

# Schedule of Activities – 1<sup>st</sup> Semester

Grade 12  
*Français langue seconde – immersion*  
 40S : Langue et communication  
 Standards Test

Steps Taken by the Department		Steps Taken by the School System
Description	Date	
Post documentation related to the administration of the tests on the website	September 2, 2011	
Forward information to schools regarding student registration	September 2, 2011	Register students between September 12 and October 3, 2011 using web application
Send <i>Appointment of Local Marking Coordinator Registration Form</i> to school divisions	October 24, 2011	Respond by November 7, 2011
Send letter and <i>Authorization Form</i> to use students' test responses to schools	October 31, 2011	Respond by November 21, 2011
Forward information regarding training session and local marking to local marking coordinators	November 21, 2011	Respond by December 7, 2011
Send <i>Administration Manual</i> to schools	December 5, 2011	
Send test documents to schools	December 19, 2011	Administer the official test from January 16-18, 2012
Conduct pedagogical training session	January 23, 2012	
Distribute marking documents to local marking coordinators		
		After local marking, the coordinator returns all required test documents to the Department by February 1, 2012 at the latest
Send test package with answer keys to school divisions and schools	February 2012	
Send profiles to schools	March 2012	
Send profiles and <i>Marking Accuracy and Consistency</i> report to school divisions		