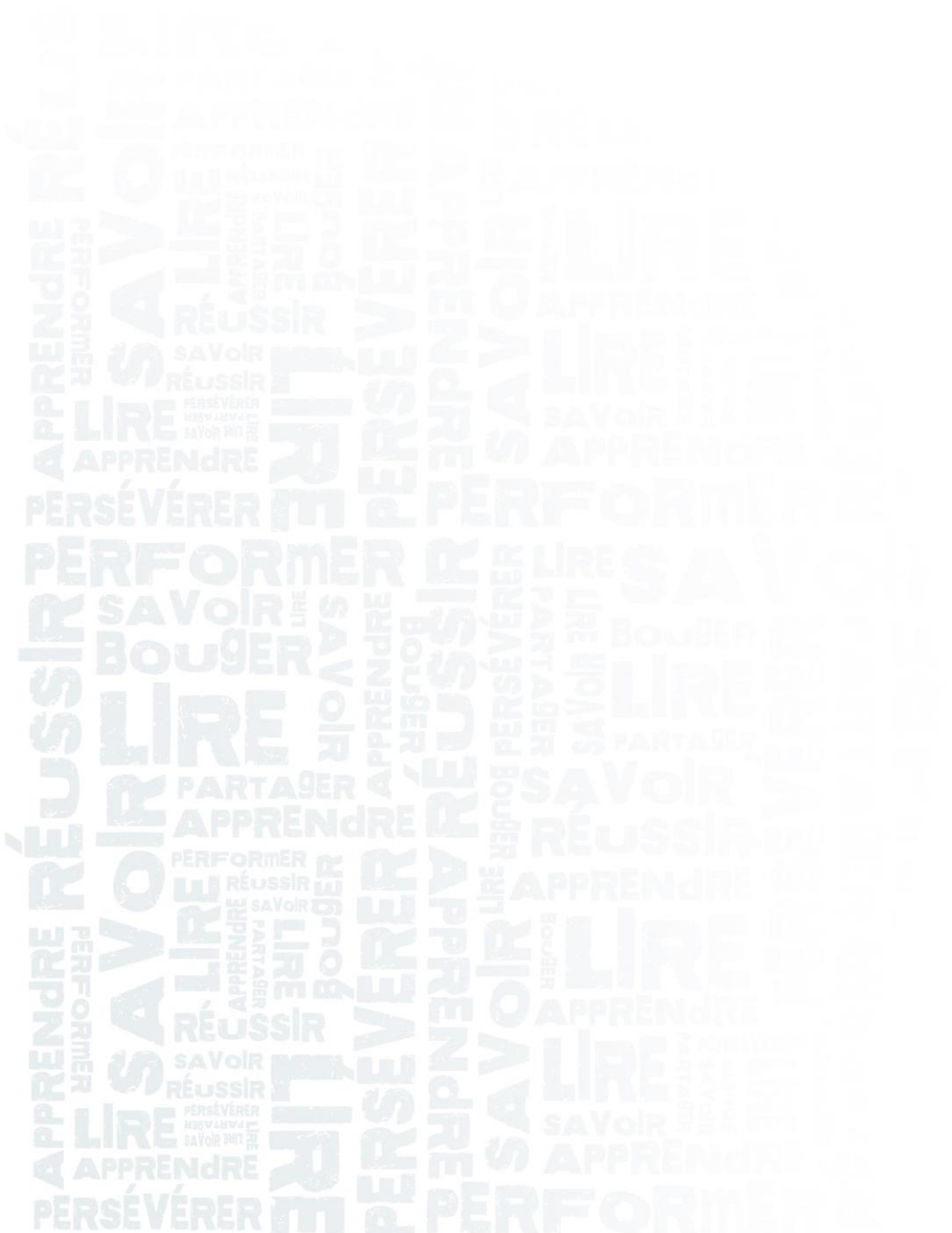


Management of the Ministerial Examination Language of Instruction and Literature

Administrative Guide

College Education



This document was produced by the
Ministère de l'Éducation et de l'Enseignement supérieur.

Coordination and content

Service de la formation préuniversitaire et de la recherche
Direction des programmes de formation collégiale
Direction générale des affaires collégiales
Secteur de l'enseignement supérieur

Traduction anglaise

Direction des services à la communauté anglophone
Direction générale des services aux anglophones, aux autochtones et à la diversité culturelle
Secteur des services aux anglophones, aux autochtones et à la diversité culturelle

For additional information, contact:

General Information
Direction des communications
Ministère de l'Éducation et de l'Enseignement supérieur
1035, rue De La Chevrotière, 28^e étage
Québec (Québec) G1R 5A5
Telephone: 418-643-7095
Toll-free: 1-866-747-6626

This document may be consulted on the website of the Ministère:
<https://securise.education.gouv.qc.ca/ens-sup/>.

© Gouvernement du Québec
Ministère de l'Éducation et de l'Enseignement supérieur, 2018

ISBN 978-2-550-79951-1 (PDF)

Legal deposit – Bibliothèque et Archives nationales du Québec, 2017

Table of Contents

1. General Information	4
1.1. Introduction	4
1.2. Conditions for writing the examination	4
1.3. Accommodation measures	5
1.4. Communications between the College and the Ministère	9
2. Registration	10
2.1. Student registration	10
2.2. Taking the examination at another college	11
2.3. Taking the examination outside Québec.....	12
2.4. The Socrate system.....	12
2.5. Rescheduling or cancelling an examination.....	13
3. Administration of the examination	14
3.1. Management of the examination materials	14
3.2. Reporting and handling cases of plagiarism or cheating.....	16
4. After the examination	17
4.1. Communication of results	17
4.2. The Socrate System	17
4.3. Access to copies of corrected papers	17
4.4. Grade review	18
4.5. Duplicate copy of the statement of marks	18
4.6. Cases of plagiarism or cheating detected by the Ministère	18
Annexe I – Consignes relatives à la passation (épreuve de français)	179
Appendix I – Instructions for Invigilators (English Exam)	20
Annexe II – Formulaire de déclaration de cas de fraude (épreuve de français)	25
Appendix II – Form for Reporting Cases of Plagiarism or Cheating (English Exam)	26

1. General Information

1.1. Introduction

Under section 26 of the *College Education Regulations* (Chapter C-29, r. 4), the Ministère imposes a uniform Language of Instruction and Literature examination that students must pass in order to obtain a Diploma of College Studies (DCS). The examination is based on the objectives and standards set for Language of Instruction and Literature in the general education component common to all programs of study.

The purpose of the uniform examination is to verify that a student has sufficient competencies in reading and writing to be able to understand literary texts and to articulate a critical point of view that is relevant, coherent and written in correct English.

Students have four hours and thirty minutes (French exam) or four hours (English exam) to read a series of literary texts and write a critical essay on one of them. The examination is administered on the same day and at the same time for all students.

1.2. Conditions for writing the examination

The compulsory uniform examination

Since January 1, 1998, students have been required to pass the uniform examination in order to obtain a DCS. Colleges cannot exempt students from this requirement.

A pass on the French test that was a requirement for university admission from 1992 to 1997 cannot be considered equivalent to, or a substitute for, success on the uniform examination that is now compulsory for obtaining a DCS.

Eligibility

Students wishing to take the uniform examination must first have successfully completed at least two of the three courses in Language of Instruction and Literature in the general education component common to all programs of study. Candidates must also be in the process of completing the third course. However, if a college determines, after examining a student's file, that he or she has taken a different educational path, the college may allow the student to register for the examination.

Students who fail the examination may retake it during another semester. They are entitled to do so until they pass and can ask their college for permission to put off writing the examination until a later date. However, students who have already passed the uniform examination cannot retake it.

The language of the examination

The language of the uniform examination is the language of instruction of the educational institution, not the student's mother tongue.

For example, students who have successfully completed their courses in English, Language of Instruction and Literature (general education component common to all programs) must register for the uniform examination in that language. Students wishing to take the uniform examination in French must have successfully completed at least one course in Français, langue d'enseignement et littérature (general education component common to all programs). The college will then decide, in

conjunction with the student, which examination he or she will take.

Students who have passed the uniform examination in a given language, and who subsequently transfer from one language sector to the other, do not have to take the examination in the language of the target sector.

Permitted and prohibited materials

Students may bring three reference works on basic language use to the examination.

All other documents are prohibited. This means:

- no personal notes of any kind
- no reference works on anything other than basic language use (anthologies, literary history textbooks, writing guides, dictionaries of literary devices, etc.)
- no electronic devices; these must be turned off and inaccessible for the duration of the examination

Students are prohibited from sharing materials and from engaging in any form of communication whatsoever.

Any departures from these instructions must be reported immediately (see Section 3.2 for more details).

1.3. Accommodation measures

Colleges may provide accommodation measures for students with particular needs, namely students with disabilities, Indigenous students and allophone students. The purpose of such measures is to enable students to take the examination under conditions that take account of their limitations and allow them to demonstrate their competencies and learning.

Therefore, the accommodations provided must never alter the established requirements of the examination or the content being evaluated. The pass mark and evaluation criteria are the same for all students who write the examination.

This section provides a reference framework that colleges can use to make accommodations to facilitate the writing of the uniform examination. It lists the types of accommodations available and provides details on some of their aspects. The guidelines, accommodations and procedures in question are neither necessarily nor automatically applicable to contexts other than that of the uniform examination.

Students with disabilities

Students living with a disability are considered to be disabled if they meet the following four criteria:

- They are recognized as “disabled persons.”
- They have had their disability confirmed by a diagnosis or diagnostic assessment from a qualified health professional who is a member of a professional association.
- They have significant and ongoing limitations in learning and evaluation activities as a result of their disabilities.
- They have an individualized education plan (IEP) prepared by the college that specifies the accommodations required for their academic success and the limitations that justify the implementation of these accommodations.

If the student does not have an IEP (e.g. a student who was recently diagnosed or who has a disability resulting from an accident that occurred shortly before the examination date), educational institutions can provide accommodations if this disability is properly documented.

The authorized accommodation(s) may take different forms, depending on the student’s needs. The accommodation(s) provided must correspond to the student’s needs in terms of the content being evaluated. The accommodation must be essential in order for the student to develop and demonstrate his or her competency; in other words, without the accommodation, it would be impossible for the student to meet the requirements of the task, given his or her limitations. Furthermore, the student must be capable of efficiently using the tools required for the task.

Specifications concerning the authorized accommodations.

- Using a computer to write the examination:
 - The college must provide the computer.
 - The student must write his or her text on the computer, using the electronic file provided by the Ministère.
 - There must be no Internet access and no communication between the workstations connected to a network.
 - The college must provide technical support before and during the examination and ensure constant invigilation.
- Access to specific software:
 - The software is provided by the college. It is software that the student has used regularly in his or her college studies or, in the case of a recent diagnosis, it is software that the student is capable of using efficiently.
 - The software may include:
 - a spelling and grammar checker
 - an electronic dictionary
 - an adapted software program (voice synthesis, which converts digital text into a synthesized voice, is authorized).
 - Voice recognition or voice transcription (which converts the human voice into digital text) and translation software are not authorized.
- Attendants
 - An attendant may be designated to perform such tasks as:
 - interpreting instructions using sign language
 - reading texts aloud
 - providing support necessitated by the student’s physical disability
 - providing help with proofreading. In this case, the role of the attendant is limited

to pointing out syntactical, spelling and grammatical errors. Under no circumstances may the attendant assist the student with the content of the examination or correct any errors the student might make. The attendant may not provide any explanations or indicate whether or not the changes made by the student are correct. Assistance with proofreading is to be provided only once; in other words, after the attendant has indicated to the student that errors have been made, he or she does not reread the student's examination paper.

- Additional time to write the examination
 - A student with a disability may be given additional time to write the examination.
 - The proportion of the additional time should correspond to that indicated in the student's IEP, but must never exceed 180 minutes (3 hours).
 - The additional time provided to the student does not include breaks or mealtimes. It is important to note that the invigilator must always accompany the student, and this includes breaks and mealtimes.
 - The examination must be completed in one day.
- Text formats
 - Special measures to aid in the reading of texts are possible. They include use of the following:
 - texts formatted for voice synthesis
 - texts in electronic format (files for reading onscreen)
 - large print texts (paper format)
 - texts in uncontracted or contracted Braille
- Lexicon
 - The college may designate an attendant who presents and interprets the lexicon (time allotted: maximum 30 minutes) without explaining the examination question the student must answer.
- An adapted area in which to write the examination, with invigilation

In exceptional cases, the college may also provide accommodations other than those mentioned above. No exemption is permitted, however, for the Ministerial Examination of College English.

Indigenous and allophone students

For the purposes of the Ministerial examination, a student is considered to be Indigenous if his or her mother tongue is an Indigenous language, and if the student completed part of his or her elementary school education in this language.

For the purposes of the Ministerial examination, a student is considered to be an allophone if he or she meets the following two criteria:

- The student completed most of his or her secondary studies outside Québec.
- The student's secondary studies were done mainly in a language other than that of the examination to be taken.

Indigenous and allophone students may be provided with the following accommodations:

- Lexicon
 - The college may designate an attendant who presents and interprets the lexicon (time allotted: maximum 30 minutes) without explaining the examination question the student must answer.
- Sixty additional minutes
 - The extension of the time granted the student does not include the time required to present the lexicon.
- An adapted area in which to write the examination, with invigilation

Supporting documents

The college ensures that the file of each student with particular needs contains documents establishing that the student meets the criteria that justify the accommodations to be provided during the writing of the examination. The college keeps the documents for a period of five years.

Obtaining adapted materials

A secure section of the website has been created where the college can obtain adapted materials produced by the Ministère. In this section there are, for both the French and English examinations, the following:

- Subject and text files:
 - for students to read onscreen
 - to be read by voice synthesizer software
 - in normal characters, to be printed on colour paper
 - in 16-point characters, to be printed out
- The file required to write the examination using a computer
- The lexicon to be printed

The academic dean at the college receives two emails 48 hours before the time of each examination. The first email gives the address of the secure section of the website and a user code, while the second provides a password. The registrar is sent a copy of both emails. These persons must ensure that the files are downloaded and, if necessary, printed, and that the adapted materials are made available to the students concerned. The same individuals are also responsible for ensuring the confidentiality of the website, the files and the adapted materials before the administration of the examination.

In cases where the Ministère must produce texts and subjects in uncontracted or contracted Braille, the college must submit a request by email to eule-colleges@education.gouv.qc.ca. The deadlines for this are as follows: April 10 for the May examination, June 10 for the August examination, and November 10 for the December examination.

1.4. Communications between the College and the Ministère

Ministerial communications with regard to the uniform examination are always sent to the academic dean of the college, and the registrar receives a copy. These individuals are responsible for reading the communications and for forwarding them to the appropriate staff.

The materials for the uniform examination are sent directly to the testing centre and are addressed to the staff member identified in the *Resp. adm. épreuve uniforme* field within the GDUNO system (Gestion du dossier unique sur les organismes). Colleges must update the contact information of the person responsible in order to avoid delays in the reception of the examination materials at the various testing centres.

Colleges should communicate with the Ministère by email at: eule-colleges@education.gouv.qc.ca. They may also phone the Ministère at the following number: 418-644-8976, extension 3233.

Students wishing to contact the Ministère must do so at: eule-public@education.gouv.qc.ca.

2. Registration

2.1. Student registration

The regular registration periods are as follows:

- April 2 to 20, until 11:30 a.m., for the May examination
- June 21 to July 7, until 11:30 a.m., for the August examination
- November 10 to 25, until 11:30 a.m., for the December examination

If the final day of regular registration falls on a weekend or public holiday, it is put back to the previous Friday.

Late registrations may be submitted from the Tuesday preceding the examination until the following Thursday, i.e. the day after the examination, at 11:30 a.m. If a college expects the number of late registrations to be greater than the number of additional exam copies the Ministère usually supplies (10% of regular registrations, with a minimum of 15 copies), the college must inform the Ministère using the following email address: eule-colleges@education.gouv.qc.ca.

The registration transmission procedure is as follows:

- In the *année-session* field:
 - Enter the final two digits of the current year followed by the number of the semester: “1” for May, “2” for August and “3” for December. For example, you would enter “181” for the May 2018 examination.
- In the *numéro de l'épreuve* field:
 - enter 60188802 for the French examination
 - enter 60388802 for the English examination
- In the *groupe* field:
 - for regular registration, the college chooses the names
 - for late registrations, the group number must begin with INSTAR, followed by 01, 02, etc., according to the number of groups to be transmitted (e.g. INSTAR01, INSTAR02, etc.).

Registration of students whose examination corrections must be given priority.

A student may be eligible for a rush correction in the following cases:

- For the May examination, the student is on track to earn a DCS in:
 - Acupuncture
 - Audioprothèse
 - Biomedical Laboratory Technology
 - Nursing
 - Police technology
 - Prehospital Emergency Care
 - Techniques dentaires
 - Techniques de denturologie
 - Technologie de médecine nucléaire
 - Technologie de radiodiagnostic
 - Technologie de radio-oncologie
 - Techniques d'électrophysiologie médicale

- Techniques d'hygiène dentaire
- Techniques d'inhalothérapie
- Techniques d'orthèses visuelles

- For the December examination:
 - the student has applied, or will apply, to university for the following winter semester:
 - the student is on track to earn a DCS in:
 - Nursing
 - Police Technology
 - Techniques d'hygiène dentaire
 - Techniques d'orthèses visuelles
- There are no rush corrections in August.

A college may also request a rush correction if it determines that a student is likely to suffer serious adverse consequences by waiting longer for his or her results. To ensure that the Ministère is able to respect the correction deadlines, such cases must be few and far between.

In such cases, the college enters the student in a group whose identification number begins with the word URGENT, followed by 01, 02, etc., according to the number of groups concerned (e.g. URGENT01, URGENT02).

When the registration period is over, the college can always request a rush correction from the Ministère by email at eule-colleges@education.gouv.qc.ca. Students who contact the Ministère to obtain a rush correction are systematically redirected to their college's registration office, which is responsible for evaluating such situations.

Registration of students with disabilities who are entitled to accommodations

In these groups, the college registers only those students with disabilities who are entitled to accommodations.

The college must enter these students in a group whose name begins with MESURE, followed by 01, 02, etc., according to the number of groups concerned (e.g. MESURE01, MESURE02). If a student with a disability is also entitled to a rush correction, the college must register him or her in a group whose name begins with URGENT.

Please note that Indigenous and allophone students must go through the regular registration procedure.

2.2. Taking the examination at another college

Only those students who, for exceptional reasons, are unable to take the examination at their college may do so at another college that has been deemed a *test centre*. In this case:

- The college the student is attending (not the student) makes this arrangement with the test centre.
- The college the student is attending (not the test centre) submits the student's registration.

If a registration request submitted during the regular registration period is subsequently accepted by a different test centre, proceed as follows:

- Affix the label to the *Booklet 2 – Final Copy* of the student.
- Check “absent” on the *Fiche de contrôle*.

- Contact the test centre to find out the number of the INSTAR group in which the student has taken, or will take, the examination.
- The registering organization (not the test centre) submits the student's registration during the late registration period (before 11:30 a.m. on the day after the examination), indicating the test centre and the actual INSTAR group.

2.3 Taking the examination outside Québec

Students in situations deemed to be exceptional may ask their college's permission to take the examination outside Québec. An "exceptional situation" is deemed to exist if:

- a student needs only to pass the examination to obtain the DCS but is living outside Québec for work or study purposes
- a student from another province or country has successfully completed his or her studies in Québec and needs only to pass the examination to obtain the DCS

Students who decide to travel during the examination session are not eligible for this measure.

The college the student originally attended is responsible for reaching an agreement with the appropriate representative of an educational institution located where the examination is to be held, or with an accredited institution that has agreed to have the examination invigilated (host institution). The examination must be held on the same day and, as a rule, at the same time as it is administered in Québec. After reaching an agreement, the representative of the college of origin sends (to eule-colleges@education.gouv.qc.ca) the complete contact information for the person responsible for administering the examination at the host institution. A message confirming that the request has been accepted is then sent to the representative of the college of origin.

The college of origin is the one that registers the student, singly, in a group identified specifically as EXTERN01, EXTERN02, etc. Nothing must be entered in the "Test centre" field.

The final day of the regular registration period is also the deadline for sending the Ministère all information relating to instances in which students are to take the examination outside Québec.

Sending and returning materials

Two weeks before the examination date, the Ministère contacts the host institution to confirm that it will organize invigilation for the examination. One week before the examination date, the Ministère emails the person in charge at the host institution a password-protected PDF file containing the examination texts and subjects. Two days before the date of the examination, the Ministère sends the password to the person in charge at the institution of origin. This person is then contacted by the person in charge at the host institution to obtain the password.

After the examination, the host institution scans *Booklet 2* and sends the file to eule-colleges@education.gouv.qc.ca. Only the *Fiche de contrôle* and *Booklet 1* and *Booklet 2* must be returned to the Ministère by regular mail.

2.4 The Socrate system

The college must transmit all information relating to registration for the uniform examination to the Socrate system. This can be done via a comprehensive system-to-system batch transfer, as well as in smaller transmissions sent directly and in person. All the rules pertaining to such transfers can be found in the [Dictionnaire de données](#):

- The **IEM** (SRT908) transaction comprises all registrations for the Ministerial examination as well as all files and information fields associated with the transaction.

The Socrate system can generate the following reports, which are used to verify registrations for the examination:

- EMC040101 – Liste détaillée des inscriptions transmises;
- EMC040102 – Liste détaillée des inscriptions / provenance autre;
- EMC040103 – Liste détaillée des inscriptions tardives;
- EMC040104 – Liste d’affichage par numéro de DA;
- EMC040105 – Liste d’affichage par numéro de groupe.

2.5. Rescheduling or cancelling an examination

The Ministère, not the college, is responsible for rescheduling or cancelling uniform examinations.

Should a major event (bomb scare, public transportation breakdown, storm, etc.) occur at the college or in the surrounding region, the college must contact the Ministère by phone at 418-644-8976, extension 3233 or 2737.

They must then reach an agreement on the best course of action to take.

3. Administration of the examination

3.1. Management of the examination materials

Upon reception of the materials

1. Ensure that the materials are as indicated on the accompanying checklist.
2. Ensure that there are two envelopes (one brown and one white) for each group of students.
3. Ensure that the brown envelope contains the following materials:
 - the instructions for administering the examination
 - the *Fiche de contrôle*
 - the copies of *Booklet 1 – Instructions and Rough Work*
 - the copies of *Booklet 2 – Final Copy*
 - the personalized labels for the students
 - the envelope with the rush copies
 - the sheet of red stickers
 - the sheet of blue stickers
 - the envelope for returning the copies of *Booklet 2 – Final Copy*
4. Do not open the sealed white envelope before the examination session. It contains the copies of *Booklet 3 – Writing Guidelines and Readings*.
5. At the first sign of any irregularity, immediately contact the Ministère at 418-644-8976, extension 2737.
6. Sign the *Feuille de route* in the appropriate space and write the date on which the materials were received.
7. Store the uniform examination materials in a secure, locked place until the date on which the examination is administered.

Examination day, before the examination

1. About a half-hour before the start of the examination, give the invigilators the envelopes for their groups, along with the following documents:
 - Appendix I – Instructions for Invigilators
 - Appendix II – Form for Reporting Cases of Plagiarism or Cheating
2. Welcome the students who have not registered for the examination. Verify the identity of each student (identification card with photo). Students who cannot present incontrovertible proof of their identity must not be allowed to sit the examination.
 - Students admitted on the morning of the examination day must be registered in an INSTAR group (late registrations).
 - Students registered in an INSTAR group must provide all the information specified on the first page of *Booklet 2*, in the section “*To be filled in ONLY. . . .*”
3. Take note of all the information required to transmit late registrations.
4. Keep strictly to the examination schedule, including the start time (8:30 a.m.) and the duration (4 hours 30 minutes for the French examination and 4 hours for the English examination). The examination cannot be held earlier or later than scheduled.

5. Manage late arrivals in a way that is fair and equitable for all students. Students who are more than 30 minutes late will not be allowed to sit the examination. In case of unexpected situations (for example, a storm or a public transportation breakdown), contact the Ministère at 418-644-8976, extension 3233 or 2737, in order to reach an agreement regarding the measures to be taken).
6. Affix a red sticker in the upper right corner of the cover of *Booklet 2* for students who have not been registered in a rush status group [URGENT] but who need to have rush corrections (see Section 2.1). The students' booklets must be placed in the rush copies envelope.
7. Place a blue sticker in the upper right corner of *Booklet 2* for students for whom accommodations have been made (with the exception of allophone and Indigenous students) and who are not registered in a MESURE group.

During the examination

Visit the testing centre once the examination has started in order to:

- ensure that everything is going as planned
- replace any defective materials and provide any that may be missing
- assist the invigilators if necessary
- take note of any unusual circumstances: plagiarism, use of unauthorized reference material, etc. In cases of plagiarism or cheating, the invigilator must submit a written report detailing his or her observations to the Ministère. The invigilator must use the *Form for Reporting Cases of Plagiarism or Cheating* (Appendix II) and attach, if applicable, any incriminating pieces of evidence taken from the student(s).

At the end of the examination session

1. Pick up the return envelopes containing the copies of *Booklet 2*, along with the examination materials collected by the invigilators.
2. Keep the used copies of *Booklet 1* and *Booklet 2* until the next examination.
3. Keep the digital version of the examinations completed by students who used a computer until the next examination.
4. Collect all the envelopes containing copies of *Booklet 2* as well as the envelope for the rush copies, and check whether the information they contain matches that on the *Feuille de route*.
5. Store all the return envelopes in a secure location until they are sent to the Ministère.
6. Return the unused copies of *Booklet 1* and *Booklet 2*. Please do not affix the INSTAR stickers on the unused booklets because this would make it impossible to use them at a later date.
7. Identify and return any irregular booklets or booklets that are otherwise anomalous.
8. Sign the *Feuille de route* and write the transmission date in the space provided.
9. Send the material intended for the Ministère by courier no later than the day after the examination. The address for this is:

Épreuve uniforme
Service de la formation préuniversitaire et de la recherche
Ministère de l'Éducation et de l'Enseignement supérieur
1035, rue De La Chevrotière, 12^e étage
Québec (Québec) G1R 5A5

10. Contact the Ministère without delay to report any special cases (instances of plagiarism, cheating, etc.).
11. Transmit any late registrations to the Ministère.

3.2. Reporting and handling cases of plagiarism or cheating

When there is incontrovertible evidence

Any invigilator who witnesses plagiarism or cheating must bring the matter to the attention of the person responsible for administering the examination in his or her educational institution. When there is absolutely no doubt involved, the exam administrator must:

- Mark “Z” in box B of the writing booklet of the student in question.
- Attach the draft booklet as well as a duly completed copy of the *Form for Reporting Cases of Plagiarism or Cheating* (Appendix II), signed by the academic dean and describing what happened.
- Attach, if applicable, a copy of any prohibited documents that were in the student’s possession.

Every student who cheats must be expelled from the examination room.

When there are doubts

An invigilator who has doubts regarding a potential instance of plagiarism or cheating must bring the matter to the attention of the person responsible for administering the examination in his or her educational institution. This person attaches the following documents to the writing booklet of the student in question:

- the *Form for Reporting Cases of Plagiarism or Cheating* (Appendix II), signed by the academic dean and describing what happened
- the student’s draft booklet
- if applicable, the suspicious documents that were in the student’s possession

In cases of doubt, the student may be allowed to finish writing the examination.

4. After the examination

4.1. Communication of results

The college sends the students a statement of marks prepared by the Ministère. The result (pass or fail) also appears on the student's college-studies transcript.

The colleges are responsible for transmitting the examination results to students as soon as the Ministère enters them in its computer systems. Every Friday afternoon, the Ministère enters the results for the previous week. The colleges are informed of the Ministère's deadlines for inputting the results on all examination copies (including the rush correction copies) before the examinations are administered. Moreover, the Ministère notifies the colleges, by email, as soon as the results on the aforementioned examinations are available.

The Ministère does not communicate directly with students or provide them with any results. Students who contact the Ministère in order to obtain their results are systematically redirected to the registrar's office of their college.

4.2. The Socrate System

Colleges can obtain the results on the uniform examination by using the following reports:

- EMC040201 – Liste des résultats détaillés
- EMC040202 – Liste des résultats sommaires

4.3. Access to copies of corrected papers

Requests for copies of corrected papers must follow the procedure described on the Ministère's website:

Épreuve uniforme de français

<http://www.education.gouv.qc.ca/colleges/etudiants-au-collegial/epreuves-de-langue/epreuve-uniforme-de-francais/demande-copie-dexamen-revision-de-notes-ou-copie-de-releve-des-resultats/>

Ministerial Examination of College English

<http://www.education.gouv.qc.ca/colleges/etudiants-au-collegial/epreuves-de-langue/ministerial-examination-of-college-english/request-exam-copy-grade-review-or-duplicate-of-the-statement-of-marks/>

Requests for copies of corrected papers must be made by the students themselves, on an individual basis. The Ministère is not authorized to send copies of students' corrected examinations to the colleges.

Requests for access to corrected papers are restricted to examinations administered in the previous year, in other words, in the last three examination sessions.

4.4. Grade review

Students wishing to obtain a grade review must follow the application procedure described on the Ministère's website:

Épreuve uniforme de français

<http://www.education.gouv.qc.ca/colleges/etudiants-au-collegial/epreuves-de-langue/epreuve-uniforme-de-francais/demande-copie-dexamen-revision-de-notes-ou-copie-de-releve-des-resultats/>

Ministerial Examination of College English

<http://www.education.gouv.qc.ca/colleges/etudiants-au-collegial/epreuves-de-langue/ministerial-examination-of-college-english/request-exam-copy-grade-review-or-duplicate-of-the-statement-of-marks/>

The deadlines for grade review applications are as follows: October 1 for the May examination, November 1 for the August examination and May 1 for the December examination. Review requests received after these deadlines are not processed by the Ministère, which means there are no further provisions for appealing results.

When a result of "fail" is maintained, the student automatically receives a copy of his/her corrected examination paper. If the result is modified, however, the student receives a new statement of marks and the college's academic dean is notified.

4.5. Duplicate copy of the statement of marks

Student requests for duplicate copies of statements of marks must be submitted in accordance with the procedure set out on the Ministère's website:

Épreuve uniforme de français

<http://www.education.gouv.qc.ca/colleges/etudiants-au-collegial/epreuves-de-langue/epreuve-uniforme-de-francais/demande-copie-dexamen-revision-de-notes-ou-copie-de-releve-des-resultats/>

Ministerial Examination of College English

<http://www.education.gouv.qc.ca/colleges/etudiants-au-collegial/epreuves-de-langue/ministerial-examination-of-college-english/request-exam-copy-grade-review-or-duplicate-of-the-statement-of-marks/>

4.6. Cases of plagiarism or cheating detected by the Ministère

Should the Ministère detect an instance of cheating (plagiarism between students, plagiarism of texts found on the Internet, etc.), the exam paper is consequently marked "Z" and given a failing grade.

The Ministère notifies the academic dean of the student's college and provides the dean with information or documentation that supports its decision.

The Ministère also notifies the student in question that:

- it is aware that the student has been caught cheating or plagiarizing
- the student has received "Z" mark and has been failed
- all information related to the case has been transmitted to the academic dean of the student's college
- the student must contact the office of the academic dean of his or her college for any additional information

Students who have been caught cheating or plagiarizing do sometimes ask for explanations or want to know what consequences they might be facing. In both cases, they must contact the office of the academic dean at their college. If, after talking with the student, the academic deans decides that the student's result should be adjusted, he or she must notify the Ministère by email at this address: eule-colleges@education.gouv.qc.ca.

Annexe I – Consignes relatives à la passation (épreuve de français)

Cahier 1 – Brouillon (vert)

Début de l'épreuve : 8 h 30

Cahier 2 – Rédaction (blanc)

Fin de l'épreuve : 13 h 00

Cahier 3 – Textes et sujets de rédaction (ivoire)

Avant la passation de l'épreuve

- S'assurer que l'enveloppe brune du groupe contient un nombre suffisant d'exemplaires du *Cahier 1* et du *Cahier 2*.
- Ne pas ouvrir l'enveloppe blanche qui porte la mention « Ne pas ouvrir avant l'heure de l'épreuve ».
- Informer la personne responsable de l'administration de l'épreuve s'il y a un problème.
- S'assurer que l'espacement entre les élèves est suffisant.
- S'assurer que les élèves ont en main le matériel nécessaire autorisé (crayons à mine et à l'encre bleue ou noire, gomme à effacer, ruban correcteur). Seuls trois (3) ouvrages de référence sur le code linguistique sont permis.
- S'assurer que les élèves ne disposent pas de matériel non permis :
 - notes personnelles;
 - ouvrage de référence ne portant pas sur le code linguistique (anthologie, manuel d'histoire littéraire, guide de rédaction, dictionnaire de figures de style, etc.);
 - appareils électroniques : ces appareils doivent demeurer éteints et non accessibles pour la durée entière de l'épreuve;
 - étuis à crayons et sacs : les sacs à dos doivent être déposés à l'avant de la salle avant le début de l'examen.
- Vérifier l'identité de chaque élève (carte d'identité avec photo); en cas de doute ou si le nom d'un élève n'apparaît pas sur la *Fiche de contrôle*, demander à l'élève concerné d'aller voir la personne responsable de l'administration de l'épreuve. Tous les élèves doivent laisser leur carte d'identité sur leur bureau pendant toute la durée de l'épreuve.
- Coller l'étiquette personnalisée sur les exemplaires du *Cahier 2*, à l'endroit prévu.
- Remettre à chaque élève un exemplaire du *Cahier 1* et du *Cahier 2*.

À 8 h 25

- Lire à voix haute les consignes suivantes :
 - Assurez-vous d'avoir en main le *Cahier 1* (vert) et le *Cahier 2* (blanc).
 - Vérifiez l'exactitude du code permanent qui apparaît sur l'étiquette personnalisée du *Cahier 2*; si ce n'est pas votre code permanent, rapportez le cahier. S'il n'y a pas d'étiquette, remplissez la section « Ne pas remplir, sauf... ».
 - Écrivez votre nom en lettres majuscules et signez le *Cahier 1*, puis signez le *Cahier 2*.
 - Avant de commencer à rédiger, lisez attentivement les consignes qui figurent dans les cahiers.
 - La durée de l'épreuve est de 4 heures 30 minutes, et seul le *Cahier 2* sera corrigé.
 - Vous devez utiliser un stylo à bille, à encre bleue ou noire. Il est important de ne pas utiliser de stylo à encre effaçable ni de correcteur liquide.

- L'usage de notes personnelles, d'ouvrages de référence qui ne portent pas sur le code linguistique ou de tout appareil électronique est interdit durant l'examen, en classe comme à l'extérieur. Les appareils électroniques doivent demeurer éteints et non accessibles pour la durée de l'examen. Tout élève qui ne respecte pas cette consigne se verra aussitôt expulsé de la salle d'examen et la mention « Échec » lui sera attribuée.
 - L'échange d'ouvrages de référence est interdit durant l'examen.
 - Un seul élève à la fois sera autorisé à quitter la salle, et ce, en cas de nécessité seulement. Il est interdit de vous rendre à votre casier pendant l'examen.
 - Tout cas de fraude entraînera un échec, qu'il soit constaté à l'étape de la passation ou à celle de la correction. Si une fraude est constatée pendant la passation, l'examen de l'élève fautif sera saisi, ainsi que le matériel non permis, s'il y a lieu, et l'élève sera aussitôt expulsé de la salle.
 - À la fin de l'examen, vous devrez remettre tout le matériel reçu et vous devrez signer la *Fiche de contrôle*.
- Ouvrir l'enveloppe blanche et vérifier si le nombre de cahiers est suffisant et si la qualité de l'impression est bonne avant de remettre à chaque élève un exemplaire du *Cahier 3*. S'il y a un problème, en informer la personne responsable de l'administration de l'épreuve.

Pendant la passation de l'épreuve

- N'apporter aucun soutien à l'élève pour la rédaction de son examen.
- Gérer les retards de façon équitable pour l'ensemble des élèves. L'accès à l'épreuve doit être refusé à tout élève se présente avec plus de 30 minutes de retard.
- Circuler régulièrement entre les tables pour :
 - vous assurer que les élèves n'ont en main que le matériel autorisé;
 - vous assurer que les élèves rédigent la version définitive de leur texte à simple interligne, à l'encre bleue ou noire;
 - vous assurer qu'il n'y a aucun échange de matériel entre les élèves.

Tout cas de fraude doit être signalé à la personne responsable de l'administration de l'épreuve et devra faire l'objet d'un rapport écrit (annexe II).

- Permettre à un seul élève à la fois de quitter la salle d'examen, et ce, en cas de nécessité seulement.
- Prévenir les élèves lorsqu'il leur reste une heure, lorsqu'il leur reste 30 minutes et lorsqu'il leur reste 15 minutes.
- Lorsque le temps est écoulé, ramasser immédiatement les exemplaires du *Cahier 2*, puis ceux du *Cahier 1* et du *Cahier 3*.
 - Aucune prolongation ou restriction du temps alloué n'est permise. Aucun *Cahier 1* ne sera corrigé.
- S'assurer que tous les élèves présents ont signé la *Fiche de contrôle*.

- S'assurer que les renseignements suivants apparaissent dans le *Cahier 2* et sur la *Fiche de contrôle*.

Situation	Cahier 2–Rédaction page 1, case B	Fiche de contrôle
Élève présent qui rédige l'examen	Ne rien inscrire.	Signature de l'élève
Élève absent	X	Mention « Absent / Absente »
Élève qui abandonne pour cause de maladie	M	Mention « Maladie »
Élève présent qui remet une copie vierge	H	Signature de l'élève
Cas de fraude (consulter l'annexe II)	Hors de tout doute : Z En cas de doute : ne rien inscrire	Signature de l'élève

Après la passation de l'épreuve

- Coller les étiquettes personnalisées des élèves absents sur les exemplaires du *Cahier 2*.
- Ne pas coller les étiquettes INSTAR sur les cahiers non utilisés.
- Inscrire, sur la *Fiche de contrôle*, le nombre total d'exemplaires du *Cahier 2* à mettre dans l'enveloppe de retour, y compris ceux des élèves absents.
- À l'endroit prévu sur la *Fiche de contrôle*, inscrire vos nom et prénom en lettres majuscules et signer.
- S'il y a lieu, mettre dans l'enveloppe des copies prioritaires les exemplaires du *Cahier 2* portant un autocollant rouge.
- Mettre dans l'enveloppe de retour : les exemplaires du *Cahier 2*, y compris ceux des élèves absents, ainsi que les enveloppes des copies prioritaires, s'il y a lieu.
- Signer l'enveloppe de retour et indiquer, à l'endroit prévu, le nombre d'exemplaires du *Cahier 2* qu'elle contient, y compris ceux des élèves absents. Sceller l'enveloppe de retour.
- Remplir, s'il y a lieu, le *Formulaire de déclaration des cas de fraude* (annexe II) et y joindre, au besoin, les pièces incriminantes saisies.
- Remettre l'enveloppe de retour et tous les autres documents à la personne responsable de l'administration de l'épreuve.

Appendix I – Instructions for Invigilators (English Exam)

Booklet 1 – Instructions and Rough Work (green)

Start of examination: 8:30 a.m.

Booklet 2 – Final Copy (white)

End of examination: 12:30 p.m.

Booklet 3 – Writing Guidelines and Readings (ivory)

Before the examination

- Make sure that the brown envelope for the group contains enough copies of *Booklet 1* and *Booklet 2*.
- Do not open the white envelope marked “Do not open before the examination start time.”
- Notify the person in charge of administering the examination if there are any problems.
- Make sure there is sufficient space between the students.
- Verify that students have the necessary authorized materials (pencils, blue- or black-ink pens, erasers, correction tape). Only three (3) reference books on basic language use are allowed.
- Check that students do not have any prohibited materials:
 - Personal notes
 - Reference books that are not on basic language use (anthologies, literary history textbooks, writing guides, dictionaries of literary devices, etc.)
 - Electronic devices: All such devices must remain turned off and inaccessible for the duration of the examination.
 - Pencil cases and bags: Backpacks are to be placed at the front of the examination room before the beginning of the examination.
- Check the identity of each student (identification card with photo); if in doubt or if the student’s name does not appear on the *Fiche de contrôle*, ask the student to report to the person in charge of administering the examination. Students must leave their identification cards on their desks throughout the examination.
- Affix the student identification labels to the copies of *Booklet 2*, in the appropriate space.
- Hand out a copy of *Booklet 1* and *Booklet 2* to each student.

At 8:25 a.m.

- Read out the following instructions to the students:
 - Be sure you have *Booklet 1* (green) and *Booklet 2* (white).
 - Check the permanent code on the identification label on *Booklet 2*; if it is incorrect, please return the booklet. If there is no label, complete the section marked “To be filled in **ONLY**....”
 - Print your name in block letters and sign *Booklet 1* and *Booklet 2*.
 - Carefully read the instructions in the booklets before starting to write.
 - The examination period lasts 4 hours. Only *Booklet 2* will be graded.
 - You must use a ballpoint pen (with blue or black ink). Please note that erasable ink and correction fluid are not allowed.

- The use of personal notes, reference books that are not on basic language use, or any electronic device is prohibited for the duration of the examination, both inside and outside the examination room. All electronic devices must be turned off and remain inaccessible throughout the exam period. Any student who does not comply with this rule will be immediately expelled from the examination room and given a failing grade.
 - Any exchange of reference materials between students during the examination is forbidden.
 - Only one student at a time will be permitted to leave the examination room, and only if absolutely necessary. It is forbidden to go to your locker during the examination.
 - Any cases of cheating will automatically result in a failing grade, whether they are discovered at the time of the examination or at the marking stage. If a student is caught cheating during the examination, the student's exam will be confiscated, as will any unauthorized material, and the student will be expelled from the examination room.
 - Hand in all materials at the end of the examination and sign the *Fiche de contrôle*.
- Open the white envelope, check the number of copies and the print quality, and hand out a copy of *Booklet 3* to each student. Notify the person in charge of administering the examination if there are any problems.

During the examination

- Do not provide any assistance to students in the writing of their examination.
 - Manage late arrivals in a way that is fair and equitable for all students. Any student who is more than 30 minutes late will not be allowed to sit the examination.
 - Circulate regularly between the tables to make sure that:
 - students have only authorized materials with them
 - students are writing their final copy single-spaced, using blue or black ink
 - students are not exchanging any materials
- Any cheating must be reported to the person in charge of administering the examination and be documented in a written report (Appendix II).
- Allow only one student to leave the room at any one time. Do not allow students to leave the examination room except if absolutely necessary.
 - Let students know the time remaining when they have one hour left, 30 minutes left, and 15 minutes left.
 - When the time has expired, immediately collect all copies of *Booklet 2* and all copies of *Booklet 1* and *Booklet 3*.
 - It is prohibited to extend or reduce the allotted time. Under no circumstances will *Booklet 1* be marked.
 - Make sure all students in attendance have signed the *Fiche de contrôle*.

- Ensure that the following information appears in *Booklet 2* and on the *Fiche de contrôle*.

Situation	<i>Booklet 2–Final Copy</i> page 1, Box B	<i>Fiche de contrôle</i>
Student is present and writes the examination	Do not write anything	Student’s signature
Student is absent	X	Status: “Absent”
Student fails to complete the exam due to illness	M	Status: “Sick”
Student is present but hands in a blank copy	H	Student’s signature
Case of cheating (See Appendix II)	Clear evidence of cheating: Z If in doubt: do not write anything	Student’s signature

After the examination

- Affix the labels of any absent students to the copies of *Booklet 2*.
- Do not affix INSTAR labels to unused booklets.
- On the *Fiche de contrôle*, enter the total number of copies of *Booklet 2* to be placed in the return envelope, including the booklets of absent students.
- Print your last name and first name in block letters in the space provided on the *Fiche de contrôle* and sign the sheet.
- Insert any copies of *Booklet 2* that have red stickers on them into the envelope for rush status examinations.
- Place all copies of *Booklet 2*, including those of absent students, and the envelope of rush status examinations, if any, in the return envelope.
- Sign the return envelope and indicate, in the space provided, the number of copies of *Booklet 2* enclosed, including those of absent students. Seal the return envelope.
- If need be, complete the *Form for Reporting Cases of Plagiarism or Cheating* (Appendix II), and attach any materials confiscated from the student that provide proof of cheating.
- Hand the return envelope and all other documents to the person in charge of administering the examination.

Annexe II – Formulaire de déclaration de cas de fraude (épreuve de français)

Fraude hors de tout doute

Signaler la fraude à la personne responsable de l'administration de l'épreuve dans l'établissement, qui :

- inscrira la cote « Z » dans la case B du cahier de rédaction de l'élève concerné;
- y joindra le cahier brouillon ainsi que le présent formulaire, signé par la direction des études, qui rend compte de l'incident;
- y joindra une copie, le cas échéant, des documents interdits que l'élève avait en sa possession.

Tout élève fautif doit être expulsé.

En cas de doute

Signaler la fraude à la personne responsable de l'administration de l'épreuve dans l'établissement, qui joindra au cahier de rédaction de l'élève concerné :

- le présent formulaire, signé par la direction des études, qui rend compte de l'incident;
- le cahier brouillon de l'élève;
- le cas échéant, les documents douteux que l'élève avait en sa possession.

En cas de doute, l'élève peut être autorisé à terminer son examen.

Nom du collègue :

Nom et code permanent de l'élève fautif :

Nom de la personne qui décrit l'événement :

Description de l'événement :

Section réservée à la Direction des études

Commentaires :

- Je recommande que l'événement décrit ci-dessus soit traité comme un cas de fraude.
- Je souhaite discuter de l'événement avec le Ministère.

Signature de la directrice des études ou du directeur des études :

Remplir le formulaire et le retourner par courriel à l'adresse eule-colleges@education.gouv.qc.ca.

Appendix II – Form for Reporting Cases of Plagiarism or Cheating (English Exam)

Clear Evidence of Cheating

Report cheating to the person in charge of administering the examination in the institution, who will then:

- enter the Code “Z” in Box B of the student’s final copy (*Booklet 2*)
- attach the student’s rough work (*Booklet 1*) as well as this form, signed by the Academic Dean, detailing the incident
- attach a copy of any prohibited materials the student had in his or her possession

Any student found guilty of cheating must be expelled.

If in Doubt

Report cheating to the person in charge of administering the examination at the institution, who will then attach the following to the student’s final copy (*Booklet 2*):

- this form, detailing the incident and signed by the Academic Dean
- the student’s rough work (*Booklet 1*)
- any suspicious documents the student had in his or her possession

Where there is any doubt about the cheating, the student may be allowed to complete the examination.

Name of college:

Name and permanent code of student involved in cheating:

Name of person providing the description of the incident:

Description of the incident:

Section reserved for the Academic Dean

Comments:

- I recommend that the aforementioned incident be treated as a case of cheating.
- I would like to discuss the incident with the Ministère.

Academic Dean’s signature:

Fill out the form and return by email to eule-colleges@education.gouv.qc.ca.

**Éducation
et Enseignement
supérieur**

Québec 