



# Conseil scolaire des Premières Nations en éducation des adultes First Nations Adult Education School Council

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## **PROCEDURES FOR EXAMINATIONS**

According to the agreement with the Ministry of Education, the First Nations Adult Education School Council establishes the norms and modalities to evaluate student learning while taking into account what is outlined in the pedagogical regime and subject to exams which may be required by the Ministry.

The School Council may impose internal exams for subjects which do not require a ministerial exam and for which the credits are necessary to obtain a high school diploma.

In order for a student to be granted permission to write an examination (ministerial or local), the student must be registered at one of the Centers of the First Nations Adult Education School Council and have a completed student profile.

1. When a teacher believes that a student is ready to write an examination in a specific subject area, the teacher completes the request for examination form and forwards it to the person responsible for sanctions\* who is authorized to request exams from the *Sanction des études* (ministerial department responsible for student accreditation).
  - a. For ministerial exams, a request is sent to the *Sanction des études* unless a copy of the exam is already available at the Center.
  - b. For local exams, a copy of the exam is obtained from the teacher.

### **A student may make a request to write an exam.**

2. The teacher will verify the permanent code, course lists and previous exam records for this student.
3. The exam request will be kept in the student's file. **The date and time of the examination must be communicated, in writing (either with a form or by email), to the teacher, the student and the invigilator.**
4. The copy of the examination will then be sealed in an envelope and given to the selected invigilator.
5. The invigilator must verify the contents of the envelope thirty minutes before the start of the exam. The teacher may also verify the contents of the envelope. Any issues with the exam must be addressed before the beginning of the exam.
6. The start time of the exam is recorded.
7. The student is given all the necessary materials and tools to complete the examination by the invigilator.
8. The invigilator must ensure all electronics, including cell phones, are removed before the start of the exam.



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9. The student is provided with the prescribed accommodations or assistance to complete the examination.

**THE EXACT NUMBER OF EXAMS REQUIRED MUST BE ANTICIPATED IN ORDER TO OBTAIN A SUFFICIENT AMOUNT OF COPIES FROM THE SANCTION DES ÉTUDES. IF EXTRA COPIES ARE NEEDED, IT IS IMPERATIVE THAT NO COPIES REMAIN IN THE PHOTOCOPIER ROOM OR IN THE DIGITAL MEMORY OF THE PHOTOCOPIER.**

10. Upon completion of the examination, the invigilator records the end time, and the student signs the form confirming that he/she has written the examination on the date indicated on the form.
11. All documents and examination materials are returned to the envelope and sealed.
12. The teacher receives the envelope and corrects the exams at the Center.

**TEACHERS MUST CORRECT EXAMS AT THE CENTER, IN THE ABSENCE OF STUDENTS. EXAMS MUST NOT LEAVE THE CENTER.**

13. Upon receipt and within 3 teaching days, the examination will be graded, using the grading guidelines provided.
14. A copy of the corrected exam is placed in a secure place designated for such things and the exam remains at the Center for five years.
15. Successful grades will be transmitted to the student and the person responsible for entering marks, and the grade added to the student's file for official transmission, within one week.

**AT NO TIME CAN THE STUDENT BE SHOWN THE RESULTS OF GRADING ON THE EXAMINATION.**

16. In case of failure, the student and teacher should review the material and decide if the student should attempt a different version of the exam, no sooner than ten school days after the first failure.
17. In case of a second failure, a case study meeting should be organized in order to analyze the situation and decide, with the student, the teacher and a pedagogical counselor, the next steps. The decision taken at the case study meeting should be documented and kept in the student's file.
18. When the student is ready for a rewrite, the same process for requesting an examination will be followed.