



2008 - EDITION

Administrative Manual
for the Certification
of Studies
in General Education
for Adults and in
Vocational Training

Sanction des études



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**Administrative Manual
for the Certification
of Studies
in General Education
for Adults and in
Vocational Training**

Sanction des études

Direction de la sanction des études

[<www.mels.gouv.qc.ca/sanction>](http://www.mels.gouv.qc.ca/sanction)

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Introduction

The *Administrative Manual for the Certification of Studies in General Education for Adults and in Vocational Training*, prepared by the Direction de la sanction des études (DSE), provides all the information required for applying the rules for the evaluation and certification of studies. These rules are based on the provisions of the *Education Act* and the basic regulations applicable to educational services in general education for adults and in vocational training.

This manual completes the Annual Directives for general education for adults and for vocational training and should be considered part of these two documents. *Info/Sanction* will provide periodic updates on any questions that arise in the course of the year. Upon their release, such updates will be considered official.

This manual is distributed to persons in charge of the certification of studies in general education for adults and in vocational training, as well as to directors of adult education and vocational training centres. It can be consulted on the Web site of the Ministère de l'Éducation, du Loisir et du Sport.

We hope that this tool for managing the certification of studies will prove useful, and we encourage you to write us regarding any suggestions that would clarify or improve the content.



Jacques Tardif, Director
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CHAPTER 1

LEGAL PROVISIONS

General Information

The *Administrative Manual for the Certification of Studies in General Education for Adults and in Vocational Training* presents the information required for applying the rules for the certification of studies. These rules are contained in the *Education Act*, in the basic regulations applicable to general education for adults, in the basic regulations for vocational training and in the directives outlining the procedures for applying the basic school regulations.

The information in this manual applies to any person who enrolls in a course or program of study, or who requests services for the recognition of his or her learning or competencies from an authorized educational institution.

Persons in Charge of the Certification of Studies

With a view to administering the rules governing the certification of studies, each authorized educational institution shall designate a person in charge of the certification of studies whose mandate is to ensure:

- the provision of services
- communication with the Direction de la sanction des études (DSE)
- the authenticity of official documents issued by the authorized institution

The contact information for each designated person must be recorded on Form 1 (Appendix 2) and sent to the DSE.

1.1 EDUCATION ACT

1.1.1 STUDENTS' RIGHTS

Section 1 *Every person is entitled to [...]*

Every person is also entitled to other educational services, student services and special educational services provided for by this Act and the basic school regulation referred to in the first paragraph and to the educational services prescribed by the basic vocational training regulation established by the Government under section 448 [...].

1988, c. 84, s. 1; 1997, c. 96, s. 1.

Section 2 *Every person no longer subject to compulsory school attendance is entitled to the educational services prescribed by the basic regulations established by the Government under section 448, within the scope of the programs offered by the school board pursuant to this Act.*

1988, c. 84, s. 2; 1997, c. 96, s. 2.

Section 14 *Every child resident in Québec shall attend school from the first day of the school calendar in the school year following that in which he attains 6 years of age until the last day of the school calendar in the school year in which he attains 16 years of age or at the end of which he obtains a diploma awarded by the Minister, whichever occurs first.*

1988, c. 84, s. 14; 1990, c. 8, s. 2.

1.1.2 TEACHERS' RIGHTS

Section 19 *In accordance with the educational project of the school and subject to the provisions of this Act, the teacher has the right to govern the conduct of each group of students entrusted to his care. The teacher is entitled, in particular,*
[...]

(2) *to select the means of evaluating the progress of students so as to examine and assess continually and periodically the needs and achievement of objectives of every student entrusted to his care.*

1988, c. 84, s. 19.

1.1.3 RESPONSIBILITIES OF THE PRINCIPAL OF A CENTRE

Section 110.12 *The principal is also responsible for approving, on the proposal of the teachers,*
[...]

(3) *the standards and procedures for the evaluation of student achievement in keeping with the prescriptions of the basic regulation and subject to the examinations that may be imposed by the Minister or the school board.*
[...]

1997, c. 96, s. 13.

1.1.4 FUNCTIONS AND POWERS OF THE SCHOOL BOARD

Section 204 *For the purposes of the provisions of this division relating to vocational training or adult education, any person entitled and wishing to be enrolled in vocational training or adult education, whether or not resident in the territory of the school board, comes under the jurisdiction of a school board.*

1988, c. 84, s. 204; 1992, c. 21, s. 175; 1994, c. 23, s. 17; 1997, c. 96, s. 47.

- Section 232 *Every school board shall recognize, in accordance with the criteria or conditions established by the Minister, the learning acquired by a student otherwise than as prescribed in the basic school regulation.*
-
- 1988, c. 84, s. 232.
- Section 246 *Every school board shall see to the implementation of the basic regulations established by the Government in accordance with the gradual implementation approach prescribed by the Minister under section 459 and of the programs of studies established by the Minister under section 461.*
- For humanitarian reasons or to avoid serious harm to a student, the school board may, following a request, with reasons, made by the parents of the student, by the student, if of full age, or by the principal of the centre, exempt the student from the application of a provision of the basic regulation. In the case of an exemption from the rules governing certification of studies referred to in section 460, the school board must apply therefore to the Minister.*
-
- 1988, c. 84, s. 246; 1990, c. 8, s. 27; 1997, c. 96, s. 82.
- Section 247 *Every school board shall establish a program for each student service and popular education service provided for in the basic regulation.*
- The programs must comply with the objectives set out in the basic regulation.*
-
- 1988, c. 84, s. 247.
- Section 249 *Every school board shall ensure that each centre evaluates student achievement and administers the examinations imposed by the Minister.*
- A school board may impose internal examinations in the subjects in which no examination is imposed by the Minister and for which credits are compulsory for the issue of a secondary school diploma or a vocational training diploma.*
-
- 1988, c. 84, s. 249; 1990, c. 8, s. 28; 1997, c. 96, s. 85.
- Section 250 *Every school board shall arrange and offer reception and referral services relating to vocational training or adult education.*
- It shall recognize, in accordance with the criteria or conditions established by the Minister, the scholastic or experiential learning of a person enrolled in vocational training or adult educational services.*
-
- 1988, c. 84, s. 250; 1997, c. 96, s. 86.

- Section 255 *A school board may*
- 1) through manpower training, technical assistance to enterprises and informational activities, contribute to the development and realization of technological innovation projects, to the implementation and dissemination of new technology and to regional development;*
 - 2) provide cultural, social, sports, scientific or community services;*
- [...]*
-
- 1988, c. 84, s. 255; 1995, c. 43, s. 45; 1997, c. 96, s. 89.*

1.1.5 FUNCTIONS AND POWERS OF THE MINISTER OF EDUCATION

- Section 448 *The Government shall, by regulation, establish a basic vocational training regulation and a basic adult education regulation.*
- [...]*
- The basic regulations may also:*
- [...]*
- 4) establish rules on the evaluation of learning achievement and the certification of prior learning;*
 - 5) determine the diplomas, certificates and other official attestations awarded by the Minister and prescribe the conditions under which they are to be awarded;*
- [...]*
-
- 1988, c. 84, s. 448; 1990, c. 8, s. 54; 1997, c. 96, s. 129.*
- Section 459 *The Minister shall ensure quality in the educational services provided by school boards.*
- In order to exercise that function, the Minister may establish an approach for gradual implementation of the provisions of the basic regulations relating to the list of subjects and to the rules governing the evaluation of learning achievement and the certification of studies.*
- [...]*
-
- 1988, c. 84, s. 459; 1997, c. 96, s. 134.*
- Section 460 *The Minister may, on such conditions as he determines, exempt any student or any category of students he determines from the application of certain rules of certification of studies or of prior learning.*
-
- 1988, c. 84, s. 460; 1997, c. 96, s. 135.*

Section 461 *The Minister shall establish the programs for preschool education, the programs of compulsory subjects for elementary and secondary schools as well as the elective subjects specified in a list drawn up by him under section 463 and, if he considers it appropriate, the programs of vocational education.*

1988, c. 84, s. 461; 1997, c. 96, s. 136; 2000, c. 24, s. 39.

Section 463 *The Minister shall draw up a list of elective subjects for which he establishes a program of studies, a list of vocational education programs, the number of credits assigned to each elective subject and to each vocational education program and a list of the subjects and vocational education programs for which he imposes examinations.*

The Minister may authorize a school, following a request sent by the school board, to assign a greater number of credits than that prescribed in the basic school regulation to an elective subject for which the school board has adopted a local program of studies.

1988, c. 84, s. 463; 1997, c. 96, s. 138.

Section 465 *The Minister may establish, subject to what is prescribed in the basic regulations, conditions of admission to vocational education programs.*

1988, c. 84, a. 465.

Section 469 *The Minister shall establish [...].*

In addition, the Minister shall establish criteria or requirements for the recognition by school boards of the scholastic or experiential learning of a person enrolled in vocational training or adult education.

1988, c. 84, s. 469; 1997, c. 96, s. 142.

Section 471 *The Minister shall award diplomas, certificates and other official attestations prescribed in the basic regulations as well as the official attestations and transcripts of marks which he determines.*

1988, c. 84, s. 471.

1.2 **BASIC ADULT GENERAL EDUCATION REGULATION** (OC 652-2000, JUNE 1, 2000 AND OC 489-2005, JUNE 8, 2005)

GE Section 25 *The evaluation of learning is the process whereby a judgment is made on a student's learning on the basis of information gathered, analyzed and interpreted, for the purpose of making pedagogical and, where appropriate, administrative decisions.*

Section 26 *Adults shall receive a statement of learning achievement at least twice a year.*

- Section 27 *Promotion shall be carried out separately for each program.*
- Adults may enroll in a program only after having obtained the prerequisites.*
- Section 28 *Adults may register for imposed examinations to earn the credits without having taken the corresponding course.*
- Section 29 *The pass mark for all courses is 60 percent for each course.*
- Section 30 *The Minister shall award a Secondary School Diploma to adults who earn at least 54 credits at the Secondary IV or V level including at least 20 credits at the Secondary V level, and among those 54 credits, the following credits:*
- (1) 6 credits in Secondary V language of instruction;*
 - (2) 4 credits in Secondary V second language;*
 - (3) 6 credits in Secondary IV mathematics;*
 - (4) 6 credits in Secondary IV physical science; and*
 - (5) 4 credits in Secondary IV History of Québec and Canada.*
- Credits earned in Secondary Cycle Two are taken into account when awarding the diploma, that is, credits earned for elective subjects of general education programs or a vocational training program leading to a Diploma of Vocational Studies or in a vocational training program leading to an Attestation of Vocational Specialization, and the equivalent learning recognized in accordance with section 250 of the Education Act (R.S.Q., c. I-13.3).*
- Adults must have earned credits for at least one course at the Secondary V level given by an adult education centre.*
- Section 31 *Adult education centres shall offer 25 hours of instructional services for each credit in a program of studies, unless fewer hours are required to achieve the compulsory objectives and cover the compulsory content of the program.*
- Section 32 *On the recommendation of the school board, the Minister shall award a training certificate in sociovocational integration of adults to adults who, after successfully completing the preparatory courses for secondary education in language of instruction, mathematics and second language, have successfully completed a program in sociovocational integration comprising 900 hours divided as follows:*
- (1) 200 hours of development of employability and sociovocational attitudes;*
 - (2) 600 hours of practical training in sociovocational integration;*
 - (3) 100 hours divided according to the person's learning plan.*

Section 32.1 On the recommendation of the school board, the Minister shall award a training certificate for a semi-skilled trade, with mention of the trade, to every adult who has completed the training of not less than 900 hours and has successfully completed the practical training component for the semi-skilled trade of not less than 450 hours. That training includes:

(1) in general training:

- a) 200 hours in language of instruction (French or English);*
- b) 100 hours in second language (French or English); and*
- c) 150 hours in mathematics; and*

(2) in practical training:

- a) 75 hours in introduction to the world of work; and*
- b) 375 hours in preparation for the semi-skilled trade.*

Section 35 In respect of adults who begin secondary school before the 2006-2007 school year, the following shall be substituted for section 30 of this Regulation until 30 June 2007:

30. The Minister shall award a Secondary School Diploma to adults who earn at least 54 credits at the Secondary IV and V levels, divided as follows:

- (1) 12 credits in language of instruction, including at least 6 at the Secondary V level;*
- (2) 6 credits in Secondary IV or Secondary V English, second language, for adults whose language of instruction is French;*
- (3) 6 credits in Secondary V French, second language, for adults whose language of instruction is English;*
- (4) 36 credits in elective subjects, including at least 18 at the Secondary V level.*

The number of credits earned in language of instruction and in second language shall not exceed 36.

For the awarding of a Secondary School Diploma:

- (1) the credits earned in a vocational training program shall be considered as credits earned at the Secondary V level, with the exception of credits earned in a vocational training program leading to a semi-skilled trade;*
- (2) adults must have obtained credits for at least one course at the Secondary V level given by an adult education centre.*

1.3 2007-2008 DIRECTIVES—ADULT GENERAL EDUCATION

PROVISION 3 ORGANIZATIONAL FRAMEWORK FOR INSTRUCTIONAL SERVICES

The programs of study offered as part of the 10 instructional services make up the training supply that allows adults to enroll in subsequent courses after obtaining any required prerequisites.

PROVISION 3.1 PEDAGOGICAL SUPPORT SERVICES

Introduction to an On-Going Training Process

COMMON-CORE BASIC EDUCATION

There is a new curriculum related to literacy services, preparatory services for secondary education and Secondary Cycle One education services.

PROVISION 3.2 LITERACY SERVICES

New programs of study in the following subject areas:

- Languages
- Mathematics, Science and Technology

Programs of study still applied: *Français, langue d'enseignement; English, Language of Instruction, Mathematics.*

PROVISION 3.3 PREPARATORY SERVICES FOR SECONDARY EDUCATION

New programs of study in the following subject areas:

- Languages
- Mathematics, Science and Technology
- Social Sciences
- Personal Development
- Working Life

Programs of study still applied: *Français, langue d'enseignement; Mathematics; Personal and Social Development; Anglais, langue seconde; Introduction to an On-Going Training Process.*

PROVISION 3.4 SECONDARY CYCLE ONE EDUCATION SERVICES

New programs of study in the following subject areas:

- Languages
- Mathematics, Science and Technology
- Social Sciences
- Personal Development
- Working Life

Programs of study still applied: *Français, langue d'enseignement; Anglais, langue seconde; Mathematics; Arts; Personal and Social Development; Physical Education; Microcomputing; Social Studies; Introduction to an On-Going Training Process.*

PROVISION 3.5 SECONDARY CYCLE TWO EDUCATION SERVICES

Français, langue d'enseignement; Anglais, langue seconde; Mathematics; History; Arts; Biology; Chemistry; Personal and Social Development; Physical Education; Third Language; Microcomputing; Physics; Social Studies; Physical Science; Introduction to an On-Going Training Process.

PROVISION 3.6 SOCIAL INTEGRATION SERVICES

Social Integration Services

PROVISION 3.7 SOCIOVOCATIONAL INTEGRATION SERVICES

A person may enroll in training in a semi-skilled trade if he or she has successfully completed preparatory services for secondary education in language of instruction and mathematics.

PROVISION 3.8. FRANCIZATION SERVICES

French, Second Language; Français, langue seconde

PROVISION 3.9 VOCATIONAL TRAINING PREPARATION SERVICES

Français, langue d'enseignement; Anglais, langue seconde; Mathematics; History; Arts; Biology; Chemistry; Personal and Social Development; Physical Education; Third Language; Microcomputing; Physics; Social Studies; Physical Science; Introduction to an On-Going Training Process.

PROVISION 3.10 PREPARATORY SERVICES FOR POSTSECONDARY EDUCATION

Français, langue d'enseignement; Anglais, langue seconde; Mathematics; History; Arts; Biology; Chemistry; Personal and Social Development; Physical Education; Third Language; Microcomputing; Physics; Social Studies; Physical Science; Introduction to an On-Going Training Process.

PROVISION 5.2 RECOGNITION OF PRIOR LEARNING

The scholastic and experiential learning of a person enrolled in an adult education centre are recognized according to the criteria determined by the Minister based on the ministerial programs of study.

PROVISION 5.3 CERTIFICATION OF STUDIES

The Minister certifies the adult's studies on the basis of:

- the evaluation of learning
- the transfer of evaluation results obtained within the framework of the *Basic school regulation for preschool, elementary and secondary education*
- the granting of credit equivalences

PROVISION 5.3.1 RULES FOR AWARDING A SECONDARY SCHOOL DIPLOMA (SSD)

The requirements for obtaining a Secondary School Diploma, which were to come into force on July 1, 2007, will apply to all adult learners starting on July 1, 2010. The requirements for obtaining a Secondary School Diploma described in section 35 are therefore applicable until June 30, 2010.

PROVISION 5.4 OFFICIAL DOCUMENTS ISSUED BY THE MINISTER

The Minister recognizes an adult's scholastic and experiential learning by issuing to him or her the following official documents:

- a Secondary School Diploma (SSD)
- a statement of learning achievement that includes the results from Secondary I, II and III
- a statement of learning achievement that includes the results from Secondary IV and V
- an Attestation of Equivalence of Secondary Studies (AESS)
- a training certificate in sociovocational integration for adults
- a training certificate for a semi-skilled trade
- a certificate of equivalence of secondary studies

**1.4 BASIC VOCATIONAL TRAINING REGULATION
(OC 653-2000, JUNE 1, 2000 AND OC 490-2005, MAY 25, 2005)**

Section 2 *Training services are the services related to the acquisition, evaluation and certification of the competencies referred to in the programs of studies that are offered.*

They also include services related to pedagogical support and the educational environment in which persons learn, from their enrolment to the completion of their studies.

- Section 12 *In order to be admitted to a vocational training program leading to a Diploma of Vocational Studies, a person shall:*
- (1) *hold a Secondary School Diploma and meet the requirements for admission to the program established by the Minister in accordance with section 465 of the Education Act;*
 - (2) *be at least 16 years of age on 30 September of the school year in which vocational training is to begin and meet the requirements for admission to the program established by the Minister in accordance with section 465 of the Education Act;*
 - (3) *be 18 years of age or over and have the functional prerequisites prescribed for admission to the program by the Minister in accordance with section 465 of the Education Act; or*
 - (4) *have earned Secondary III credits in language of instruction, second language and mathematics in programs of study established by the Minister and continue, if such is the case, concurrently with vocational training, in his or her secondary school second-cycle programs of study established by the Minister and required for admission to the vocational training program.*
- Section 13 *In order to be admitted to a vocational training program leading to an Attestation of Vocational Specialization, a person shall:*
- (1) *hold the Diploma of Vocational Studies required by the Minister, in accordance with section 465 of the Education Act, as a prerequisite for admission to the program; or*
 - (2) *practise a trade or occupation related to the program of studies.*
- These admission requirements do not apply in the case of a program to start a business.*
- Section 14 *A person whose prior learning is recognized as equivalent in accordance with sections 232 and 250 of the Education Act is deemed to have earned the required credits or to hold the required diploma.*
- Section 17 *Each vocational training competency shall be evaluated and the results expressed as a pass mark or a fail mark.*
- Section 18 *Persons enrolled in vocational training shall receive a statement of learning at least twice a year.*

- Section 20 A person enrolled in vocational training may register for imposed examinations to earn credits without having taken the corresponding course, provided the pedagogical and organizational requirements are met.
- Section 22 *The Minister shall award a Diploma of Vocational Studies that specifies the trade or occupation and includes a statement of competencies to a person who has met all the admission requirements for the vocational training program and has earned all of the credits in that program.*
- Section 23 *The Minister shall award an Attestation of Vocational Specialization that specifies the specialization and includes a statement of competencies to a person who has earned all of the credits in a vocational training program.*
- Section 24 *Training centres shall give 15 hours of instructional services for each credit in a vocational training program unless fewer hours are required to achieve the compulsory objectives and cover the compulsory content of the program.*
- Section 25 *A person referred to in section 1 of the Education Act who takes concurrent courses in general education is subject, with respect to those courses, to the rules governing certification of studies prescribed under the Basic school regulation for preschool, elementary and secondary education. In all other cases, the person is subject to the rules under the Basic Adult General Education Regulation.*

1.5 VOCATIONAL EDUCATION—2007-2008 DIRECTIVES

VT PROVISION 3 ADMISSION

In accordance with the conditions and criteria established by the Minister, the school board may grant recognition of equivalent learning for general education courses certified by another competent authority, thereby allowing the student to satisfy the admission requirements.

The successful completion of the general development test (GDT) is a functional prerequisite for the purposes of admitting students who have reached 18 years of age to a program leading to a DVS or an AVE. After one year, the GDT may be retaken one single time.

PROVISION 4.2 RECOGNITION OF PRIOR LEARNING

The learning acquired by a person by means other than those provided for in the Basic school regulations may be recognized by school boards, in accordance with section 250 of the *Education Act*.

A student who has already acquired a competency or successfully completed a course in vocational or technical training at the secondary or college level in Québec may be granted recognition of equivalent learning for a program leading to a DVS or an AVS that is currently in effect.

To be recognized, experiential learning must be evaluated by the school board on the basis of the competencies set forth in the programs of study, in accordance with the conditions and criteria established by the Minister.

Students must fulfill the admission requirements for the remainder of training in a ministry program.

CHAPTER 2

**CERTIFICATION
REQUIREMENTS**

2.1 CERTIFICATION REQUIREMENTS IN GENERAL EDUCATION FOR ADULTS

2.1.1 REQUIREMENTS FOR A SECONDARY SCHOOL DIPLOMA (SSD)

The requirements for obtaining a Secondary School Diploma set out in section 30 of the *Basic Adult General Education Regulation*, which were to come into force on July 1, 2007, will apply to all adult learners starting on July 1, 2010. The requirements for obtaining a Secondary School Diploma described below are therefore applicable until June 30, 2010.

For adults who began secondary school before the 2006-2007 school year:

The Minister awards a Secondary School Diploma to adults who earn at least 54 credits at the Secondary IV and V levels, divided as follows:

- (1) 12 credits in the language of instruction, including at least 6 at the Secondary V level
- (2) 6 credits in Secondary IV or V English, second language, for adults whose language of instruction is French
OR
- (3) 6 credits in Secondary V French, second language, for adults whose language of instruction is English
- (4) 36 credits in optional subjects, including at least 18 at the Secondary V level

The total number of language of instruction and second language credits may not exceed 36.

For the awarding of the Secondary School Diploma:

- (1) the credits earned in a vocational training program are considered as credits earned at the Secondary V level, with the exception of credits earned in a vocational training program leading to a semiskilled trade
- (2) adults must have obtained credits for at least one course at the Secondary V level given by an adult education centre

Cree, Inuktitut and Naskapi sectors

Credits are distributed in the same manner as above, except with respect to second language credits, where there is a choice of:

- 6 Secondary IV or V credits in *Anglais* or English
OR
- 6 Secondary V credits in *Français* or French

Special Cases

Even if a declaration of instructional service already exists in the Cree, Inuktitut and Naskapi sectors, this declaration must be confirmed in a decision rendered by the Direction de la sanction des études (DSE) in each of the following cases:

- in the case of a record containing more language of instruction credits in the French or English sectors than in the Cree, Inuktitut or Naskapi sectors
- in the case of a record containing 12 Secondary V language of instruction credits only from the French or English sectors, compared with 12 Secondary IV and V credits from the Cree, Inuktitut and Naskapi sectors

In both cases, the “Reason for Request” section of Form 2, 3 or 4 in Appendix 2 must be filled out.

The language of instruction and second language courses eligible for certification, for the purpose of issuing a Secondary School Diploma (SSD), are found in List 1, Appendix 1.

Condition 99

For an SSD to be awarded, an adult must have passed at least one Secondary V adult education examination or the examination ANG-4036-6 or ANG-4436-6 (in the French sector) or a harmonized vocational training examination. These examinations must have been passed since July 1, 1989, and must have covered content that was not previously certified.

Determination of language of instruction according to linguistic sector

If no language appears in the student’s record, or if no language of instruction courses have been successfully completed, the SAGE system analyzes the record on the assumption that the student is enrolled in the French sector. The system will switch to the English sector if a language of instruction course in this sector has been successfully completed. In some cases, courses have to be paired (List 2, Appendix 1).

When a student record lists language of instruction credits in both the French and English sectors, the language of instruction considered for the purpose of issuing an SSD is the one for which the student has accumulated the greatest number of credits.

If there is an equal number of language of instruction credits in both sectors, the SAGE system will do the analysis according to the French sector. However, the analysis can be done according to the English sector on request to the person in charge of updating student records at the DSE. This request must be made at the end of the secondary school studies or program.

When a student record lists language of instruction and second language credits in the same language, only the language of instruction credits are considered for the purpose of issuing an SSD.

Even when a student is enrolled in the English sector, the analysis will be done according to the French sector if the student has successfully completed only the second language course, namely, French, Second Language.

Determination of the second language

When both language of instruction and second language courses satisfy the second language requirements in a linguistic sector, the language that is the most advantageous to the student is chosen.

Surplus language credits

Only the credits of the courses eligible to satisfy certification requirements in excess of the number required for language of instruction (12 credits) and second language (6 credits) are counted as optional course credits. Credits for the subjects that do not satisfy certification requirements are not counted as optional course credits in language of instruction or second language. However, these credits do appear on the achievement record.

Maximum number of language credits

The total number of language of instruction and second language credits may not exceed 36.

Paired courses

Certain courses in the youth sector must be paired with other courses in order to satisfy the requirements for language of instruction or second language. These paired courses are shown in List 2, Appendix 1.

For example, students must successfully complete both a Secondary IV or V French comprehension course and a Secondary IV or V expression course in order to satisfy language of instruction requirements. The same applies to paired oral/written and literature/composition courses.

When a student record contains one of these courses without a paired course or a failure in a paired course, the course is automatically treated as an optional course. It is also counted toward the maximum number of language of instruction and second language credits.

Optional courses

All Secondary IV and V optional courses in the French and English sectors may satisfy the credit requirements for optional courses in the five linguistic sectors. These courses appear in the list of courses generated by the SAGE system (see *Guide d'utilisation du système SAGE, liste A12-23-01*).

Courses in harmonized vocational training programs are part of the pool of optional courses and are considered to belong to the Secondary V level.

It should be noted that the following count as optional course credits:

- surplus language credits (depending on the subjects chosen)
- the credits for certain language courses in the youth sector that have not been paired with other complementary courses

Credits for courses in vocational training programs leading to a semiskilled trade are to be excluded from the calculation of the 36 optional course credits.

Courses granted

In some cases, the transmission of the result of a successfully completed course in a higher level automatically results in the recognition of a course in a lower level in the same discipline.

If the list of courses generated by the SAGE system indicates two codes in the *Cours accordés* column, the date the course was successfully completed must be verified in order to find the code of the course granted.

Example: The successful completion of ANG-5043-4 results in the recognition of ANG-4002-6 up to June 30, 1997, and ANG-4053-6 as of July 1, 1997.

Limited-credit groups

The certification rules in the youth sector provide for a maximum number of credits to be applied to certain disciplines in a given grade level. These rules are applied by means of limited-credit groups.

The adult sector follows these rules in the calculation of the number of credits when a course is transferred from the youth sector. The limited-credit groups are found in List 3, Appendix 1.

Noncumulative courses

The content offered in a certain number of courses is identical or considered equivalent; this occurs with some general education courses given in the adult sector and in the youth sector.

In order to avoid counting the credits for such courses more than once, the rule of noncumulation of credits is taken into account.

According to this rule, only the course with the highest number of credits is taken into account.

The list of courses generated by the SAGE system specifies which courses are noncumulative.

When the student's learning profile is being established, it is important to verify whether the following courses are noncumulative in the SAGE list:

- successfully completed courses whose codes already appear in the record
- courses proposed for future studies

2.1.2 REQUIREMENTS FOR COURSES IN OTHER INSTRUCTIONAL SERVICES

The *Basic Adult General Education Regulation* lists the other instructional services for which the Ministère de l'Éducation, du Loisir et du Sport recognizes learning achievement. Learning achievements are indicated in the student's record and appear on the achievement record.

Pedagogical support (orientation services)

Courses completed as part of orientation services appear on the adult's achievement record. Optional credits toward the Secondary School Diploma (SSD) are granted for these courses.

Literacy services

The general aim of evaluation in literacy focuses on the objectives that have been integrated into themes, functional situations or projects. Credits are granted in language of instruction and mathematics, and appear on the achievement record.

Presecondary education services

Successfully completed courses in presecondary education appear on the achievement record. They count for credits in compulsory language of instruction and mathematics courses and in optional courses.

Secondary Cycle One education services

Credits are awarded for the successful completion of compulsory and optional courses in the first and second years of Secondary Cycle One. However, the credits for Secondary I to II are not taken in account for the completion of the Secondary School Diploma. Compulsory subjects are language of instruction, second language and mathematics.

Secondary Cycle Two education services

Secondary Cycle Two consists of courses at the Secondary III, IV and V levels. Credits are awarded when these courses are successfully completed. These credits may be required to satisfy the admission requirements for vocational training. Secondary IV and V credits also usually lead to the awarding of the Secondary School Diploma (SSD) and these credits appear on the achievement record.

Social integration education

The codes for social integration courses begin with the letters FIN-Z (French sector) and SIE-Z (English sector) and do not confer any credits. The letter Z in the fourth position indicates that there is no level of learning.

Sociovocational integration services

Sociovocational integration courses appear on the achievement record with codes beginning with the letters ISP. Students earn credits for successfully completed courses (60 per cent), but the credits do not count toward the SSD. These courses may count toward a Training Certificate in Sociovocational Integration.

Francization

Successfully completed francization courses (60 per cent) are recorded on the achievement record and the student earns credits for them. Allowing for exceptions, these credits do not count toward language of instruction and second language requirements for an SSD. However, they do count as optional course credits for the SSD.

2.1.3 REQUIREMENTS FOR THE ATTESTATION OF EQUIVALENCE OF SECONDARY STUDIES (AESS)

In order to obtain the Attestation of Equivalence of Secondary Studies (AESS), the student must pass the following tests:

In the French sector:

- the two compulsory tests in French, language of instruction (French grammar and French comprehension)
- three of the other five tests in the series (English, Mathematics, Social Sciences, Economics and Physical Sciences)

In the English sector:

- the two compulsory tests in English, language of instruction (English grammar and English comprehension)
- the compulsory test in French, second language (French)
- two of the other four tests in the series (Mathematics, Social Sciences, Economics and Physical Sciences)

2.1.4 REQUIREMENTS FOR THE TRAINING CERTIFICATE IN SOCIOVOCATIONAL INTEGRATION (ADULT SECTOR) (TCSIA)

On the recommendation of the school board, the Minister awards a Training Certificate in Sociovocational Integration to adults who, after successfully completing the preparatory courses for secondary education in language of instruction, mathematics and second language, have successfully completed a program in sociovocational integration of 900 hours, divided as follows:

- (1) 200 hours of courses aimed at developing employability and sociovocational attitudes
- (2) 600 hours of practical training in sociovocational integration
- (3) 100 hours divided according to the person's learning plan

2.1.5 REQUIREMENTS FOR THE TRAINING CERTIFICATE FOR A SEMISKILLED TRADE

On the recommendation of the school board, the Minister awards a Training Certificate for a Semiskilled Trade, with mention of the trade, to every adult who has completed the training of not less than 900 hours and has successfully completed the practical training component for the semiskilled trade of not less than 450 hours. That training includes:

- (1) in general training:
 - a) 200 hours in language of instruction (French or English)
 - b) 100 hours in second language (French or English)
 - c) 150 hours in mathematics
- (2) in practical training:
 - a) 75 hours in Introduction to the World of Work
 - b) 375 hours in Preparation for the Semiskilled Trade

2.2 CERTIFICATION REQUIREMENTS IN VOCATIONAL TRAINING

2.2.1 REQUIREMENTS FOR THE DIPLOMA OF VOCATIONAL STUDIES (DVS) AND THE ATTESTATION OF VOCATIONAL SPECIALIZATION (AVS)

VT According to the certification system currently in effect in vocational training, the Minister grants various diplomas certifying the acquisition of a wide variety of competencies required for the practice of specific occupations and trades.

The DVS is awarded to students who have successfully met **all** the admission requirements for the program of study and who have earned all the credits in the program.

A student who earns all the credits in a vocational training program through the recognition of prior learning and competencies is not required to meet the admission requirements in order to be awarded a diploma.

The AVS is awarded to students who have earned all the credits in the vocational program of study.

The DVS or AVS is issued in the language of the sector specified in the annual declaration of student enrollments in vocational training.

Credits are granted for the development of each competency in a program of study. They appear on the statement of marks (listing the certified competencies) and on the statement of competencies (attesting that the student has developed all of the competencies in a program of study), if applicable, and may count as optional course credits for an SSD.

The DVS attests to the successful completion of training that qualifies the student to practise the trade or occupation indicated on the diploma. The SSD attests to the successful completion of a general education. These diplomas are from the same level of schooling, but for different types of studies.

1. Students earn all the credits in a given vocational training program either by successfully completing the examinations for all the courses in that program or by being granted credit equivalences for previously developed competencies, recognition of duly evaluated competencies and experiential learning, or exemptions.
2. The competencies certified may have been developed in one or more linguistic sectors.

2.2.2 REQUIREMENTS FOR THE ATTESTATION OF VOCATIONAL EDUCATION (AVE) AND THE ATTESTATION OF VOCATIONAL EDUCATION (ISSUED IN TRANSITION YEAR)

Students enrolled in a program leading to an AVE before July 1, 2007 are subject to the certification rules set out in section 21 of the *Basic Vocational Training Regulation* as it read before its revocation.

Successful completion of the program results in ministry certification.

The AVE is awarded to students who have met all the admission requirements and who have acquired the number of competencies (at least three) set out in the program in which they are enrolled. This certificate is issued by the Ministère upon the joint recommendation of the school board and the company. A statement of competencies accompanies the certificate.

In 2007-2008, only school boards specifically authorized by the Minister may allow students to begin training for a semiskilled trade and obtain certification equivalent to the AVE.

The Minister, jointly with the school board, awards an AVE (Issued in Transition Year), with mention of the semiskilled trade and a statement of competencies, to individuals who have completed a program that does not exceed 900 hours and includes the following:

- (1) ministry programs in Secondary III language of instruction, second language and mathematics

- (2) not less than 75 hours and not more than 100 hours of instruction preparing the student for the job market
- (3) not less than 350 hours and not more than 450 hours of on-the-job training allowing the student to exercise at least three competencies preparing him or her to practise a semiskilled trade

Students who have successfully completed the General Development Test (GDT) meet the eligibility and certification requirements with respect to general education.

A statement of marks is issued to students who take Secondary IV and V general education courses in the youth sector. An achievement record is issued to students who pursue studies in general education for adults.

School boards issue a report card to students who take Secondary III general education courses in the youth sector and to those who take the course *Preparation for the Job Market*.

CHAPTER 3

STUDENT RECORD MANAGEMENT

3.1 OPENING A STUDENT RECORD

For any student enrolling in learning or evaluation services, a record must be opened at the Ministère de l'Éducation, du Loisir et du Sport.

Authorized educational institutions are responsible for transmitting data pertaining to student identification to either the SAGE or the SESAME system, as applicable, by electronic means.

3.1.1 GENERAL EDUCATION (SAGE SYSTEM)

GE The procedure for carrying out these operations is described in the *Guide d'utilisation du système de sanction des études des adultes de la formation générale (SAGE)* and the *Guide technique de télétransmission du système de sanction des études des adultes de la formation générale (SAGE)*. **These documents are available at the following Web site:** <<http://www.mels.gouv.qc.ca/sanction/guides-ift.htm>>.

3.1.2 VOCATIONAL TRAINING (SESAME SYSTEM)

VT The annual declaration of student enrollments in vocational training makes it possible for the Ministère to open records for students enrolled for the current school year. Student enrollment data is essential for both subsidies and certification.

The conditions and procedure for opening a record for a student in vocational training are described in the *Guide de l'utilisateur sur la déclaration d'effectif scolaire en formation professionnelle (DCFP)*.

Educational institutions must submit course results electronically for each student enrolled in a vocational training program.

3.2 INSTRUMENTS FOR ANALYSIS AND VERIFICATION

In order to make it easier for educational institutions to carry out certain tasks related to the certification of studies, the Ministère produces various instruments for analyzing and verifying student records and makes them available to educational institutions.

Soutien aux Organismes Scolaires (SOS)

The SOS (support to educational institutions) system is a user-friendly interface between the Ministère's central services for the certification of secondary studies and the school system. With this interface, it is possible to access a student's record, to interactively submit mark assignments, to request information from the Ministère's computer system, to obtain various documents, such as a copy of the statement of marks or the student's entire school record, and to verify that a student meets the admission criteria for a vocational training program. The data are taken from the SAGE, SESAME and DCFP systems.

Any person employed in an educational institution whose work requires access to student records may be given an access code. To find out the procedure for obtaining an access code, contact the person in charge of the certification of studies in your institution. The forms are available in PDF format on the Web site of the Direction de la

sanction des études (DSE): <<http://www.mels.gouv.qc.ca/sanction/index.html>>.

Entire record

The command “impression du dossier global” (print entire record) enables the user to obtain for each student the information that has been transmitted to the Ministère’s various computer systems. This command gives access to information on the:

- rules governing the identification of the student (GIDE)
- declaration of enrollments of young people in general education (DCS)
- financing of adult education learning activities (SIFCA)
- declaration of enrollments in vocational training (DCFP)
- certification of studies in general education for adults (SAGE): this part contains the same information as that on the student report
- certification of studies at the Ministère (SESAME)

VT At the request of an authorized educational institution, the DCFP system may also determine if a student meets the admission criteria for a vocational training program.

3.3 TRANSMISSION OF MARKS AND CORRECTION OF STUDENT RECORDS

Authorized educational institutions are required to transmit to the Ministère information related to the certification of studies for each student enrolled in general education for adults and in vocational training.

Authorized institutions must correct, as soon as possible, any erroneous data that they have transmitted to the Ministère for a student record.

In such a case, the student must be informed that a correction will be made to his or her record and that a new official document (achievement record or statement of marks) will be issued.

Corrections may be made electronically or in writing.

Requests for corrections to be carried out by the DSE must be submitted in writing on Forms 2 to 5 in Appendix 2.

3.3.1 GENERAL EDUCATION FOR ADULTS (SAGE SYSTEM)

GE Electronic transmissions and corrections

Results in general education for adults may be processed electronically for a period of three years only, that is, in the current school year and the two previous years.

However, equivalences may be transmitted in the current school year only.

Within these periods, the following corrections may also be processed electronically:

- recording a higher mark than the one appearing in the record, without changing the certification date
- recording a lower mark than the one appearing in the record, without changing

- the certification date, provided the new mark does not imply a failure changing, to a higher value only, the number of credit equivalences in the same subject, without changing the certification date

Correction forms

Outside the two-year period, any corrections to the student's record must be submitted in writing on the appropriate form.

A form is also required at all times for:

- withdrawing equivalences TX46, marks TX47, operations TX40 (Forms 2, 3 and 4 in Appendix 2)
- adding an exemption, including the letter authorizing the exemption (Form 4 in Appendix 2)
- recording a lower mark than the one appearing in the record, without changing the certification date, if the new mark implies a failure (Form 3 in Appendix 2)

When the request involves striking or lowering a published result, it must be accompanied by supporting documents and the student's signature indicating agreement.

3.3.2 VOCATIONAL TRAINING (SESAME SYSTEM)

Electronic transmissions and corrections

VT Results in vocational training may also be transmitted electronically for a period of two years, that is, in the current school year and in the previous year.

Corrections may also be submitted electronically, provided a result has not yet been published.

Also, during these two years, any modification that involves replacing a published mark with a higher mark, for a given year/semester, may be processed electronically.

Correction forms

Outside the two-year period, any corrections to the student's record must be submitted in writing on the appropriate form (Form 5 in Appendix 2).

A form is also required at all times for:

- making withdrawals¹ (if it is a withdrawal for the current or previous year, the financing information must be stricken before the correction forms are sent)
- adding an exemption (including the letter authorizing the exemption)
- recording a lower mark as the one to appear in the record, without changing the certification date, if the new mark implies a failure

1. It is very important to strike the funding information from the record before the correction forms are sent. This information may be withdrawn electronically for the current year, and by the regional office concerned for the previous year. For electronic procedures, consult the *Guide pour la transmission des données de sanction de la formation professionnelle* and your service provider's user's guide.

When the request involves striking or lowering a published result, it must be accompanied by supporting documents and the student's signature indicating agreement.

3.4 TRANSFERRING COURSES FROM SESAME TO SAGE

3.4.1 BASIC PRINCIPLES

All Secondary IV and V courses in general education and all courses in harmonized and nonharmonized vocational training recorded in the SESAME system may count toward the certification of studies in adult education.

All results registered in the SESAME system appear on the achievement record issued by the SAGE system.

A credit equivalence cannot be granted in the SAGE system on the basis of a statement of marks produced by the SESAME system, except in the case of general education courses certified in the youth sector during the transitional years (1965-1972). Some courses require a grade adjustment (see section 4.3.1.2).

No Secondary School Diploma (SSD) is issued solely on the basis of transfers from certified general education courses in the SESAME system. Condition 99 must be applied (page 20).

3.4.2 PURPOSE OF TRANSFER

During a transfer, the SESAME code is converted to a SAGE code and the course title remains the same. The year indicated is that in which the result was obtained.

Short vocational courses may not be transferred since they are not considered Secondary IV or V courses.

The transfer of certification data from the SESAME system to the SAGE system may be started by:

- transmitting an operation 40 (regardless of the type of service)
- transmitting an operation 46 or 47 (equivalence or mark)
- merging or changing a permanent code processed by the ARIANE system
- a forced transfer initiated by the DSE
- transmitting general education certification data recorded in the SESAME system
- transmitting vocational training certification data recorded in the SESAME system if the student record meets the following selection criteria:
 - the student has not obtained an SSD in the youth sector
 - the student fully satisfies the certification requirements regarding language of instruction and second language, in the SESAME system

3.4.3 SPECIFIC INFORMATION

Exceptions for Second Languages

In the transfer, certain Secondary IV English, second language, courses and Secondary IV or V French, second language, courses are increased either from 2 to 3 or from 4 to 6 credits in order to meet SAGE certification requirements.

Exceptions for History 085414 and 585414

The credits related to History 085414 and 585414 successfully completed in the youth sector are transferred to the adult sector as follows:

- If the course is successfully completed under certification system J2, the adult sector grants Secondary V credits (transfer code HIS/HST-5004-4).
- If the course is successfully completed under certification system J3, the adult sector grants Secondary IV credits (transfer code HIS/HST-4018-4).

3.5 TRANSFERRING COURSES FROM SAGE TO SESAME

GE GENERAL EDUCATION

For the sole purpose of issuing a diploma, it is possible to transfer equivalences from courses passed in the adult sector to the youth sector (see section 4.3.1.6).

VT VOCATIONAL TRAINING

When a student record consists of harmonized vocational training courses in both the SAGE system and the SESAME system, leading to the issue of a diploma, the record must be processed by sending a written request to the DSE.

**GENERAL EDUCATION YOUTH SECTOR
CERTIFICATION SYSTEMS**

CERTIFICATION SYSTEM 1 (OLD SYSTEM)	
Comments	Certification Requirements
<p>The rules of this system came into effect in June 1978 and ceased to apply in June 1987 for Secondary V students.</p> <p>Only Secondary IV and V credits were taken into account for the awarding of the SSD.</p> <p>One credit was equivalent to 75 hours of instruction.</p> <p>The pass mark was 50 per cent.</p>	<p>Students were required to accumulate 18 credits, 10 of which had to be at the Secondary V level.</p> <p>The compulsory credits were:</p> <ul style="list-style-type: none"> • Secondary V language of instruction • Secondary IV or V second language, for the French sector • Secondary V second language, for the English sector • Secondary IV History of Québec and Canada

CERTIFICATION SYSTEM 2	
Comments	Certification Requirements
<p>In September 1996, only those students enrolled in Secondary V in 1995-1996 who would not obtain their SSD by June 1996 remained subject to the rules of the transitional certification system until June 1997.</p> <p>Secondary I to Secondary V credits were taken into account for the awarding of the diploma.</p> <p>One credit was equivalent to 25 hours of instruction.</p> <p>The pass mark was 60 per cent.</p>	<p>Students were required to accumulate 130 credits, 20 of which had to be at the Secondary V level or in vocational training.</p> <p>The compulsory credits were:</p> <ul style="list-style-type: none"> • Secondary IV and V language of instruction • Secondary IV or V second language, for the French sector • Secondary V second language, for the English sector • Secondary IV History of Québec and Canada • Secondary IV or V Moral Education or Catholic or Protestant Religious Instruction <p><i>Note:</i> The rules of this system ceased to apply in June 1997.</p>

CERTIFICATION SYSTEM 3 (1996)	
Comments	Certification Requirements
<p>As of September 1996, all students are subject to the rules of System 3, except for students enrolled in Secondary V in 1995-1996 who were granted an extra year to complete their SSD.</p> <p>Only Secondary IV and V credits are taken into account for the awarding of the diploma.</p> <p>One credit is equivalent to 25 hours of instruction.</p> <p>The pass mark is 60 per cent.</p>	<p>Students must accumulate 54 credits, 20 of which must be at the Secondary V level or in vocational training.</p> <p>The compulsory credits are:</p> <ul style="list-style-type: none"> • Secondary V language of instruction (6 credits) • Secondary IV or V second language, for the French sector (4 credits) • Secondary V second language, for the English sector (4 credits) • Secondary IV History of Québec and Canada (4 credits) <p><i>Note:</i> For the awarding of an SSD, the certification rules set out in section 69 of the <i>Basic school regulation for secondary school education</i> are suspended and replaced by the rules cited above.</p>

**GENERAL EDUCATION YOUTH SECTOR
CERTIFICATION SYSTEMS (CONT.)**

CERTIFICATION SYSTEM 4 YOUTH SECTOR	
<i>Comments</i>	<i>Certification Requirements</i>
<p>The rules of this system came into effect May 1, 2007 and will apply until April 30, 2010.</p> <p>Only Secondary IV and V credits are taken into account for the awarding of the SSD.</p> <p>The pass mark is 60 per cent.</p>	<p>Students must accumulate 54 credits, 20 of which must be at the Secondary V level or in vocational training.</p> <p>The compulsory credits are:</p> <ul style="list-style-type: none"> • Secondary V language of instruction (6 credits) • Secondary V second language (4 credits) • Secondary IV mathematics (6 credits) • Secondary IV physical science (6 credits) • Secondary IV History of Québec and Canada (4 credits)

CERTIFICATION SYSTEM 5 YOUTH SECTOR	
<i>Comments</i>	<i>Certification Requirements</i>
<p>The rules of this system will apply as of May 1, 2010.</p> <p>Only Secondary IV and V credits will be taken into account for the awarding of the SSD.</p> <p>The pass mark will be 60 per cent.</p>	<p>Students must accumulate 54 credits, 20 of which must be at the Secondary V level or in vocational training.</p> <p>The compulsory credits will be:</p> <ul style="list-style-type: none"> • Secondary V language of instruction (6 credits) • Secondary V second language (4 credits) • Secondary IV mathematics (6 credits) • Secondary IV science and technology (4 credits) or applied science and technology (6 credits) • Secondary IV history and citizenship education (4 credits) • Secondary IV arts education (2 credits) • Secondary V ethics and religious culture or physical education and health (2 credits)

GENERAL EDUCATION FOR ADULTS

ADULT CERTIFICATION SYSTEM 1 (OLD SYSTEM)	
Comments	Certification Requirements
<p>Students were subject to the rules of this system until June 30, 1989.</p> <p>Only Secondary IV and V credits were taken into account for the awarding of the diploma.</p> <p>The pass mark was 50 or 60 per cent, depending on the list of courses in the SAGE system.</p>	<p>Students were required to accumulate 54 Secondary IV and V credits, as follows:</p> <ul style="list-style-type: none"> • 12 credits in Secondary V language of instruction • 6 credits in Secondary IV or V second language, for the French sector, or 6 credits in Secondary V second language, for the English sector • 36 credits in optional subjects, including at least 18 at the Secondary V level, harmonized vocational training courses being considered Secondary V courses • The number of credits earned in language of instruction and in second language could not exceed 36. <p><i>Note:</i> For the awarding of the Secondary School Diploma, the application of the certification rules provided for in section 47 of the Basic Regulation was suspended and replaced by the above rules.</p>

ADULT CERTIFICATION SYSTEM 2 (1989)	
Comments	Certification Requirements
<p>As of July 1989, students are subject to the rules of this system.</p> <p>Only credits from Secondary IV and V are taken into account for the awarding of the diploma.</p> <p>The pass mark is 50 or 60 per cent, depending on the list of courses in the SAGE system.</p>	<p>Students must accumulate 54 Secondary IV and V credits, as follows:</p> <ul style="list-style-type: none"> • 12 credits in language of instruction, including 6 at the Secondary V level • 6 credits in Secondary IV or V second language, for students in the French sector, or 6 credits in Secondary V second language, for students in the English sector • 36 credits in optional subjects, including at least 18 at the Secondary V level, harmonized vocational training courses being considered Secondary V courses • The number of credits earned in language of instruction and in second language should not exceed 36. <p><i>Note:</i> For the awarding of the Secondary School Diploma, the application of the certification rules provided for in section 47 of the Basic regulation is suspended and replaced by the above rules.</p>

GENERAL EDUCATION FOR ADULTS (CONT.)

ADULT CERTIFICATION SYSTEM 3 (JULY 1, 2010)	
<i>Comments</i>	<i>Certification Requirements</i>
<p><i>As of July 1, 2010, students will be subject to the rules of this system.</i></p> <p>Only Secondary IV and V credits will be taken into account for the awarding of the SSD.</p> <p>The pass mark will be 50 or 60 per cent, depending on the list of courses in the SAGE system.</p>	<p>Students must accumulate 54 Secondary IV and V credits, 20 of which must be at the Secondary V level, divided as follows:</p> <ul style="list-style-type: none"> • Secondary V language of instruction (6 credits) • Secondary V second language (4 credits) • Secondary IV mathematics (6 credits) • Secondary IV science and technology (4 credits) or applied science and technology (6 credits) • Secondary IV History of Québec and Canada (4 credits) <p>Students must also earn the credits for at least one course at the Secondary V level given by an adult education centre.</p>

CHAPTER 4

**RECOGNITION
OF SCHOLASTIC LEARNING**

4.1 BASIC PRINCIPLES

In accordance with the *Government Policy on Adult Education and Continuing Education and Training*, individuals may have their scholastic learning and competencies recognized upon presentation of the necessary proof.

In order to allow students to obtain a Secondary School Diploma (SSD) or a Diploma of Vocational Studies (DVS), the Ministère de l'Éducation, du Loisir et du Sport grants equivalences for scholastic learning that has already been certified by a competent authority. These courses may be in either general education or vocational training.

No diploma may be awarded solely on the basis of course equivalences. Condition 99 must be applied. At least one Secondary V adult education course, the course ANG-4036-6 or ANG-4436-6 or a harmonized vocational training competency must have been certified. For the awarding of a DVS or an Attestation of Vocational Specialization (AVS), one competency in the program of study in question must have been certified.

4.2 RULES GOVERNING EQUIVALENCES

4.2.1 AUTHORIZED EDUCATIONAL INSTITUTIONS

All educational institutions authorized to offer adult education services in general education or vocational training programs may grant and transmit equivalences.

Only students enrolled in an instructional service in general education or in a vocational training program may be granted equivalences.

4.2.2 PRESCRIBED TIME FOR GRANTING EQUIVALENCES

The equivalences to which students are entitled must be granted before they begin their studies.

GE In **general education**, this refers to the number of credits per discipline according to the linguistic sector.

VT In **vocational training**, this refers to competencies in the program of study in question.

4.2.3 ELIGIBLE DOCUMENTS

Equivalences are granted only on the basis of either original documents certifying scholastic learning or copies certified by a competent authority. These documents must contain the information listed in the following table. They must indicate the marks obtained for each subject. If any of this information is missing, the document will be considered ineligible.

For an SSD	For a DVS or an AVS
<ul style="list-style-type: none"> the year in which the document was issued the grade level, the year in which the studies were completed, the duration of the studies or the skills recognized the signature of an authorized person 	<ul style="list-style-type: none"> the year in which the document was issued the course codes the signature of an authorized person

GE For **general education**, documents issued by an authority at the same level of education recognized in Québec or outside Québec are admissible for the assignment of equivalences.

VT For **vocational training**, only documents issued by an authority recognized in Québec are admissible for the assignment of equivalences.

4.2.4 REGISTRATION OF EQUIVALENCES

Authorized educational institutions transmit to the SAGE system the number of credit equivalences assigned by using the appropriate form, after having determined which courses are admissible for equivalence. The form is then placed in the student's record.

GE General Education

For the awarding of an SSD, the Ministère provides two equivalence registration forms depending on whether the credits to be assigned are from general education or vocational training. These forms (7 and 8) are found in Appendix 2.

The procedure for recording credits on the equivalence registration form is as follows:

1. Locate the discipline or sector and the grade level of the course for which credits are to be granted.
2. Write the number of credits on the form.
3. Calculate the totals for each discipline or sector and for each grade level.

Examples: 10th grade religion = 3 credits in Secondary IV MRI
10th grade spirituality = 3 credits in Secondary IV MRI

Discipline (French sector)		Sec. IV	Total	Sec. V	Total
Moral and Religious Instruction	MRI	3 + 3	6		

VT Vocational Training

For the awarding of a DVS or an AVS, the Ministère proposes the equivalence registration card shown in Appendix 2, Form 6.

CORRESPONDING SUBJECTS AND DISCIPLINES GENERAL EDUCATION

Algèbre	MAT	Dessin spécialisé	ART
Alimentation	PER	Développement de la personnalité	PER
Allemand	LAN	Dictée	FRA
Analyse	FRA	Doctrines sociale	MRE
Analyse littéraire	FRA	Economics	ECM
Anatomie, physiologie	BIO	Économie domestique	ECF
Anglais écrit	ANG	Économie politique	SCE
Anglais parlé	ANG	Écriture	FRA
Arithmétique	MAT	Éducation civique et professionnelle	PER
Artistic activities	ACA	Éducation familiale	PER
Arts	ART	Éducation musicale	AAC
Arts	ARS	Éducation physique	APH
Arts décoratifs	AAC	Educational activities	EAC
Arts domestiques	PER	English	ENG
Arts plastiques	AAC	English business	ENG
Atelier	AAC	English composition	ENG
Atelier et technologie	SCT	English for business use	ENG
Autres matières	PER	English I	ENG
Biologie	BIO	English II	ENG
Biology	BLG	English in the business world	ENG
Business English language	ENG	English literature	ENG
Catéchisme	MRE	English, mother tongue	ENG
Chant et solfège	AAC	English, word study	ENG
Chemistry	CHE	Enseignement ménager	ECF
Chimie	CHI	Espagnol	LAN
Chimie alimentaire	CHI	Éthique professionnelle	PER
Chimie industrielle	CHI	Explication de textes	FRA
Chimie/laboratoire	CHI	Formation humaine	PER
Civilisations grecque et latine	SCH	Français	FRA
Civisme	PER	Français de base	FRA
Composition	FRA	Français littéraire	FRA
Composition anglaise	ANG	Français oral	FRA
Composition française	FRA	Français parlé	FRA
Comptabilité familiale	ECF	Français, poésie	FRA
Computer science	CMP	Français, roman	FRA
Connaissance religieuse	MRE	Français, théâtre	FRA
Cosmographie	SCH	French	FRE
Couture	PER	French grammar and composition	FRE
Cree, mother tongue	CRE	French oral	FRE
Cri, langue maternelle	CRI	French oral and comprehension	FRE
Croquis	SCT	French, second language	FRE
Croquis et lecture de plans	SCT	French texts and translation	FRE
Cultural activities	ACA	French written	FRE
Culture physique	APH	Géographie	GEO
Dessin	ART	Geography	GGR
Dessin industriel	ART	Géologie	SCH

CORRESPONDING SUBJECTS AND DISCIPLINES GENERAL EDUCATION (CONT.)

Géométrie	MAT	Personal development	PRS
Géométrie analytique	MAT	Personnalité féminine	PER
Géométrie plane	MAT	Philosophie	SCH
Grammaire	FRA	Physical activities	PHA
Grec	LAN	Physical science	PSC
Histoire	HIS	Physics	PHS
Histoire de l'antiquité	HIS	Physiologie	PER
Histoire de l'art	HIS	Physique	PHY
Histoire de la musique	HIS	Physique/laboratoire	PHY
Histoire du Canada	HIS	Psychogénèse	SCH
Histoire du monde contemporain	HIS	Psychologie	SCH
Histoire et géographie	SCH	Puériculture et hygiène	PER
Histoire générale	HIS	Relations familiales	SCH
Histoire moderne	HIS	Religion	MRE
History	HST	Religious instruction	MRI
Home economics	HEC	Science	TSC
Initiation à la musique	AAC	Sciences	SCP
Initiation à la vie économique	SCE	Sciences appliquées	SCP
Initiation au dessin	AAC	Sciences et mathématique	SCP
Initiation au droit	PER	Sciences familiales	ECF
Instruction religieuse	MRE	Sciences humaines	SCH
Inuktitut, langue maternelle	INU	Sciences naturelles	SCN
Inuktitut, mother tongue	INK	Sciences religieuses	MRE
Language et littérature	LNG	Social studies	SST
Langue anglaise	ANG	Sociologie	SCH
Langue et composition	FRA	Sociologie familiale	SCH
Langue et littérature	FRA	Spiritualité	MRE
Langue maternelle	FRA	Spiritualité féminine	MRE
Langue seconde	ANG	Sports activities	EAC
Latin	LAN	Stages	GEN
Lecture de plans	SCT	Statistiques	MAT
Literacy activities	LAC	Technical science activities	TAC
Mathematics	MTH	Technologie	SCT
Mathématique	MAT	Technologie d'ajustage	SCT
Méthode du travail intellectuel	PER	Technology	TSC
Méthodologie	PER	Tenue de maison	ECF
Moral	MRI	Texte et littérature	FRA
Morale	MRE	Thème anglais	ANG
Musique	AAC	Thème latin	LAN
Naskapi, langue maternelle	NAS	Toisé	MAT
Naskapi, mother tongue	NAK	Travaux manuels	PER
Native languages	NAT	Travaux pratiques	PER
Natural sciences	NSC	Tricot	PER
North American literature	ENG	Trigonométrie	MAT
Pédagogie	PER	Version anglaise	ANG
Pédagogie familiale	PER	Version latine	LAN
Pédagogie générale	PER	Words and their use	SST

4.2.5 REGISTRATION AND TRANSMISSION OF EQUIVALENCES

Credits recognized as equivalences count toward the SSD, the DVS or the AVS.

IMPORTANT: At no time may an equivalence be granted for a course or a competency that has already been accredited by equivalence.

The date indicated on the achievement record or statement of marks for an equivalence corresponds to that on which the equivalence was granted and not to the date on which the original course was certified.

Conservation of Documents

All official documents submitted by the student and used for the granting of equivalences must be held for a period of 12 months after the date on which these equivalences were transmitted. For the purpose of monitoring enrollments, student records must be accessible for a period of three full school years following the date on which the equivalences were transmitted.

GE General Education

Credit equivalences must be transmitted to the SAGE system immediately with the code EQU. These credits are indicated on the student's achievement record. The procedure to be followed for transmitting equivalences is outlined in the *Guide d'utilisation du système de sanction des études des adultes en formation générale (SAGE)*.

To transmit equivalences for a year prior to the current school year, use Form 2 in Appendix 2.

VT Vocational Training

Credit equivalences must be transmitted to the SESAME system with the code EQU as soon as the student has passed an examination for a competency in the program of study in which he or she is enrolled. These credits are indicated on the student's statement of marks. The procedure for transmitting equivalences to the SESAME system is described in the *Guide d'utilisation du système de la formation professionnelle au système SAGE*.

To transmit equivalences for a year prior to two school years, use Form 5 in Appendix 2.

4.3 EQUIVALENCES IN GENERAL EDUCATION

The scholastic learning in general education for which equivalences may be granted is grouped into four categories:

- scholastic learning acquired in Québec
- scholastic learning acquired at the Department of National Defence
- scholastic learning acquired in Canada, outside Québec
- scholastic learning acquired outside Canada

In all cases, the Ministère grants equivalences by taking into account the certification rules in effect when the official document was issued and by determining if the program of study entitling the student to that official document corresponds to the terminal or preterminal year of study in accordance with the basic school regulation for secondary education.

Terminal year: For each course certified in a given certification system, in a grade normally leading to an official terminal document or for a grade higher than the one normally leading to an official terminal document, the student has the right to a Secondary V equivalence.

Preterminal year: For any course certified for a grade just below the grade normally leading to an official terminal document, the student has the right to a Secondary IV equivalence.

4.3.1 SCHOLASTIC LEARNING ACQUIRED IN QUÉBEC

Six types of documents issued in Québec are eligible for the assignment of equivalences:

- documents indicating subjects and/or year
- documents issued during the transitional period (July 1965–June 1972)
- documents indicating duration or skill
- documents for the *Transition-Travail* course
- documents for the *Pre-employment Training* course
- records indicating courses successfully completed in the adult sector that were used to complete the record of a student in the youth sector for the purpose of obtaining an SSD

The eligible documents and the related procedures for the assignment of credit equivalences are indicated below.

4.3.1.1 DOCUMENTS INDICATING SUBJECT AND/OR YEAR

Eligible Documents

The following table classifies the eligible documents by category and by terminal or preterminal year.

Eligible Documents	Preterminal Year (Secondary IV)	Terminal Year (Secondary V)
A. Attestation, certificate or transcript from the DIP,* the MELS or a school board * Département de l'instruction publique	10th grade or 1st year of Cycle Two elementary studies	11th grade ¹ (except with a transcript from a school board), or 2nd year of Cycle Two elementary studies or CPES ²
B. Attestation of Equivalence for Secondary V Studies issued by the MELS (except for the short vocational)	Secondary IV	Secondary V
C. Certificate, diploma or transcript issued by a school or classical college	10th grade or 3rd year of <i>Méthode</i>	11th grade, or 4th year of <i>Versification</i>
D. Attestation, certificate or transcript issued by a homemaking school, intermediate homemaking school or homemaking institute	Attestation of the school, or 10th grade, or 1st year or Third Year Certificate in Homemaking Skills	11th grade, or 2nd year or certificate other than Third Year Certificate in Homemaking Skills
E. Elementary teaching certificate	Teaching Certificate D	Teaching Certificate A B C
F. Attestation, diploma or transcript issued by one of the following accredited private schools: - Collège Mont Saint-Louis - Collège Notre-Dame - Collège Roussin - Collège de Laval - Académie de Québec - École Ouellet - Collège Victoriaville - Collège Bourget	10th grade	11th grade
G. Diploma, certificate or transcript issued by a technical school or a technology institute	1st year or preparatory year	2nd year, or 1st year of specialization or diploma or certificate
H. Diploma, certificate, attestation or transcript issued by a technical school, technology institute or a government ministry	1st year	2nd year or certificate or diploma issued by the MELS, the Ministère de la Jeunesse, the Ministère du Bien-être social et de la Jeunesse, or the DIP*
I. Forest Warden Diploma issued by the Ministère des Terres et Forêts		Diploma
J. Diploma, certificate or transcript issued by a teaching hospital school	1st year	2nd year, or diploma or certificate

1. If a student has taken a ministry examination and the result is in the Ministère's files

2. CPES: *Cours préparatoire aux études supérieures* (12th grade) issued by a school board

Procedure for Documents

In general, documents associated with the terminal year must be processed separately from those associated with the preterminal year. However, if a student cannot submit the document for a preterminal year, the student is granted for the preterminal year the same number of credits in the same disciplines or sectors as those granted for the terminal year.

Procedure for Documents Not Indicating Marks by Subject

For an eligible document in **categories A to G** associated with the preterminal or terminal year, equivalences are granted as follows:

DISCIPLINE	PRETERMINAL YEAR	TERMINAL YEAR
Language of instruction	6 Secondary IV credits	6 Secondary IV credits and 6 Secondary V credits
Second language	6 Secondary IV credits	6 Secondary IV credits and 6 Secondary V credits
In the appropriate sector or “General Studies” discipline (GEN or GST)	18 Secondary IV credits	18 Secondary IV credits and 18 Secondary V credits

For an eligible document in **category H** associated with the preterminal or terminal year, equivalences are granted as follows:

DISCIPLINE	PRETERMINAL YEAR	TERMINAL YEAR
Language of instruction	6 Secondary IV credits	6 Secondary IV credits and 6 Secondary V credits
In the appropriate sector or “General Studies” discipline (GEN or GST)	18 Secondary IV credits	18 Secondary IV credits and 18 Secondary V credits

For an eligible document in **category I or J** associated with the preterminal or terminal year, equivalences are granted as follows:

DISCIPLINE	PRETERMINAL YEAR	TERMINAL YEAR
In the appropriate sector or “General Studies” discipline (GEN or GST)	18 Secondary IV credits	18 Secondary IV credits and 18 Secondary V credits

Procedure for Documents Indicating Marks by Subject

For an eligible document associated with the preterminal or terminal year, equivalences are granted as follows:

DISCIPLINE	PRETERMINAL AND TERMINAL YEAR
Language of instruction and second language	6 credits for each successfully completed course in the corresponding discipline if there is only one course title per discipline on the transcript or 3 credits for each successfully completed course in the corresponding discipline if there is more than one course title per discipline on the transcript <i>Note: If there is more than one course title per discipline and if only one course has been successfully completed, the 3 credits must be granted in the "General Studies" discipline (GEN or GST)</i>
Other courses in general education	6 credits per course title
Other courses in vocational training	3 credits per course title EXCEPT for documents in category H, for which 6 credits per title are assigned

4.3.1.2 DOCUMENTS OBTAINED DURING THE TRANSITIONAL YEARS (JULY 1965 - JUNE 1972)

As a general rule, the learning achievements registered in the SESAME system are transferred to the SAGE system in the same grade in which they were entered in SESAME.

For the transitional years (1965-1972), however, learning achievements in Secondary IV or in Grade 11 registered in the SESAME system must be recognized as belonging to Secondary V in certain cases. This means that when the grade preceding Secondary IV is Grade 10, the Secondary IV learning must be considered to belong to the terminal year and is therefore recognized as belonging to Secondary V.

However, when a student has completed Secondary III and Secondary IV, it can be assumed that the learning from the SESAME system has been transferred to the correct grade level in the SAGE system.

Educational institutions may have proceeded otherwise in the past. Therefore, it is advisable to take into account the context existing at the time for these institutions before any decision is made.

Verifying the successful completion of Grade 7 may give an indication as to the type of certification system. Generally, when a student has completed Grade 7, the 4th year of secondary school is considered a terminal year and the 3rd year, a preterminal year.

So that adjustments can be made to student records that were incorrectly processed during the transfer from SESAME to SAGE, it is necessary to grant equivalences. For each Secondary IV course successfully completed, an equivalence must be granted and transmitted for a Secondary V course in the same discipline or sector and with the same number of credits, according to the rules indicated in section 4.3.1.1.

Furthermore, if the student submits a detailed document attesting to the successful completion of courses in Grade 10 or 11¹ in addition to those already registered in the SESAME system, equivalences for Secondary IV or V must be granted for these courses.

After documents issued during the transitional years have been processed, the Direction de la sanction des études (DSE) can, if the student has successfully completed a terminal year, issue a letter confirming Secondary V equivalence.

4.3.1.3 DOCUMENTS INDICATING DURATION OR SKILLS

Eligible Documents

- attestation of skills issued by an adult education service before 1989
- attestation of vocational training courses taken (MELS), except the Attestation of Vocational Education (AVE) (semiskilled trades)
- school board document issued between 1981-1982 and 1985-1986
- Attestation of Studies,² except the AVE (semiskilled trades)
- attestation issued by a vocational training board before 1972
- certificate of training issued by the Institut national des viandes
- evening class report from the Ministère de la Jeunesse
- evening class report from the Ministère de l'Éducation
- certificate of training issued by the Ministère de l'Agriculture, des Pêcheries et de l'Alimentation
- certificate from a technical or food-processing institute

Procedure According to Type of Document

For documents recognizing **skills**, each skill cited (one credit) should be considered the equivalent of 15 hours of learning activities.

For documents indicating the duration of studies in **weeks**, each week should be considered the equivalent of 30 hours of learning activities.

For documents indicating the duration of studies in **days**, each day should be considered the equivalent of 6 hours of learning activities.

Equivalences may be granted for a maximum of 36 credits, that is, a maximum of 18 Secondary IV and 18 Secondary V credits for optional courses.

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1. For Grade 11, documents issued by a school board are not accepted.
 2. Since July 1992, some credit courses with alphanumeric codes may appear on the Attestation of Studies. If this is the case, the number of hours in these certified courses must be subtracted before equivalences are granted.

For documents indicating the duration of learning activities in hours, refer to the following table.

Number of recognized hours of instruction				
Number of hours	Credits to be granted	Number of hours	Credits to be granted	
	Secondary IV		Secondary IV	Secondary V
0 - 15 hours	1	271 - 285 hours	18	+ 1
16 - 30 hours	2	286 - 300 hours	18	+ 2
31 - 45 hours	3	301 - 315 hours	18	+ 3
46 - 60 hours	4	316 - 330 hours	18	+ 4
61 - 75 hours	5	331 - 345 hours	18	+ 5
76 - 90 hours	6	346 - 360 hours	18	+ 6
91 - 105 hours	7	361 - 375 hours	18	+ 7
106 - 120 hours	8	376 - 390 hours	18	+ 8
121 - 135 hours	9	391 - 405 hours	18	+ 9
136 - 150 hours	10	406 - 420 hours	18	+ 10
151 - 165 hours	11	421 - 435 hours	18	+ 11
166 - 180 hours	12	436 - 450 hours	18	+ 12
181 - 195 hours	13	451 - 465 hours	18	+ 13
196 - 210 hours	14	466 - 480 hours	18	+ 14
211 - 225 hours	15	481 - 495 hours	18	+ 15
226 - 240 hours	16	496 - 510 hours	18	+ 16
241 - 255 hours	17	511 - 526 hours	18	+ 17
256 - 270 hours	18	527 - 540 hours	18	+ 18

When it is indicated on a document that the duration of studies corresponds to **75 per cent of the total duration** of the program, the equivalences are granted for the total duration of the program. If the duration of the studies is less than 75 per cent, the equivalences are granted according to the actual duration of the studies.

NOTE: If all documents submitted refer to the same vocational sector, the hours of learning activities are to be totalled and all equivalences are to be granted in that sector alone.

However, if the documents submitted come from different sectors, the hours of learning activities are to be totalled and all equivalences are to be granted in the general sector of vocational training (*PRO* in the French sector or *VOC* in the English sector).

4.3.1.4 DOCUMENTS FOR THE *TRANSITION-TRAVAIL* COURSE**Eligible Documents**

Certificate issued by a CEGEP before 1987 for the *Transition-Travail* course

Procedure

Grant 5 Secondary IV credits and 5 Secondary V credits in the discipline *Formation de la personne (PER)* or *Personal Development (PRS)*.

4.3.1.5 DOCUMENTS FOR THE *PRE-EMPLOYMENT TRAINING* COURSE**Eligible Documents**

Certificate issued by a school board between 1986 and 1996 inclusively for the *Pre-Employment Training* course

Procedure

Grant 10 Secondary IV credits and 10 Secondary V credits in the discipline *Formation de la personne (PER)* or *Personal Development (PRS)*.

4.3.1.6 RECORDS INDICATING COURSES PASSED IN THE ADULT SECTOR THAT MAY BE USED TO COMPLETE A RECORD IN THE YOUTH SECTOR

Some courses that have been successfully completed in the adult sector may count toward equivalences in the youth sector, but only if an SSD has not been issued.

In the youth sector, the number of credits students can earn in a given subject at the same grade level is limited. The subjects where the number of credits is limited are:

Subject	Maximum number of credits					
	Secondary IV			Secondary V		
	J2	J3	J4	J2	J3	J4
French, language of instruction	6	6	6	12	6	6
English Language Arts	6	6	6	12	12	12
English, second language	4	4	4	8	4	4
French, second language	4	4	4	8	8	8
Heritage Languages	4	4	4	4	4	4
Mathematics	6	6	6	6	6	6
Physical Science	6	6	6	---		
Career Exploration	4					

A request must be submitted to the DSE only once the results of the adult education courses have been transmitted to the SAGE system. This request is made by means of Form 9 in Appendix 2, which should be sent to the person in charge of equivalences in the youth sector.

**TABLE OF EQUIVALENCES
(SAGE TO SESAME)**

FRENCH SECTOR				ENGLISH SECTOR			
Adult Sector Courses	Credits	Youth Sector Equivalences	Credits	Adult Sector Courses	Credits	Youth Sector Equivalences	Credits
FRA-5141-1 and FRA-5142-2 and FRA-5143-3	1	132516	6	ENG-5061-3 and ENG-5062-3	3 3	632516	6
	2						
	3						
FRA-4061-3 and FRA-4062-3	3 3	132416	6	ENG-4061-3 and ENG-4062-3	3 3	632416	6
ANG-4036-6 ANG-4436-6	6 6	135454 135554	4 4	FRE-5091-6	6	635514	4
ANG-5054-6 ANG-5055-6 ANG-5554-6 ANG-5555-6	6 6 6 6	135554 135554 135554 135554	4 4 4 4				
MAT-4065-2 and MAT-4066-1 and MAT-4067-2 and MAT-4068-1	2 1 2 1	065413 and 065423	6	MTH-4065-2 and MTH-4066-1 and MTH-4067-2 and MTH-4068-1	2 1 2 1	565413 and 565423	6
MAT-4101-2 and MAT-4102-1 and MAT-4103-1 and MAT-4104-2	2 1 1 2	065416	6	MTH-4101-2 and MTH-4102-1 and MTH-4103-1 and MTH-4104-2	2 1 1 2	565416	6
MAT-4065-2 and MAT-4066-1 and MAT-4067-2 and MAT-4068-1 and MAT-4058-1 and MAT-4060-1 and MAT-4061-2	2 1 2 1 1 1 2	065426	6	MTH-4065-2 and MTH-4066-1 and MTH-4067-2 and MTH-4068-1 and MTH-4058-1 and MTH-4060-1 and MTH-4061-2	2 1 2 1 1 1 2	565426	6
MAT-4101-2 and MAT-4102-1 and MAT-4103-1 and MAT-4104-2 and MAT-4105-1 and MAT-4106-1 and MAT-4107-1 and MAT-4108-1 and MAT-4109-1	2 1 1 2 1 1 1 1 1	065426	6	MTH-4101-2 and MTH-4102-1 and MTH-4103-1 and MTH-4104-2 and MTH-4105-1 and MTH-4106-1 and MTH-4107-1 and MTH-4108-1 and MTH-4109-1	2 1 1 2 1 1 1 1 1	565426	6
MAT-4065-2 and MAT-4066-1 and MAT-4067-2 and MAT-4068-1 and MAT-4058-1 and MAT-4059-1 and MAT-4060-1 and MAT-4061-2	2 1 2 1 1 1 1 2	065436	6	MTH-4065-2 and MTH-4066-1 and MTH-4067-2 and MTH-4068-1 and MTH-4058-1 and MTH-4059-1 and MTH-4060-1 and MTH-4061-2	2 1 2 1 1 1 1 2	565436	6

FRENCH SECTOR				ENGLISH SECTOR			
Adult Sector Courses	Credits	Youth Sector Equivalences	Credits	Adult Sector Courses	Credits	Youth Sector Equivalences	Credits
MAT-4101-2 and MAT-4102-1 and MAT-4103-1 and MAT-4104-2 and MAT-4105-1 and MAT-4106-1 and MAT-4107-1 and MAT-4108-1 and MAT-4109-1 and MAT-4110-1 and MAT-4111-2	2 1 1 2 1 1 1 1 1 1 2	065436	6	MTH-4101-2 and MTH-4102-1 and MTH-4103-1 and MTH-4104-2 and MTH-4105-1 and MTH-4106-1 and MTH-4107-1 and MTH-4108-1 and MTH-4109-1 and MTH-4110-1 and MTH-4111-2	2 1 1 2 1 1 1 1 1 1 2	565436	6
MAT-5083-1 and MAT-5084-2 and MAT-5085-1	1 2 1	065514	4	MTH-5083-1 and MTH-5084-2 and MTH-5085-1	1 2 1	565514	4
MAT-5076-1 and MAT-5077-1 and MAT-5078-1 and MAT-5079-1 and MAT-5080-1 and MAT-5081-2 and MAT-5082-2	1 1 1 1 1 2 2	065513 065523	6	MTH-5076-1 MTH-5077-1 MTH-5078-1 MTH-5079-1 MTH-5080-1 MTH-5081-2 MTH-5082-2	1 1 1 1 1 2 2	565513 565523	6
MAT-5101-1 and MAT-5102-1 and MAT-5103-1 and MAT-5104-1	1 1 1 1	065514	4	MTH-5101-1 and MTH-5102-1 and MTH-5103-1 and MTH-5104-1	1 1 1 1	565514	4
MAT-5101-1 and MAT-5102-1 and MAT-5105-1 and MAT-5106-1 and MAT-5107-2 and MAT-5108-2 and MAT-5109-1	1 1 1 1 2 2 1	065526	6	MTH-5101-1 and MTH-5102-1 and MTH-5105-1 and MTH-5106-1 and MTH-5107-2 and MTH-5108-2 and MTH-5109-1	1 1 1 1 2 2 1	565526	6
MAT-5101-1 and MAT-5102-1 and MAT-5105-1 and MAT-5106-1 and MAT-5107-2 and MAT-5108-2 and MAT-5109-1 and MAT-5110-1 and MAT-5111-2	1 1 1 1 2 2 1 1 2	065536	6	MTH-5101-1 and MTH-5102-1 and MTH-5105-1 and MTH-5106-1 and MTH-5107-2 and MTH-5108-2 and MTH-5109-1 and MTH-5110-1 and MTH-5111-2	1 1 1 1 2 2 1 1 2	565536	6
CHI-5023-3 CHI-5024-3 CHI-5025-3	3 3 3	051513 051523 051533	3 3 3	CHE-5023-3 CHE-5024-3 CHE-5025-3	3 3 3	551513 551523 551533	3 3 3
CHI-5041-2 ⁵ and CHI-5042-2 ⁵ and CHI-5043-2 ⁵	2 2 2	051594 and 056542 ⁵	4 2	CHE-5041-2 ⁵ and CHE-5042-2 ⁵ and CHE-5043-2 ⁵	2 2 2	551594 and 556542 ⁵	4 2
PHY-5018-3 PHY-5019-3 PHY-5034-3	3 3 3	054513 054523 054543	3 3 3				
PHY-5041-2 ⁵ and PHY-5042-2 ⁵ and PHY-5043-2 ⁵	2 2 2	054594 and 056542 ⁵	4 2	PHS-5041-2 ⁵ and PHS-5042-2 ⁵ and PHS-5043-2 ⁵	2 2 2	554594 and 556542 ⁵	4 2
SCP-4010-2 and SCP-4011-2 and SCP-4012-2	2 2 2	056496 and 056440	6	PSC-4010-2 and PSC-4011-2 and PSC-4012-2	2 2 2	556496 and 556440	6
SCP-4030-6 ²	6	057496	6	PSC-4030-6 ²	6	557496	6
HIS-4019-5 ³	5	085455	5	HST-4019-5 ³	5	585455	5

FRENCH SECTOR				ENGLISH SECTOR			
Adult Sector Courses	Credits	Youth Sector Equivalences	Credits	Adult Sector Courses	Credits	Youth Sector Equivalences	Credits
HIS-4016-2 and HIS-4017-2	2 2	085424	4	HST-4016-2 and HST-4017-2	2 2	585424	4
HIS-4023-4 ⁴	4	086494	4	HST-4023-4 ⁴	4	586494	4
SCH-4022-2 and SCH-4023-2	2 2	085424	4	SST-4022-2 and SST-4023-2	2 2	585424	4
PER-5067-3	3	103553	3	PRS-5067-3	3	603543	3
PER-5069-3	3	103553	3	PRS-5069-3	3	603553	3
PER-5053-2	2	103542	2	PRS-5053-2	2	603542	2
PER-5055-3	3	103563	3	PRS-5055-3	3	603563	3
PER-5056-2	2	103552	2	PRS-5056-2	2	603552	2
MRE-5042-2	2	075552	2	MRI-5045-2	2	575582	2
MRE-5043-2	2	075562	2				
MRE-5044-2	2	075572	2				
MRE-5045-2	2	075582	2				
GEO-5019-3	3	094543	3	GGR-5019-3	3	594543	3
GEO-5021-3	3	094563	3	GGR-5021-3	3	594563	3
GEO-5022-3	3	094573	3	GGR-5022-3	3	594573	3
GEO-5023-3	3	094583	3	GGR-5023-3	3	594583	3
GEO-5024-3	3	094593	3	GGR-5024-3	3	594593	3
INF-5055-3	3 ¹	110551 110552 110553 110554	1 2 3 4	CMP-5055-3	3 ¹	610551 610552 610553 610554	1 2 3 4
INF-5056-1	1			CMP-5056-1	1		
INF-5057-1	1			CMP-5057-1	1		
INF-5058-1	1			CMP-5058-1	1		
INF-5059-1	1			CMP-5059-1	1		
INF-5060-1	1			CMP-5060-1	1		
INF-5061-2	2			CMP-5061-2	2		
INF-5062-2	2			CMP-5062-2	2		
INF-5063-2	2			CMP-5063-2	2		
INF-5064-2	2			CMP-5064-2	2		
INF-5065-2	2			CMP-5065-2	2		
INF-5066-2	2			CMP-5066-2	2		

1. A maximum of 10 credit equivalences may be granted in the youth sector for personal computer courses passed in the adult sector.
2. SCP-4030-4 and PSC-4030-4 are authorized only for the Kativik School Board.
3. HIS-4019-5 and HST-4019-5 are authorized only for the Cree School Board.
4. HIS-4023-4 and HST-4023-4 are authorized only for the Kativik School Board.
5. A student who has passed the three chemistry courses and the three physics courses will be granted credits for course 056542 or 556542 only once.

4.3.2 SCHOLASTIC LEARNING ACQUIRED AT THE DEPARTMENT OF NATIONAL DEFENCE

Eligible Documents

Code	Title
MDN/P-PE806 or DND/P-PE806 (previously CF490A)	Military Personnel Resume Report (MPRR)
CF289	Military Achievement Certificate
CF377	Course report
CF743	Unit Employment Record (UER)

Technically speaking, no other documents are acceptable for the granting of equivalences.

Procedure

Two indicators are used to determine the equivalences to be granted:

- the occupation indicated in the *List of Occupations and Sectors* below
- the level of qualification

LIST OF OCCUPATIONS AND SECTORS DEPARTMENT OF NATIONAL DEFENCE

ABBREVIATIONS (FR. / ENG.)	OCCUPATIONS (FR. / ENG.)	NEW CODES	PREVIOUS CODES	SECTORS (FR. / ENG.)	
OP C AÉRO AC OP	Opérateur–Contrôle aérospatial Aerospace Control Operator	0037	169	TRA	TRN
TEC SA ACS TECH	Technicien en structures d'aéronefs Aircraft Structures Technician	0018	565	FAB	MAN
TEC MÉD MED TECH	Technicien médical Medical Technician	00334	737	SAN	HEA
TEC MED A AÉRO MED TECH	Technicien en médecine aéronautique Aeromedical Technician	absent	731	SAN	HEA
OP DEA AES OP	Opérateur de détecteurs électroniques aéroportés Airborne Electronic Sensor Operator	00019	081	ELE	ELC
TEC MUN AMMO TECH	Technicien en munition Ammunition Technician	00169	921	ADM	COM
ARTIL DA ARTYMN AD	Artilleur de défense antiaérienne Artilleryman Air Defence	00009	022	PRO	VOC
ARTIL / ARTYMN	Artilleur / Artilleryman	00008	021	PRO	VOC
TEC SITA ATIS TECH	Technicien de systèmes d'information et de télécommunications aérospatiales Aerospace Telecommunications and Information Systems Technician	00109	226	ELE	ELC
TEC AÉRO AVN TECH	Technicien en systèmes aéronautiques Aviation Systems Technician	00135	514	FAB	MAN
TEC AVN AVS TECH	Technicien en systèmes avioniques Avionics Systems Technician	00136	526	ELE	ELC
TEC ÉB BE TECH	Technicien en électronique biomédicale Biomedical Electronics Technician	00155-02	718	SAN	HEA

MAN / BOSN	Manœuvrier / Boatman	00105	181	PRO	VOC
SUR GC CE SUPT	Surintendant génie construction Construction Engineer Superintendent	007	649	CON	CNS
TEC PD CL DIV	Plongeur démineur Clearance Diver	00342	341	MIN	MEO
TEC PD CL DIV TECH	Technicien plongeur démineur Clearance Diver Technician	absent	342	MIN	MEO
CH COMM COMM RSCH	Chercheur en communication Communicator Research	00120	291	ELE	ELC
TECH CONST CONST TECH	Technicien de la construction Construction Technician	00306	648	CON	CNS
CUIS / COOK	Cuisinier / Cook	00164	861	ALI	FOO
ÉQUIP / CRMN	Homme d'équipage / Crewman	00005	011	PRO	VOC
STENO CRT RPTR	Sténographe judiciaire Court Reporter	00322	833	ADM	COM
TEC LAB D D LAB TECH	Technicien de laboratoire dentaire Dental Laboratory Technician	absent	723	SAN	HEA
TEC MAT D DE TECH	Technicien de matériel dentaire Dental Equipment Assistant	absent	724	SAN	HEA
ACD-CLINIQUE DENT CLA-CLINIC	Auxiliaire de clinique dentaire Clinique Dental Clinic Assistant	absent	722	SAN	HEA
TEC DENT	Technicien dentaire / Dental Technician	00335	725	SAN	HEA
ÉLECTROTEC E TECH	Électronicien Electrical Technician	00125	331	ELE	ELC
TECH DE ED TECH	Technicien en distribution électrique Electrical Distribution Technician	00302	642	ELE	ELC
TECH GÉ EGS TECH	Technicien en groupes électrogènes Electrical Generating Systems Technician	00303	643	ELE	ELC
TEC SCT FCS TECH	Technicien de conduite de tir Fire Control Systems Technician	00327	434	IND	INM
SAP FD / ENGR	Sapeur / Field Engineer	absent	041	BAT	BUI
SOÉ FEE OP	Sapeur-opérateur d'équipement Field Engineer Equipment Operator	absent	042	BAT	BUI
SAP	Sapeur de combat	00339	043	BAT	BUI
POMPIER / FIRE FTR	Pompier / Fire Fighter	00149	651	CIV	SAF
MÉC B FLT ENGR	Mécanicien de bord Flight Engineer	00021	091	MOT	MTR
TEC GÉO GEO TECH	Technicien en géomatique Geomatics Technician	00238	142	MIN	MEO
TECH COQUE H TECH	Technicien de coque Hull Technician	00124	321	MOT	MTR
GEST TEC SS HS TECH MGR	Gestionnaire technique des services de santé Health Services Technician Manager	absent	719	SAN	HEA
TECH IMAG MAGE TECH	Technicien en imagerie Imagery Technician	00137	541	APL	APA
FANT / INFMN	Fantassin / Infantryman	00010	031	PRO	VOC
S RENS INT OP	Spécialiste du renseignement Intelligence Operator	00099	111	PRO	VOC
TEC SICT LCIS TECH	Technicien de systèmes d'information et de communications terrestres Land Communications and Information Systems Technician	00110	227	ELE	ELC
PL / LMN	Poseur de lignes / Lineman	00015	052	ELE	ELC
ÉL MAR MAR EL	Électricien de marine Marine Electrician	00126	332	ELE	ELC
MMEC MAR	Maître mécanicien de marine	00123	314	MOT	MTR

MAR ENG ART	Marine Engineering Artificer				
MEC MAR	Mécanicien de marine	00121	312	MOT	MTR
MAR ENG MECH	Marine Engineering Mechanic				
TEC MEC NAV	Technicien de mécanique navale	00122	313	MOT	MTR
MAR ENG TECH	Marine Engineering Technician				
OP SYST MEC NAV	Opérateur de systèmes de mécanique navale Marine Engineering Systems Operator	00225	315	MOT	MTR
TEC MAT	Technicien des matériaux	00134	441	IND	INM
MAT TECH	Materials Technician				
A MÉD /MED A	Adjoint médical/ Medical Assistant	absent	711	SAN	HEA
TEC MÉT	Technicien en météorologie	00100	121	ENV	APC
MET TECH	Meteorological Technician				
TEC LAB M	Technicien de laboratoire médical	00152-02	714	SAN	HEA
M LAB TECH	Medical Laboratory Technician				
PM / MP	Police militaire / Military Police	00161	811	CIV	SAF
COND MMS	Conducteur de matériel mobile de soutien	00171	935	TRA	TRN
MSE OP	Mobile Support Equipment Operator				
MUS / MUSCN	Musicien / Musician	00166	871	APL	APA
COMM N	Communicateur naval	00299	277	ELE	ELC
NAV COMM	Naval Communicator				
OP EICM	Opérateur d'équipement d'information de combat (Marine)	00114	275	PRO	VOC
NCI OP	Naval Combat Information				
ÉLECTRON N(A)	Électronicien naval (acoustique)	00116	283	ELE	ELC
NE TECH (A)	Naval Electronic Technician (Acoustics)				
ÉLECTRON N(C)	Électronicien naval (communications)	00117	284	ELE	ELC
NE TECH (C)	Naval Electronic Technician Communications				
ÉLECTRON N(T)	Électronicien naval (tactiques)	00118	285	ELE	ELC
NE TECH (T)	Naval Electronic Technician - Tactical				
ÉLECTRON N(G)	Électronicien naval (gestionnaire)	00119	286	ELE	ELC
NE TECH (M)	Naval Electronic Technician - Manager				
OP DÉM	Opérateur de détecteur électronique	00115	276	ELE	ELC
NES OP	Naval Elect Sensor Operator				
TEC AN	Technicien d'armes navales	00017	065	IND	INM
NW TECH	Naval Weapons Technician				
TEC OCÉAN	Opérateur–Océanographie	absent	191	ENV	APC
OCEAN OP	Oceanographic Operator				
TEC BO	Technicien de bloc opératoire	absent	713	SAN	HEA
OR TECH	Operating Room Technician				
TECH PC	Technicien en plomberie et chauffage	00304	646	BAT	BUI
PH TECH	Plumbing and Heating Technician				
TEC MED PREV	Technicien en médecine préventive	absent	716	SAN	HEA
PMED TECH	Preventive Medicine Technician				
COMMIS P	Commis des postes	00167	881	ADM	COM
POST CLK	Postal Clerk				
TECH REF	Technicien en réfrigération	00301	641	BAT	BUI
RM TECH	Refrigeration and Mechanical Technician				
COMMIS SGR	Commis de soutien à la gestion des ressources	00298	836	ADM	COM
RMS CLK	Resource Management Support Clerk				
TRS	Technicien en recherche et sauvetage	00101	131	PRO	VOC
SAR TECH	Search and Rescue Technician				
OP TRANS	Opérateur de transmission	00329	215	PRO	VOC
SIG OP	Signal Operator				
TEC SIS	Technicien de systèmes d'informations stratégiques	absent	225	ELE	ELC
SIS TECH	Strategic Information System Technician				
STWD STWD	Stewart / Steward	00165	862	ALI	FOO

TEC APPRI SUP TECH	Technicien en approvisionnement Supply Technician	00168	911	ADM	COM
OP DACT TAS OP	Opérateur de détecteurs acoustiques tactiques Tactical Acoustic Sensor Operator–Integrated Undersea Surveillance Systems	00324	278	ELE	ELC
TEC MOUV TFC TECH	Technicien de mouvement Traffic Technician	00170	933	TRA	TRN
TEC V VEH TECH	Technicien de véhicule Vehicle Technician	00129	411	MOT	MTR
TEC A (T) W TECH L	Technicien d’armement (terre) Weapons Technician–Land	00130	421	IND	INM
TECH EPPE WFE TECH	Technicien eau, produits pétroliers et environnement Water, Fuels and Environmental Technician	00305	647	ENV	APC
TRM X TECH	Technicien en radiologie médicale X-Ray Technician	00153-02	735	SAN	HEA

When the level of qualification for a given occupation is noted in an eligible document as TQ4, NQ4 or QL4, 18 Secondary IV credits are granted in the sector corresponding to the occupation.

When the level of qualification indicated is TQ5, TQ6, TQ7 or TQ8, QL5, QL6, or QL7 or QL8 or NQ5, NQ6, NQ7 or NQ8, 18 Secondary IV credits and 18 Secondary V credits are granted in the sector corresponding to the occupation mentioned in the eligible document. The level of qualification to hold the rank of Corporal (Cpl) is NQ5.

NOTE: For some general occupations with the Department of National Defence, accumulation of two NQ4 is equivalent to the qualification NQ5 (PP2) and the required Secondary IV and V credits will be granted.

NOTE: Some documents may bear reference codes older than the ones indicated above. In such cases, and for any additional information about the scholastic learning acquired at the Department of National Defence, please contact the following resource person:

Capitaine Dominique Leblanc
 Centre de soutien aux soldats (Région de Québec)
 Édifice 534, C. P. 1000
 Succursale Forces
 Courcellette (Québec) G0A 4Z0
 Telephone: 418-844-5000, ext. 6988
 Fax: 418-844-6651

4.3.3 SCHOLASTIC LEARNING ACQUIRED IN CANADA, OUTSIDE QUÉBEC

GE The responsibility for assigning equivalences for scholastic learning acquired in Canada outside Québec rests with the authorized educational institutions. They must decide on the admissibility of documents submitted by candidates, determine the credit equivalences to be granted, and transmit these equivalences directly by means of the SAGE system.

Consult the *Cahier d’attribution des équivalences pour des acquis scolaires obtenus au Canada, à l’extérieur du Québec* for the rules for assigning credits for successfully

completed courses. This document contains the general rules for all provinces and territories and the specific rules for each province or territory.

In general education, credits are processed in accordance with the certification requirements applicable in Québec.

Eligible Documents

The eligible documents are those issued by the province or territory of origin, or a school board, school or institution recognized by the province or territory. The documents must be **signed originals**, or certified true copies of the originals and **they must present detailed results**.

Students submitting documents issued by private secondary schools will not be granted equivalences. These students must pass the examinations for the programs in effect in Québec, in accordance with the requirements for obtaining the SSD.

Credits are granted on the basis of a transcript or the report card and not solely on a diploma attesting to the completion of secondary studies.

Procedure

Credits are granted in accordance with the corresponding grade level and degree of difficulty (regular or enriched) in the province or territory of origin.

Credit equivalences are granted in the following disciplines:

- language of instruction (FRA or ENG)
- second language (ANG or FRE)
- other disciplines (EHQ or OST)

It should be noted that language of instruction and second language credits are limited to the 18 credits required to obtain an SSD, i.e. 12 credits in language of instruction and 6 credits in second language.

Courses that are successfully completed in French in an immersion program are recognized as second language courses.

VT In vocational training, the procedure consists in verifying if the candidate has the necessary prerequisites for admission to the various programs.

Eligible documents

The following documents are eligible for determining prerequisites for admission:

- diploma attesting to the completion of secondary studies accompanied by a transcript issued by the province or territory
- transcript, report card or any other document detailing results

The rules and principles for determining prerequisites are set out in Chapter 2 of the *Cahier d'attribution des équivalences pour des acquis scolaires obtenus au Canada, à l'extérieur du Québec*.

4.3.4 SCHOLASTIC LEARNING ACQUIRED OUTSIDE CANADA

To obtain an equivalence for secondary studies or to grant equivalences based on a document certifying scholastic learning acquired outside Canada, either the candidate or the educational institution must contact the Ministère de l'Immigration et des Communautés culturelles (MICC). This is done on the form entitled *Demande d'évaluation comparative hors du Québec*.

You can obtain a copy of this form at one of the MICC offices or on the Web site of the MICC: <<http://www.micc.gouv.qc.ca/fr/formulaires.html>>.

Eligible Documents

- Comparative evaluation of studies carried out outside Québec
- Notification of equivalence
- Attestation of equivalences

Note that the **equivalence index** is not admissible for the assignment of equivalence credits.

Procedure

Upon receipt of a notification of equivalence issued by the MICC, the authorized educational institution must assign credit equivalences in the discipline *Études hors Québec* or *Out of Province Studies* (EHQ or OST), as applicable.

A notification of equivalence for Secondary IV studies confers 18 Secondary IV credits (EHQ/OST 4-18).

A notification of equivalence for Secondary V studies confers 18 Secondary IV credits and 18 Secondary V credits (EHQ/OST 4-18 and EHQ/OST 5-18).

NOTE: No equivalence in the language of instruction or second language may be granted for studies undertaken outside Canada.

The MICC has also been known as the following in the past:

- Ministère des Relations avec les citoyens et de l'immigration (MRCI)
- Ministère des Affaires internationales, de l'immigration et des Communautés culturelles (MAIICC)
- Ministère des Communautés culturelles et de l'immigration (MCCI)

VT In vocational training, the procedure consists in verifying if the candidate has the necessary prerequisites for admission to the various programs.

The comparative evaluation of studies carried out outside Québec issued by the Ministère de l'Immigration et des Communautés culturelles (MICC) is considered when the grade level recognized (e.g. Secondary IV) is the same level or higher than that required as a prerequisite for the program in question.

A comparative evaluation indicating an equivalence to a DVS, without mention of general education, may lead to admission to a Category 1 or 2 vocational training program.

4.4 EQUIVALENCES IN VOCATIONAL TRAINING

VT The Ministère recognizes equivalences only for vocational training competencies that have been certified in Québec.

Equivalences may not be granted for trade courses completed outside Québec and Canada. Competencies must be evaluated and certified.

The courses for which equivalences may be granted are listed in the *Cahier d'attribution des équivalences de la formation professionnelle*, which can be found on the DSE's Web site.

However, when an authorized educational institution decides that equivalences may be granted in a given program even though the corresponding courses do not appear in the *Cahier*, the procedure described in Chapter 2 of the *Cahier* should be followed.

Eligible Documents

- statement of marks issued by the MELS
- achievement record
- college transcript
- certificate from the Institut de tourisme et d'hôtellerie du Québec (ITHQ)

4.5 COMPETENCIES EXEMPTED FROM RE-EVALUATION

For the purpose of awarding a DVS, the Ministère recognizes learning achieved under the authority of organizations with which it has come to an agreement, including competencies in the construction trades, public safety and protection, and health services sectors. These competencies therefore do not have to be re-evaluated. Authorized educational institutions must transmit to the Ministère the code *Pass* for these courses.

4.5.1 CONSTRUCTION TRADES

Students who have one of the four cards below, attesting to the successful completion of a course on health and safety on construction sites, will be granted recognition for the course 754992 *Health and Safety on Construction Sites* or 755002 *Health and Safety* when one of these courses is part of a program in which they are enrolled. Such students do not have to be re-evaluated and the authorized educational institution will transmit to the Ministère the code *Pass* for one of these courses.

The following cards are recognized:

- ATTESTATION–Course in General Safety on Construction Sites–Commission de la santé et de la sécurité du travail au Québec (CSST)
- “We, the undersigned, attest that _____ has completed a recognized course on the Safety Code for the Construction Industry.”–Office de la construction du Québec (OCQ)
- ATTESTATION–Safety Course–Public Works and Construction–Association paritaire pour la santé et la sécurité du travail du secteur “Affaires municipales” (APSAM)
- ATTESTATION–Course in Health and General Safety on Construction Sites–Association paritaire pour la santé et la sécurité au travail du secteur de la construction (ASP Construction)

When the program includes the course *Health and Safety on Construction Sites* (754992), a *Pass* **should not** be transmitted to the Ministère for course 755002, followed by an equivalence for course 754992 as this would grant the student four credits toward the SSD.

4.5.2 FIRE SAFETY

Persons enrolled in the professional development program for firefighting personnel in Québec municipalities and who have one of the following documents may be exempted from evaluation for a certain number of courses:

- certificate issued by the Direction générale de la prévention des incendies of the Ministère des Affaires municipales or by the Direction générale de la sécurité civile of the Ministère de la Sécurité publique
- certificate issued by the Commissariat des incendies du Québec
- accreditation for CEGEP studies in *Prévention des incendies*
- certificate in *Technologie de la prévention des incendies* issued by the Université de Montréal

Fire Safety

Documents	Training Received	Course Exemptions
		Program 5805
Certificate issued by: The Direction générale de la prévention des incendies of the Ministère des Affaires municipales OR The Direction générale de la sécurité civile of the Ministère de la Sécurité publique	Appareils respiratoires autonomes	937322
	Prévention–Parties I et II	
	Opérateur de pompes	
	Opérateur d'échelles aériennes	937433
Certificate issued by the Commissariat des incendies du Québec	Inspecteur en prévention–Partie I Opérateur de pompes Opérateur d'échelles aériennes	937433
Attestation of College Studies	Course of at least 30 hours in inspection Program: <i>Prévention des incendies</i>	
Certificate issued by the Université de Montréal	Course of at least 30 hours in inspection Program: <i>Technologie de la prévention des incendies</i>	

Individuals who have successfully completed the courses *Pompier I*, *Pompier II* as well as certain specialized courses offered by the École nationale des pompiers may be granted equivalences for certain courses in the *Fire Safety Intervention* program (DVS 5805). Similarly, individuals who have successfully completed certain courses in the *Fire Safety Intervention* program (DVS 5805) may be granted certain equivalences by the École nationale des pompiers du Québec.

Individuals who have passed the following courses* offered by the **École nationale des pompiers du Québec**:

101-01-01	101-01-06
101-01-02	101-01-07
101-01-03	101-01-08
101-01-04	101-01-09
101-01-05	101-01-10

may be granted equivalences for the following courses in the ***Fire Safety Intervention* program (DVS 5805)**:

937302	937343
937312	937375
937322	

Individuals who have passed the following courses* offered by the **École nationale des pompiers du Québec**:

201-01-01	201-01-06
201-01-02	201-01-07
201-01-03	201-01-08
201-01-04	201-01-09
201-01-05	

may be granted equivalences for the following courses in the ***Fire Safety Intervention* program (DVS 5805)**:

937383
937392
937402

These equivalences may be granted for the ***Fire Safety Intervention* program (DVS 5805)** if the following courses* offered by the **École nationale des pompiers du Québec** are successfully completed:

937363, if course 301-00-01 is passed
937433, if course 302-00-01 is passed

* Course codes for the École nationale des pompiers du Québec are generally followed by an F, for a course given in French, **or** an A, for a course given in English.

4.5.3 HEALTH SERVICES SECTOR

Retraining of Hospital Nursery Assistants and Baby Nurses

People who are working in a hospital as nursery assistants or baby nurses and who are enrolled in the *Health, Assistance and Nursing Care* program (DEP 5287 or DVS 5787) are exempt from evaluation for the following courses:

254612: *Profession, démarche de formation*

254691: *Démarche de recherche d'emploi*

754612: *Profession & Training Process*

754691: *Job Search Techniques*

Upgrading: *Health, Assistance and Nursing Care*

This program is intended for nursing assistants in need of upgrading. The Ordre des infirmières et infirmiers auxiliaires du Québec determines who is to enroll.

Exemptions are granted to persons with a Secondary School Diploma with mention of the occupation of Nursing Assistant or the diploma issued by the Commission de l'école de gardes-malades auxiliaires du Québec.

The program includes 540 hours of theory and practical activities divided into eight modules. These modules are also included in the *Health, Assistance and Nursing Care* program (DEP 5287 or DVS 5787).

No diplomas are issued for this training, since these nursing assistants have already earned their diplomas.

CHAPTER 5

RECOGNITION OF EXPERIENTIAL LEARNING AND COMPETENCIES

5.1 BASIC PRINCIPLES

According to the *Government Policy on Adult Education and Continuing Education and Training* (page 21), the following three principles guide the recognition of prior learning and competencies in a context of education training:

- Individuals have a right to the formal recognition of prior learning and competencies corresponding to components of qualifying training insofar as they are able to provide evidence that they possess them.
- Individuals do not have to redo in a formal educational setting any learning they have already acquired in other contexts or other ways.
- Individuals should not be obliged to seek recognition again for prior learning or competencies that have been properly evaluated and certified by an official system.

Responsibility of the Educational Institution

The recognition of prior learning and competencies is an evaluation process. The authorized educational institution:

- must ensure the confidentiality and uniformity of conditions for the administration of tests and examinations set by the Minister (*Education Act*, s. 249)
- may register a candidate for an examination set by the Minister if it deems he or she is prepared, regardless of whether he or she successfully completed the corresponding course
- must verify the candidate's identity and ensure that he or she has access only to permitted materials during the test
- must ensure that examinations and tests are administered in accordance with the applicable rules and for the prescribed purposes

Cheating

When a candidate is discovered cheating or deliberately assisting another person, his or her copy is confiscated and he or she is asked to leave the room. A failure is automatically assigned for the test.

Theft of Examinations

If an authorized institution is a victim of a theft of ministry examinations, or confirms that these examinations have disappeared, a written report must be sent to the Direction de la sanction des études (DSE). This report must describe the circumstances surrounding the event.

Safeguarding of Documents

Authorized educational institutions must store, in a safe place and for a period of one year, the documents that have been used in administering examinations (i.e. tests, answer sheets, evaluation forms). During this period, the Ministère may ask for the copies of these documents.

5.2 PRIMARY MEANS OF RECOGNIZING EXPERIENTIAL LEARNING AND COMPETENCIES IN GENERAL EDUCATION

The primary means of recognizing experiential learning and competencies in general education are:

- general education examinations
- General Educational Development Testing Service (GEDTS) tests
- the spheres of generic competencies
- the Prior Learning Examination (English, second language)
- the Prior Learning Examination (French, second language)
- Secondary School Equivalency Tests (SSET)

5.2.1 GENERAL EDUCATIONAL DEVELOPMENT TESTING SERVICE (GEDTS) TESTS

These tests are intended for adults who have not completed their secondary education. They measure candidates' general knowledge and skills, as well as their ability to analyze and synthesize information. This type of service should be indicated as 7.

Successful completion of these tests allows adults to:

- earn the credits for optional courses required for the Secondary School Diploma (SSD)
- obtain a Certificate of Equivalence of Secondary Studies (CESS)
- meet hiring criteria
- gain admittance to certain vocational training programs
- gain admittance to certain college-level technical training programs

The successful completion of the test is recorded with the status *Pass*, and failure, with the status *Fail*. Secondary V credits for optional courses are awarded with each test passed. Upon successful completion of all five tests, 36 credits appear on the candidate's achievement record and the candidate receives a CESS. Successful completion of all five tests in one series is required for a candidate to receive a CESS. Candidates who register for the tests but do not actually do them are given the status *Dropped* (ABS).

The tests are corrected by the Ministère de l'Éducation, du Loisir et du Sport.

The GEDTS tests are used to recognize experiential learning; therefore, Secondary V credits granted by means of these tests may therefore not be used to satisfy Condition 99 (see page 20).

Description of the GEDTS tests

There are five GEDTS tests, each of which is available in both English and French:

GEN-5005-8	GED Test d'écriture	GTS-5005-8	GED Language Arts Writing Test
GEN-5006-7	GED Test de lecture	GTS-5006-7	GED Language Arts Reading Test
GEN-5007-7	GED Test de mathématiques	GTS-5007-7	GED Mathematics Test
GEN-5008-7	GED Test de sciences	GTS-5008-7	GED Science Test
GEN-5009-7	GED Test de sciences humaines	GTS-5009-7	GED Social Studies Test

Although the tests are available in both languages, the candidate must pass all of them in the same language in order to receive a CESS.

Retakes

Candidates who fail one of the tests may register for a retake. Candidates who fail a second time may not take the test a third time until a period of six months has elapsed following the date of the first retake. Candidates who fail a third time must wait one year from the date of the second retake before making another attempt. At that time they are required to retake all five tests in the series.

5.2.2 SPHERES OF GENERIC COMPETENCIES

Competencies developed through personal experience may be recognized for the purpose of granting credits leading to an SSD.

The spheres of generic competencies based on the adult's personal experience are related to a variety of sectors of activity:

- Personal and family activities (health care, child rearing, management of personal affairs, life objectives)
- Social, community and political activities (current events, political organization, community involvement)
- Cultural and recreational activities (different cultures, cultural diversity, values, cultural standards and models related to recreational activities)
- Occupational activities (entry into the labour market, keeping a job, dealing with unemployment)
- Economic activities (global, regional, national economies; consumerism)
- Creative activities (knowledge of the world of creation and invention, marketing of creations, the legal aspects of patents and copyrights)

GEN-5051-4	Acquis extrascolaires personnels et familiaux
GEN-5052-4	Acquis extrascolaires sociaux, communautaires et politiques
GEN-5054-4	Acquis extrascolaires culturels et de loisirs
GEN-5060-4	Acquis extrascolaires professionnels
GEN-5061-4	Acquis extrascolaires économiques
GEN-5062-4	Acquis extrascolaires compétences créatrices
GEN-5063-4	Acquis extrascolaires pensée critique
GEN-5064-4	Acquis extrascolaires compétences fortes
GEN-5065-4	Acquis extrascolaires bénévolat
GEN-5066-4	Acquis extrascolaires résolution de problèmes
GEN-5067-4	Acquis extrascolaires médecines douces
GST-5051-4	Sphere Personal and Family Activities
GST-5052-4	Sphere Social, Community and Political Activities
GST-5054-4	Sphere Cultural and Recreational Activities
GST-5060-4	Sphere Occupational Activities
GST-5061-4	Sphere Economic Activities
GST-5062-4	Sphere Creative Competencies Activities
GST-5063-4	Sphere Critical Thinking Competencies
GST-5064-4	Sphere My Best Skills
GST-5065-4	Sphere Volunteer Worker
GST-5066-4	Prior Experimental Learning Problem Solving
GST-5067-4	Prior Experimental Learning Alternative Medicine

The spheres of generic competencies are tests used for the recognition of experiential learning; Secondary V credits granted by means of these tests may therefore not be used to satisfy Condition 99 (see page 20).

5.2.3 PRIOR LEARNING EXAMINATION (ENGLISH, SECOND LANGUAGE)

The Prior Learning Examination in English, Second Language, has been designed to recognize experiential learning in English as a second language. It is based on the definitions of the domain for the following courses: ANG-3007-6, ANG-4036-6, ANG-4436-6, ANG-5054-6, ANG-5554-6, ANG-5055-6 and ANG-5556-6. It is intended to reduce the duration of a student's learning process and is equivalent to the examinations administered at the end of the course in question, although adapted to the recognition of experiential learning.

The examination must be used as intended. Results obtained for purposes other than the recognition of experiential learning are invalid. The examination must be administered in its entirety and may under no circumstances replace the summative examination developed for each of the courses in question.

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

Retakes

Candidates who fail the examination are not entitled to retake it unless they complete the appropriate course.

5.2.4 PRIOR LEARNING EXAMINATION (FRENCH, SECOND LANGUAGE)

The Prior Learning Examination in French, Second Language, has been designed to recognize experiential learning in French as a second language. It is based on the definitions of the domain for the following courses: FRE-3091-6, FRE-4091-6, FRE-5091-6 and FRE-5092-6. It is intended to reduce the duration of a student's learning process and is equivalent to the examinations administered at the end of the course in question, although adapted to the recognition of experiential learning.

The examination must be used as intended. Results obtained for purposes other than the recognition of experiential learning are invalid. The examination must be administered in its entirety and may under no circumstances replace the summative examination developed for each of the courses in question.

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

Retakes

Candidates who fail the examination are not entitled to retake it unless they complete the appropriate course.

5.2.5 SECONDARY SCHOOL EQUIVALENCY TESTS (SSET)

Secondary School Equivalency Tests (SSET) are available for adults who have not completed their secondary studies, but who have acquired equivalent learning. The successful completion of tests is recorded in a student's record and kept at the centre.

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 and does not confer credits.

To receive an AESS, individuals must pass the following tests:

In the French sector

- the two French, language of instruction, tests (*Grammar and French Comprehension*)
- three of the five other tests in the series (*English, Mathematics, Social Sciences, Economics and Natural Science*)

In the English sector

- the two English, language of instruction, tests (*English Grammar and English Comprehension*)
- the French, second language, test (*French*)
- two of the four other tests in the series (*Mathematics, Social Sciences, Economics and Physical Science*)

The **same** educational institution is responsible for administering the SSET and any retakes. It is up to the authorized institution to select the version of the test to be used, as well as the order in which the tests are to be administered. In exceptional circumstances, it is possible to derogate from this measure by communicating with the department head of the DSE.

The school board must transmit a notification TX40 as soon as the candidate registers for the tests. The type of service should be indicated as 4, signifying a registration for the SSET.

The authorized institution is responsible for administering the tests and transmitting results. An **overall result** for the tests, showing the *Pass, Fail or Dropped* status, is transmitted electronically or using operation 47. The certification date must fall **within a maximum period of six months after the initial participation date** in this service. The result transmitted by the educational institution is not included in the student's achievement record, however, it does appear in the report on the student produced by the SAGE system.

Retakes

Candidates who fail a retake of a test and who have not satisfied the requirements for the awarding of the attestation are entitled to only one retake in the six months following TX40. It should be noted that marks may be transmitted only once during this period.

Candidates who fail a retake of a test in one linguistic sector must wait one year before reapplying for the test in the other linguistic sector.

As long as a *Fail* or *Dropped* status has not been filed, or a cancellation of the notification TX40 has not been entered, no other school board can file a notification TX40 with a service type 4 for the same candidate.

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 overall results. A different version of the tests must be used. If no results have been transmitted, this period is 18 months after the date of the candidate's first registration TX40.

5.3 PRIMARY MEANS OF RECOGNIZING EXPERIENTIAL LEARNING AND COMPETENCIES IN VOCATIONAL TRAINING

VT The primary means of recognizing experiential learning and competencies in vocational training are:

- vocational training examinations developed according to specifications for the certification of studies
- the General Development Test (GDT)
- the process for recognizing experiential learning and competencies

5.3.1 GENERAL DEVELOPMENT TEST (GDT)

The functional prerequisites prescribed for an individual who is 18 years old when beginning a vocational training program comprise the following two closely related elements:

- successful completion of the General Development Test (GDT)
- the credits pertaining to the specific language of instruction and mathematics prerequisites for each program of study, as specified, if applicable, in the *2007-2008 Directives for Vocational Training*

The authorized institution must use the complete GDT and must decide on the version to be used.

It is no longer necessary to take the test in the language of instruction of the vocational training program in question. If it is deemed necessary, the school board ensures that students admitted to a program of study are sufficiently proficient in the language of instruction to successfully complete the program.

Transmission of Results

The authorized educational institution transmits the *Pass* or *Fail* status to the SAGE system, using code GEN-T002-0 for the French sector and code GST-T002-0 for the English sector, **immediately** after the test has been taken. The result obtained will appear in the **student's report** in the SAGE system.

Retakes

As of the 2004-2005 school year, candidates who fail the GDT may retake the test, but not until **one year** following the transmission of the results. A different version of the test must be used.

The results obtained on the second test must be transmitted to the SAGE system, using code GEN-T002-0 for the French sector and code GST-T002-0 for the English sector, **immediately** after the test has been taken.

5.3.2 PROCESS FOR RECOGNIZING PRIOR LEARNING AND COMPETENCIES

Access to Services

The recognition of prior learning and competencies is not subject to the conditions for admission to vocational training programs. Conditions for admission to the program of study in question must, however, be met in order to acquire missing components of education in an educational institution.

Terms and Conditions

For certain programs of study, the Ministère develops evaluation materials for the recognition of experiential learning and competencies. These materials are available to school boards that offer this program of study.

Transmission of Results

Any certification data for students registered with the service for the recognition of prior learning and competencies must be indicated by a service type 3 with the mention of *Pass* or *Equivalence*, if an equivalence is granted.

The granting of equivalences for students other than those registered in a process for recognizing prior learning and competencies must be declared with a service type 6.

PRINCIPAL MEANS OF RECOGNIZING EXPERIENTIAL LEARNING AND COMPETENCIES

- Harmonized approach: using specific tools such as fact sheets, conditions for recognition and evaluation forms as set out in the organization and evaluation guide for the recognition of experiential learning and competencies (*Guide d'accompagnement*) for the program in question (if such a tool exists)
- Traditional approach: using specific tools such as the candidate's portfolio, examinations specifically designed for the recognition of experiential learning or examinations to evaluate basic education as set out in the organization and evaluation guide (*Guide d'organisation de l'évaluation*) for the program in question (if such a tool exists)

For programs for which there are no specific materials to evaluate experiential learning and competencies, evaluation may be carried out by means of tests used to evaluate scholastic learning, or specific materials developed by the institution and approved by the Ministère. In this case, tools should be developed in accordance with the approach being adopted at the Ministère. However, ministry examinations prescribed for the program in question must be used for evaluation.

Procedure

The following steps are involved in recognizing prior learning and competencies: reception; file preparation; file analysis; validation interview; evaluation of prior learning and competencies; results of the process; and if applicable, a plan for acquiring the missing components of education or training.

Evaluation of Competencies

Two approaches may be used to evaluate competencies: the harmonized approach (tools developed after 2002) and the traditional approach (tools developed before 2002). The administrative rules in force for the evaluation of competencies are set by the Ministère. They appear in the *Guide d'accompagnement* (harmonized approach) or the *Guide d'organisation de l'évaluation* (traditional approach) which accompanies the evaluation materials, except for certain competencies subject to specific evaluation requirements.

Harmonized Approach

This approach uses evaluation forms specific to each evaluation condition. Evaluation may be carried out in the educational institution or in the workplace. The evaluation forms make it possible to make a decision concerning the candidate's total or partial mastery of a competency and, in the latter case, to specifically determine the missing components of education.

Traditional Approach

This approach uses specific tools for the recognition of experiential learning and competencies, as set out in the organization and evaluation guide for the recognition of experiential learning for the program in question (if such a tool exists). Evaluation may take place in the workplace or at school.

Recognition of Certain Competencies

Generally, after the validation interview provided for in the procedure for the recognition of experiential learning and competencies and upon recommendation of a content specialist, the following competencies may be recognized:

- *Determine their suitability for the occupation and the training process (Occupation and Training Process)*
- *Enter the work force (Entering the Work Force)*
Supporting documents attesting to the fact that the candidate has worked in the occupation for a number of hours equal to at least the duration of the module are also required.
- *Use job search techniques (Job Search Techniques)* The candidate must also submit a résumé.

NOTE:

It is important to refer to the *Guide d'accompagnement* specific to each tool because, in some cases, it may contain details concerning the recognition of these competencies.

Other competencies in the form of situational objectives are recognized according to the conditions set out in the *Guide d'organisation de l'évaluation* or *Guide d'accompagnement* for each program of study.

CHAPTER 6

**EVALUATION
OF SCHOLASTIC LEARNING**

6.1 BASIC PRINCIPLES

For the purpose of certification of studies, scholastic learning is evaluated solely by means of certification examinations and is recognized only upon the successful completion of these examinations.

The results of evaluation to support learning may never lead to the granting of credits toward the certification of studies.

Students who have dropped a course without undergoing evaluation do not obtain a zero (0) or a *Fail*.

GE Students who are absent from an examination receive the status *Dropped*.

VT Students who are absent from an examination receive the status *Absent*.

For a situational competency, if a student has received formal assessments of his or her progress at specific times (which the student knew were to be used for evaluation for certification purposes), the student will be considered to have been evaluated and may obtain a *Fail* if he or she drops a course without having acquired the competency as it pertains to the identified evaluation criteria.

6.2 DIVISION OF RESPONSIBILITIES

The Ministère de l'Éducation, du Loisir et du Sport and authorized educational institutions share the responsibility for certification-related evaluation in general education and vocational training.

6.2.1 RESPONSIBILITY OF THE MINISTÈRE

In exercising this responsibility, the Ministère ensures the following:

- the designation of courses subject to ministry examinations or locally prepared examinations
- the production and implementation of ministry examinations
- the production of definitions of the domain for general education courses
- the establishment of rules for administering ministry examinations
- the distribution of ministry examinations and complementary materials, if applicable

6.2.2 RESPONSIBILITY OF AUTHORIZED EDUCATIONAL INSTITUTIONS

In exercising their responsibility, authorized educational institutions must:

- develop locally prepared examinations
- reproduce the examinations for the purpose of administering them
- supervise the entire process of administering examinations according to the rules prescribed for each of them
- ensure the safekeeping and confidentiality of the evaluation material
- correct the examinations and transmit the results to the Ministère
- retain the documents that have been used in the administration of the examinations

6.3 EXAMINATIONS/CONFIDENTIALITY

Authorized educational institutions must take all the necessary measures to maintain the confidentiality of examinations, in particular the following:

- Ministry examinations must be used for certification purposes only. At no time may these examinations be used as evaluation to support learning or as classroom practice exercises or for pretest purposes.
- No information related to the content of the examinations may be divulged to the students before the examinations are administered.
- Copies of examinations and related materials (e.g. answer sheets, work sheets, evaluation forms) must never be shown or given to or reviewed with students after an examination has been administered in order to ensure that the examinations can be used again. It is up to the teacher to explain to the student his or her results.
- Every precaution must be taken to maintain the confidentiality of examinations as they are being corrected.
- Examinations must be carried in sealed envelopes or boxes and stored in a safe place.
- The teacher must inform the student of his or her results and transmit the information pertaining to the evaluation criteria that have been failed, while respecting the confidential nature of the examination.
- If a breach in confidentiality has occurred, the department head of the Direction de la sanction des études (DSE) must be notified.

If an educational institution is a victim of a theft of ministry examinations, or confirms that these examinations have disappeared, a written report must be sent to the department head of the DSE. This report must explain which examinations are missing and the known circumstances surrounding the event.

MINISTRY EXAMINATIONS

GE The following is a list of courses for which the Ministère sets examinations to meet certification requirements. The list may vary depending on the courses available.

There are several versions of each examination. They must be kept under lock and key, and a different version must be used for candidates retaking an examination.

LIST OF EXAMINATIONS—MELS

GENERAL EDUCATION FOR ADULTS

Anglais / English		Français / French	
ANG-4436-6	ENG-4061-3	FRA-3031-3	FRE-3091-6
ANG-5055-6	ENG-4062-3	FRA-4061-3	FRE-4038-6 (LAN-4048-6)
	ENG-5061-3	FRA-4062-3	FRE-4091-6 (LAN- 4048-4)
	ENG-5062-3	FRA-5141-1	FRE-5091-6 (LAN-5071-4)
		FRA-5142-2	FRE-5092-6
		FRA-5143-3	

Histoire / History		Mathématiques / Mathematics	
HIS/HST 4016-2	HST/HST 5036-2	MAT/MTH 4105-1	MAT/MTH 5101-1
HIS/HST 4017-2	HST/HST 5038-2	MAT/MTH 4106-1	MAT/MTH 5102-1
		MAT/MTH 4107-1	MAT/MTH 5103-1
		MAT/MTH 4108-1	MAT/MTH 5104-1
		MAT/MTH 4109-1	
		MAT/MTH 4110-1	
		MAT/MTH 4111-1	

Physique / Physics	Spheres of generic competencies reserved for authorized school boards	
PSC/SCP 4010-2	GEN/GST 5051-4	GEN/GST-5063-4
PSC/SCP 4011-2	GEN/GST 5052-4	GEN/GST-5064-4
PSC/SCP 4012-2	GEN/GST 5054-4	GEN/GST-5065-4
	GEN/GST 5060-4	GEN/GST-5066-4
	GEN/GST 5061-4	GEN/GST-5067-4
	GEN/GST 5062-4	

Other tests
<i>Prior Learning Examination</i>
Épreuve de synthèse des acquis extrascolaires, French Second Language
TENS (French and English)

VT Educational institutions must use the examination prepared and imposed by the Ministère or, if it is not available, prepare one in accordance with the reference framework for the evaluation of student learning provided by the Minister.

If an authorized educational institution considers that a ministry examination is not applicable, because of errors it contains, the educational institution must immediately inform the department head of the DSE.

Safeguarding Documents

Educational institutions must store the documents (e.g. tests, answer sheets, theory examination booklets, performance evaluation forms for practical examinations and other instruments specifically related to the recognition of learning) in a safe place and for a period of at least 12 months.

6.4 ADMINISTRATION OF EXAMINATIONS

Identity and Eligibility of the Student

At the beginning of the examination period, the educational institution must verify the identity of the student who is taking an examination. An ID card with photo may be required.

Any student who demonstrates that he or she is sufficiently prepared may be permitted to take a certification examination for a course or competency. For distance education, students are considered to be adequately prepared if they hold an attestation issued by an authorized educational institution after January 1, 1995.

Prescribed Time for Administering Certification Examinations

Certification examinations may take place only when the teacher considers, given the formative evaluation that has taken place, that a student has acquired the competency set as the course objective.

Retakes

For a theory examination, the version of the examination used must be different from the version the student failed.

- GE** Any student who fails an examination or who wants to improve his or her mark is entitled to retake the examination. The student is subject to the requirements of the authorized educational institution and to the certification rules in force at the time he or she retakes the examination.

When the definition of the domain establishes compulsory minimum performance standards for each distinct part of the examination, the student must redo the part he or she failed.

- VT** For a practical examination, a student may be required to retake all of the examination or only the part(s) that he or she failed. This requirement is specified in the examination. Different minimum performance criteria may also have been set for the various parts of an examination and in this case, only the part(s) that the student failed need to be retaken.

Authorized Materials

Educational institutions must make sure that students use only the authorized materials.

Educational institutions are authorized to allow allophone adults enrolled in francization services to use a general bilingual dictionary of their choice when taking examinations for courses in the French, second language, program (LAN series). This authorization applies for the first two years of their studies in these courses.

Cheating

When a candidate is discovered cheating or deliberately assisting another person, his or her copy is confiscated and he or she is asked to leave the room.

The *Fail* code or a mark of 0 must be transmitted to the Ministère.

The educational institution may, however, allow the student to retake this examination according to conditions to be determined by the educational institution.

Theft of Examinations

If an educational institution is a victim of a theft of ministry examinations, or confirms that these examinations have disappeared, a written report must be sent to the director of the DSE. This report must describe the circumstances surrounding the event.

Safeguarding of Documents

Educational institutions must store, in a safe place and for a period of one year, the documents that have been used in administering examinations (i.e. tests, answer sheets). During this period, the Ministère may ask to see all the copies of these documents.

6.5 EXAMINATION RESULTS

6.5.1 MARKING AND RECORDING EXAMINATION RESULTS

Educational institutions must ensure that examinations are marked in accordance with the rules for each examination. The correction keys must be used in their entirety, and the observation and marking instructions that appear in the examiner's booklet must be followed.

Examination results are expressed in dichotomous form (Pass/Fail) or as a percentage. For the form of the result associated with each course or competency, refer to the list of SAGE courses (*Type de résultat*) or the list of SESAME programs (*Forme de résultat*).

VT In vocational training, for all examinations related to courses in competency-based programs, marking is dichotomous:

- Students obtain either full marks or zero for an answer or a marking unit.
- Students receive a *Pass* or a *Fail* depending on whether they have attained the minimum performance standard.

6.5.2 TRANSMITTING RESULTS TO THE MINISTÈRE

The results obtained by students on locally prepared and ministry examinations for scholastic learning and competencies must be transmitted to the Ministère no later than **30 days** after the marks have been assigned.

All evaluation results must be transmitted, including failures and retakes.

GE Students who are absent from an examination receive the status *Dropped*.

VT Students who are absent from an examination receive the status *Absent*.

For competencies certified by a theory examination and a practical examination, the candidate must pass both examinations in order to earn a *Pass*. Students who are absent from the examination or who fail the examination, fail the competency.

6.5.3 PRINTING RESULTS: SPECIAL DETAILS

When more than one mark for a given course appears in a student's record, achievement records or statements of marks are printed according to the criteria below:

- For two dissimilar quantitative marks (%), only the higher of the two will be printed.
- For two equal qualitative marks (*Pass*) or quantitative marks (%), the date of the less recent mark will be printed.
- For a *Fail* mark:
 - The mark will disappear if the supplementary examination is passed.
 - The mark will disappear when the Secondary School Diploma (SSD) is granted.

6.5.4 REVIEWING MARKS

At a student's request, the authorized educational institution reviews the marking of the examination, or a part of it. The request must be made in writing within 30 days after the educational institution has sent the results to the student, in accordance with the standards and conditions for the evaluation of learning set in place by the educational institution.

6.5.5 SAFEGUARDING SCHOOL RESULTS

The results obtained by the student in each course are kept by the authorized educational institution in accordance with the *Archives Act* (R.S.Q., c. A-21.1).

6.5.6 ACCESSING SCHOOL RESULTS

Only the following persons are authorized to examine these results and to obtain a copy thereof:

- the student or, in the case of a minor, his or her parents or legal guardian
- the student's heir
- the members of the institution's staff whose functions are directly linked to the student's education or the processing of documents related to it

CHAPTER 7

**SUPPORT MEASURES AND
EXEMPTIONS**

7.1 RECOGNITION AND VALUE OF DIPLOMAS

Students with handicaps or difficulties receive the same diploma with the same value as a diploma obtained by any student in Québec. Examinations and rules regarding the pass mark and the assignment of credits are also the same for all students.

Students with handicaps or difficulties must demonstrate their learning with regard to secondary school programs, as must every other student. To this end, they are subject to the same general provisions for the awarding of diplomas.

7.2 SUPPORT MEASURES

GE In its *Policy on the Evaluation of Learning*, the Ministère de l'Éducation, du Loisir et du Sport recognizes that adults have specific needs in terms of demonstrating their learning. Thus, when the following measures are indicated in a student's record, the centre's administration may authorize their application during evaluation for certification purposes:

- extending the time allotted for the examination by up to one third of the time normally allowed
- allowing specific measures: the invigilator provides the students with any necessary assistance **without** asking them any leading questions, clarifying questions by explaining them, making suggestions that might influence the students' answers, correcting spelling or grammar, or making any changes whatsoever to students' answers, unless it be at their request
- allowing students to use a computer without a grammar corrector or speller, while respecting certain conditions limiting Internet access (for those exams where such access is permitted), prohibiting communication between the different workstations on a network, providing technical assistance before and during the exam session, ensuring that documents are saved several times throughout and that a final copy of the exam is printed out
- ensuring that the exam is held in an isolated location and that the students are supervised
- allowing students to use various writing implements
- allowing students to give their answers using a tape recorder
- allowing students to use a reading aid such as a monitor, magnifying glass or inclined reading stand

Any request for adaptive measures, excluding the measures described above, must be authorized by the department head of the Direction de la sanction des études (DSE), and accompanied by a complete file. This request concerns the examinations related to general education courses, the Secondary School Equivalency Tests (SSET) and the *General Educational Development Testing Service* (GEDTS) tests.

A complete file includes a copy of a specialist's report describing the adult's handicap or difficulty; the support measures implemented during the course to support the adult's learning; the adult's school record, and any documents supporting the request.

7.3 EXEMPTIONS IN GENERAL EDUCATION FOR ADULTS

The *Education Act* expressly recognizes the Minister's right, on such conditions as he or she determines, to exempt any student or any category of students he or she determines from the application of certain rules pertaining to the certification of studies. This right, however, is exclusive to the Minister and is exercised in exceptional cases only. This is to ensure that the Secondary School Diploma retains its value.

Before requesting exemption from the application of certain rules of certification from the DSE, a major communications impairment must have been observed in an evaluation recognized by the school board or private school. The school board or private school must also have observed that, despite the use of the appropriate support measures, the student is still incapable of acquiring learning in the subject.

No exemption may be granted for SSETs, GEDTS tests and tests for recognizing experiential learning such as the summative *Prior Learning Examination* in English, Second Language, the Prior Learning Examination in French, Second Language, the tests for the *spheres of generic competencies* and the General Development Test (GDT).

GE Exemption from the oral part of a language examination

The Minister of Education, Recreation and Sports may exempt students particularly with a hearing impairment from the oral part of a language of instruction or second language examination when this exemption makes it possible for them to pass the examination.

Exemption from the second language examination

The Minister may exempt students particularly with a hearing impairment from the second language examination (Secondary IV and V *Anglais* for students in the French sector and Secondary V *French* for students in the English sector) if a failure in this subject is the only obstacle to the awarding of the diploma.

Exemption from second language courses

The Minister of Education, Recreation and Sports may exempt students particularly with a hearing impairment from a second language course.

To benefit from one of these provisions, the student must send a request for exemption to the head of the DSE before the beginning of the school year. A recent audiological evaluation report must accompany the request.

The code XMT (exemption) appears on the student's statement of marks for the subject for which he or she was granted an exemption.

7.4 EXEMPTIONS IN VOCATIONAL TRAINING

VT The Minister of Education, Recreation and Sports may exempt students with handicaps from the obligation to develop a competency in a vocational program of study.

Before sending a request for exemption to the DSE, the educational institution must have observed a major impairment in an evaluation recognized by the institution. It must also demonstrate that the student underwent the training required and that, in spite of implementing support measures, the student is incapable of obtaining a successful result.

The educational institution must provide a detailed report and supporting documents showing the need for this exemption.

The exemption code (XMT) appears on the student's statement of marks when the student satisfies all the other requirements for a Diploma of Vocational Studies.

CHAPTER 8

**OFFICIAL CERTIFICATION
DOCUMENTS**

8.1 RESPONSIBILITY

The Ministère de l'Éducation, du Loisir et du Sport, through the Direction de la sanction des études (DSE), is responsible for issuing the:

- GE**
 - Secondary School Diploma (SSD)
 - Certificate of Equivalence of Secondary Studies (CESS)
 - Attestation of Equivalence for Secondary V Studies (AESS)
 - Training Certificate for a Semiskilled Trade
 - Training Certificate in Sociovocational Integration of Adults
 - Achievement record
 - Achievement record that includes results from Secondary I, II and III
 - Achievement record that includes results from Secondary IV and V
- VT**
 - Diploma of Vocational Studies (DVS)
 - Attestation of Vocational Specialization (AVS)
 - Attestation of Vocational Education–semiskilled trades (AVE) and the Attestation of Vocational Education (Issued in Transition Year)
 - Statement of marks
 - Statement of competencies
 - Statement of competencies (semiskilled trades)

Educational institutions issue the:

- Attestation of studies (AS)
- Temporary Attestation of Learning Achievement

8.2 DOCUMENTS ISSUED BY THE MINISTÈRE

8.2.1 RECOGNITION OF STUDIES PROVIDED FOR IN THE CURRENT BASIC SCHOOL REGULATIONS

GE Secondary School Diploma (SSD)

The SSD is issued to students who meet all the requirements of the basic school regulation applicable to adults.

CERTIFICATE OF EQUIVALENCE OF SECONDARY STUDIES (CESS)

The CESS is issued to students who have successfully completed all five GEDTS tests.

ATTESTATION OF EQUIVALENCE FOR SECONDARY V STUDIES (AESS)

The AESS is issued to students who have passed the tests administered for this purpose.

Training Certificate for a Semiskilled Trade

On the recommendation of the school board, the Ministère awards the Training Certificate for a Semiskilled Trade to students who have successfully completed this program.

Training Certificate in Sociovocational Integration of Adults

At the request of the school board, the Ministère issues the Training Certificate in Sociovocational Integration of Adults to students who have successfully completed this program.

VT Diploma of Vocational Studies (DVS)

The DVS certifies the acquisition of the competencies required to practise a trade or occupation and is issued to any student who has met all the conditions for admission to a program of studies and earned all the credits for that program. It attests to the successful completion of a training program that qualifies the student to practise the occupation indicated on the document.

Attestation of Vocational Specialization (AVS)

The AVS is issued to any student who has successfully completed all the requirements and earned all the credits for the program in which he or she is enrolled. It attests to the successful completion of a training program that allowed a student with the prerequisite DVS, or practising a trade or occupation related to the program of study, to specialize or upgrade in a given field.

Attestation of Vocational Education (AVE) and the Attestation of Vocational Education (Issued in Transition Year)

The AVE is issued upon the recommendation of the school board in which the training for the semiskilled trade took place. A statement of competencies is issued with the attestation. It is awarded to students who have acquired the competencies required for an authorized program of not more than 900 hours, including:

1. ministerial Secondary III programs in language of instruction, second language and mathematics
2. not less than 75 hours and not more than 100 hours of instruction preparing the person for the job market
3. not less than 350 hours and not more than 450 hours of on-the-job training preparing the person to practise the semiskilled trade

This document attests to the successful completion of a training program that qualifies the student to practise the semiskilled trade indicated on the document.

GE Statement of marks

The Ministère issues a statement of marks to any student whose studies are certified in the SESAME system, and who has taken at least one examination in a course leading to an SSD, a DVS or an AVS, or who has obtained an equivalence for or an exemption from a course leading to one of these official documents.

Achievement record

The achievement record is issued to adults whose studies have been certified in the SAGE system. Two documents are published.

An achievement record that includes results from Secondary I, II and III, printed on white paper, covers the learning acquired in literacy, preparatory services for secondary education, and Secondary I, II and III courses.

An achievement record that includes results from Secondary IV and V, reports the results obtained in general education and vocational training, in both the youth and adult sectors.

VT Statement of competencies

The statement of competencies is issued to students who have obtained a DVS or an AVS in a revised program.

Statement of competencies (semiskilled trades)

The statement of competencies is issued to students who have obtained an Attestation of Vocational Education (AVE) or the Attestation of Vocational Education (Issued in Transition Year).

8.2.2 CERTIFICATION OF STUDIES UNDER THE FORMER BASIC SCHOOL REGULATIONS**Secondary School Diploma with mention of vocational specialty**

The SSD with mention of vocational specialty was issued to students who completed their general education and their vocational training. In addition to an SSD without mention, such persons could have received another SSD with mention of the vocational training program completed.

As of July 1, 1997, the DSE no longer issues an SSD with mention of vocational specialty for students who have not completed their general education as part of a former vocational training program.

A duplicate may be issued to students who have already obtained an SSD with mention.

For students who are nevertheless entitled to an SSD with mention of vocational specialty (nonharmonized) before July 1, 1997, their records are to be updated in one of the ways indicated below:

- on computer, by doing a transfer of the SESAME file (certification system A2, beginning on July 1, 1989)
- on a form, requesting a forced transfer certification system A1, until June 30, 1989

Students may be entitled to an SSD and an SSD with mention of vocational specialty in SAGE, even if they have not obtained a general SSD in SESAME, if they meet the SAGE certification requirements.

In addition, students who have obtained an SSD with mention of vocational specialty in SESAME may be entitled to an SSD without mention in SAGE.

For students who are not entitled to an SSD with mention of vocational specialty, but who have nevertheless obtained a nonharmonized vocational training mention:

- this mention appears on the achievement record for the adult sector (SAGE)
- this mention does not appear on the statement of marks for the youth sector (SESAME). It may be confirmed in a letter by the DSE

Secondary School Vocational Certificate (SSVC)

The SSVC with mention of vocational specialty was issued beginning in 1989. It certified a vocational training program for students who were admitted according to specific age requirements and level of learning in Secondary III, IV or V. This certificate with mention was abolished on September 2, 1993. A **duplicate** of a certificate that has already been issued may be reprinted for persons who make a request.

Students who obtained an SSVC with mention may:

- **obtain a DVS** in place of this certificate if a new program leading to a DVS has kept the same course content as that for the certificate. Students must apply for a DVS to the DSE.
- **complete an enriched vocational training program** if they pass the additional course or courses for the new program leading to a DVS.

8.3 DOCUMENTS ISSUED BY AUTHORIZED EDUCATIONAL INSTITUTIONS

Attestation of Studies (AS)

The Attestation of Studies (AS) may only be used for granting equivalences for an SSD. One credit for an elective course will be awarded for each 15 hours of duly evaluated learning activities, up to a maximum of 36 credits.

In accordance with the decision announced in *Info/Sanction 436*, the forms for issuing the *Attestation de formation–Attestation of Studies* (code 18-7707A) is no longer available from the Ministère.

Temporary Attestation of Learning Achievement

In exceptional cases, educational institutions may issue a Temporary Attestation of Learning Achievement stating that a student has developed a competency or successfully completed a course or program of study and that an official document will be issued by the Ministère.

The temporary attestation must be signed by the person in charge of the certification of studies.

Successful completion of the General Development Test (GDT)

Educational institutions issue to students who have passed the GDT a document signed by the person in charge of the certification of studies. This document is issued within the scope of the functional prerequisites for admission to a vocational training program. No other document is issued by the Ministère for the successful completion of this test. The overall result appears solely in the student's report under the code GEN-T002-0 or GST-T002-0.

8.4 PRINTING OF DOCUMENTS

GE General education for adults

On a monthly basis, the DSE awards and prints SSDs and the accompanying achievement records as well as the AESS and the Training Certificate for a Semiskilled Trade.

It prints achievement records that are not associated with the awarding of SSDs four times a year.

VT Vocational training

The DSE prints official documents issued by the Ministère, such as diplomas and attestations as well as the accompanying statements of marks and competencies, on a monthly basis.

Three times a year, the DSE prints statements of marks that are not associated with the awarding of a diploma or attestation.

The DSE Web site contains the detailed schedule for the publication of these documents: <<http://www.mels.gouv.qc.ca/sanction/calendriers.htm>>.

Recipients

Official certification documents are mailed directly to students.

No copy of the achievement record or statement of marks is sent to the educational institution. However, the educational institution may access through its computer system or the SOS (soutien aux organismes scolaires) the content of student records and print the student report as well as the entire record.

Duplicates

Students may receive another copy of one or all of the official documents that have been issued to them.

To obtain a new copy, students must make a request to the DSE, either by letter or by completing the form for this purpose (see Appendix 2, Form 13). Students may make their request through their educational institution.

When documents bearing the signature of the Minister are reprinted, they must carry the mention DUPLICATE.

It should be noted that Cycle One achievement records are reprinted by the educational institution.

Official documents in vocational training (SSVC, DVS and AVS) may be reprinted by means of the SESAME system. The SAGE system also reprints these documents if the document was initially issued through the SIMCA system.

All official documents issued by the Ministère are in French, with the exception of those intended for students in the English sector, which are in both French and English.

Official documents are always reprinted in the same language as that in which they were issued.

8.5 STUDENT RECORDS ON MICROFILM AND ON COMPUTER

Historical records available

Most records of students who have written official examinations administered by the Département de l'Instruction publique (DIP) (after 1933) or the Ministère (after 1964) are held by the DSE on various media:

- | | |
|---------------------------------------|-------------------------------|
| – computerized records: | from June 1966 to the present |
| – microfilm: | from June 1933 through 1973 |
| – computerized records and microfilm: | from June 1966 through 1973 |

The DSE holds microfilm records of students whose studies were certified by official examinations of the DIP or the Ministère for the following grades and periods:

– Grade 6:	June 1933 through 1938
– Grade 7:	June 1939 through 1963
– Grade 8:	June 1933 through 1938
– Grade 9:	June 1939 through 1965
– Grade 10:	June 1940 through 1965
– Grade 11 or Secondary IV:	June 1940 through 1970
– Grade 12 or Secondary V:	June 1940 through 1970
– Institut familial 2 ^e :	June 1939 through 1964
– Institut familial, 3 ^e et 4 ^e :	June 1939 through 1968

Requests for statements of marks and diplomas

Any person who has received a diploma or a statement of marks since 1966 can obtain a new copy of these documents. The request must be made on Form 16-7777A (Appendix 2, Form 13), and be signed by the person requesting the document. Forms should be sent to:

Nicole Giguère
Ministère de l'Éducation, du Loisir et du Sport
Direction de la sanction des études
675, boulevard René-Lévesque Est
Aile René-Lévesque, 4^e étage
Québec (Québec) G1R 6C8
Tel.: 418-644-0905, ext. 2245
Fax: 418-644-6909

These requests must include the following information:

- first and last name
- date of birth
- current address
- father's first name
- mother's first and maiden name
- exact name of school attended
- grades and years attended
- city or town where the school was located

NOTE: The institution attended by the student can issue a statement of marks or an attestation for studies not certified by ministry examinations.

8.6 FALSIFIED DOCUMENTS

The documents issued by the Ministère are deemed official documents. In no case may another individual or organization modify the content or produce a falsified copy of these documents.

Any person who presents a modified or falsified document is in violation of the *Criminal*

Code (sections 366 and 368). In such case, the educational institution must notify the authorized enforcement agency in its territory and send a copy of the falsified documents to the department head of the DSE, which, together with the educational institution, will determine any additional appropriate measures to be taken.

8.7 TRANSLATION OF STATEMENT OF MARKS OR ACHIEVEMENT RECORD

It is the student's responsibility to have a statement of marks or achievement record originally issued in French translated into English. When an official translation is required, the student may contact the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ) at 1-800-265-4815.

APPENDIX 1

LISTS OF COURSE CODES

1 COURSES ELIGIBLE FOR THE CERTIFICATION OF SECONDARY STUDIES**FRENCH SECTOR****A. Language of Instruction****Secondary IV**

FRA-4006-6 (130412)
FRA-4007-6 (130416)
FRA-4019-3 (131411)
FRA-4020-3 (131413)
FRA-4021-3 (131421)
FRA-4022-3 (131423)
FRA-4023-3 (131431)
FRA-4024-3 (131433)
FRA-4026-3 (131911)
FRA-4027-3 (131913)
FRA-4028-3 (131921)
FRA-4029-3 (131923)
FRA-4030-3 (131931)
FRA-4031-3 (131933)
FRA-4036-6 (132486)
FRA-4067-6 (128486)
FRA-4069-6 (128456)
FRA-4070-6 (132406)

FRA-4037-3
FRA-4038-3
FRA-4039-3
FRA-4040-5
FRA-4041-5

FRA-4061-3
FRA-4062-3

LAN-4042-3
LAN-4043-3
LAN-4044-3
LAN-4045-3

Language of Instruction – Secondary V

ADM-0409-3	FRA-5007-3	(129011)	FRA-5094-3
ADM-0410-4	FRA-5008-9	(129013)	FRA-5095-3
ADM-0411-3	FRA-5009-3	(129511)	FRA-5096-3
ADM-0412-4	FRA-5010-9	(129513)	FRA-5097-3
ADM-0413-3	FRA-5011-6	(129522)	FRA-5098-3
ADM-0415-3	FRA-5012-6	(129532)	FRA-5099-3
ADM-0416-3	FRA-5013-6	(129542)	FRA-5100-3
ADM-0417-3	FRA-5014-6	(129552)	FRA-5101-3
ADM-0418-3	FRA-5015-6	(129562)	FRA-5102-3
ADM-0419-3	FRA-5017-6	(130512)	FRA-5103-4
ADM-5480-3	FRA-5018-6	(130516)	FRA-5104-4
ADM-5481-3	FRA-5037-3	(131011)	FRA-5105-4
ADM-5482-3	FRA-5038-6	(131012)	FRA-5106-4
ADM-5483-3	FRA-5039-3	(131013)	FRA-5115-3
ADM-5484-3	FRA-5040-3	(131021)	FRA-5116-3
ADM-5485-3	FRA-5041-6	(131022)	FRA-5117-3
ADM-5486-3	FRA-5042-3	(131023)	FRA-5118-3
ADM-5487-3	FRA-5043-3	(131031)	FRA-5119-3
ADM-5488-3	FRA-5044-6	(131032)	
ADM-5489-3	FRA-5045-3	(131033)	FRA-5121-1
ADM-5490-3	FRA-5048-6	(131062)	FRA-5122-1
ADM-5491-3	FRA-5049-6	(131072)	FRA-5123-3
ADM-5492-3	FRA-5050-3	(131511)	FRA-5124-1
ADM-5493-3	FRA-5051-6	(131512)	FRA-5125-1
ADM-5494-3	FRA-5052-3	(131513)	FRA-5126-1
ADM-5495-3	FRA-5053-3	(131521)	
ADM-5496-3	FRA-5054-6	(131522)	FRA-5141-1
ADM-5497-3	FRA-5055-3	(131523)	FRA-5142-2
	FRA-5056-3	(131531)	FRA-5143-3
	FRA-5057-6	(131532)	
	FRA-5058-3	(131533)	
	FRA-5063-6	(131562)	
LAN-5065-3	FRA-5064-6	(131572)	
LAN-5066-3	FRA-5074-6	(132586)	
	FRA-5150-6	(128586)	
	FRA-5154-6	(128536)	
	FRA-5158-6	(129536)	
	FRA-5160-6	(128556)	

Courses in business English and business French successfully completed before July 1, 1991, satisfy the requirements for language of instruction and second language for the SSD, SSVC and DVS (see *Circulaire administrative–Secteur des réseaux*, November 29, 1990).

B. Second Language**Secondary IV**

ANG-4001-6 (134412)	ANG-4021-3 (135442)	ANG-4032-3 (135941)
ANG-4002-6 (134414)	ANG-4022-6 (135452)	ANG-4033-3 (135942)
ANG-4013-3 (135301)	ANG-4023-6 (135462)	ANG-4034-6
ANG-4014-3 (135411)	ANG-4024-6 (135472)	ANG-4035-6
ANG-4015-3 (135412)	ANG-4025-3 (135801)	ANG-4036-6
ANG-4016-3 (135421)	ANG-4026-3 (135911)	ANG-4053-6 (136484)
ANG-4017-3 (135422)	ANG-4027-3 (135912)	ANG-4053-6 (136484)
ANG-4018-3 (135431)	ANG-4028-3 (135921)	ANG-4436-6
ANG-4019-3 (135432)	ANG-4029-3 (135922)	ANG-4439-6 (136424)
ANG-4020-3 (135441)	ANG-4030-3 (135931)	ANG-4444-6 (156444)
ANG-4021-3 (135442)	ANG-4031-3 (135932)	ANG-4445-6 (134494)
ANG-4022-6 (135452)		ANG-4446-4 (134404)

Secondary V

ANG-5002-6 (134512)	ANG-5029-6 (135532)	ANG-5053-6
ANG-5003-6 (134514)	ANG-5030-3 (135541)	ANG-5054-6
ANG-5013-3 (135011)	ANG-5031-3 (135542)	ANG-5055-6
ANG-5014-3 (135021)	ANG-5032-6 (135552)	ANG-5056-6
ANG-5015-3 (135022)	ANG-5033-3 (135561)	ANG-5057-6
ANG-5016-3 (135031)	ANG-5034-6 (135562)	ANG-5058-6
ANG-5017-3 (135041)	ANG-5035-3 (135571)	ANG-5059-6
ANG-5018-3 (135042)	ANG-5036-6 (135572)	ANG-5060-6
ANG-5019-3 (135061)	ANG-5037-3 (135582)	ANG-5061-3
ANG-5020-6 (135062)	ANG-5038-3 (135592)	ANG-5062-3
ANG-5021-3 (135071)	ANG-5043-4 (136584)	ANG-5063-3
ANG-5022-3 (135082)	ANG-5046-6	ANG-5064-6
ANG-5023-3 (135092)	ANG-5047-6	ANG-5078-4 (136524)
ANG-5024-3 (135511)	ANG-5048-6	ANG-5554-6
ANG-5025-6 (135512)	ANG-5049-6	ANG-5555-6
ANG-5026-3 (135521)	ANG-5050-6	ANG-5560-4 (156544)
ANG-5027-3 (135522)	ANG-5051-6	ANG-5562-4 (134594)
ANG-5028-3 (135531)	ANG-5052-6	

Or the language of instruction courses in the English sector (see pages 5-6)

C. Optional Courses

All Secondary IV and V courses in the list of courses generated by the SAGE system may qualify as optional courses.

A specific rule exists concerning language courses because there is a limit as to the number of credits that can be earned from optional courses for certification purposes.

Credit equivalences are also admissible in the three categories of language of instruction, second language and optional courses (A, B and C).

ENGLISH SECTOR**A. Language of Instruction****Secondary IV**

ENG-4002-6 (630412)	ENG-4015-6 (631426)	ENG-4055-3
ENG-4003-6 (630416)	ENG-4016-3 (631911)	ENG-4061-3
ENG-4008-3 (631411)	ENG-4017-3 (631913)	ENG-4062-3
ENG-4009-6 (631412)	ENG-4018-3 (631921)	ENG-4064-6 (630496)
ENG-4010-3 (631413)	ENG-4019-3 (631923)	ENG-4065-6 (631486)
ENG-4011-6 (631416)	ENG-4042-3	ENG-4066-6 (632406)
ENG-4012-3 (631421)	ENG-4043-3	
ENG-4013-6 (631422)	ENG-4044-3	
ENG-4014-3 (631423)	ENG-4045-3	

Secondary V

COM-0409-3	ENG-5001-3 (628011)	ENG-5033-3 (631563)
COM-0410-4	ENG-5002-9 (628013)	ENG-5034-6 (631582)
COM-0411-3	ENG-5003-3 (628511)	ENG-5035-6 (631592)
COM-0412-4	ENG-5004-9 (628513)	ENG-5061-3
COM-0415-3	ENG-5005-6 (628522)	ENG-5062-3
COM-0416-3	ENG-5006-6 (628526)	ENG-5129-3
COM-0417-3	ENG-5007-6 (630512)	ENG-5130-3
COM-0418-3	ENG-5008-6 (630516)	ENG-5131-3
COM-0419-3	ENG-5014-3 (631011)	ENG-5132-3
	ENG-5015-9 (631013)	ENG-5133-6
COM-5498-3	ENG-5016-3 (631021)	ENG-5134-6
COM-5499-3	ENG-5017-9 (631023)	ENG-5135-3
COM-5500-3	ENG-5018-3 (631053)	ENG-5136-3
COM-5501-3	ENG-5019-3 (631063)	ENG-5137-3
COM-5502-3	ENG-5020-6 (631082)	ENG-5138-3
COM-5503-3	ENG-5021-3 (631511)	ENG-5139-3
COM-5504-3	ENG-5022-6 (631512)	ENG-5140-3
COM-5505-3	ENG-5023-9 (631513)	ENG-5141-3
COM-5506-3	ENG-5024-6 (631516)	ENG-5142-3
	ENG-5025-3 (631521)	ENG-5158-6 (630596)
	ENG-5026-6 (631522)	ENG-5159-6 (631586)
LNG-5067-3	ENG-5027-9 (631523)	ENG-5160-6 (630586)
	ENG-5028-6 (631526)	
	ENG-5029-6 (631532)	
	ENG-5030-6 (631536)	
	ENG-5031-3 (631553)	
	ENG-5032-6 (631562)	

B. Second Language**Secondary IV**

FRE-4001-6 (634412)	FRE-4015-3 (635911)	FRE-4092-4 (635484)
FRE-4002-6 (634414)	FRE-4016-3 (635921)	FRE-4093-4 (634404)
FRE-4006-3 (635411)	FRE-4017-3 (635931)	
FRE-4007-6 (635412)	FRE-4018-3 (635952)	
FRE-4008-3 (635421)	FRE-4019-3 (635962)	
FRE-4009-6 (635422)	FRE-4020-3 (635972)	
FRE-4010-3 (635431)	FRE-4037-6	
FRE-4011-6 (635432)	FRE-4038-6	
FRE-4012-3 (635452)	FRE-4039-6	
FRE-4013-3 (635462)	FRE-4040-3	
FRE-4014-3 (635472)	FRE-4091-6	

Secondary V

COM-5869-3 (633021)	FRE-5022-3 (635031)	FRE-5039-3 (635552)
COM-5870-3 (633022)	FRE-5023-6 (635032)	FRE-5040-3 (635562)
COM-5871-3 (633521)	FRE-5024-3 (635041)	FRE-5041-3 (635572)
COM-5872-3 (635522)	FRE-5025-3 (635042)	FRE-5042-6 (635582)
COM-5873-6 (636012)	FRE-5026-3 (635052)	FRE-5043-6 (635592)
COM-5874-6 (636512)	FRE-5027-3 (635062)	FRE-5064-6
	FRE-5028-3 (635072)	FRE-5065-6
	FRE-5029-6 (635082)	FRE-5066-6
FRE-5004-6 (634512)	FRE-5030-6 (635092)	FRE-5067-#
FRE-5005-6 (634514)	FRE-5031-3 (635511)	FRE-5068-6
FRE-5017-6 (634594)	FRE-5032-6 (635512)	FRE-5069-6
FRE-5018-3 (635011)	FRE-5033-3 (635521)	FRE-5070-6
FRE-5019-6 (635012)	FRE-5034-6 (635522)	FRE-5071-6
FRE-5020-3 (635021)	FRE-5035-3 (635531)	FRE-5072-3
FRE-5021-6 (635022)	FRE-5036-6 (635532)	FRE-5073-3
	FRE-5037-3 (635541)	FRE-5074-6
	FRE-5038-3 (635542)	FRE-5075-#
		FRE-5091-6
		FRE-5095-6 (635594)
		FRE-5106-4 (636544)

Or the language of instruction courses in the French sector (see pages 1-2)

C. Optional Courses

All Secondary IV and V courses in the list of courses generated by the SAGE system may qualify as optional courses.

A specific rule exists concerning language courses because there is a limit as to the number of credits that can be earned from optional courses for certification purposes.

Credit equivalences are also admissible in the three categories of language of instruction, second language and optional courses (A, B and C).

OTHER SECTORS (CREE, INUKTITUT AND NASKAPI)

A. Language of Instruction

Secondary IV		Secondary V	
CRE-4001-6	(633442)	CRE-5001-6	(633542)
CRE-4002-6	(633446)	CRE-5002-6	(633546)
CRI-4001-6	(133442)	CRI-5001-6	(133542)
CRI-4002-6	(133446)	CRI-5002-6	(133546)
CRI-4005-3		CRI-5005-3	
CRI-4006-3		CRI-5006-3	
OR		OR	
INK-4001-6	(627442)	INK-5001-6	(627542)
INK-4002-6	(627446)	INK-5002-6	(627546)
INU-4001-6	(127442)	INU-5001-6	(127542)
INU-4002-6	(127446)	INU-5002-6	(127546)
INU-4005-2		INU-5005-2	
INU-4006-2		INU-5006-2	
INU-4007-2		INU-5007-2	
INU-4008-3		INU-5008-3	
INU-4009-3		INU-5009-3	
OR		OR	
NAK-4001-6	(629446)	NAK-5001-6	(629546)
NAS-4001-6	(129446)	NAS-5001-6	(129546)

B. Second Language (6 credits)

Second language courses in the French sector (ANG or ENG) at the Secondary IV or V level may qualify as second language courses in the Cree, Inuktitut and Naskapi sectors. The same is true for second language courses in the English sector (FRE or FRA) at the Secondary V level.

C. Optional Courses

All Secondary IV and V courses in the list of courses generated by the SAGE system may qualify as optional courses.

A specific rule exists concerning language courses because there is a limit as to the number of credits that can be earned from optional courses for certification purposes.

Credit equivalences are also admissible in the three categories of language of instruction, second language and optional courses (A, B and C).

2 LIST OF PAIRED COURSES YOUTH SECTOR

Note : Despite the horizontal presentation of the codes, any of the codes in the left-hand column may be paired with any of the codes in the right-hand column. Or, any of the codes for a lower grade (Secondary IV) may be paired with any of the codes for a higher grade (Secondary V), but not the reverse.

Example: The French comprehension course FRA-4026-3 may be paired with the French expression course FRA-4020-3. However, since FRA-5052-3 grants credits for FRA-4020-3, the pairing will more likely be between the two Secondary IV courses, and the three Secondary V credits will be counted as optional credits and taken into account in the maximum number of language credits.

French, Language of Instruction Secondary IV

COMPRÉHENSION			EXPRESSION	
FRA-4026-3	(131911)	paired with:	FRA-4019-3	(131411)
FRA-4027-3	(131913)		FRA-4020-3	(131413)
FRA-4028-3	(131921)		FRA-4021-3	(131421)
FRA-4029-3	(131923)		FRA-4022-3	(131423)
FRA-4030-3	(131931)		FRA-4023-3	(131431)
FRA-4031-3	(131933)		FRA-4024-3	(131433)

Secondary V

COMPRÉHENSION			EXPRESSION	
FRA-5007-3	(129011)	paired with:	FRA-5008-9	(129013)
FRA-5010-9	(129513)		FRA-5009-3	(129511)
FRA-5037-3	(131011)		FRA-5050-3	(131511)
FRA-5038-6	(131012)		FRA-5051-6	(131512)
FRA-5039-3	(131013)		FRA-5052-3	(131513)
FRA-5040-3	(131021)		FRA-5053-3	(131521)
FRA-5041-6	(131022)		FRA-5054-6	(131522)
FRA-5042-3	(131023)		FRA-5055-3	(131523)
FRA-5043-3	(131031)		FRA-5056-3	(131531)
FRA-5044-6	(131032)		FRA-5057-6	(131532)
FRA-5045-3	(131033)		FRA-5058-3	(131533)

English, Second Language**Secondary IV****WRITTEN**

ANG-4013-3 (135301)
 ANG-4026-3 (135911)
 ANG-4027-3 (135912)
 ANG-4028-3 (135921)
 ANG-4029-3 (135922)
 ANG-4030-3 (135931)
 ANG-4031-3 (135932)
 ANG-4032-3 (135941)
 ANG-4033-3 (135942)

paired with:

ORAL

ANG-4014-3 (135411)
 ANG-4015-3 (135412)
 ANG-4016-3 (135421)
 ANG-4017-3 (135422)
 ANG-4018-3 (135431)
 ANG-4019-3 (135432)
 ANG-4020-3 (135441)
 ANG-4021-3 (135442)
 ANG-4025-3 (135801)

Secondary V**WRITTEN**

ANG-5013-3 (135011)
 ANG-5014-3 (135021)
 ANG-5015-3 (135022)
 ANG-5016-3 (135031)
 ANG-5017-3 (135041)
 ANG-5018-3 (135042)
 ANG-5019-3 (135061)
 ANG-5022-3 (135082)
 ANG-5023-3 (135092)
 ANG-5035-3 (135571)

paired with:

ORAL

ANG-5021-3 (135071)
 ANG-5024-3 (135511)
 ANG-5026-3 (135521)
 ANG-5027-3 (135522)
 ANG-5028-3 (135531)
 ANG-5030-3 (135541)
 ANG-5031-3 (135542)
 ANG-5033-3 (135561)
 ANG-5037-3 (135582)
 ANG-5038-3 (135592)

**English Language Arts
Secondary IV****LITERATURE**

ENG-4016-3 (631911)
 ENG-4017-3 (631913)
 ENG-4018-3 (631921)
 ENG-4019-3 (631923)

paired with:

COMPOSITION

ENG-4008-3 (631411)
 ENG-4010-3 (631413)
 ENG-4012-3 (631421)
 ENG-4014-3 (631423)

Secondary V

LITERATURE

ENG-5001-3 (628011)
 ENG-5002-9 (628013)
 ENG-5014-3 (631011)
 ENG-5015-9 (631013)
 ENG-5016-3 (631021)
 ENG-5017-9 (631023)
 ENG-5018-3 (631053)
 ENG-5019-3 (631063)

paired with:

COMPOSITION

ENG-5003-3 (628511)
 ENG-5004-9 (628513)
 ENG-5021-3 (631511)
 ENG-5023-9 (631513)
 ENG-5025-3 (631521)
 ENG-5027-9 (631523)
 ENG-5031-3 (631553)
 ENG-5033-3 (631563)

French, Second Language Secondary IV

WRITTEN

FRE-4015-3 (635911)
 FRE-4016-3 (635921)
 FRE-4017-3 (635931)
 FRE-4018-3 (635952)
 FRE-4019-3 (635962)
 FRE-4020-3 (635972)

paired with:

ORAL

FRE-4006-3 (635411)
 FRE-4008-3 (635421)
 FRE-4010-3 (635431)
 FRE-4012-3 (635452)
 FRE-4013-3 (635462)
 FRE-4014-3 (635472)

Secondary V

WRITTEN

COM-5869-3 (633021)
 COM-5870-3 (633022)
 COM-5873-6 (636012)
 FRE-5018-3 (635011)
 FRE-5019-6 (635012)
 FRE-5020-3 (635021)
 FRE-5021-6 (635022)
 FRE-5022-3 (635031)
 FRE-5023-6 (635032)
 FRE-5024-3 (635041)
 FRE-5025-3 (635042)
 FRE-5026-3 (635052)
 FRE-5027-3 (635062)
 FRE-5028-3 (635072)

paired with:

ORAL

COM-5871-3 (633521)
 COM-5872-3 (633522)
 COM-5874-6 (636512)
 FRE-5031-3 (633511)
 FRE-5032-6 (633512)
 FRE-5033-3 (635521)
 FRE-5034-6 (635522)
 FRE-5035-3 (635531)
 FRE-5036-6 (635532)
 FRE-5037-3 (635541)
 FRE-5038-3 (635542)
 FRE-5039-3 (635552)
 FRE-5040-3 (635562)
 FRE-5041-3 (635572)

3 LIST OF LIMITED-CREDIT GROUPS YOUTH SECTOR

French, Language of Instruction Secondary IV

*Certification System J1
(maximum 6 credits)*

FRA-4006-6 (130412)
FRA-4019-3 (131411)
FRA-4021-3 (131421)
FRA-4023-3 (131431)
FRA-4026-3 (131911)
FRA-4028-3 (131921)
FRA-4030-3 (131931)

*Certification System
J2, J3 or J4
(maximum 6 credits)*

FRA-4007-6 (130416)
FRA-4020-3 (131413)
FRA-4022-3 (131423)
FRA-4024-3 (131433)
FRA-4027-3 (131913)
FRA-4029-3 (131923)
FRA-4031-3 (131933)
FRA-4036-6 (132486)
FRA-4067-6 (128486)
FRA-4069-6 (128456)
FRA-4070-6 (132406)
(132416)

French, Language of Instruction Secondary V

*Certification System J1
(maximum 12 credits)*

FRA-5007-3 (129011) FRA-5041-6 (131022)
FRA-5008-9 (129013) FRA-5043-3 (131031)
FRA-5009-3 (129511) FRA-5044-6 (131032)
FRA-5010-9 (129513) FRA-5048-6 (131062)
FRA-5011-6 (129522) FRA-5049-6 (131072)
FRA-5012-6 (129532) FRA-5050-3 (131511)
FRA-5013-6 (129542) FRA-5051-6 (131512)
FRA-5014-6 (129552) FRA-5053-3 (131521)
FRA-5015-6 (129562) FRA-5054-6 (131522)
FRA-5017-6 (130512) FRA-5056-3 (131531)
FRA-5037-3 (131011) FRA-5057-6 (131532)
FRA-5038-6 (131012) FRA-5063-6 (131562)
FRA-5040-3 (131021) FRA-5064-6 (131572)

*Certification System
J2 or J3
(maximum 12 credits)*

FRA-5018-6 (130516)
FRA-5039-3 (131013)
FRA-5042-3 (131023)
FRA-5045-3 (131033)
FRA-5052-3 (131513)
FRA-5055-3 (131523)
FRA-5058-3 (131533)
(132516)

*Certification System J3
(maximum 6 credits)*

FRA-5074-6 (132586)
FRA-5150-6 (128586)
FRA-5154-6 (128536)
FRA-5158-6 (129536)
FRA-5160-6 (128556)

English Language of Instruction Secondary IV

*Certification System J1
(maximum 6 credits)*

ENG-4002-6 (630412)
ENG-4008-3 (631411)
ENG-4009-6 (631412)
ENG-4012-3 (631421)
ENG-4013-6 (631422)
ENG-4016-3 (631911)
ENG-4018-3 (631921)

*Certification System
J2, J3 or J4
(maximum 6 credits)*

ENG-4003-6 (630416)
ENG-4010-3 (631413)
ENG-4011-6 (631416)
ENG-4014-3 (631423)
ENG-4015-6 (631426)
ENG-4017-3 (631913)
ENG-4019-3 (631923)
ENG-4064-6 (630496)
ENG-4065-6 (631486)
ENG-4066-6 (632406)
(632416)

English Language of Instruction Secondary V

*Certification System J1
(maximum 12 credits)*

ENG-5001-3 (628011)	ENG-5022-6 (631512)
ENG-5002-9 (628013)	ENG-5023-9 (631513)
ENG-5003-3 (628511)	ENG-5025-3 (631521)
ENG-5004-9 (628513)	ENG-5026-6 (631522)
ENG-5005-6 (628522)	ENG-5027-9 (631523)
ENG-5007-6 (630512)	ENG-5029-6 (631532)
ENG-5014-3 (631011)	ENG-5032-6 (631562)
ENG-5015-9 (631013)	ENG-5034-6 (631582)
ENG-5016-3 (631021)	ENG-5035-6 (631592)
ENG-5017-9 (631023)	
ENG-5020-6 (631082)	
ENG-5021-3 (631511)	

*Certification System
J2 or J3
(maximum 12 credits)*

ENG-5006-6 (628526)
ENG-5008-6 (630516)
ENG-5018-3 (631053)
ENG-5019-3 (631063)
ENG-5024-6 (631516)
ENG-5028-6 (631526)
ENG-5030-6 (631536)
ENG-5031-3 (631553)
ENG-5033-3 (631563)
ENG-5158-6 (630596)
ENG-5159-6 (631586)
ENG-5160-6 (630586)
(632516)

English, Second Language Secondary IV

<i>Certification System J1 (maximum 6 credits)</i>	<i>Certification System J2, J3 or J4 (maximum 4 credits)</i>
ANG-4001-6 (134412)	ANG-4002-6 (134414)
ANG-4013-3 (135301)	ANG-4015-3 (135412)
ANG-4014-3 (135411)	ANG-4017-3 (135422)
ANG-4016-3 (135421)	ANG-4019-3 (135432)
ANG-4018-3 (135431)	ANG-4021-3 (135442)
ANG-4020-3 (135441)	ANG-4027-3 (135912)
ANG-4022-6 (135452)	ANG-4029-3 (135922)
ANG-4023-6 (135462)	ANG-4031-3 (135932)
ANG-4024-6 (135472)	ANG-4033-3 (135942)
ANG-4025-3 (135801)	ANG-4053-6 (136484)
ANG-4026-3 (135911)	ANG-4439-6 (136424)
ANG-4028-3 (135921)	ANG-4444-6 (156444)
ANG-4030-3 (135931)	ANG-4445-6 (134494)
ANG-4032-3 (135941)	ANG-4446-6 (134404)
	(135454)

English, Second Language Secondary V

<i>Certification System J1 (maximum 12 credits)</i>	<i>Certification System J2 or J3 (maximum 8 credits)</i>
ANG-5002-6 (134512)	ANG-5003-6 (134514)
ANG-5013-3 (135011)	ANG-5015-3 (135022)
ANG-5014-3 (135021)	ANG-5018-3 (135042)
ANG-5016-3 (135031)	ANG-5022-3 (135082)
ANG-5017-3 (135041)	ANG-5023-3 (135092)
ANG-5019-3 (135061)	ANG-5027-3 (135522)
ANG-5020-6 (135062)	ANG-5031-3 (135542)
ANG-5021-3 (135071)	ANG-5037-3 (135582)
ANG-5024-3 (135511)	ANG-5038-3 (135592)
ANG-5025-6 (135512)	(135554)
ANG-5026-3 (135521)	
ANG-5028-3 (135531)	
ANG-5029-6 (135532)	<i>Certification System J3 (maximum 4 credits)</i>
ANG-5030-3 (135541)	ANG-5043-4 (136584)
ANG-5032-6 (135552)	ANG-5078-4 (136524)
ANG-5033-3 (135561)	ANG-5560-4 (156544)
ANG-5034-6 (135562)	ANG-5562-4 (134594)
ANG-5035-3 (135571)	

ANG-5036-6 (135572)

French, Second Language Secondary IV

Certification System J1 (maximum 6 credits)

FRE-4001-6	(634412)
FRE-4006-3	(635411)
FRE-4007-6	(635412)
FRE-4008-3	(635421)
FRE-4009-6	(635422)
FRE-4010-3	(635431)
FRE-4011-6	(635432)
FRE-4015-3	(635911)
FRE-4016-3	(635921)

Certification System J2, J3 or J4 (maximum 4 credits)

FRE-4002-6	(634414)
FRE-4012-3	(635452)
FRE-4013-3	(635462)
FRE-4014-3	(635472)
FRE-4018-3	(635952)
FRE-4019-3	(635962)
FRE-4020-3	(635972)
FRE-4092-4	(635484)
FRE-4093-4	(634404)

French, Second Language Secondary V

Certification System J1 (maximum 12 credits)

COM-5869-3	(633021)	FRE-5029-6	(635082)
COM-5871-3	(633521)	FRE-5030-6	(635092)
COM-5873-6	(636012)	FRE-5031-3	(635511)
COM-5874-6	(636512)	FRE-5032-6	(635512)
FRE-5004-6	(634512)	FRE-5033-3	(635521)
FRE-5018-3	(635011)	FRE-5034-6	(635522)
FRE-5019-6	(635012)	FRE-5035-3	(635531)
FRE-5020-3	(635021)	FRE-5036-6	(635532)
FRE-5021-6	(635022)	FRE-5037-3	(635541)
FRE-5022-3	(635031)	FRE-5042-6	(635582)
FRE-5023-6	(635032)	FRE-5043-6	(635592)
FRE-5024-3	(635041)		

Certification System J2 or J3 (maximum 8 credits)

COM-5870-3	(633022)
COM-5872-3	(633522)
FRE-5005-6	(634514)
FRE-5017-6	(634594)
FRE-5025-3	(635042)
FRE-5026-3	(635052)
FRE-5027-3	(635062)
FRE-5028-3	(635072)
FRE-5038-3	(635542)
FRE-5039-3	(635552)
FRE-5040-3	(635562)
FRE-5041-3	(635572)
FRE-5095-6	(635594)
FRE-5106-6	(635544)
	(635514)

Certification System J3 (maximum 4 credits)

FRE-5017-4	(634594)
FRE-5095-6	(635594)
FRE-5106-6	(635544)
	(635514)

Other Languages Secondary IV

Certification System J2, J3 or J4 (maximum 4 credits)

LAN-4008-4	(141444)	LAN-4051-4	(138444)	LNG-4021-4	(648444)
LAN-4012-4	(145444)	LAN-4075-4	(153454)	LNG-4031-4	(653444)
LAN-4018-4	(147444)	LAN-4076-4	(152444)	LNG-4049-4	(629444)
LAN-4020-4	(148424)	LNG-4008-4	(641444)	LNG-4051-4	(638444)
LAN-4021-4	(148444)	LNG-4012-4	(645444)	LNG-4075-4	(653454)
LAN-4031-4	(153444)	LNG-4018-4	(647444)	LNG-4076-4	(652444)
LAN-4049-4	(129444)	LNG-4020-4	(648424)		

Other Languages Secondary V

Certification System J2 or J3 (maximum 4 credits)

LAN-5011-4	(141544)	LAN-5085-4	(138544)	LNG-5032-4	(648544)
LAN-5019-4	(145544)	LAN-5095-4	(153554)	LNG-5047-4	(653544)
LAN-5023-4	(147544)	LAN-5096-4	(152544)	LNG-5075-4	(629544)
LAN-5031-4	(148524)	LNG-5011-4	(641544)	LNG-5085-4	(638544)
LAN-5032-4	(148544)	LNG-5019-4	(645544)	LNG-5095-4	(653554)
LAN-5047-4	(153544)	LNG-5023-4	(647544)	LNG-5096-4	(652544)
LAN-5075-4	(129544)	LNG-5031-4	(648524)		

Mathematics Secondary IV

<i>Certification System J1 (maximum 6 credits)</i>	<i>Certification System J2, J3 or J4 (maximum 6 credits)</i>	<i>Certification System J2 or J3 (maximum 4 credits)</i>
MAT-4014-6 (066422)	MAT-4003-4 (064414)	MAT-4015-4 (066424)
MAT-4017-6 (066432)	MAT-4004-6 (064416)	MAT-4018-4 (066434)
MTH-4014-6 (566422)	MAT-4005-6 (064436)	MTH-4015-4 (566424)
MTH-4017-6 (566432)	MAT-4042-6 (068416)	MTH-4018-4 (566434)
	MAT-4045-6 (068436)	
	MAT-4078-6 (068426)	
	MAT-4112-6 (066496)	
	MTH-4003-3 (564414)	
	MTH-4004-6 (564416)	
	MTH-4005-6 (564436)	
	MTH-4042-6 (568416)	
	MTH-4045-6 (568436)	
	MTH-4078-6 (568426)	
	MTH-4112-6 (566496)	
	MAT-4113-4 (063404)	
	MAT-4114-6 (064406)	
	MAT-4115-6 (065406)	
	MTH-4113-4 (563404)	
	MTH-4114-6 (564406)	
	MTH-4115-6 (565406)	
	(065413)	
	(065416)	
	(065423)	
	(065426)	
	(065433)	
	(065436)	
	(065443)	
	(565413)	
	(565416)	
	(565423)	
	(565436)	
	(565426)	
	(565433)	
	(565443)	

Mathematics Secondary V

<i>Certification System J1 (maximum 6 credits)</i>		<i>Certification System J2 or J3 (maximum 8 credits)</i>		<i>Certification System J3 (maximum 6 credits)</i>	
MAT-5018-6	(066522)	MAT-5019-8	(066528)	MAT-5010-6	(064536)
MAT-5020-6	(066532)	MAT-5021-8	(066538)	MAT-5013-4	(064574)
MTH-5018-6	(566522)	MTH-5019-8	(566528)	MAT-5037-4	(068514)
MTH-5020-6	(566532)	MTH-5021-8	(566538)	MAT-5039-6	(068536)
				MAT-5098-6	(068526)
				MAT-5113-4	(066584)
				MTH-5010-6	(564536)
				MTH-5013-4	(564574)
				MTH-5037-4	(568514)
				MTH-5039-6	(568536)
				MTH-5098-6	(568526)
				MTH-5113-4	(566584)
					(065513)
					(065514)
					(065523)
					(065526)
					(065533)
					(065536)
					(065543)
					(065553)
					(565513)
					(565514)
					(565523)
					(565526)
					(565533)
					(565536)
					(565543)
					(565553)

History Secondary IV

<i>Certification System J3 or J4 (maximum 4 credits)</i>		<i>Certification System J3 (maximum 5 credits)</i>	
HIS-5004-4 and HIS-4018-4	(085414)	HIS-4019-5	(085445)
HST-5004-4 and HST-4018-4	(585414)	HST-4019-5	(585445)
			(085455)
HIS-4023-4 (086494)	HST-4023-4 (586494)		(585455)
HIS-4024-4 (087404)	HST-4024-4 (587404)		
	(085512)		(585512)
	(085522)		(585522)

Chemistry Secondary IV

*Certification System J1
(maximum 2 credits)*

CHI-5006-6 (051442)
CHI-5008-6 (051462)
CHE-5006-6 (551442)
CHE-5008-6 (551462)

*Certification System
J2 or J3
(maximum 4 credits)*

CHI-5007-4 (051444)
CHI-5009-4 (051464)
CHE-5007-4 (551444)
CHE-5009-4 (551464)

Chemistry Secondary V

*Certification System J2 or J3
(maximum 4 credits)*

CHI-5013-4 (051534)
CHI-5039-4 (051584)
CHE-5013-4 (551534)
CHE-5039-4 (551584)
(051594)
(551594)

Physical Science Secondary IV

*Certification System J2 or J3 or J4
(maximum 6 credits)*

SCP-4004-6 (056416)
SCP-4006-6 (056436)
SCP-4029-6 (056486)
SCP-4030-6 (057496)
PSC-4004-6 (556416)
PSC-4006-6 (556436)
PSC-4029-6 (556486)
PSC-4030-6 (557496)
SCT-4018-4 (055404)
SCT-4019-6 (057406)
TSC-4018-4 (555404)
TSC-4019-6 (557406)
(056496)
(556496)

Physical Science Secondary V

*Certification System J2 or J3
(maximum 4 credits)*

PHY-5014-4 (054534)
PHY-5037-4 (054584)
PHS-5014-4 (554534)
PHS-5037-4 (554584)
(054594)
(554594)

Typing Secondary IV and V

Certification System J2 or J3 or J4 (maximum 15 credits)

ADM-4602-3 (445411)	ADM-5740-3 (458511)	COM-5736-3 (958021)
ADM-4651-6 (451902)	ADM-5741-6 (458512)	COM-5738-3 (958421)
ADM-4665-6 (452402)	ADM-5742-3 (458521)	COM-5739-6 (958422)
ADM-4667-6 (452452)	ADM-5743-6 (458522)	COM-5740-3 (958511)
ADM-4668-3 (452461)	ADM-5745-3 (458561)	COM-5741-6 (958512)
ADM-4737-3 (458411)	ADM-5760-6 (458912)	COM-5742-3 (958521)
ADM-4754-3 (458841)	ADM-5801-3 (461921)	COM-5743-6 (958522)
ADM-4800-3 (461911)	COM-4651-6 (951902)	COM-5760-6 (958912)
ADM-5735-3 (458011)	COM-4737-3 (958411)	COM-5801-3 (961921)
ADM-5736-3 (458021)	COM-4754-3 (958841)	COM-5865-6 (958582)
ADM-5738-3 (458421)	COM-4800-3 (961911)	COM-5866-6 (959562)
ADM-5739-6 (458422)	COM-5735-3 (958011)	

Stenography Secondary V

Certification System J1 (maximum 12 credits)

*Certification System
J2 or J3*

(maximum 11 credits)

ADM-5764-6 (458922)	COM-5764-6 (958922)	ADM-5767-5 (458925)
ADM-5768-3 (458931)	COM-5768-3 (958931)	ADM-5769-3 (458933)
ADM-5770-3 (458941)	COM-5770-3 (958941)	ADM-5771-3 (458943)
ADM-5772-3 (458951)	COM-5772-3 (958951)	ADM-5773-3 (458953)
ADM-5774-3 (458961)	COM-5774-3 (958961)	ADM-5775-3 (458963)
ADM-5805-3 (462511)	COM-5805-3 (962511)	COM-5767-5 (958925)
ADM-5806-3 (462521)	COM-5806-3 (962521)	COM-5769-3 (958933)
ADM-5808-3 (462561)	COM-5867-6 (962552)	COM-5771-3 (958943)
	COM-5868-6 (962562)	COM-5773-3 (958953)
		COM-5775-3 (958963)

Career Choice Exploration Secondary IV and V

Certification System J3 or J4 (maximum 4 credits)

PER-4068-4 (199404)	PRS-4068-4 (699404)
PER-4069-2 (199402)	PRS-4069-2 (699402)
PER-5120-2 (199502)	PRS-5120-2 (699502)
PER-5121-4 (199504)	PRS-5121-4 (699504)
CPL-4019-2 (198402)	CMA-4019-2 (698402)
CPL-4020-4 (198404)	CMA-4020-4 (698404)

Entrepreneurship Secondary IV

Certification System J4 (maximum 4 credits)

CPL-4021-2 (104402)	CMA-4021-2 (604402)
CPL-4022-4 (104404)	CMA-4022-4 (604404)

APPENDIX 2

FORMS

FORMS

Form 1	Delegation of Person in Charge <i>Adult Education</i>
Form 2	Request for Correction of Student Record in the SAGE System <i>Student's Credit Equivalences (TX46)</i>
Form 3	Request for Correction of Student Record in the SAGE System <i>Student's Results (TX47)</i>
Form 4	Request for Correction of Student Record in the SAGE System <i>Declaration of Instructional Service (TX40)</i>
Form 5	Examination Results for Previous Years <i>Vocational Training</i>
Form 6	Equivalence Registration Form (DVS and AVS) <i>Vocational Training</i>
Form 7	Equivalence Registration Form (SSD) <i>Adult Education–General Education Credits</i>
Form 8	Equivalence Registration Form (SSD) <i>Adult Education–Vocational Training Credits</i>
Form 9	Transfer From SAGE to SESAME <i>Adult Education–Request for Equivalences</i>
Form 10	Temporary Attestation of Learning Achievement <i>Adult Education–General Education</i>
Form 11	Temporary Attestation of Learning Achievement <i>Vocational Training</i>
Form 12	Request for Documents, SAGE System Request for Diploma, Attestation or Achievement Record <i>Adult Education</i>
Form 13	Request for Documents, SESAME System Request for Statement of Marks, Statement of Competencies and Diploma <i>Secondary School Studies–Youth Sector</i>



**INFORMATION ON THE PERSON IN CHARGE OF THE CERTIFICATION OF STUDIES
AT AN AUTHORIZED EDUCATIONAL INSTITUTION**

NAME OF EDUCATIONAL INSTITUTION : _____

CODE OF EDUCATIONAL INSTITUTION : _____

PERSON IN CHARGE OF THE CERTIFICATION OF STUDIES

General education
(youth sector)

☐

General education
(adult sector)

☐

Vocational training

☐

NAME

ADDRESS

TELEPHONE

FAX

E-MAIL

Person in charge of certification

Date

Director General

Date

Please return this form to :

Sylvie Fortier
Ministère de l'Éducation, du Loisir et du Sport
Direction de la sanction des études
675, boulevard René-Lévesque Est
Aile René-Lévesque, 4^e étage
Québec (Québec) G1R 6C8
Telephone : 418-644-0905, ext. 2227
Fax : 418-644-6909

Note: File out one form per person in charge.

STUDENT'S CREDIT EQUIVALENCES (TX46)

Name : _____

Name of educational institution : _____

First name : _____

Code of educational institution : _____

Permanent code : _____

Addition of equivalences					Withdrawal of equivalences		
Discipline 	Grade 	Credit 	Date granted 		Discipline 	Grade 	Credit
Discipline 	Grade 	Credit 	Date granted 		Discipline 	Grade 	Credit
Discipline 	Grade 	Credit 	Date granted 		Discipline 	Grade 	Credit
Discipline 	Grade 	Credit 	Date granted 		Discipline 	Grade 	Credit
Discipline 	Grade 	Credit 	Date granted 		Discipline 	Grade 	Credit
Discipline 	Grade 	Credit 	Date granted 		Discipline 	Grade 	Credit
Discipline 	Grade 	Credit 	Date granted 		Discipline 	Grade 	Credit
Discipline 	Grade 	Credit 	Date granted 		Discipline 	Grade 	Credit
Discipline 	Grade 	Credit 	Date granted 		Discipline 	Grade 	Credit
Discipline 	Grade 	Credit 	Date granted 		Discipline 	Grade 	Credit
Discipline 	Grade 	Credit 	Date granted 		Discipline 	Grade 	Credit
Discipline 	Grade 	Credit 	Date granted 		Discipline 	Grade 	Credit

The addition of these equivalences permits the issue of an SSD. Cert. Sys. A2 ☐

Addition of grade level- Sys. A1	Reason for request
Grade 	
Date of issue 	
Official documents printed Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature of person in charge of certification _____	
Téléphone _____ Date _____	
Fax _____	
	Note : If changes must be made to the sociodemographic profile of the student, such updates must be transmitted by means of operations 30 to 35.

DECLARATION OF INSTRUCTIONAL SERVICE (TX40)

Name : _____

Name of educational institution : _____

First name : _____

Code of educational institution : _____

Permanent code : _____

Notification to withdraw TX-40		Notification to add TX-40	
Type of service <input type="checkbox"/>	Start date ____	Instr. service ____	Type of ____ Cd. ____
End date, if applicable ____	____	Start date ____	End date ____
Addition of mark		Withdrawal of mark	
Code ____	Mark ____	Code ____	Mark ____
Date of mark ____	____	Date of mark ____	____
Code ____	Mark ____	Code ____	Mark ____
Date of mark ____	____	Date of mark ____	____
Addition of AESS		Withdrawal of AESS	
____	Date of issue ____	____	Date of issue ____
Addition of grade level – Certification system A1		Addition of mention of vocational specialty (NH)	
Grade ____	Date of issue ____	Code ____	Date of issue ____
Addition of exemption		Transfer	
Code ____	Mark ____	<u>Analysis – Cert. sys. A1</u>	
Date of mark ____	____	Forcer record transfer <input type="checkbox"/>	

Reason for request

Note : If changes must be made to the sociodemographic profile of the student, such updates must be transmitted by means of operations 30 to 35.

The addition of marks permits the issue of an SSD in A2. Yes ☐

Official documents printed. Yes ☐
No ☐

Signature of person in charge of certification

Date : _____

Telephone : _____

Fax : _____

PERMANENT CODE <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; width: 100px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> </div>			SESSION <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> A - JANUARY B - FEBRUARY C - MARCH D - APRIL E - MAY F - JUNE </div> <div style="width: 45%;"> G - JULY H - AUGUST I - SEPTEMBER J - OCTOBER K - NOVEMBER L - DECEMBER </div> </div>		EDUCATIONAL INSTITUTION <div style="border: 1px solid black; width: 100px; height: 20px;"></div>
NAME _____			FIRST NAME _____		

CREATE	CHANGE	CANCEL	EXAMINATION CODE	STUDENT GROUP	YEAR	SESSION	MARK	R/5

INSTRUCTIONS

PURPOSE OF THE FORM

This form is used to send the Ministère the mark for a vocational training examination from school years previous to the cycle preceding the current cycle.

GENERAL COMMENTS

To register the mark, the three boxes provided must be filled in. For example, a mark of 8 would be written as follows:

0	0	8
---	---	---

Other information can be transcribed as follows:

E	Q	U
---	---	---

(Equivalence)¹

S	U	C
---	---	---

(Pass)

E	C	H
---	---	---

(Fail)

A	B	S
---	---	---

(Absent)

X	M	T
---	---	---

(Exemption)²

Name : _____ First name : _____
Date of birth : _____ Permanent code : _____
Centre : _____ Program title and code : _____
Title(s) of document(s) : _____ Reference(s) : _____

Program courses	EQU	Equivalent courses
_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____

Signature of person in charge of certification

Date

Retain in student's record.

GENERAL EDUCATION CREDITS

Name : _____ First name : _____

Date of birth : _____ Permanent code : _____

Title(s) of document(s) : _____ Centre : _____

Reference(s) : _____

Discipline(French sector)		Sec. IV	T	Sec. V	T	Discipline (English sector)		Sec. IV	T	Sec. V	T
Français, langue d'enseignement	FRA					English Language Arts	ENG				
Anglais, langue seconde	ANG					French, second language	FRE				
Langues autochtones	AUT					Native languages	NAT				
Cri, langue maternelle	CRI					Cree, mother tongue	CRE				
Inuktitut, langue maternelle	INU					Inuktitut, mother tongue	INK				
Naskapi, langue maternelle	NAS					Naskapi, mother tongue	NAK				
Mathématique	MAT					Mathematics	MTH				
Activités artistiques et culturelles	AAC					Artistic and cultural activities	ACA				
Activités éducatives	ACE					Educational activities	EAC				
Activités littéraires	ACL					Literacy activities	LAC				
Activités physiques	APH					Physical activities	PHA				
Activités sportives	ACS					Sports activities	EAC				
Act. techniques et scient.	ACT					Technical Scient. activities	TAC				
Arts	ART					The arts	ARS				
Biologie	BIO					Biology	BLG				
Chimie	CHI					Chemistry	CHE				
Économie familiale	ECF					Home economics	HEC				
Ens. moral et religieux	MRE					Moral and religious instr.	MRI				
Études hors réseau Québec	EHQ					Out of province studies	OST				
Formation générale	GEN					General studies	GST				
Formation de la personne	PER					Personal development	PRS				
Géographie	GEO					Geography	GGR				
Histoire	HIS					History	HST				
Informatique	INF					Computer science	CMP				
Langue et littérature	LAN					Language and literature	LGN				
Physique	PHY					Physics	PHS				
Sciences économiques	SCE					Economics	ECM				
Sciences humaines	SCH					Social studies	SST				
Sciences de la nature	SCN					Natural science	NSC				
Sciences physiques	SCP					Physical science	PSC				
Sciences et technologie	SCT					Science and technology	TSC				

Signature of person in charge of certification

Date

Retain in student's record.

VOCATIONAL TRAINING CREDITS

Name : _____ First name : _____
 Date of birth : _____ Permanent code : _____
 Title(s) of document(s) : _____ Centre : _____
 Reference(s) : _____

Discipline		French sector					English Sector				
			Sec. IV	T	Sec. V	T		Sec. IV	T	Sec. V	T
00	Vocational training	PRO					VOC				
01	Adm. comm. and computer technology	ADM					COM				
02	Agriculture and fisheries	AGR					AGT				
03	Food services and tourism	ALI					FOO				
04	Arts	APL					APA				
05	Woodworking and furniture making	BOI					WOO				
06	Chemistry and biology	CHB					CBI				
07	Buildings and public works	BAT					BUI				
08	Land use planning and the environment	ENV					APC				
09	Electrotechnology	ELE					ELC				
10	Motorized equipment maintenance	MOT					MTR				
11	Mechanical manufacturing	FAB					MAN				
12	Forestry and pulp and paper	FOR					LUM				
13	Communications and documentation	IMP					PRI				
14	Maintenance mechanics	IND					INM				
15	Mining and site operations	MIN					MEO				
16	Metallurgical technology	MET					MTL				
17	Transportation	TRA					TRN				
18	Fashion and textiles	TEX					TXT				
19	Health services	SAN					HEA				
20	Social, educational and legal services	SEJ					JES				
21	Beauty care	EST					BEA				

Signature of person in charge of certification

Date

Retain in student's record.

STUDENT

EDUCATIONAL INSTITUTION

EQUIVALENCES REQUESTED

[illegible]

DATE : _____

Appendix 2—Form 9 (2004-10) (1 of 1)

**TEMPORARY ATTESTATION OF LEARNING ACHIEVEMENT
GENERAL EDUCATION**

This attestation certifies that the person identified below:

Name: _____

Address : _____

Permanent code : _____

☐ a) *has passed the following courses:*

which will appear in the official achievement record to be issued by the
Ministère de l'Éducation, du Loisir et du Sport in the coming weeks.

☐ b) *has met the requirements for the Secondary School Diploma as of _____ and
will receive this diploma shortly.*

☐ c) *has met the requirements for the Attestation of Equivalence for Secondary V Studies as of
_____ and will receive this attestation shortly.*

We request that this temporary attestation be honoured on the strength of our signature.

Signature of person in charge of certification

Date

Seal of the institution

Educational institution

Note: This attestation is valid for a period of 90 days after the date of the signature of the person in charge of the certification of studies.

TEMPORARY ATTESTATION OF LEARNING ACHIEVEMENT
VOCATIONAL TRAINING

We declare that the person named below has successfully completed each of the courses in the following program: _____ (program code).

The _____ hours program is worth _____ credits.

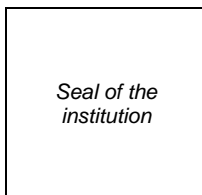
We also declare that, as of _____, this person has fulfilled all the requirements established by the Ministère de l'Éducation, du Loisir et du Sport in order to obtain the aforementioned certificate, and will therefore, within a few weeks, receive the following :

- Statement of competencies for a semiskilled trade ☐
(SSD, AVS or AVE)
- Statement of marks ☐
- Diploma of Vocational Studies ☐
- Attestation of Vocational Specialization ☐
- Attestation of Vocational Education for a semi-skilled ☐
trade

Name of student : _____
Address : _____

Permanent code : _____

We request that this temporary attestation be honoured on the strength of our signature.



Signature of person in charge of
certification

Date

Educational institution

Note: This attestation is valid for a period of 90 days after the date of the signature of the person in charge of the certification of studies.

STUDENT

Family name at birth	First name
Name of spouse, if applicable	Name of father
Social insurance number	Mother's first name and maiden name
Permanent code (if known)	Year Month Day Sex Date of birth
Current address :	
Postal code	Telephone number

DOCUMENTS TO BE SENT TO:

Name : _____

Adresse : _____

Postal code Telephone number

Name of person submitting request : _____

DOCUMENTS REQUESTED

Achievement record	<input type="checkbox"/>	Grade*	Name of school
Secondary School Diploma	<input type="checkbox"/>		
Diploma of Vocational Studies and statement of competencies	<input type="checkbox"/>		
Secondary School Vocational Certificate	<input type="checkbox"/>		
Attestation of Vocational Specialization	<input type="checkbox"/>	Name of school board	
Attestation of Equivalence for Sec. V Studies	<input type="checkbox"/>	Year	
Attestation of Vocational Education and statement of competencies	<input type="checkbox"/>	Municipality	

SIGNATURE

Signature of student or authorized person making the request

_____ Date _____

*Grades 7, 8, 9, 10, 11 and 12, CPES, EPSC, Sec. IV, Sec. V, SSVC, DVS, AVS

Return this form to Jean-Louis Turcotte, Ministère de l'Éducation, du Loisir et du Sport, Direction de la sanction des études, 675, boulevard René-Lévesque Est, Aile René-Lévesque, 4^e étage Québec (Québec) G1R 6C8 Fax: 418-644-6909 — Telephone: 418-643-1761.

STUDENT INFORMATION

Last name at birth		First name			
Full name of father		Full name of mother			
Permanent code (if known)		Year	Month	Day	Sex
Date of birth					
Present address		Telephone			
Postal code					

RECIPIENT OF DOCUMENT(S)

Name	
Address	
Postal code	Telephone
Name of person making request	

DOCUMENT(S)

	Grade*	Year (June)		Trade (if applicable)
Statement of marks	<input type="checkbox"/>	<input type="checkbox"/>	Public school <input type="checkbox"/> Private school <input type="checkbox"/>	
Statement of competencies	<input type="checkbox"/>			
Diploma	<input type="checkbox"/>			
Name of school				
Municipality				

	Class*	Year (June)		Trade (if applicable)
Statement of marks	<input type="checkbox"/>	<input type="checkbox"/>	Public school <input type="checkbox"/> Private school <input type="checkbox"/>	
Statement of competencies	<input type="checkbox"/>			
Diploma	<input type="checkbox"/>			
Name of school				
Municipality				

Grades 7, 8, 9, 10, 11, 12, CPES, EPSC, Sec. IV, Sec. V, SSVC, SSVD, DVS

SIGNATURE

Signature of the student or authorized person making the request	Date

The Direction de la sanction des études keeps the files of students whose studies are certified by the Département de l'Instruction publique or the Ministère de l'Éducation, du Loisir et du Sport. Please return this form to Nicole Giguère, DSE – 675, boulevard René-Lévesque Est, Aile René-Lévesque, 4e étage, Québec (Québec) G1R 6C8 — Fax: 418-644-6909 — Telephone: 418-643-1761.



mels.gouv.qc.ca

*Éducation,
Loisir et Sport*

Québec

