

DEVELOPING EVALUATION SITUATIONS

A Collaborative Process - Shared Responsibilities

A. Planning

	School Board Team	BIM Team
Responsibilities	<ul style="list-style-type: none"> • Contact BIM following AGECE meeting • Determine the mandate and deadline • Have project approved by PROCÉDE • Release teachers • Invite the participants to scheduled meetings 	<ul style="list-style-type: none"> • Discuss the BIM mandate with the team leader • Prepare the content of the first meeting

B. Development and Design: two to five days of work (half-days, days or two-day blocks)

1 st meeting	<ul style="list-style-type: none"> • Clarify BIM's role • Review the procedure for developing an evaluation situation (ES) • Define the general aspects of the ES: subject area, competencies, related content, evaluation criteria, task outline • Start developing the tasks
On-going meetings	<ul style="list-style-type: none"> • Develop the tasks, evaluation tools and supporting documents • Verify copyright • Revise the working documents • Computerize and format the documents

C. Validation

	School Board Team (Different from Design Team, if possible)	BIM Team
Responsibilities	<p>Centre Director/ Ped Consultant role:</p> <ul style="list-style-type: none"> • Recommend teachers to validate evaluation situations <p>Teacher-Validator's role:</p> <ul style="list-style-type: none"> • Validate the evaluation situation according to the established procedure • Propose corrections (in writing) • Forward the required material to BIM 	<ul style="list-style-type: none"> • Explain the established validation process and provide documentation to the teacher-validator assigned from the partner school board. • After the validation, make the appropriate corrections.

D. Linguistic Revision and Publication

	School Board Team	BIM Team
Responsibilities	<ul style="list-style-type: none"> • Provide feedback following publication 	<ul style="list-style-type: none"> • Linguistic revision of evaluation situation • Distribution of evaluation situation to school boards via BIManager / GeXamine