



PROVINCIAL TEST

# Administration Manual

## (Abridged Version)

Français arts langagiers – immersion (40S)  
Grade 12

June 2025

Grade 12 Français arts langagiers – immersion, (40S) [Electronique  
ressource]

Provincial Test. Administration Manual  
(Abridged Version).

June 2025

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Minister of Education and Early Childhood Learning

Manitoba Education and Early Childhood Learning

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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 following:

- 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 Education and Early Childhood Learning and 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](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 2025.

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### Jour 1/Day1

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**Wednesday, May 28, 2025**

**Component**

- administrative tasks (10 minutes)
- discussion and notetaking (50 to 60 minutes)

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

The student:

- reads the theme orientation and discussion questions
- discusses the guiding questions in small groups of three to four
- responds to reflection question and takes notes on the ideas discussed
- keeps the *Cahier de préparation* to prepare for Days 2 and 3

**Permitted Documents**

- *Cahier de préparation*

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### From Wednesday, May 28 to Monday, June 2, 2025

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**Wednesday, May 28, 2025**

**Component**

- administrative tasks (10 minutes)

**Duration**

- from Wednesday to Monday

**Activities to be Completed by Student**

- reads the writing tasks
- reads the texts
- takes notes
- prepares the outline
- keeps the *Cahier de préparation* to prepare for Days 2 and 3

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## Jour 2/Day 2

---

### Monday, June 2, 2025 (Morning or Afternoon)

#### Component

- administrative tasks (10 minutes)

#### Comprehension

- two viewings of the audiovisual documents; notetaking and tasks (150 minutes)
- additional time (30 minutes)

#### Activities to be Completed by Student

- views the audiovisual document and takes notes
- reads the tasks in the *Cahier de l'élève : Compréhension*
- completes the tasks
- detaches the Prise de notes pages of the audiovisual document and writes their number in the appropriate space and inserts them into the *Cahier de préparation*;
- leaves the *Cahier de préparation* at the school

#### Permitted Documents

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

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## Jour 3/Day 3

---

### Tuesday, June 3, 2025 (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 edits draft
- transcribes the final version into the 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. Principals acknowledge the confidential nature of this test and recognize 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 21, 2025. 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 contact Monika Lenczewska, Administration Officer, Bureau de l'éducation française, immediately, at 204-945-5607.

- ensure that the equipment required to view the audiovisual 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. 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.

#### 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 Wednesday, May 14, 2025, 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 28, 2025
- remove all test-related materials from the 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 the requested booklets to the department on **June 2 and 3, 2025**, in preparation for the June 9, 2025, training session (see section 8.1, for schools in Winnipeg, or section 8.2, for schools outside 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 argumentative 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 2025, 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 during the administration of the test 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

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Wednesday May 28, 2025

##### Session

- discussion and notetaking

##### Late Arrivals

Students who arrive during the first 35 minutes of the session will be allowed to familiarize themselves with the content of the *Cahier de préparation* and answer the reflection question. However, students will not be allowed to join the group discussion.

##### Students Leaving the Test Room

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

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#### Jour 2/Day 2

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Monday June 2, 2025

##### Session

**Comprehension:** two viewings of the audiovisual documents; notetaking and task completion

##### Late Arrivals

Students who arrive after the viewing of the audiovisual documents has been started will not be admitted to the session and will be considered **absent**.

### Students Leaving the Test Room

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

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## Jour 3/Day 3

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**Tuesday June 3, 2025**

### Session

Writing: Tasks

### Late Arrivals

Students who are late will be allowed to participate in this session. If required, the test supervisor may grant additional time equal to the time missed.

### 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 makeup sessions for students who are absent.**

### 5.4.1 Unexcused Absences

If students are 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. Student results count 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 the student’s status as INJ (*Incomplet non justifié*/Incomplete Unexcused) on the participation form (see Appendix 3)
- specify in the last column of the participation form which days the student was absent.

### 5.4.2 Excused Absences and Exemptions

If students were absent from one test session and the absence is excused, or if students are exempted from the test, they will not receive a provincial test mark. The school must indicate on the students' report cards 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 the student's status as IJ (*Incomplet justifié*/Incomplete Excused) on the participation form
- specify the reason for the student's absence in the last column of the participation form
- refer to the list of reason codes provided (see Appendix 4) and write the appropriate 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 students registered to write the test did not do so because their test was deferred, because they was registered in error, or because they withdrew from the course, the test supervisor is required to

- record the students' status as IJ (*Incomplet justifié*/Incomplete Excused) on the participation form
- refer to the list of reason codes provided and write the appropriate code on the bottom part of each 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 the student's status as C (*Complet/Complete*) on the participation form;
- write "*Cas de tricherie*" (cheating incident) in the last column of the participation form.

Additionally, the test supervisor must report all incidents of cheating 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 students 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. Students must keep both documents and continue the test in the new document thus allowing them 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 the following from the school principal:
  - the 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) The names of students who do not appear on the class list provided should be added to the participation form.

**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 printed. If this is the case, please photocopy the form and strike out any booklet numbers that do not apply.

- ☐ verify the links to the audiovisual documents

## 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 28, 2025.** If students are 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*, students must ensure that their booklet is not damaged and contains no misprints, and that no pages are missing. If necessary, the test supervisor will provide students with another copy of the booklet (see section 5.6).

Students **must** bring their *Cahier de préparation* to the test session on Monday, June 2, 2025 as they will need it. If students forget to bring their booklet, the test supervisor is required to give the student an unnumbered copy of the booklet. However, students must bring their booklets 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 students of the following points:

- Students will have the *Cahier de préparation* from May 28 to June 2, 2025, and will thus have an opportunity to read the writing tasks and the texts and do the notetaking activity before the test is administered.
- Students are required to read the texts and do the preparatory activities **outside of Français class time**.
- Students 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.
- Students may underline, highlight, circle, annotate, identify the main ideas in each paragraph, and mark down definitions in their *Cahier de préparation*.
- **Students may not write a complete or partial short story or argumentative text in their *Cahier de préparation* with the intention of inserting it into their final version.**
- Students must bring their *Cahier de préparation* to the session on Monday, June 2, 2025.
- Students must return the *Cahier de préparation* to their teachers at the end of the session on Monday, June 2, 2025, so that the teachers have enough time to check them for possible cases of cheating before the session on Tuesday, June 3, 2025. Teacher will return the *Cahier de préparation* to the student for the June 3 session.
- Where students have written a complete or partial short story or argumentative text with the intention of inserting them into their final version, **they will receive a mark of zero on the provincial test.**



### 7.3 – Distribution of the *Cahier de préparation* Wednesday, May 28, 2025

During *Français* class or any other school appointed time, the test supervisors must:

- provide 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 students to check that their 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 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 package must be sent to the department via TForce Logistics.**

1. Call 1 800-387-7787.
2. Provide the following information for the courier pickup:
  - Account number: 407582
  - Cost centre: 140111
  - School address
  - Name of the account holder: **Manitoba Education and Early Childhood Learning, attention Monika Lenczewska**

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

#### Monday, June 2, 2025

- ➡ the requested **booklets** of the *Cahier de l'élève : Compréhension* \*
- ➡ **a photocopy of the participation forms**

#### Tuesday, June 3, 2025

- ➡ 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 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 responses to tasks from the **requested documents** to the department by fax or email

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

Monday, June 2, 2025

- ➡ the requested **booklets** of the *Cahier de l'élève : Compréhension*
- ➡ **the participation forms**

Tuesday, June 3, 2025

- ➡ 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 responses to tasks 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](mailto: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 box below indicates the documents to be sent **by Purolator**.

Tuesday, June 3, 2025

- ➡ 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

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

- Put the envelope of documents in the Purolator Express Pack provided.
- Affix the large return label on the package.
- Call 1-888-744-7123 and **speak with a customer service professional to request pickup 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:** Both 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 any booklets belonging to students caught cheating. Because these students 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

Test supervisors 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 students caught cheating
- unused sheets of draft paper

## 11.0 – DEPARTMENTAL CONTACT PERSONS

### **Pedagogical Aspects**

Ingrid Moehlmann

Coordinator

Provincial Evaluation Program Unit

Telephone: 431-334-3060

Fax: 204-948-3234

Email: [ingrid.moehlmann@gov.mb.ca](mailto: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](mailto:monika.lenczewska@gov.mb.ca)

## DATA COLLECTION

The information provided on the participation form (see *Formulaire de participation*, Appendix 3) clarifies each 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*.



## TEST DOCUMENTS AND MATERIALS

### Documents Provided by the Department

#### *Administrative Tasks*

- the *Guide d'administration*
- the class list
- the 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
- the demographic data forms

### Material Provided by Students/School

#### *For Entire Test*

- pencils
- pens
- erasers
- highlighting pens

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### Jour 1/Day 1

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Wednesday, May 28, 2025

#### Component

- distribution of the *Cahier de préparation*

#### Documents Provided by the Department

- booklet: *Cahier de préparation*

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### Jour 2/Day 2

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Monday, June 2, 2025

#### Component

#### *Compréhension*

- notetaking and tasks
- links to two audiovisual documents for double viewing

#### Documents Provided by the Department

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

**Material Provided by Students/School**

- unilingual and bilingual dictionaries

**Material Provided by the School**

- equipment required to view the audiovisual documents

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**Jour 3/Day 3**

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**Tuesday, June 3, 2025**

**Writing**

- task

**Documents Provided by the Department**

- booklet: *Cahier de préparation*
- booklet: *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<sup>e</sup> année (40S)*

**June 2025**

**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<br>(Écrire en caractères d'imprimerie svp) | Statut de participation<br>(C, INJ ou IJ) | Réservé à la personne administratrice<br>(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                                         |                                                                                     |
| <del>20008</del> | utilisé avec 20004 (endommagé)                            |                                           |                                                                                     |
| 20009            | non utilisé                                               |                                           |                                                                                     |
| <del>20010</del> | utilisé dans une autre classe                             |                                           |                                                                                     |

- Après la séance du Jour 2, le lundi 2 juin 2025, 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 3 juin 2025 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 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Excused Absence</b><br><br>For example, student illness, severe weather (school closure, buses not running), family emergency, or accident<br><br><b>Note:</b> This reason is not intended for students attending track meets, family vacations, or out-of-province events. For students attending events, see <i>Alternate Writing Sites</i> .* | 200         |

|                                                                                                                                                                                |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>Test Deferred</b><br><br>No course credit granted at this time (i.e., continuing course/program next year/semester).                                                        | 040 |
| <b>Registered in Error</b><br><br>The student should not have been registered to write (e.g., registered for semester 1 in error, should have been registered for semester 2). | 210 |
| <b>Withdrawn from Course – No Course Credit Granted</b>                                                                                                                        | 220 |

|                                                                                                                                                                                                                                                                |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>Exemption</b><br><br>Exemptions are 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: |     |
| • emotional/psychological condition or circumstance                                                                                                                                                                                                            | 060 |
| • 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<sup>e</sup> ANNÉE

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

## Student Information/Renseignements sur l'élève

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

## Booklet Number/Numéro de cahier

If the student's participation status is **C** (Complete) or **IU** (Incomplete Unexcused), write and shade the assigned booklet number.

USE  
PENCIL  
ONLY

Booklet No./  
N° de cahier

|   |   |   |   |   |
|---|---|---|---|---|
|   |   |   |   |   |
| 0 | 0 | 0 | 0 | 0 |
| 1 | 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 | 5 |
| 6 | 6 | 6 | 6 | 6 |
| 7 | 7 | 7 | 7 | 7 |
| 8 | 8 | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 | 9 |

Si le statut de participation de l'élève est **C** (Complet) ou **INJ** (Incomplet non justifié), inscrire et noircir le numéro de cahier assigné.

UTILISER  
UNIQUEMENT  
UN CRAYON

OR/OU

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

If this student's participation status is **IE** (Incomplete Excused), write and shade the applicable reason code.

USE  
PENCIL  
ONLY

Reason Code/  
Code désigné

|   |   |   |
|---|---|---|
|   |   |   |
| 0 | 0 | 0 |
| 1 | 1 | 1 |
| 2 | 2 | 2 |
| 3 | 3 | 3 |
| 4 | 4 | 4 |
| 5 | 5 | 5 |
| 6 | 6 | 6 |
| 7 | 7 | 7 |
| 8 | 8 | 8 |
| 9 | 9 | 9 |

Si le statut de participation de l'élève est **IJ** (Incomplet justifié), inscrire et noircir le code désigné pertinent.

UTILISER  
UNIQUEMENT  
UN CRAYON

SAMPLE FORM FOR  
STUDENTS WITHOUT A DEMOGRAPHIC DATA FORM

Français arts langagiers – immersion (40S), 12<sup>e</sup> année

Nom de la division scolaire  
Page \_\_\_\_ de \_\_\_\_

ÉLÈVES SANS FORMULAIRE DE DONNÉES DÉMOGRAPHIQUES

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

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

Veuillez 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.