

# Schedule of Activities – 2<sup>nd</sup> Semester

## Grade 12 Français arts langagiers – immersion (40S) Provincial Test

Steps Taken by the Department	Date	Steps Taken by the School System
Forward information to schools regarding student registration	February 20, 2024	Register students between February 20 and March 8, 2024, using web application
Post documentation related to the administration of tests on department's website	March 20, 2024	Read documentation and complete any necessary follow-up
Send <i>Appointment of Local Marking Coordinator Registration Form</i> to school divisions	March 20, 2024	Respond by April 5, 2024
Send letter and <i>Consent and Release by Student</i> forms to schools requesting permission to use students' test responses	April 3, 2024	Respond by April 24, 2024
Forward information regarding training session and local marking to local marking coordinators	April 17, 2024	Respond by May 3, 2024
Post the Administration Manual	May 8, 2024	Read the Administration Manual and complete necessary tasks
Send test documents to schools	May 21, 2024	Distribute the <i>Cahier de préparation</i> (preparatory activities booklet) to students on May 29, 2024, facilitate student discussion and have students view the video  Administer the test on June 3 and 4, 2024
Conduct pedagogical training session Distribute marking documents to local marking coordinators	June 10, 2024	Mark tests and return all required test documents to the department by June 17, 2024, at the latest
Send test material package with answer keys to school divisions and schools	September 2024	
Send profiles to schools Send profiles and <i>Marking Accuracy and Consistency</i> report to school divisions	September 2024	