

PROVINCIAL TEST

**Administration Manual (Abridged
Version)**

Français arts langagiers - immersion (40S)

Grade 12

Grade 12 Français arts langagiers – immersion, (40S)
Provincial Test [electronic format]. Administration Manual (Abridged
Version).

June 2024

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Manitoba Education and Early Childhood Education

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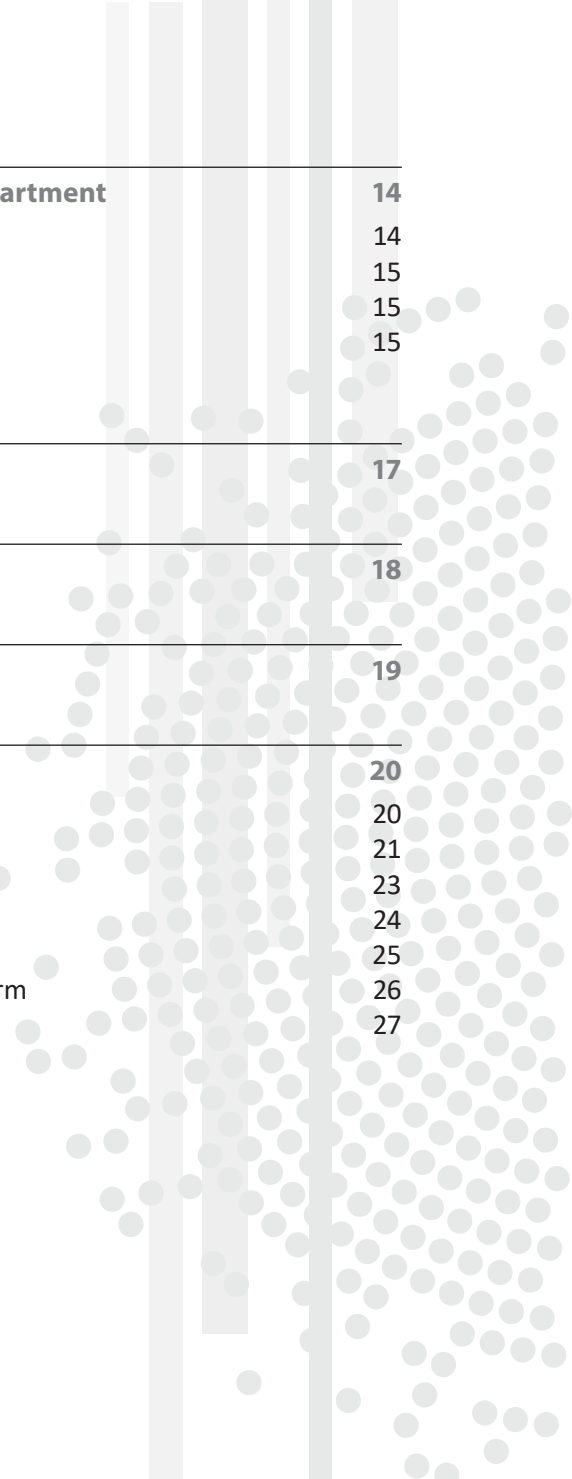
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1.0 – INTRODUCTION

This *Administration Manual (Abridged Version)* is for school principals. The purpose of this manual is to provide details pertaining to:

- the role of the school principal
- the role of the teacher administering the test, hereafter referred to as the test supervisor
- the policies pertaining to the administration of the test
- the procedures pertaining to the students' preparatory activities
- the procedures pertaining to the forwarding of documents to the department of Education and Early Childhood Learning to the marking site

This manual is an abridged version intended only for school principals as it does not contain step-by-step instructions for each day of the test administration. Teachers administering the test are to use the complete version of the manual which is available on the department's website at: https://www.edu.gov.mb.ca/m12/eval/12e/guides_admin.html.

This manual should be used in conjunction with the following documents:

- the information bulletin documents related to the administration of the Grade 12 *Français arts langagiers – immersion, (40S) Provincial Test*
- *Policies and Procedures for Provincial Tests*

These documents are available on the department's website at <https://www.edu.gov.mb.ca/m12/eval/12e/index.html>.

2.0 – OVERVIEW OF TEST

The following table provides an overview of the Grade 12 *Français arts langagiers – immersion, (40S) test, June 2024.*

Jour 1/Day1

Wednesday, May 29, 2024

Component

Administrative Tasks (10 minutes)

Discussion, first viewing of the audio-visual document and note taking (50 to 60 minutes)

Activities to be Completed by Student (Distribution of the preparatory activities booklet *Cahier de préparation*)

Student :

- reads the theme orientation and discussion questions
- discusses in small groupes of 3-4 the questions directrices
- responds to la question de réflexion and takes notes on the ideas discussed
- views the audio-visual document and takes notes
- keeps the *Cahier de préparation*

Permitted Documents

- *Cahier de préparation*

From Wednesday, May 29 to Monday, June 3, 2024

Wednesday, May 29, 2024

Component

Administrative Tasks (10 minutes)

Duration

From Wednesday to Monday

Activities to be Completed by Student

- reads the writing tasks
- reads texts
- takes notes
- prepares the *plan d'écriture*
- keeps the *Cahier de préparation*

Jour 2/Day 2

Monday, June 3, 2024 (Morning or Afternoon)

Component

Administrative Tasks (10 minutes)

Comprehension

Second viewing of the audio-visual document note taking and tasks (120 minutes)

Additional Time (30 minutes)

Activities to be Completed by Student

- reads the tasks *Cahier de l'élève : Compréhension*
- views the audio-visual document and takes notes
- reads tasks
- completes tasks

Permitted Documents

- *Cahier de préparation*
- *Cahier de l'élève : Compréhension*

Jour 3/Day 3

Tuesday, June 4, 2024 (Morning or Afternoon)

Component

Administrative Tasks (10 minutes)

Writing

Task (180 minutes)

Additional Time (30 minutes)

Activities to be Completed by Student

- chooses and organizes ideas
- writes, revises and edit draft
- transcribes final version into writing test booklet *Cahier de l'élève : Écriture*

Permitted Documents

- *Cahier de préparation*
- *Cahier de l'élève : Écriture*

3.0 – ROLE OF THE SCHOOL PRINCIPAL

Confidentiality Reminder

Until the test has been administered in full, the school principal agrees not to disclose any information (content, concept or procedure) concerning the provincial test. They acknowledge the confidential nature of this test and recognizes that absolute confidentiality is crucial to ensure a fair assessment of students throughout the province.

3.1 – Prior to the Test

The school principal is asked to:

- identify the teacher who will administer the test

Note : **The department recommends that the test be administered by the *Français* teacher.** If other members of the teaching staff are involved in the administration of the test, the school principal must ensure that any entry into and exit from the test room does not disturb the students.

- enter the dates and times of the test sessions into the school calendar and inform the test supervisor of these dates

Note: All students within a school must write the test at the same time.

- **ensure that all test documents have been received;** (You will be receiving the test documents no later than Wednesday, May 23, 2024. The List of Documents Sent to the School will be attached to the cover letter sent with the test documents.)

Should the test material be incomplete or in insufficient quantities, you must immediately contact Monika Lenczewska, Administration Officer, Bureau de l'éducation française, at 204-945 5607.

- ensure that the equipment required to view the audio-visual document is available to the test supervisor during test administration (see Appendix 2)
- keep test documents in a secure area **under lock and key** between test sessions. The school principal is responsible for these documents and issues them **only** to the test supervisor **at the times** specified in this manual (see Appendix 2)

3.2 – During the Test

The school principal is asked to:

- keep the broadcasting of school announcements to a minimum so as to limit distractions
- ensure that no one has access to test materials between sessions

4.0 – ROLE OF THE TEST SUPERVISOR

Confidentiality Reminder

Until the test has been administered in full, the test supervisor agrees not to disclose any information (content, concept or procedure) concerning the provincial test. The test supervisor acknowledges the confidential nature of this test and recognizes that absolute confidentiality is crucial to ensure a fair assessment of students throughout the province.

4.1 – Prior to the Test

The test supervisor is required to:

- check with the school principal to ensure that appropriate scheduling and space allocation for the test has occurred
- read the *Guide d'administration* in full before Monday, May 13, 2024 and, **as soon as possible**, inform students:
 - about the test: day, time, duration of each session
 - of materials they must bring to the sessions (see **Appendix 2**)
 - about the procedures for the preparatory activities (see **section 7.0**)
- make arrangements for students who are late or who finish the test before the end of the allotted time
- see to preparations for the test as specified in **section 6.0**
- distribute the copies of the *Cahier de préparation* to students on Wednesday, May 29, 2024
- remove all test-related materials from walls and boards of the test room
- contact Monika Lenczewska at 204-945 5607, for all inquiries pertaining to the administration of the test.

4.2 – During the Test

The test supervisor is required to:

- remain in the test room for the duration of each test session
- ensure that all material supplied by the department is secured **under lock and key** after each session
- ensure that students always have the same identification number on their booklets
- **adhere to all testing policies and procedures**
- fill out the *Rapport d'administration*

- circulate in the test room regularly to verify that the students are working strictly with the documents supplied or permitted
- **Note:** It is strictly forbidden to provide students with any document other than those listed in Appendix 2 under Material Provided by Students/School.
- forward to the department, **on June 3 and 4, 2024**, the requested booklets in preparation for the June 10, 2024 training session (see section 8.1, for schools in the city of Winnipeg, or section 8.2, for schools outside the city of Winnipeg)
- during the **second test session**, walk around the class and check the copies of the *Cahier de préparation* to see if the students have written a complete or partial short story or persuasive text in them

5.0 – POLICIES PERTAINING TO TEST ADMINISTRATION

5.1 – Test Candidates

All students in the French Immersion Program enrolled in the Grade 12 *Français arts langagiers – immersion (40S)* course during the second semester must write the test in June 2024, with the exception of those who have been exempted. **All students within a school must write the test at the same time.**

5.2 – Late Arrivals and Students Leaving the Test Room

If students are late or must leave the room when the test is administered or are unable to complete the test, the test supervisor must refer to the following table to determine the appropriate action.

Jour 1/Day 1

Wednesday May 29, 2024

Session

Discussion, first viewing of the audio-visual document and note taking)

Late Arrivals

Students who arrive after the audio-visual document has been started will not be admitted to the session and will be considered **absent**.

Students Leaving the Test Room

Students who must leave the test room may only do so after the viewing. Students who must leave the test room during the viewings will not be permitted to re-enter and will be considered **absent**.

Jour 2/Day 2

Monday June 3, 2024

Session

Comprehension (Tasks)

Late Arrivals

Students who arrive **during the first 35 minutes of the session** will be allowed to write this part of the test. If required, the test supervisor can grant additional time equal to that by which they were late.

Students who arrive **after the first 35 minutes** of the session will be considered **absent**.

Students Leaving the Test Room

Students who must leave the test room may only do so after the first 35 minutes of the session. Students who must leave the test room during the first 35 minutes will not be permitted to re-enter and will be considered **absent**.

Jour 3/Day 3

Tuesday June 4, 2024

Session

Writing (Tasks)

Late Arrivals

Students who are late will be allowed to participate in this session. If required, the test supervisor can grant additional time equal to that by which they were late.

Students Leaving the Test Room

School rules and regulations should apply.

5.3 – Students Who Finish Before the End of the Allotted Time

With respect to students who finish the test before the end of the allotted time, the test supervisor must adhere to the school or school division policy.

5.4 – Student Absences and Changes to Registration Status

Students must write the test at the scheduled dates and times in order for the test to count as a provincial test. **There are no make-up sessions for students who are absent.**

5.4.1 Unexcused Absences

If a student is absent from one or several test sessions **without** a legitimate reason or if they formally refuse to write any part of the provincial test (by their own or by parental choice), they will receive a mark of zero for the components missed. This student's result counts as a provincial test mark.

For all unexcused absences, the test supervisor is required to:

- write "*Absence non justifiée*" (unexcused absence) on the student's booklet for the component in question;
- record on the participation form (see Appendix 3) this student's status as INJ (*Incomplet non justifié*/Incomplete Unexcused);
- specify in the last column of the participation form which days the student was absent.

5.4.2 Excused Absences and Exemptions

If a student is absent from one test session and their absence is excused, or if a student was exempted from the test, they will not receive a provincial test mark. The school must indicate on the student's report card that there is "no mark" for the provincial test and that the final mark reflects the school's assessment practices.

For all excused absences, or for a student who was exempted from the test after the registration period, the test supervisor is required to:

- record on the participation form this student's status as IJ (*Incomplet justifié*/ Incomplete Excused);
- specify in the last column of the participation form the reason for the student's absence;
- refer to the list of reason codes provided (see Appendix 4) and write the applicable code on the bottom part of the student's *Demographic Data Form* (see Appendix 5) or on the form *Élèves sans formulaire de données démographiques* (Students without a Demographic Data Form) (see Appendix 6).

5.4.3 Changes to Registration Status

If a student who was registered to write the test did not do so because their test was deferred, because they were registered in error or because they withdrew from the course, the test supervisor is required to:

- record on the participation form this student's status as IJ (*Incomplet justifié*/ Incomplete Excused);
- refer to the list of reason codes provided and write the applicable code on the bottom part of the student's Demographic Data Form or on the form *Élèves sans formulaire de données démographiques* (Students without a Demographic Data Form).

5.5 - Cheating

It is the responsibility of the test supervisor to ensure that conditions are in place to discourage cheating. **If the test supervisor catches a student cheating, they must note the student's booklet number in the appropriate section of the *Rapport d'administration* and describe the incident and circumstances. The student will receive a mark of zero for the provincial test.** The test booklets belonging to the student caught cheating are not to be sent to the marking site. The local marking coordinator will verify all copies of the *Rapport d'administration* and will be responsible for indicating on the student's scoring sheet that they will be receiving a mark of zero for the test.

For all cheating incidents, the test supervisor is required to:

- record on the participation form this student's status as C (*Complet/Complete*);
- write "*Cas de tricherie*" (cheating incident) in the last column of the participation form.

Additionally, the test supervisor must report all cheating incidents to the department. Following the administration of the test, the test supervisor is to send a letter to the Bureau de l'éducation française describing the cheating incident (school name, student name, booklet number, details of the incident, etc.). Send the letter to:

Provincial Assessment Program Unit
Bureau de l'éducation française
509 - 1181 Portage Avenue
Winnipeg MB R3G 0T3
Email: BEFevaluation@gov.mb.ca
Fax: 204-948-3234

5.6 – Damaged or Misprinted Material

Should a student notice, **after having started the test**, that their document is damaged or misprinted, they will be given a new document by the test supervisor who will strike out the number on the covering page and indicate the student's booklet number. The student must keep both documents and continue the test in the new document thus allowing him/her access to the work completed in the first document.

The test supervisor must write "DAMAGED" on all damaged documents or "MISPRINTED" on all misprinted documents and return them to the department with the exception of copies used by the students. In addition, the test supervisor must report all damaged or misprinted material in the *Rapport d'administration*.

6.0 – PREPARATIONS FOR THE TEST

In order to ensure that the test runs smoothly, the test supervisor is required to:

- obtain from the school principal:
 - the *Liste des élèves* (Class List)
 - the participation forms
- print the name of each student whose name appears on the class list beside a booklet number on the participation forms (do not include the names of students who were exempted from the test). Add to the participation form the name of students who do not appear on the class list provided and who should write the test.

Note: If students will be writing the test in more than one room, two test supervisors may have to share one participation form on which student booklet numbers are already indicated. If this is the case, please photocopy the form and strike out any booklet numbers that do not apply.

- download the audio-visual document

7.0 – PROCEDURES FOR THE STUDENTS’ PREPARATORY ACTIVITIES

The test supervisor must inform students about the procedure for distributing the *Cahier de préparation*, and the guidelines for the preparatory activities.

7.1 – Directives Regarding the Distribution of the *Cahier de préparation*

The test supervisor will distribute the copies of the *Cahier de préparation* on Wednesday, May 29, 2024. If a student is absent on that day, the test supervisor must follow the school’s policy for delivering homework to students who are absent.

Before leaving school with their copy of the *Cahier de préparation*, the student must ensure that the booklet is not damaged and contains no misprints, and that no pages are missing. If necessary, the test supervisor will provide the student with another copy of the booklet (see section 5.6).

Students **must** bring their *Cahier de préparation* to the two test sessions on Monday, June 3 and Tuesday June 4, 2024. If a student forgets to bring their booklet, the test supervisor is required to give the student an unnumbered copy of the booklet. However, the student must bring their booklet back on the following day and may consult both copies of the booklet for the rest of the test.

7.2 – Guidelines for the Preparatory Activities

The test supervisor must inform the students of the following points

- The student will have the *Cahier de préparation* from May 29 to June 3, and will thus have an opportunity to read the writing tasks and the texts and do the note taking activity before the test is administered.
- The student is required to read the texts and do the preparatory activities **outside of Français class time.**
- The student should use the *Cahier de préparation* to record the essential elements of the texts and to indicate their points of view and comments, keeping the writing tasks in mind.
- The student may underline, highlight, circle, annotate, identify the main ideas in each paragraph and mark down definitions in their *Cahier de préparation*.
- **The student may not write a complete or partial short story or persuasive text in their *Cahier de préparation* with the intention of inserting it into their final version.**
- The student must bring their *Cahier de préparation* to the two test sessions on Monday, June 3 and Tuesday, June 4, 2024.
- During the Writing Task session, the test supervisor will check the copies of the *Cahier de préparation* to see what the students have written in them.
- Where a student has written a complete or partial short story or persuasive text with the intention of inserting it into their final version, **they will receive a mark of zero for the provincial test.**

7.3 - Distribution of the *Cahier de préparation* Wednesday, May 29, 2024

During *Français* class or following the method decided by the school, the test supervisor must:

- provide the students with a copy of the *Cahier de préparation*
- ensure that the identification number shown on the booklet corresponds to the booklet number assigned to the student on the participation form
- ask the students to check that the booklet is complete
- remind students of the guidelines for the preparatory activities (see **section 7.2**)

8.0 – PROCEDURES TO BE USED TO FORWARD DOCUMENTS TO THE DEPARTMENT

8.1 – Schools in the City of Winnipeg

The test supervisor is required to:

- remove from the envelope marked “*Cahiers demandés en prévision de la session de formation*” the form listing the names of certain students

Note: These students have been chosen at random among students whose work may be used by the department.

- collect the requested booklets and place them in the envelope provided

The packages must be sent to the department via TForce Logistics.

1. Call 1 800 387-7787.
2. Provide the following information for the courier pick-up:
 - Account number: 407582
 - Cost centre: 140111
 - School address
 - Name of the account’s holder: **Manitoba Education and Early Childhood Learning**

The table below lists the documents requested by the department and the day on which they should be forwarded.

Monday, June 3, 2024

☞ the requested **booklets** of the *Cahier de l’élève : Compréhension* **

☞ **a photocopy of the participation forms**

Tuesday, June 4, 2024

☞ the requested booklets of the *Cahier de l’élève : Écriture**

☞ the original of the participation forms

☞ the original of the *Rapport d’administration*

the *Questionnaire pour l’enseignante ou l’enseignant de français*

☞ the envelope containing the demographic data forms

☞ all unnumbered copies of the *Cahier de préparation*

☞ all misprinted or damaged copies of student booklets that have not been used by a student

***Note:** The booklets sent to the department will be returned to the local marking coordinator at the training session.

8.2 – Schools Outside the City of Winnipeg

The test supervisor is required to:

- remove from the envelope marked “*Cahiers demandés en prévision de la session de formation*” the form listing the names of certain students

Note: These students have been chosen at random among students whose work may be used by the department.

- collect the requested booklets
- send the title page and tasks-answers from the **requested documents** to the department by fax or email

The table below indicates the documents to be sent and the day on which they should be sent.

Monday, June 3, 2024

☒ the requested **booklets** of the *Cahier de l'élève : Compréhension*

☒ **the participation forms**

Tuesday, June 4, 2024

☒ the requested **booklets** of the *Cahier de l'élève : Écriture*

8.2.1 Forwarding the requested documents by fax

The test supervisor is required to:

- photocopy the title page and tasks-answers from the requested documents;

Note: Ensure that the photocopy is of good quality and that the booklet number is clearly visible.

- send the photocopy of the requested documents by fax to the attention of Monika Lenczewska at 204-948-3234.

8.2.2 Forwarding the requested documents by email

The test supervisor is required to:

- scan the title page and tasks-answers from the requested documents as PDFs;
- send the electronic version of the requested documents by email to Monika Lenczewska at monika.lenczewska@gov.mb.ca.

In addition, on Tuesday afternoon, the test supervisor must send the documents to be returned to the department by Purolator using the bill of lading provided for that purpose. **(Do not include the documents requested by the department for the Writing component of the test in the envelope; send them by fax or by email.)**

The table below indicates the documents to be sent **by Purolator**.

<p>Tuesday, June 4, 2024</p> <ul style="list-style-type: none">☞ the original of the participation forms☞ the original of the <i>Rapport d'administration</i>☞ the <i>Questionnaire pour l'enseignante ou l'enseignant de français</i>☞ the envelope containing the demographic data forms☞ all unnumbered copies of the <i>Cahier de préparation</i>☞ all misprinted or damaged copies of student booklets that have not been used by a student
--

Place the requested documents in the envelope provided. Please ensure that the envelope is addressed to:

Monika Lenczewska
Bureau de l'éducation française
509 - 1181 Portage Avenue
Winipeg MB R3G 0T3

Use of the Bill of Lading (see Appendix 7 for a sample of a bill of lading)

3. Write the date in the appropriate space (MO/DY/YR).
4. Sign the bill of lading in the appropriate space (SENDER SIGNATURE).
5. Put the envelope of documents in the Purolator Express Pack provided.
6. Affix the large label of the bill of lading on the package.
7. For each additional package to be sent to the department, affix label no. 2 (and if necessary, labels no. 3 and no. 4) beside the address label.
8. Call 1 888 744 7123 and **Speak with a customer service professional to request pick-up of your package.** (Do not use the automated service.)

9.0 – FORWARDING DOCUMENTS TO THE MARKING SITE

The local marking coordinator will inform test supervisors of the marking site and how to forward the documents to the site.

The following documents should be sent to the marking site, if applicable:

- a photocopy of the participation forms
- a photocopy of the *Rapport d'administration*
- the booklets of the *Cahier de l'élève : Compréhension*
- the booklets of the *Cahier de l'élève : Écriture*

Note: All **two** booklets of students whose participation status is C (*Complet/Complete*) or INJ (*Incomplet non justifié/Incomplete Unexcused*) should be sent to the marking site, with the exception of the booklets belonging to the student caught cheating. Because this student will receive a mark of zero for the provincial test, their test booklets are **not** to be sent to the marking site.

10.0 – DOCUMENTS TO BE KEPT AT THE SCHOOL

The test supervisor must ensure that the following documents remain at the school:

- a photocopy of the participation forms
- a photocopy of the *Rapport d'administration*
- the copies of the *Guide d'administration*
- the **unused** copies of the *Cahier de l'élève: Compréhension* including the booklets of students whose participation status is IJ (Incomplet justifié/Incomplete Excused)
- the **unused** copies of the *Cahier de l'élève: Écriture* including the booklets of students whose participation status is IJ (*Incomplet justifié/Incomplete Excused*)
- **all numbered** copies of the *Cahier de préparation*
- **all** booklets belonging to the student caught cheating
- unused sheets of *papier brouillon* (draft paper)

11.0 – DEPARTMENTAL CONTACT PERSONS

Pedagogical Aspects

Madame Ingrid Moehlmann

Consultant

Telephone : 204 945-1902

Fax : 204 948-3234

Email : ingrid.moehlmann@gov.mb.ca

Logistical Aspects

Monika Lenczewska

Administration Officer

Telephone: 204-945-5607

Fax: 204-948-3234

Email : monika.lenczewska@gov.mb.ca

DATA COLLECTION

The information provided on the participation form (see *Formulaire de participation*, Appendix 3) clarifies the student's status in terms of participation in the test and whether or not the test result counts as a provincial test mark.

The information provided on the *Demographic Data Form* (see Appendix 5) and on the form *Élèves sans formulaire de données démographiques* (see Appendix 6) must be consistent with the information provided on the participation form.

Participation Form

On the *Formulaire de participation*, a test booklet number is assigned to each student expected to participate. **At the end of the test**, the test supervisor records the participation status of each student as one of the following: C, INJ, or IJ.

C = Complet/Complete

The student was present for all parts of the test.

INJ = Incomplet non justifié/Incomplete Unexcused

The student missed all or part of the test due to an unexcused absence; a mark of zero (0) will be given for the missed parts

IJ = Incomplet justifié/Incomplete Excused

The student missed all or part of the test due to an excused absence or did not write the test due to:

- test deferral
- registration error
- withdrawal from course
- exemption granted after the registration period

The test result counts as a provincial test mark for the C and INJ.

The test booklets are locally marked.

The test result does not count as a provincial test mark for the IJ.

The test booklets are **not** sent to the marking site.

Demographic Data Form

Only one of the following sections of the *Demographic Data Form* is to be completed when each student's participation status for the test is known.

Booklet Number: This section is completed only if the student's participation status is C (*Complet/Complete*) or INJ (*Incomplet non justifié/Incomplete Unexcused*).

OR

Reason Code: This section is completed only if the student's participation status is IJ (*Incomplet justifié/Incomplete Excused*). The test supervisor must refer to the list of reason codes provided (see Appendix 4) to select the code that explains why the student did not write the test.

If a student that is expected to participate does not have a *Demographic Data Form* (e.g., no MET number at the time of registration for the test, late registration to the course), the test supervisor must complete the form *Élèves sans formulaire de données démographiques*.

Appendix 2

TEST DOCUMENTS AND MATERIALS

Documents Provided by the department

Administrative Tasks

- the *Guide d'administration*
- the *Liste des élèves*
- participation forms
- the *Rapport d'administration*
- the *Questionnaire pour l'enseignante ou l'enseignant de français*
- the *Cahiers demandés en prévision de la session de formation form*
- demographic data forms

Material Provided by Students/School

For Entire Test

- pencils
- pens
- erasers
- highlighting pens

Jour 1/Day 1

Wednesday, May 29, 2024

Component

- Distribution of the *Cahier de preparation*
- Access code for the digital portal for the first viewing the audio-visual document

Documents Provided by the department

- booklets: *Cahier de préparation*

Material Provided by the School

- equipment required to view the audio-visual document

Jour 2/Day 2

Monday, June 3, 2024

Component

Compréhension

- Note Taking and Tasks
- Access code for digital portal for the second viewing the audio-visual document

Documents Provided by the department

- booklets: *Cahier de préparation*
- booklets : *Cahier de l'élève : Compréhension*

Material Provided by Students/School

- unilingual and bilingual dictionaries

Material Provided by the School

- equipment required to view the audio-visual document

Jour 3/Day 3

Wednesday, June 4, 2024**Writing**

- Task

Documents Provided by the department

- booklets: *Cahier de préparation*
- booklets: *Cahier de l'élève : Écriture*
- *papier brouillon* (draft paper sheets)
- *papier supplémentaire* (extra sheets of paper)

Material Provided by Students/School

- unilingual and bilingual dictionaries
- synonym dictionaries
- grammar book
- verb conjugation reference book

SAMPLE PARTICIPATION FORM

The school name and code as well as the name of the school division will be inserted here.

FORMULAIRE DE PARTICIPATION**Test provincial**

Français arts langagiers – immersion, 12^e année (40S)

June 2024

1. Assigner un numéro de cahier à chaque élève tenu de participer au test.
2. À la fin de l'administration du test, indiquer le statut de participation de chaque élève par l'un des codes suivants (voir l'annexe 1 du *Guide d'administration* pour plus de détails) :

C = Complet (le résultat du test compte comme note au test provincial)

INJ = Incomplet non justifié (le résultat du test compte comme note au test provincial)

IJ = Incomplet justifié (le résultat du test ne compte pas comme note au test provincial)

Numéro de cahier	Nom de l'élève (Écrire en caractères d'imprimerie svp)	Statut de participation (C, INJ ou IJ)	Réservé à la personne administratrice (notes, jour et raison de l'absence, etc.)
20001	Bertrand, Anna	C	
20002	Carter, Heather	C	
20003	Jackson, Patrick	IJ	malade jour 2
20004	Lafleur, Donald	C	
20005	Martin, Sean	INJ	absent jour 1 sans raison
20006	Parker, Linda	C	
20007	Vadeboncoeur, Mathew	C	
20008	utilisé avec 20004 (endommagé)		
20009	non utilisé		
20010	utilisé dans une autre classe		

- Après la séance du Jour 2, le lundi 3 juin 2024, envoyer une copie de ce formulaire au Ministère (voir la section 10.0 du *Guide d'administration*).
- À la fin de l'administration du test, faire deux photocopies de ce formulaire; une pour les dossiers de l'école et, s'il y a lieu, une pour la personne coordonnatrice responsable de la correction locale.
- Retourner ce *Formulaire de participation* au Ministère le mardi 4 juin 2024 avec les autres documents de test.

Marc Tousignant

Nom de la personne administratrice

(Écrire en caractères d'imprimerie svp)

REASON CODES

The following codes are to be used on the student's *Demographic Data Form* and, if applicable, on the form *Élèves sans formulaire de données démographiques* only if the student's participation status is IJ (*Incomplet justifié/Incomplete Excused*).

Reason	Reason Code
<p>Excused Absence</p> <p>E.g., student illness, severe weather (school closure, buses not running), family emergency, or accident</p> <p>Note: This reason is not intended for students attending track meets, family vacation or out-of-province events. For students attending events, see <i>Alternate Writing Sites*</i>.</p>	200
<p>Test Deferred</p> <p>No course credit granted at this time (i.e., continuing course/program next year/semester).</p>	040
<p>Registered in Error</p> <p>The student should not have been registered to write (e.g., registered for semester 1 in error, should have been registered for semester 2).</p>	210
<p>Withdrawn from Course – No Course Credit Granted</p>	220
<p>Exemption</p> <p>Normally reported at the time of test registration. In this case, no Demographic Data Form is generated and no further action is required. If not reported at the time of registration, use one of the following codes:</p>	
<ul style="list-style-type: none"> emotional/psychological condition or circumstance 	060
<ul style="list-style-type: none"> other reason * 	069

Note: In the case of an **unexcused** absence or refusal to write the test, no reason codes apply—a booklet number is assigned to the student and the test result counts as a provincial test mark. Any work the student has done is marked and zero (0) is given for the missed parts of the test.

*For further information, please refer to the *Policies and Procedures for Provincial Tests* manual.

SAMPLE DEMOGRAPHIC DATA FORM

DEMOGRAPHIC DATA FORM / FORMULAIRE DE DONNÉES DÉMOGRAPHIQUES

1

GRADE 12 FL2-IMM : LANGUE ET COMMUNICATION STANDARDS TEST

TEST BASÉ SUR LES NORMES, FL2-IMM : LANGUE ET COMMUNICATION, 12^e ANNÉE

To be completed at the end of the test./À remplir à la fin du test.

Student Information/Renseignements sur l'élève

School/ École	9999 NOM DE L'ÉCOLE	Program/ Programme	IMMERSION
Name/ Nom	NOM, PRÉNOM		
Birthdate/ Date de naissance	le 1 janvier 1995	MET No./ N° MET	999-999-999

Booklet Number/Numéro de cahier

<p>If the student's participation status is C (Complete) or IU (Incomplete Unexcused), write and shade the assigned booklet number.</p> <p style="text-align: center;">USE PENCIL ONLY</p>	<p>Booklet No./ N° de cahier</p> <table border="1" style="margin: auto;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table>					0	0	0	0	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	7	7	7	7	8	8	8	8	9	9	9	9	<p>If the student's participation status is C (Complete) or INJ (Incomplete non justifié), inscribe et noircir le numéro de cahier assigné.</p> <p style="text-align: center;">UTILISER UNIQUEMENT UN CRAYON</p>
0	0	0	0																																											
1	1	1	1																																											
2	2	2	2																																											
3	3	3	3																																											
4	4	4	4																																											
5	5	5	5																																											
6	6	6	6																																											
7	7	7	7																																											
8	8	8	8																																											
9	9	9	9																																											

OR/OU

Reason Code (see the Administration Manual)/Code désigné (voir le Guide d'administration)

<p>If this student's participation status is IE (Incomplete Excused), write and shade the applicable reason code.</p> <p style="text-align: center;">USE PENCIL ONLY</p>	<p>Reason Code/ Code désigné</p> <table border="1" style="margin: auto;"> <tr><td> </td><td> </td></tr> <tr><td>0</td><td>0</td></tr> <tr><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td></tr> </table>			0	0	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	<p>If the student's participation status is IJ (Incomplete justifié), inscribe et noircir le code désigné pertinent.</p> <p style="text-align: center;">UTILISER UNIQUEMENT UN CRAYON</p>
0	0																							
1	1																							
2	2																							
3	3																							
4	4																							
5	5																							
6	6																							
7	7																							
8	8																							
9	9																							

**SAMPLE FORM FOR
STUDENTS WITHOUT A DEMOGRAPHIC DATA FORM**

Français arts langagiers – immersion (40S), 12^e année

Nom de la division scolaire
Page ____ de ____

ÉLÈVES SANS FORMULAIRE DE DONNÉES DÉMOGRAPHIQUES

(Veuillez faire des copies supplémentaires de ce formulaire si nécessaire.)

Veillez remplir ce formulaire seulement si l'élève est tenu de participer au test et n'a pas un Formulaire de données démographiques.

Veillez indiquer le numéro de cahier des élèves ayant le statut de participation de **C** (Complet) ou de **INJ** (Incomplet non justifié) **OU** le code désigné pertinent des élèves ayant le statut de participation de **IJ** (Incomplet justifié). Voir l'annexe 4 du *Guide d'administration* pour la liste des codes désignés.

Numéro MET de l'élève*	Nom de famille de l'élève	Prénom de l'élève	N° de cahier	OU	Code désigné
pas encore assigné	Wong	John	10001		-----
101-101-101	Smith	Daniel	-----		200

* Pour tout élève nécessitant un numéro MET, veuillez communiquer avec la Direction des services d'administration scolaire en composant le 204 945-0201 ou, sans frais, le 1 833 227-1375.

SAMPLE BILL OF LADING

PLEASE PRINT CLEARLY OR TYPE / VEUILLEZ IMPRIMER OU ÉCRIRE EN LETTRES MOULÉES

SENDER ACCOUNT NO. / N° DE COMPTE DE L'EXPÉDITEUR		IMPORTANT - TÉLÉPHONE / TÉLÉPHONE DE L'ÉCOLE		SHIP MODE / MODE DE TRANSPORT		BILL OF LADING NO. / N° DE CONNAISSANCEMENT / NON NEGOCIABLE		2787 992 6858	
SENDER (FROM) / EXPÉDITEUR (DE)		STREET ADDRESS / ADRESSE (N° ET RUE)		AIR AÉRIEN		GROUND ROUTIER		Purolator	
NOM DE L'ÉCOLE		ADRESSE DE L'ÉCOLE		<input type="checkbox"/>		<input checked="" type="checkbox"/>		1 888 SHIP-123 www.purolator.com	
CITY / VILLE		PROV./STATE/ÉTAT		PKG / EMBAL		SERVICE		COURRIER INITIALS / INITIALES DU COURRIER	
VILLE DE L'ÉCOLE		MB		PURO-LETTER		9 AM		COURRIER ROUTE / ITINÉRAIRE DU COURRIER	
POSTAL / ZIP		CODE POSTAL		PURO-PAK		10:30am		MO / DY/JR YR/AN	
RECEIVER (TO) / DESTINATAIRE (À)		APT. / SUITE / APP. / BUREAU		OTHER AUTRE		10h 30		NO./N°	
BUREAU DE L'ÉDUCATION FRANÇAISE				<input type="checkbox"/>		<input type="checkbox"/>		TYPE <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX	
STREET ADDRESS / ADRESSE (N° ET RUE)		P.O. BOX		PAYMENT / PAIEMENT		SAT. SAM.		EXP. DATE D'EXP.	
1181 AVENUE PORTAGE		SALLE 509		CASH COMPTANT		<input type="checkbox"/>		CHARGES / FRAIS	
CITY / VILLE		POSTAL / ZIP		CREDIT CARD / CARTE DE CRÉDIT		<input type="checkbox"/>		TOTAL AMOUNT / MONTANT TOTAL	
WINNIPEG		MB R3G 0T3		RECEIVER OR THIRD PARTY ACCOUNT NO. / N° DE COMPTE DU DESTINATAIRE OU TIERS		RECEIVER DESTINATAIRE		N° DE COMPTE DU BEF	
ATTN. (NAME / DEPT.) / À L'ATTENTION DE (NOM / SERVICE)		IMPORTANT - TÉLÉPHONE		RECEIVER DESTINATAIRE		3RD PARTY TIERS		THIRD PARTY BILLING NAME & ADDRESS / FACTURATION À UN TIERS (NOM & ADRESSE)	
AGENTE D'ADMINISTRATION		(204) 945 XXXX		SENDER EXPÉDITEUR		<input type="checkbox"/>			
DESCRIPTION (INCLUDING DANGEROUS GOODS / INCLUANT MARCHANDISES DANGEREUSES)		DO NOT SHIP CASH / N'ENVOYEZ PAS D'ESPÈCES		SHIPMENT / DETAILS / EXPÉDITION		KG		LB	
		<input checked="" type="checkbox"/> DG <input type="checkbox"/> MD		WEIGHT / POIDS					
SENDER REFERENCE (IF ANY) / REF DE L'EXPÉD.		PICK UP / CUEILLETTE - N° DE CONFR.		DECLARED VALUE / VALEUR DÉCLARÉE		\$		011	
				(\$5,000 MAX. / SUPPLÉMENT AU-DESSUS DE 100 \$)		MAX. 5,000 \$		2 7 8 7 9 9 2 6 8 5	

9-138 (REV 0102)

SENDER SIGNATURE / SIGNATURE DE L'EXPÉDITEUR

SEE CONDITIONS OF CARRIAGE ON REVERSE / CONDITIONS DE TRANSPORT AU VERSO

LIMITATION OF LIABILITY - IMPORTANT - PLEASE READ / LIMITATION DE RESPONSABILITÉ - IMPORTANT - LIREZ S.V.P.

Veillez signer le connaissance ici et inscrire la date ici.