination, or at the very latest, the next day. Educational institutions keep the answer booklets for other examinations.

CALENDAR OF 2000-2001 ACTIVITIES

	ACTIVITY	SCHEDULED DATE		RESPONSIBILITY	REF.
		START	END		
26	Receipt at the Ministère of certification data for the June session: 1) school marks and quintile rank for uniform and local examinations 2) Ministère marks for the uniform examinations <u>1st publication:</u> - educational institutions using forms - educational institutions using teleinformatics (Tx56 and Tx58) <u>2nd publication:</u> - educational institutions using forms - educational institutions using teleinformatics (Tx56 and Tx58) <u>3rd publication:</u> - educational institutions using forms - educational institutions using teleinformatics (Tx56 and Tx58)	2001-06-18 2001-06-18 2001-07-04 2001-07-05 2001-07-13 2001-07-16	2001-06-28 2001-07-04 (4 p.m.) 2001-07-12 2001-07-13 (4 p.m.) 2001-08-24 2001-08-30 (4 p.m.)	SB and PS SB and PS SB and PS	12.6 and 12.8
27	Availability of files for decentralized productions: - list of failures - moderation tables and criteria - list of answer sheets expected and not received - list of nongraduates - statistical lists - etc. 1st publication 2nd publication 3rd publication	2001-07-06 2001-07-15 2001-09-01	2001-07-13 2001-08-30 2001-11-05	See additional activities at the end of this calendar DSE	12.14 12.16
28	Availability of the status of transmission of data to the Ministère and file for the computer copy of answer sheets and evaluation sheets	Ongoing		See additional activities at the end of this calendar	12.15
29	Transmission of official statements of marks and diplomas to students 1st publication – statements of marks 2nd publication – statements of marks 3rd publication – statements of marks and diplomas	2001-07-07 2001-07-16 2001-09-04	2001-07-09 2001-07-17 2001-09-06	DSE	
30	Transmission of the June results (copy of statements of marks, information lists and statistics) to educational institutions 1st and 2nd publications 3rd publication (including August session)	2001-07-23 2001-09-14	2001-07-23 2001-09-14	DSE	15.6

CALENDAR OF 2000-2001 ACTIVITIES

ACTIVITY	SCHEDULED DATE		RESPONSIBILITY	REF.
	START	END		
<u>AUGUST 2001 SESSION</u> (see <i>Administrative Manual</i> 16-7175A, section 3.4.5)				
Shipment of order forms to educational institutions	2001-05-14	2001-05-14	DSE	14.2
Return of order forms to the DSE	2001-05-15	2001-06-01	SB and PS	14.3
Shipment of materials to educational institutions: blank answer sheets (16-7761 and 16-7762), form “Results on Uniform Examinations and Local Examinations” (16-7752-01)	2001-07-23	2001-07-23	DSE	
<i>Français, écriture</i> (128560) examination ¹	2001-08-02			
Examination session	2001-07-30	2001-08-03		14.5
Transmission of certification data for the August session to the DSE on form “Results on Uniform Examinations and Local Examinations” (16-7752-01) (Tx59)	2001-07-30	<u>2001-08-15</u>	SB and PS	14.7

¹ Educational institutions must return the answer booklets to the Ministère on the same day as the examination, or at the very latest, the next day. Educational institutions keep the answer booklets for other examinations.

**ADDITIONAL ACTIVITIES
RELATED TO THE CERTIFICATION OF STUDIES**

(Educational Institutions Using TELEINFORMATICS)

- 3 Produce the list of subjects (009-AI-01) and ensure that:
 - the subject codes appearing in the institution's subject-time allocation are all ACTIVE, that is, usable for the current year (see date for end of application)

Produce the list of examinations (099-AN-01) and ensure that:

 - the examination codes in the institution's timetable have all been included in the list of active examinations for the current cycle (see date for end of application)
- 7 Update information pertaining to enrollments (e.g. changes in address) and ensure that all students for whom certification data will be transmitted in January are enrolled AFTER September 30 in DCS-2.
- 8 When the registrations have been transmitted and validated at the Ministère, produce the list for the status of data transmission to the Ministère (*État d'avancement de la transmission des données au Ministère, 099-HE-01*) and check that:
 - the difference between the number of students registered (*CLIENTÈLE INSCRITE*) and the potential enrollment (*clientèle potentielle*) is normal. This difference could be attributable to students with handicaps or students with learning or adjustment difficulties
 - the number of students registered for uniform (*UNIQUES*) and local (*LOCALES*) examinations before the production of materials (*avant matériel*) corresponds to the number expected by the educational institution
 - the number of students registered after the production of materials (*après matériel*) equals the number of operations (creations and cancellations) carried out during the period allowed for this purpose (see item 9 in the calendar)
- 14 Produce the list for the status of data transmission to the Ministère (*État d'avancement de la transmission des données au Ministère, 099-HE-01*) and ensure that:
 - the percentage of data received/expected (*reçues/attendues*) is around 96 to 98
 - the amount and percentage of certification data to be received (*à recevoir*) is acceptable. This percentage should not exceed 3 or 4
 - the amount of certification data received/not expected (*reçues/non-attendues*) is in conformity with the data transmitted by the educational institution for students who were not registered for the examinations

- 16 For the purpose of analysis, produce the following lists:

For each type of data (e.g. school marks and answer sheets), produce the lists for certification data that is expected/not yet received (*attendues/non-reçues*) and ensure that all expected results have been transmitted.

Retrieve the file for the computer copy of the answer sheets and use it as needed; for example, produce an analysis of items:

- list of failures by permanent code, by examination or summary of failures
- moderation tables and criteria
- lists of nongraduates

- 19 Carry out the same activity described in item 7.

- 20 Carry out the same activity described in item 8.

- 21 Carry out the same activity described in items 8 and 14 and carefully check statistics pertaining to examination registration after the production of materials (*après matériel*).

- 27 Carry out the same activity described in item 16.

- 28 For each publication related to the June examination session, repeat the activities described in items 8 and 14.

Appendix 2

FORMS

LIST OF FORMS

- Number 1: Code Request for a Local Program of Four Credits or Less
- Number 2: Information on the Person in Charge of Certification of Studies at an Educational Institution
- Number 3: Results on Uniform Examinations and Local Examinations (16-7752-01)
- Number 4: Request for Equivalences (16-7766)
- Number 5: Authorized Absence From Uniform Examinations, Request for Equivalences (16-7768)
- Number 6: Request for Recorrection of a Uniform Examination (16-7764)
- Number 7: Déclaration d'effectif scolaire (46-3516)
- Number 8: Request for Exemption From a Uniform Examination for Students with a Hearing Impairment (16-7776)
- Number 9: Request for Statement of Marks and Diploma – Youth Sector (16-7778)
- Number 10: List of Persons in Charge of Certification of Studies at the Regional Offices
- Number 11: List of Persons in Charge of Activities at the Direction de la sanction des études

CODE REQUEST

FOR A LOCAL PROGRAM
OF FOUR CREDITS OR LESS

School Board or Institution

School Board or Institution Code

File Coordinator

Telephone

Signature

Date

Please return this request to the person in charge of course codes
at the Direction de la sanction des études (see *Appendix 2, Number 11*).

FIELD OF STUDY: ARTS ☐ SUBJECT: _____
PERSONAL DEVELOPMENT ☐
LANGUAGES ☐
MATHEMATICS ☐
SCIENCE AND TECHNOLOGY ☐
SOCIAL STUDIES ☐

LEVEL OF EDUCATION: ELEMENTARY ☐ SECTOR: ENGLISH ☐
SECONDARY ☐ FRENCH ☐

CYCLE: 1 ☐ GRADE: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐
2 ☐
3 ☐

NUMBER OF HOURS/YEAR: START OF IMPLEMENTATION (YEAR):

CODE: NUMBER OF CREDITS: _____
(reserved for Ministère use)

TITLE: _____

BRIEF DESCRIPTION: _____

The code will be given by the Direction de la sanction des études.

Revised September 2000

**INFORMATION ON THE PERSON IN CHARGE OF CERTIFICATION
OF STUDIES AT AN EDUCATIONAL INSTITUTION**

NAME OF EDUCATIONAL INSTITUTION _____

INSTITUTION CODE _____

PERSON IN CHARGE OF CERTIFICATION OF STUDIES IN GENERAL EDUCATION IN THE YOUTH SECTOR	
NAME:	
ADDRESS:	
TELEPHONE:	
FAX:	
E-MAIL:	

Signature of Person in Charge of General
Education in the Youth Sector

Signature of Director General

PLEASE RETURN THIS FORM TO:

Sylvie Fortier
Direction de la sanction des études
Ministère de l'Éducation
1035, rue De La Chevrotière, 26^e étage
Québec (Québec) G1R 5A5

Telephone: (418) 643-3482
Fax: (418) 644-6909

Ministère de l'Éducation
Direction de la sanction des études

**RESULTS ON UNIFORM EXAMINATIONS
AND LOCAL EXAMINATIONS**

TX	INSTITUTION	SCHOOL	YEAR	SESSION	EXAMINATION CODE	STUDENT GROUP
59						
1 2	3 5	6 8	9 10	11	12 17	18 19

Title of Examination: _____

(School where student took examination)

1- January
2- June
3- August

EDUCATIONAL INSTITUTION (attended by student)		STUDENT PERMANENT CODE	SCHOOL MARK		MARK ON UNIFORM EXAMINATION	
PROCESSING CODE	RESULT (OUT OF 100)	R/5	PROCESSING CODE	RESULT (OUT OF 100)	PROCESSING CODE	RESULT (OUT OF 100)
20 22	23 25	26 37	38	39 41	42	43 44 46
20 22	23 25	26 37	38	39 41	42	43 44 46
20 22	23 25	26 37	38	39 41	42	43 44 46

COMMENTS:

INSTRUCTIONS ON REVERSE SIDE

SIGNATURE OF THE PERSON IN CHARGE OF THE CERTIFICATION OF STUDIES AT THE INSTITUTION

NAME OF INSTITUTION: _____ TELEPHONE: (____) _____
FAX: (____) _____
SIGNATURE: _____ DATE: _____

INSTRUCTIONS

PURPOSE OF FORM

This form is used to send the Ministère either the school mark for a student for whom a pre-identified form has not been prepared or the results on uniform examinations differing from those administered to the students as a whole for a given examination session. In the latter case, however, a prior agreement must be concluded between the institution and the Direction de la sanction des études.

This form is also used to transmit student results for examinations retaken during the month of August.

GENERAL COMMENTS

- Write the group number in boxes 18 and 19 of the form. If this form is used to transmit the school mark for a uniform examination, the group number recorded must be the same as that indicated on the answer sheet.
- The result must be recorded using the three boxes provided. For example, to record a mark of 8, complete the boxes as followed:

0	0	8
---	---	---

The following may also be recorded:

E	Q	U
---	---	---

 (equivalence)

S	U	C
---	---	---

 (pass)

E	C	H
---	---	---

 (failure)

PROCESSING CODE

School Mark

- Do not record the processing code the first time data is transmitted for a given session (June, August or January).
- Write codes A, B, R or T to indicate the following:
 - A REPLACE the school mark with a new mark
 - B CANCEL the school mark
 - R DO NOT WAIT for the student's school mark
 - T RECORD that a student was absent from a local examination

Mark on Uniform Examination

- Do not record the processing code the first time data is transmitted for a given session (June, August or January).
- Write codes A, B, C, D, R or T to indicate the following:
 - A REPLACE the mark on the uniform examination with a new mark
 - B CANCEL the mark for the uniform examination
 - C RECORD the mark on the uniform examination that the school sends for the first time, but do not convert this mark (this code may be used only after an agreement has been reached with the DSE)
 - D REPLACE the mark on the uniform examination with a new mark, but do not convert this mark (this code may be used only after an agreement has been reached with the DSE)
 - R DO NOT WAIT for the student's mark on the uniform examination
 - T RECORD that a student was absent from a uniform examination

STUDENT			
NAME			
PRESENT ADDRESS			
		POSTAL CODE	
PERMANENT CODE			TELEPHONE

SCHOOL									
NAME									
ADDRESS									
POSTAL CODE									
TELEPHONE									

[illegible]

SIGNATURE OF THE PERSON IN CHARGE OF THE CERTIFICATION OF STUDIES

_____ DATE _____

PLEASE RETURN THIS FORM TO:

Louise Cauchon
Direction de la sanction des études
Ministère de l'Éducation
1035, rue De La Chevrotière, 26^e étage
Québec (Québec) G1R 5A5

Telephone: (418) 646-1979

Fax: (418) 644-6909

**AUTHORIZED ABSENCE FROM UNIFORM EXAMINATIONS
REQUEST FOR EQUIVALENCES**

SESSION _____

STUDENT									
NAME _____									
ADDRESS _____									
PERMANENT CODE	POSTAL CODE								
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EDUCATIONAL INSTITUTION									
NAME _____									
INSTITUTION CODE									
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ABSENCE	
REASON:	
Illness or accident	☐
Death of a relative	☐
Court summons	☐
Participation in an event	☐
Supporting documents enclosed	☐
Most recent school report enclosed	☐

EXAMINATION															
TITLE	EXAMINATION CODE	GROUP NUMBER	SCHOOL MARK	GROUP AVERAGE											
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SIGNATURE	
SIGNATURE OF THE PERSON IN CHARGE OF THE CERTIFICATION OF STUDIES AT THE INSTITUTION	
_____	DATE _____

16-7768

EQUIVALENCES FOR AUTHORIZED ABSENCES

The Ministère grants equivalences for authorized absences from uniform examinations administered for the purposes of obtaining a Secondary School Diploma.

LIMIT

A maximum of 16 credits at the secondary level may be granted to students subject to the transitional certification system and the new certification system.

ELIGIBLE STUDENTS

Students must be registered for the examination and have taken the course corresponding to the examination, in conformity with the school board's regulations:

- during the entire year for absences in the JUNE examination session
- during the summer session for absences in the AUGUST examination session
- during the first term for absences in the JANUARY examination session

Students who do not sit for a make-up examination and who have not taken a remedial course are not entitled to an equivalence and must take the examination in question at a later session.

EQUIVALENCE GRANTED

An equivalence for an authorized absence is granted only if the moderated school mark is equal to or higher than the pass mark. When an examination consists of several components, an equivalence may be granted even if the moderated school mark for one of the components is lower than the pass mark; however, the total for all the components must be equal to or higher than the pass mark.

All requests for an equivalence for an authorized absence must be sent to the Ministère by the educational institution within two months after the examination session.

ACCEPTABLE REASONS

Absence from a uniform examination may be authorized for the following reasons only:

- serious illness or accident confirmed by a medical certificate
- death of a close relative
- court summons
- participation in an event held at the provincial, national or international level, such as a convention, a sports competition or an arts festival previously authorized by the educational institution

A copy of the certificates or supporting documents is sent to the Ministère and the original is kept by the educational institution.

PROCEDURE

All requests for equivalences for authorized absences must be submitted to the educational institution using form 16-7768; the request must be accompanied by a copy of the student's most recent school report and supporting documents.

Requests received at the Ministère during August will be processed for the September publication of marks. A temporary letter may be issued by the DSE to students eligible for an SSD through the granting of equivalences.

PLEASE RETURN THIS FORM TO:

Yves Paquet
Direction de la sanction des études
Ministère de l'Éducation
1035, rue De La Chevrotière, 26^e étage
Québec (Québec) G1R 5A5

Telephone: (418) 646-1980 Fax: (418) 644-6909

REQUEST FOR RECORRECTION OF A UNIFORM EXAMINATION

STUDENT	
NAME	_____
ADDRESS	_____
PERMANENT CODE	POSTAL CODE
TELEPHONE	
STUDENT'S SIGNATURE	_____

EDUCATIONAL INSTITUTION	
SCHOOL WHERE STUDENT TOOK EXAMINATION	NAME ADDRESS
	POSTAL CODE
SCHOOL BOARD	_____
INSTITUTION CODE	

EXAMINATION	
TITLE OF EXAMINATION	_____
EXAMINATION CODE	GROUP NUMBER
SESSION	SCHOOL MARK

SIGNATURE	
SIGNATURE OF THE PERSON IN CHARGE OF THE CERTIFICATION OF STUDIES AT THE EDUCATIONAL INSTITUTION	
_____	DATE _____

16-7764

INSTRUCTIONS

Anyone asking to have an examination corrected again must provide all the information requested and meet the following conditions:

1. The request must be sent to the Ministère by the **educational institution**.
2. The following must be enclosed with form 16-7764:
 - a photocopy of the student's official statement of marks
 - the student's copy of the free-response examination, if applicable
 - \$2.30 (includes GST) for each individual request; this amount will not be reimbursed even if the mark does not change. The amount is payable by cheque or money order to the Minister of Finance.
3. A separate form 16-7764 must be used for each examination to be recorrected.

PLEASE RETURN THIS FORM TO:

Marcel Tanguay
Centre de collecte des données
Direction de la sanction des études
Ministère de l'Éducation
1035, rue De La Chevrotière, 26^e étage
Québec (Québec) G1R 5A5

Telephone: (418) 646-1582
Fax: (418) 644-6909

DÉCLARATION D'EFFECTIF SCOLAIRE
ANNÉE SCOLAIRE 2000-2001
(RENSEIGNEMENTS TRANSMIS AU MINISTÈRE, VOIR LE GUIDE 46-3515)

2.3.1 ÉCOLE FRÉQUENTÉE L'ANNÉE DERNIÈRE

ORGANISME	ÉCOLE	NOM DE LA COMMISSION SCOLAIRE OU DE L'ÉTABLISSEMENT PRIVÉ	NOM DE L'ÉCOLE (SECTEUR PUBLIC)	RÉSERVÉ AU MINISTÈRE
CODE				-

RÉSERVÉ AU MINISTÈRE

1. ACTE ADMINISTRATIF ET CODES DE RÉFÉRENCE 2.3.2

ACTE ADMINISTRATIF 2.4.1	ORGANISME 2.4.2	ÉCOLE 2.4.2	CODE PERMANENT DE L'ÉLÈVE 2.4.3
1- OUI 2- NON			
ÉLÈVE PENSIONNAIRE (SECTEUR PRIVÉ) 2.4.4	CODE DE BÂTIMENT (SECTEUR PUBLIC) 2.4.5	NUMÉRO DE FICHE (TRANSMETTEUR PAR TÉLÉ) 2.4.6	TYPED'EFFECTIF 2.4.7 1- JEUNE 2- ADULTE
			DATE DE NAISSANCE 2.4.8 ANNÉE MOIS JOUR

2. IDENTITÉ DE L'ÉLÈVE 2.3.3

NOM DE L'ÉLÈVE 2.4.9	PRÉNOM DE L'ÉLÈVE 2.4.9

3. PÈRE OU MÈRE/TITULAIRE(S) DE L'AUTORITÉ PARENTALE 2.3.4

2.4.10 P.M.T.	NOM DE FAMILLE 2.4.11	PRÉNOM 2.4.11
2.4.10 P.M.T.	NOM DE FAMILLE 2.4.11	PRÉNOM 2.4.11

4. DOMICILE PERMANENT DE L'ÉLÈVE 2.3.5

NUMÉRO DU DOMICILE 2.4.12	N., S., E., O. 2.4.13	VOIE (INDIQUER RUE, AVE, ROUTE, BOUL., ETC.) 2.4.14	APP., BOÎTE POSTALE
MUNICIPALITÉ 2.4.15	CODE POSTAL 2.4.16	LIEU DU DOMICILE 2.4.17 1. QUÉBEC 2. AILLEURS AU CANADA 3. À L'ÉTRANGER	NUMÉRO DE TÉLÉPHONE 2.4.18

5. INDICATEURS DU LIEU DE NAISSANCE

6. AUTRES RENSEIGNEMENTS SUR L'ÉLÈVE 2.3.7

QUÉBEC = 001 2.3.6 AUTRE = (voir guide)	2.4.19 ÉLÈVE	PÈRE	MÈRE	2.4.20 RELIGION 1. CATHOLIQUE 2. PROTESTANTE 3. AUTRE 4. AUCUNE	2.4.21 LANGUE FRANÇAIS = 001 ANGLAIS = 002 AUTRE = (voir guide)	2.4.22 PARLÉE À A) LA MAISON B) MATERNELLE	2.4.23 LANGUE D'ENSEIGNEMENT 1. FRANÇAIS 2. ANGLAIS 3. L. AMÉRINDIENNES OU INUITTUT AUTRE = (voir guide)	2.4.24 TYPE D'ENTENTE X = NE S'APPLIQUE PAS VALEUR = (voir guide)	2.4.25 MOIS DE DÉBUT /DE FIN	2.4.26 CLASSE SPÉCIALE 4. NE S'APPLIQUE PAS AUTRE = (voir guide)	ÉLÈVE HANDICAPÉ OU EN DIFFICULTÉ D'ADAPTATION OU D'APPRENTISSAGE
2.4.30 TYPE D'ENSEIGNEMENT MORAL ET RELIGIEUX REÇU 1. ENSEIGNEMENT MORAL ET RELIGIEUX CATHOLIQUE 2. ENSEIGNEMENT MORAL ET RELIGIEUX PROTESTANT 3. ENSEIGNEMENT MORAL 4. AUTRE TYPE D'ENSEIGNEMENT RELIGIEUX 5. AUCUN ENSEIGNEMENT RELIGIEUX	2.4.31 ORDRE D'ENSEIGNEMENT 1. ÉDUCATION PRÉSCOLAIRE (4 ANS) 2. ÉDUCATION PRÉSCOLAIRE (5 ANS) 3. ENSEIGNEMENT PRIMAIRE 4. ENSEIGNEMENT SECONDAIRE	2.4.32 TYPE DE FRÉQUENTATION (ÉDUCATION PRÉSCOLAIRE 5 ANS ET ENSEIGNEMENT SECONDAIRE) TEMPS PLEIN 1: OUI 2: NON	2.4.33 RÉSIDENT DU QUÉBEC (voir guide)	2.4.34 CLASSE AU PRIMAIRE	2.4.35 CLASSE AU SECONDAIRE	2.4.36 RÉGIME DE SANCTION DES ÉTUDES 3. NOUVEAU	2.4.37 TYPE DE FORMATION 6. GÉNÉRALE AUTRE = (voir guide)	2.4.38 TRANSPORT SCOLAIRE NATURE DU SERVICE OFFERT 2.4.39 DÉLÉGATION D'ORGANISATION 1: OUI 2: NON	2.4.40 SERVICE DE GARDE ET SURVEILLANCE DU MIDI (voir guide)	2.4.41 INDICATEURS DE CONFORMITÉ ÂGE (voir guide) INTER-CYCLES CONTRÔLE	

REQUEST FOR EXEMPTION FROM A UNIFORM EXAMINATION
FOR STUDENTS WITH A HEARING IMPAIRMENT

STUDENT													
NAME	_____												
PERMANENT CODE	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table> <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <table border="1"><tr><td></td><td></td></tr></table>												

EDUCATIONAL INSTITUTION											
NAME	_____										
INSTITUTION CODE	<table border="1"><tr><td></td><td></td><td></td></tr></table> <table border="1"><tr><td></td><td></td><td></td></tr></table>										
TELEPHONE	<table border="1"><tr><td></td><td></td><td></td></tr></table> <table border="1"><tr><td></td><td></td><td></td></tr></table> <table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>										

REQUEST													
EXAMINATION CODE	TITLE OF EXAMINATION												
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SCHOOL MARK	FINAL MARK												
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SIGNATURE
SIGNATURE OF THE PERSON IN CHARGE OF THE CERTIFICATION OF STUDIES AT THE EDUCATIONAL INSTITUTION

DATE _____

16-7776

NOTE

This form must be accompanied by a recent audiogram.

PLEASE RETURN THIS FORM TO:

Louise Laurence
Chef de service
Direction de la sanction des études
Ministère de l'Éducation
1035, rue De La Chevrotière, 26^e étage
Québec (Québec) G1R 5A5

Telephone: (418) 646-1967
Fax: (418) 644-6909

REQUEST FOR STATEMENT OF MARKS AND DIPLOMA, YOUTH SECTOR

STUDENT INFORMATION

Last name at birth			First name		
Full name of father			Full name of mother		
Permanent code (if known)			Year	Month	Day
			Date of birth		Sex
Present address					
Postal code			Telephone		

RECIPIENT OF DOCUMENT(S)

Name		
Address		
Postal code		
Telephone		
Name of person making request		

DOCUMENT(S)

Statement of marks	☐	Grade*	Year (June)	Public school	☐	Trade (if applicable)
Diploma	☐			Private school	☐	
Name of school						
Municipality						

Statement of marks	☐	Grade*	Year (June)	Public school	☐	Trade (if applicable)
Diploma	☐			Private school	☐	
Name of school						
Municipality						

SIGNATURE

Signature of the student or authorized person making the request	
	Date

* Grades 7, 8, 9, 10, 11, 12, CPES, EPSC, Sec. IV, Sec. V, SSSC, SSVD, DVS (as of 1999-07-01), AVS

NOTE

Only persons who were in the youth sector of secondary education and who were registered for examinations administered by the Département de l'Instruction publique or the Ministère de l'Éducation may receive a copy of their statement of marks and diploma.

PLEASE RETURN THIS FORM TO:

Nicole Giguère
Direction de la sanction des études
Ministère de l'Éducation
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**LIST OF PERSONS IN CHARGE OF
CERTIFICATION OF STUDIES AT THE REGIONAL OFFICES**

REGION	NAME	ADDRESS
01	Catherine Belzil	Direction régionale du Bas-Saint-Laurent et de la Gaspésie – Îles-de-la-Madeleine 355, boulevard Saint-Germain Ouest, 2 ^e étage Rimouski (Québec) G5L 3N2 Telephone: (418) 727-4022
02	Gilles Morin	Direction régionale du Saguenay – Lac-Saint-Jean 3950, boulevard Harvey, 2 ^e étage Jonquière (Québec) G7X 8L6 Telephone: (418) 695-8855
03	Gilles Marcoux	Direction régionale de la Capitale-Nationale et de la Chaudière-Appalaches 1020, route de l'Église, 3 ^e étage Sainte-Foy (Québec) G1V 3V9 Telephone: (418) 643-8961
04	Nancy Bastien	Direction régionale de la Mauricie et du Centre-du-Québec 100, rue Laviolette, 2 ^e étage Trois-Rivières (Québec) G9A 5S9 Telephone: (819) 371-6717
05	Nathalie Ouellet	Direction régionale de l'Estrie 200, rue Belvédère Nord, local 3.05 Sherbrooke (Québec) J1H 4A9 Telephone: (819) 820-3403
06.1	Jean-Marie L'Heureux	Direction régionale de Laval, des Laurentides et de Lanaudière 300, rue Sicard, 2 ^e étage, bureau 200 Sainte-Thérèse (Québec) J7E 3X5 Telephone: (450) 430-1735
06.2	Michel Roussy	Direction régionale de la Montérégie 201, Place Charles-Lemoyne, 6 ^e étage Longueuil (Québec) J4K 2T5 Telephone: (450) 928-5029
06.3	Liliane Gauthier	Direction régionale de Montréal 600, rue Fullum, 10 ^e étage Montréal (Québec) H2K 4L1 Telephone: (514) 873-5299
07	Raymond Bourguignon	Direction régionale de l'Outaouais 170, rue de l'Hôtel de Ville, 4 ^e étage, local 4.130 Hull (Québec) J8X 4C2 Telephone: (819) 772-3382
08	Marc Décarie	Direction régionale de l'Abitibi-Témiscamingue et du Nord-du-Québec 215, boulevard Rideau Rouyn-Noranda (Québec) J9X 5Y6 Telephone: (819) 763-3008
09	Aline Martin	Direction régionale de la Côte-Nord 106, rue Napoléon, 2 ^e étage Sept-Îles (Québec) G4R 3L7 Telephone: (418) 964-8424

**LIST OF PERSONS IN CHARGE OF ACTIVITIES AT THE
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1) DIRECTOR

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4) DISTRIBUTION OF EXAMINATIONS

Sylvie Fortier
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LIST OF PERSONS IN CHARGE OF ACTIVITIES AT THE
DIRECTION DE LA SANCTION DES ÉTUDES

5) UPDATING OF STUDENT RECORDS

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6) EQUIVALENCES

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7) EQUIVALENCES FOR AUTHORIZED ABSENCES

Yves Paquet
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Ministère de l'Éducation
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8) DATA COLLECTION

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LIST OF PERSONS IN CHARGE OF ACTIVITIES AT THE
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9) COMPUTER-SCORED ANSWER SHEETS

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Marie Fluet
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Direction de la sanction des études

PRODUCTION:

Ministère de l'Éducation

Secteur de l'éducation préscolaire et de

l'enseignement primaire et secondaire

Direction de la sanction des études

Jacques Tardif

Director

