

Chapter 9

EVALUATION OF EXPERIENTIAL LEARNING

9.1 BASIC PRINCIPLES

Individuals who have acquired learning outside the school context may have this learning recognized.

The recognition of experiential learning by the Ministère de l'Éducation leads to a diploma or attestation in general or vocational education, admission to a program of study or the granting of equivalences for significant secondary-level learning required to enter the labour market.

The primary means of recognizing experiential learning are:

- administering examinations for courses not taken (general and vocational education);
- Secondary School Equivalency Tests (SSET) (general education);
- the Prior Learning Examination (general education);
- the General Development Test (GDT) (general education);
- the process for recognizing experiential learning in vocational education (vocational education).

9.2 ADMINISTERING EXAMINATIONS FOR COURSES NOT TAKEN

The *Basic school regulations respecting educational services for adults in general education and vocational education* stipulate that an adult may register for compulsory examinations in order to obtain credits without having taken the courses to which those credits correspond. It is the responsibility of the authorized educational institution to determine whether the adult is prepared.

For adults who register for an examination without taking the course, educational institutions may use the examinations for each course in the programs of study. These ministry or local examinations are used for summative evaluation for certification purposes. They carry credits and may lead to a Secondary School Diploma (SSD).

9.3 SECONDARY SCHOOL EQUIVALENCY TESTS (SSET)

9.3.1 BASIC PRINCIPLES

Secondary School Equivalency Tests (SSET) are available for adults who have not completed their secondary studies, but who have acquired equivalent learning. This recognition of experiential learning is done without referring to the content of official programs. It is designed as a service for adults in the context of the labour market and admission to vocational education programs. The successful completion of tests is recorded in a student's record, but does not confer credits that count toward an SSD.

An Attestation of Equivalence for Secondary V Studies (AESS) is issued to adults who pass the tests administered for this purpose. It should be noted that this attestation is not the equivalent of an SSD.

9.3.2 DIVISION OF RESPONSIBILITIES

The Ministère is responsible for preparing the tests, setting the rules for administering them and issuing the AESS.

The adult education services of authorized institutions are responsible for administering the SSET.

The **same** educational institution is responsible for administering the SSET and any retakes. In certain exceptional circumstances, exemptions to this rule may be obtained by contacting the person in charge at the la Direction de la sanction des études.

9.3.3 CONDITIONS FOR ISSUING AN AESS

The SSET comprise a series of seven tests. The AESS is issued to all candidates who successfully complete the following:

French sector:

- both tests in French as the language of instruction (grammar and reading comprehension)
- three of the five other tests in the series (English, mathematics, social studies, economics and natural science)

English sector:

- both tests in English Language Arts (English grammar and English comprehension)
- the French as a second language test (French)
- two of the four other tests in the series (mathematics, social studies, economics and physical science)

9.3.4 RULES GOVERNING THE ISSUING OF AN AESS

9.3.4.1 ELIGIBILITY

Any person may apply to write these tests, provided that the authorized institution deems that he or she is capable of passing them.

9.3.4.2 REGISTRATION

Registration is handled by the adult education service of the authorized institution, which verifies the identity of the student when he or she takes the SSET.

The registration fees for the tests and any retakes are set by the authorized institution.

9.3.4.3 PERIOD FOR ADMINISTERING TESTS AND RETAKES AND TRANSMITTING THE OVERALL RESULT

All tests, retakes, if applicable, and the transmission of the overall result to the Ministère by the authorized institution must be done **within a maximum period of six months** after the initial participation date transmitted with operation 40.

9.3.4.4 RE-ADMINISTERING THE SSET

Candidates for whom the status *Fail or Dropped* is transmitted to the Ministère may register for a new series of tests, but not until **one year** following the transmission of the results. If no results have been transmitted, this period is 18 months after the date of the candidate's first registration (operation 40).

The candidate must redo the whole series of tests necessary to obtain an AESS and a different version of the tests must be used.

9.3.4.5 NOTIFYING THE MINISTÈRE

When a candidate has begun writing the SSET, the adult education service must immediately file a notification TX-40 with the Ministère. The type of service should be indicated as 4, signifying a registration for the SSET.

Only the authorized institution that has carried out this operation may transfer the results to the Ministère. Furthermore, as long as a *Fail or Dropped* status has not been filed, or a cancellation of the notification (TX-40) has not been entered, no other school board can file a notification (TX-40) with a service type 4 for the same candidate. The waiting periods of 12 months or 18 months for re-administering the tests must be observed.

9.3.4.6 TESTS TO BE USED

It is up to the authorized institution to select the version of the test to be administered, as well as the order in which the tests are to be administered.

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| It is recommended that the compulsory tests (language of instruction and second language) and their retakes be administered before the other tests. |
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9.3.4.7 REPRODUCTION OF MATERIALS

The authorized institution is responsible for reproducing materials provided by the Ministère.

9.3.4.8 CONFIDENTIALITY

In order to preserve the confidentiality of the tests, the authorized institution must take the same precautions as for any other examination prepared and provided by the Ministère (see section 8.5.6).

The SSET must be used solely for their intended purpose, that is, to recognize (without credits) experiential learning. At no time may they be used as an exercise or a pretest.

9.3.4.9 PERMITTED MATERIALS

The authorized institution is to ensure that candidates have only permitted materials with them when taking the tests. A non-programmable pocket calculator is permitted for the mathematics test.

9.3.4.10 CHEATING

The SSET must be administered under supervision. The authorized institution must take measures to prevent cheating during an examination session.

When a candidate is discovered cheating or deliberately assisting another person, his or her examination must be collected immediately and the candidate must be asked to leave the premises. This candidate will automatically be assigned a failure for the series of tests, and is not eligible to rewrite the tests. However, he or she may reapply one year later.

9.3.4.11 SCORING

The authorized institution ensures that test scoring is carried out in accordance with the rules established for each test.

The pass mark is set at 60 percent for each test. For tests consisting of 35 questions, the candidate must correctly answer 21 questions to attain a mark of 60 percent. For tests consisting of 40 questions, the candidate must correctly answer 24 questions to attain the pass mark (see Appendix 2 of this chapter).

9.3.4.12 COMMUNICATING RESULTS

The authorized institution is responsible for informing candidates of the results they obtained on the tests, and for selecting the method to be used to communicate this information.

9.3.4.13 REDOING THE SSET

A candidate who has failed a test and has not satisfied the requirements for the issue of the AESS has the right to redo the test once. This must be done within the six months after the initial participation date transmitted with operation 40.

A candidate who fails a retake of a compulsory test must wait one year before applying to do it again.

The same rule applies to a candidate who fails after redoing three of the optional tests in the French sector, or two of the optional tests in the English sector.

After a candidate unsuccessfully retakes a compulsory test in one linguistic sector, the application process cannot be undertaken in the other linguistic sector until one year later.

9.3.4.14 SENDING RESULTS TO THE MINISTÈRE

An overall result for the whole series of the SSET must be transmitted. This result may be *Pass*, *Fail* or *Dropped*. A result of *Pass* will initiate the process for the issue of the AESS.

An authorized organization that has filed a notification (TX-40) with a service type 4 (registration for SSET) must transmit the result through an operation 47 for the code GEN-T001-0 (French sector) or for the code GST-T001-1 (English sector) within a period of six months after the initial participation date transmitted with operation 40.

The mark sent by the authorized institution under either one of these codes is not recorded in an achievement record. However, it appears in the student report produced by the SAGE system or by the command to print the entire record.

9.3.4.15 SAFEGUARDING DOCUMENTS

The authorized institution stores, in a safe place and for a period of at least 12 months, the documents that have been used in administering the tests (e.g. tests and answer sheets). During this period, the Ministère may request copies so as to undertake various studies.

9.3.4.16 THEFT OR LOSS OF TESTS

If an authorized institution is a victim of a theft of tests, or confirms that tests have been lost, a written report must be sent to the Direction de la sanction des études. This report must explain which tests are missing and the known circumstances surrounding the event.

9.4 PRIOR LEARNING EXAMINATION

9.4.1 CONTEXT

The Prior Learning Examination has been designed to recognize experiential learning in English as a second language. It is based on the definitions of the domain with the following codes: ANG-3007-6, ANG-4036-6, ANG-5054-6 and ANG-5055-6. This comprehensive examination is intended to reduce the duration of a student's learning process and is an adaptation of the content and evaluation process that comprises an interview and a written examination covering one of the courses mentioned.

9.4.2 PROCEDURE

The successful completion of the examination is recorded in the student's record with the status *Pass*. Credits are granted and count toward an SSD or admission to vocational education or other programs of study.

9.4.3 RETAKES

A student who fails the examination is not entitled to redo it. Upon the suggestion of the educational institution, the student should enrol in an appropriate course and do the corresponding examination, or upgrade his or her English skills elsewhere and redo the examination at the educational institution.

The student must prove, to the satisfaction of the authorized institution, that he or she has acquired the necessary learning to retake the *Prior Learning Examination*.

9.5 GENERAL DEVELOPMENT TEST (GDT)

9.5.1 CONTEXT

In December 1993, the Minister offered a new option aimed at improving access to vocational education for persons aged 18 or over on the basis of "functional" prerequisites. These prerequisites comprise the following two closely related elements:

- the credits pertaining to the specific language of instruction and mathematics prerequisite to each program of study
- successful completion of the General Development Test (GDT)

Whereas specific prerequisites are strictly pedagogical in nature, the GDT refers to life experiences of all types for an individual who has not necessarily finished Secondary III. The successful completion of this test demonstrates that a person has the four competencies that are considered sufficient for vocational studies: the ability to process information, the ability to communicate in writing, the ability to understand basic concepts important in daily life, and the ability to solve problems.

9.5.2 ELIGIBILITY

A person may take the test before the age of 18. However, a pass mark on the test renders a person eligible for a program leading to a DVS only when he or she reaches the age of 18.

9.5.3 STUDENT IDENTIFICATION

The educational institution must require a piece of identification and a signed photo of the person who is registering for the test.

9.5.4 TEST TO BE USED

The educational institution must use the complete GDT provided by the Ministère and must decide on the version to be used.

The test must be taken in the language of instruction of the vocational education program in question.

9.5.5 CONFIDENTIALITY

All precautions necessary to preserve the confidentiality of the test must be taken. At the very least, the following measures must be applied:

- No information concerning the content of the test must be revealed to candidates before they write it.
- Copies of the test and answer sheets must never be left out or shown to candidates after they have written the test.
- The test and accompanying materials must be stored in a safe place before and after the test is administered.
- The test must be used solely for its intended purpose. At no time may it be used as an exercise or pretest.

9.5.6 CHEATING

The test must be administered under supervision. When a candidate is discovered cheating or deliberately assisting another person, a failure is automatically assigned for the test.

9.5.7 PASS MARK AND TRANSMISSION OF RESULTS

The pass mark is set at 45 for the French sector and 43 for the English sector.

If the candidate obtains a mark equal to or higher than the pass mark, the educational institution transmits the code *Pass* as soon as possible after the test has been taken. If the candidate obtains a mark lower than the pass mark, the code *Fail* is transmitted. In the SAGE system, the result is entered under the code GEN-T002-0 for the French sector and GST-T002-0 for the English sector.

9.5.8 COMMUNICATING THE RESULTS

Educational institutions are responsible for informing candidates of the results they obtained on the test, including failures.

9.5.9 REDOING THE TEST

In general, candidates who fail the GDT are not entitled to a retake. They should pursue their studies in general education in order to meet the scholastic prerequisites required for admission to other options.

The person in charge of the certification of studies at an authorized institution may, in exceptional cases, request that the Direction de la sanction des études authorize a retake for a person whose additional learning justifies the request.

9.5.10 DOCUMENT ATTESTING TO THE SUCCESSFUL COMPLETION OF THE GDT

Educational institutions issue a document signed by the person in charge of the certification of studies to all persons who have successfully completed the GDT (see Appendix 6 of Chapter 10). This document is issued as part of the functional prerequisites for admission to a vocational education program.

No document to that effect is issued by the Ministère; however, the overall mark for the test appears in the student report in the SAGE system.

9.6 EVALUATION PROCESS FOR EXPERIENTIAL LEARNING IN VOCATIONAL EDUCATION

The evaluation of experiential learning in relation to the objectives of official programs of study comprises the following steps:

- preliminary interview with the potential candidate
- assessment of the portfolio
- interview (verification of information in the portfolio)
- evaluation of competencies
- identification of the candidate's educational requirements

9.6.1 PRELIMINARY INTERVIEW

This step involves helping candidates to assemble a portfolio of information concerning their learning, work experience and other experience. In their portfolios, the candidates must describe their competencies with the aid of self-evaluation tables based on the tables of specifications or analysis and planning tables for a program of study.

9.6.2 PORTFOLIO ASSESSMENT

This step is intended to establish the extent of consistency between the prior learning described by the candidate and the elements to be evaluated. The authenticity of the supporting document must also be verified.

9.6.3 INTERVIEW

The interview completes the information provided by the candidates on their self-evaluation tables and enables evaluators to establish whether the candidates should sit for one or more examinations.

9.6.4 EVALUATING COMPETENCIES

The evaluation of competencies permits official confirmation of a candidate's experiential learning.

Experiential learning is evaluated by means of the same examinations as those used to evaluate scholastic learning. For some programs, there are ministry-prepared examinations specifically designed for the recognition of experiential learning (see Appendix 1 of this chapter). The rules governing the administration of all these examinations are defined by the Ministère and appear in the *Guide d'organisation de l'évaluation*, which accompanies examination materials designed for the evaluation of experiential learning.

For programs for which there are no specific examinations for the recognition of experiential learning, the examinations normally used for the evaluation of scholastic learning must be used.

Recognition of Competencies Relative to Situational Objectives

The module pertaining to the occupation and the training process may be recognized as soon as another practical competency or practical knowledge competency has been attested.

The module pertaining to entering the work force may be recognized when the two following conditions are met:

- the candidate has worked in the occupation for a number of hours equal to at least the duration of the module;

and

- the candidate has attained at least three other practical competencies or practical knowledge competencies.

The other modules with situational objectives are recognized according to the conditions set out in the evaluation guide for each program of study.

Supplementary examinations are not applicable in the evaluation of experiential learning. All competencies not attested to during the evaluation process are considered part of the educational requirements that the candidate must meet. However, after the candidate has taken the relevant courses, he or she may be evaluated by means of the examinations used to evaluate scholastic learning.

Transmission of Results

The results obtained by candidates must be transferred to the SESAME system as soon as possible after the administration of an examination.

Results of courses with situational objectives are transmitted upon successful fulfilment of the conditions for recognition set out in the *Guide d'organisation de l'évaluation*.

For examinations related to courses in revised programs, either the word *Pass* or the word *Fail* must be transferred. For examinations related to courses in former programs, the results must be transferred in percentage form.

9.6.5 IDENTIFYING THE CANDIDATE'S EDUCATIONAL REQUIREMENTS

The candidate's educational requirements are determined on the basis of the candidate's portfolio, the interview and the evaluation of competencies. The candidate can then decide to complete his or her education with the goal of obtaining a DVS or an AVS.

APPENDICES

- Appendix 1 – Recognition of Experiential Learning – Direction générale de la formation professionnelle et technique – Direction des programmes
- Appendix 2 – Percentages to Be Assigned to SSET Results

**RECOGNITION OF EXPERIENTIAL LEARNING
DIRECTION GÉNÉRALE DE LA FORMATION PROFESSIONNELLE
ET TECHNIQUE
DIRECTION DES PROGRAMMES**

Programs for Which Evaluation Materials Are Available in French

Affûtage
Assistance aux bénéficiaires en établissement de santé
Assistance dentaire
Assistance familiale et sociale aux personnes à domicile
Assistance technique en pharmacie
Boucherie
Briquetage-maçonnerie
Carrelage
Charpenterie-menuiserie
Coiffure
Conduite et réglage de machines à mouler
Comptabilité
Conduite de camions
Conduite d'engins de chantier
Cuisine d'établissement
Extraction de minerai
Horticulture ornementale
Impression et finition
Mécanique automobile
Mécanique - machines à coudre industrielles
Mécanique d'engins de chantier
Mécanique de véhicules lourds routiers
Mécanique industrielle de construction et d'entretien
Mécanique de protection des incendies
Pâtisserie
Peinture de bâtiments
Plomberie-chauffage
Production de bovins de boucherie
Production laitière
Réfrigération
Service de restauration
Secrétariat
Soudage général

**RECOGNITION OF EXPERIENTIAL LEARNING
DIRECTION GÉNÉRALE DE LA FORMATION PROFESSIONNELLE
ET TECHNIQUE
DIRECTION DES PROGRAMMES**

Programs for Which Evaluation Materials Are Available in French

Soudage-montage
Techniques d'usinage
Usinage sur machines-outils à commande numérique

Programs for Which Evaluation Materials Are Expected to Be Available in French

Classement des bois débités
Ébénisterie
Électromécanique de systèmes automatisés
Entretien et réparation de caravanes
Fabrication de moules
Intervention en sécurité-incendie
Matriçage
Outillage
Préparation et finition de béton
Production porcine
Récolte de la matière ligneuse
Rembourrage industriel
Réparation d'appareils électroménagers
Secrétariat (nouveau programme)
Tuyauterie industrielle

| PERCENTAGES TO BE ASSIGNED TO SSET RESULTS | |
|--|------------------------------|
| Test Comprising 35 Questions | Test Comprising 40 Questions |
| 35 = 100% | 40 = 100% |
| 34 = 97% | 39 = 98% |
| 33 = 94% | 38 = 95% |
| 32 = 91% | 37 = 93% |
| 31 = 89% | 36 = 90% |
| 30 = 86% | 35 = 88% |
| 29 = 83% | 34 = 85% |
| 28 = 80% | 33 = 83% |
| 27 = 77% | 32 = 80% |
| 26 = 74% | 31 = 78% |
| 25 = 71% | 30 = 75% |
| 24 = 69% | 29 = 73% |
| 23 = 66% | 28 = 70% |
| 22 = 63% | 27 = 68% |
| 21 = 60% PASS | 26 = 65% |
| 20 = 57% | 25 = 63% |
| 19 = 54% | 24 = 60% PASS |
| 18 = 51% | 23 = 58% |
| 17 = 49% | 22 = 55% |
| 16 = 46% | 21 = 53% |
| 15 = 43% | 20 = 50% |
| 14 = 40% | 19 = 48% |
| 13 = 37% | 18 = 45% |
| 12 = 34% | 17 = 43% |
| 11 = 31% | 16 = 40% |
| 10 = 29% | 15 = 38% |
| 9 = 26% | 14 = 35% |
| 8 = 23% | 13 = 33% |
| 7 = 20% | 12 = 30% |
| 6 = 17% | 11 = 28% |
| 5 = 14% | 10 = 25% |
| 4 = 11% | 9 = 23% |
| 3 = 9% | 8 = 20% |
| 2 = 6% | 7 = 18% |
| 1 = 3% | 6 = 15% |
| | 5 = 13% |
| | 4 = 10% |
| | 3 = 8% |
| | 2 = 5% |
| | 1 = 3% |