

Community Vocational Services
St. Pius Career Centre
Teacher Guide Booklet

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# **CONTACT INFORMATION**

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Office Agent I			
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Office Agent II	up and drop-off exams		
Jessica Belmonte	Exams	514.381.0677	jbelmonte@emb.qc.ca
Office Agent I			
Program Coordinators	S		
Kosta Parthimos	Starting a Business, AVS 5764	514.969.6700	kparthimos@emsb.qc.ca
Dept. Head/ Coordinator			
Jeffrey Drake	Professional Sales, DVS 5821	514.258.8899	jdrake@emsb.qc.ca
Dept. Head/ Coordinator			
Terri Di Biase	Sales Representation, AVS 5823	514.951.9665	tdibiase@emsb.qc.ca
Dept. Head/ Coordinator			

# **COMMUNITY CENTRES - NAMES AND LOCATIONS**

	Community Centres	Location
1	Ahmon Partner: Lilia Esquerra	5253 Decarie Blvd. suite 110 Montreal, Qc H3P 3C3
	514.387.4682 Lilia.esquerra@videotron.ca	5600 Decarie Blvd Montreal Qc H3X 2Z4
2	Erudite Academy Partner: Steve Athanasoulias	6750 Hutchison, suite 205 Montréal QC H3N1Y4  4055 Ste. Catherine. Suite 161
	514.513.4838 info@erudite.co	Westmount, Qc H3Z 3J8  JFK Adult Education Centre
2		3030 Villeray Montreal, Qc H2A 1E7
3	FengYe College Partners: Paul Sun, Anli Yu	1625 de Maisonneuve O, Room 301 Montréal, QC H3H 2N4
	514.907.5073, 514.224.5831 www.fengyecollege.com admin@fengyecollege.com	780 Decarie (metro Du College) St Laurent, Qc, H4L 3L5  Concordia University (FG Building)
		1610 Ste. Catherine west Montreal Qc H3H 2S2
4	Collège-Mcgill Québec Partner: Catherine Lao	2021 Avenue Union, Suite 915, Montréal, QC H3A 2S9
	514.800.3726, 514.995.7688 info@collegesc.ca	
5	San Jia International Academy of Education Partner: Ping An	5005 Rue Jean-Talons Ouest Suite 202 Montreal, QC H4P 1W7
	514.885.5160 info@sanjiaschool.org	
6	Sino Canadian College Partner: Jade Tian 514.550.0799 office@sccollege.ca	690 Cremazie Montreal, Qc H2P 1E9

## **CLASS SCHEDULES**

## **Your Class Schedule:**

Prior to beginning the class, you should receive by email a Class Schedule.

If you did not receive it, please contact Iolanda Agostino lagostino@emsb.qc.ca

The total amount of hours shown are the amount the teacher will be paid.
This amount may vary depending on the dates of the class.

For the Sales Representation program Module 7 - the **Entering the Workforce** now consists of 3 weeks. **Week 1** - Field Assignment (30-hours) - The students will complete a Field Assignment.

Week 2 & 3 – Internship (60-hours) The student will complete a 60 hour internship.

**Note**: the teacher will be remunerated half of these hours (i.e. 45 hours)

			Feng	gye College	
			1625 de N	Maisonneuve West	
			Sales I	Representation	
			Tuesday	, Friday, Monday	
	381				Group Name F18SR0713
	Hou -	Modul -	Date -	Module -	Teacher -
1/	6	945422	Fri - July 13, 2018	Orientation	Fengye
/2	6	945422 945422	Fri - August 10, 2018 Mon - August 13, 2018	Business Proposal and Training Business Proposal and Training	Terri Di Biase Terri Di Biase
3	6	945422	Tue - August 14, 2018	Business Proposal and Training	Terri Di Biase
4	6	945422	Fri - August 17, 2018	Business Proposal and Training	Terri Di Biase
5	6	945422	Mon - August 20, 2018	Business Proposal and Training	Terri Di Biase
1	6	945435 945435	Tue - August 21, 2018 Fri - August 24, 2018	Professional Relationships  Pedagogical Day	Terri Di Biase
2	6	945435	Mon - August 27, 2018	Professional Relationships	Terri Di Biase
3	6	945435	Tue - August 28, 2018	Professional Relationships	Terri Di Biase
5	6	945435	Fri - August 31, 2018	Professional Relationships	Terri Di Biase
6	6	945435 945435	Tue - September 4, 2018 Fri - September 7, 2018	Professional Relationships Professional Relationships	Terri Di Biase Terri Di Biase
7	6	945435	Mon - September 10, 2018	Professional Relationships	Terri Di Biase
8	6	945435	Tue - September 11, 2018	Professional Relationships	Terri Di Biase
9	6	945435	Fri - September 14, 2018	Professional Relationships	Terri Di Biase
10	6	945435 945435	Mon - September 17, 2018 Tue - September 18, 2018	Professional Relationships Professional Relationships	Terri Di Biase Terri Di Biase
12	6	945435	Fri - September 21, 2018	Professional Relationships	Terri Di Biase
1	6	945443	Mon - September 24, 2018	Time Management	Terri Di Biase
2	6	945443	Tue - September 25, 2018	Time Management	Terri Di Biase
3	6	945443	Fri - September 28, 2018	Time Management	Terri Di Biase
5	6	945443 945443	Mon - October 1, 2018 Tue - October 2, 2018	Time Management	Terri Di Biase Terri Di Biase
6	6	945443	Fri - October 5, 2018	Time Management Time Management	Terri Di Biase
		945443	Mon - October 8, 2018	Thanksgiving	
7	6	945443	Tue - October 9, 2018	Time Management	Terri Di Biase
2	6	945454 945454	Fri - October 12, 2018 Mon - October 15, 2018	Business Mathematics Business Mathematics	Terri Di Biase Terri Di Biase
3	6	945454	Tue - October 16, 2018	Business Mathematics	Terri Di Biase
4	6	945454	Fri - October 19, 2018	Business Mathematics	Terri Di Biase
5	6	945454	Mon - October 22, 2018	Business Mathematics	Terri Di Biase
7	6	945454 945454	Tue - October 23, 2018 Fri - October 26, 2018	Business Mathematics Business Mathematics	Terri Di Biase Terri Di Biase
8	6	945454	Mon - October 29, 2018	Business Mathematics	Terri Di Biase
9	6	945454	Tue - October 30, 2018	Business Mathematics	Terri Di Biase
10	3	945454	Fri - November 2, 2018	Business Mathematics	Terri Di Biase
1	3	945468	Fri - November 2, 2018	Sales Representation	Terri Di Biase
3	6	945468 945468	Mon - November 5, 2018 Tue - November 6, 2018	Sales Representation	Terri Di Biase Terri Di Biase
5	0	945468	Fri - November 9, 2018	Sales Representation  QPAT Convention	Terri Di biase
4	6	945468	Mon - November 12, 2018	Sales Representation	Terri Di Biase
5	6	945468	Tue - November 13, 2018	Sales Representation	Terri Di Biase
7	6	945468	Fri - November 16, 2018	Sales Representation	Terri Di Biase
8	6	945468 945468	Mon - November 19, 2018 Tue - November 20, 2018	Sales Representation Sales Representation	Terri Di Biase Terri Di Biase
9	6	945468	Fri - November 23, 2018	Sales Representation	Terri Di Biase
10	6	945468	Mon - November 26, 2018	Sales Representation	Terri Di Biase
11	6	945468	Tue - November 27, 2018	Sales Representation	Terri Di Biase
12 13	6	945468 945468	Fri - November 30, 2018 Mon - December 3, 2018	Sales Representation Sales Representation	Terri Di Biase Terri Di Biase
14	6	945468	Tue - December 4, 2018	Sales Representation	Terri Di Biase
15	3	945468	Fri - December 7, 2018	Sales Representation	Terri Di Biase
1	3	945474	Fri - December 7, 2018	Sales Prospecting	Terri Di Biase
3	6	945474 945474	Mon - December 10, 2018 Tue - December 11, 2018	Sales Prospecting Sales Prospecting	Terri Di Biase Terri Di Biase
4	6	945474	Fri - December 14, 2018	Sales Prospecting	Terri Di Biase
5	6	945474	Mon - December 17, 2018	Sales Prospecting	Terri Di Biase
6	6	945474	Tue - December 18, 2018	Sales Prospecting	Terri Di Biase
7	6	945474 Decemb	Fri - December 21, 2018 ber 24 to January 7, 2019	Sales Prospecting  Christmas Holidays	Terri Di Biase
8	6	945474	Tue - January 8, 2019	Christmas Holidays Sales Prospecting	Terri Di Biase
9	6	945474	Fri - January 11, 2019	Sales Prospecting	Terri Di Biase
	45	945484	January 14 to February 1, 2019	Entering the Workforce	Terri Di Biase

## **SOLEMN OATH**

## \*\*FOR THE SALES REPRESENTATION PROGRAM ONLY\*\*

When students register for the Sales Representation course, they must pass an interview given by the Education Consultant from the English Montreal School Board. The Community School sends an email to the students to confirm when and where the interview will take place at the school.

\*The email will include an attachment with a blank copy of the Solemn Statement.

The interview will consist of a brief oral English test and the proof that the student has a minimum of 3 years of sales experience.

For the interview, students **MUST** bring the following items:

- 1- Their **Resumé** in English. The resumé must clearly show that the student has a **minimum of** 3 **years of** experience in Sales.
- 2- A Solemn Statement document (see below).

### Resumé:

Teachers can help the students prepare their resumé for the interview.

#### **Solemn Statement:**

The student must fill-in the upper portion of the document and solemnly declare that they have a minimum of 3 years of sales experience. Once filled-in, the student must request a Commissioner of Oath to stamp/sign the bottom portion of the document.

Note: Student must sign the document in the presence of the Commissioner of Oath.

SOLEMN STATEMENT
I, the undersigned
Profession
Residing at
Solemnly declare that:
And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same legal force and effect as if made under oath, by virtue of Canada Evidence Act.
And I signed,
Declared before me at
On thisday of
Commissioner for Oaths

## PIUS COMMUNITY VOCATIONAL SERVICES FORMS

# 1- FIELD TRIP SYNOPSIS AND REQUEST FORM

1 100	DMMUNITY VOCATIONAL SERVICES ELD TRIP SYNOPSIS & REQUEST FORM
BUSINESS CENTRE	ELD I RIP STNOPSIS & REQUEST FORM
Submit to the Pius Administration	n
	SECTION I
Teacher's name:	
	Group number:
	Module code:
Start date: Start time:	
End date: End time:	
И	□
Means of transportation: Public transportation  Destination:	Car Walk
Destination.	
Teacher accompanying student: Yes No. If	No, where will you be located?
Describe how the activity is related to the modu	ele & its benefits to learning
Teacher's signature:	
	vorksheet) related to the learning activity
NB: This form must be submitted to administr	ation at least 3 days prior to the field trip
	SECTION II ADMINISTRATION USE GNLY
ADMINISTRATOR'S SIGNATURE:	DATE: L
Modification – Sep 19, 2018 td	

- a. The Field Trip Synopsis and Request Form must be filled-in by you and then forwarded to the Vice Principal, <a href="mailto:mcaldarella@emsb.qc.ca">mcaldarella@emsb.qc.ca</a> for review PRIOR to the activity. The VP will inform you via email when/if the field trip is approved. It is then the responsibility of the teacher to inform their Community school of the field trip.
- b. Post the Field Trip Synopsis and Request Form on the door of your classroom.
- c. For AVS programs Sales Representation and Starting a Business .....field trips are highly recommended to be placed on a **Guided Learning Individualized** day and **NOT** on a traditional teaching Day. Please refer to your Program Coordinator for support with activities.
- d. DEP program (Professional Sales, Computer Graphics, Travel and Accounting)....field trips can be used as an alternative learning method and enriching tool. It can be included in the face-to-face teaching day. Please refer to the Program coordinator to guide you with the activity per module. (example: 1 per module)
- e. Teachers who will **not** be accompanying their students must indicate on the request form where they will be situated during their work hours (classroom, library, community teacher's room).

## 2- STUDENT DELETION FORM

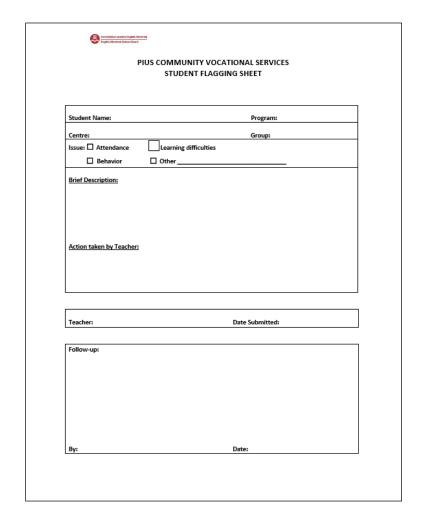
	ool Board		
	St. Piu	is X Career Centre	
c		ity Vocational Ser	vice
	Stu	dent Deletion	
Family Name:			
First Name:			
Community Center:			
Fiche #:			
Permanent Code:			
Program:			
Start Date:			
From Group:			
Last day student attended class:			
Other:	☐ No Sho	w (Never attended class)	Left without notification
### A at d at at	and like to a	a instata after a deletion :	needs to meet with the Piu
		prior to the re-instateme	
	ne)		Date

Complete the **Student Deletion** form when a student is to be officially removed from your class attendance.

## For example:

- a) The student never showed up for your class but is on your class list and you received the registration papers for this student
- b) The student has given you notice that they are dropping the course due to finding employment, personal reasons, leaving Montreal, etc...
- c) If you wish to delete the student because of behavioural or academic issues, please ensure you have flagged this student to the VP <u>mcaldarella@emsb.qc.ca</u> and/or discussed with her **BEFORE** deleting the student.

## 3- STUDENT FLAGGING SHEET



The Student Flagging Sheet is to be used by teacher's if/when there is a student issue that needs to be brought to the attention of the Vice-Principal

Principal, Maria Caldarella. (ex: student consistently arrives late or rarely to class, student is disruptive in class, or the student advised you that they will be absent from class for an extended period of time, etc.)

- a) The form must include the student information as well as a description of the student issue.
- b) Please ensure to include the steps taken by you to resolve or address the issue with the student.
- c) Complete the form and send to Maria Caldarella, <u>mcaldarella@emsb.qc.ca</u>.

## **REGISTRATION PACKAGE**

## 1- OPUS CARD APPLICATION FORM

Full-time students (i.e. 18-hours/week) registered in our courses are eligible to benefit from fare reductions on transit passes and tickets.



Students will each receive a personalized OPUS Card Application Form. The forms usually come in the Student Registration package from the PIUS office (Community Vocational Services).

- a) Students are eligible to the student discount pass because they are considered full-time students.
- b) Students can go to Berri-UQAM metro station to obtain their reduced fare pass.
- c) The students have **1-month** to get their OPUS passes as the OPUS forms are only valid for **one month** from the date of the stamp on form.

## 2- STUDENT REGISTRATION FORMS

In the Student Registration Package, teachers will receive the following Registration forms for the students to sign. Once the students have signed all 3 documents, teachers must RETURN them to the PIUS office (Community Vocational Services) as soon as possible.

1) ADMISSION form with (CHANGE / CORRECTION OF INFORMATION REQUEST FORM)

2) **PROFIL DE FORMATION PROFESSIONNELLE** (Professional Training Profile)

**ADMISSION form** 

3) STUDENT SCHEDULES

### 1. ADMISSION FORM

You will receive 2 copies of the ADMISSION Form per student.

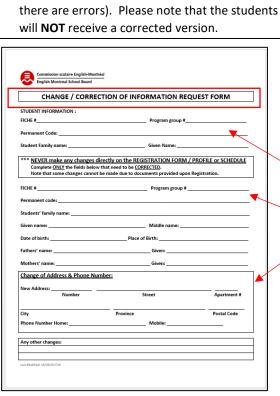
1 copy must be returned to the PIUS Office. The other copy is to be given to the student for their records.

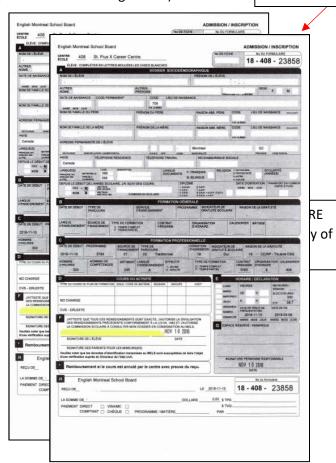
Have the student verify their personal information in the top section of the form.

If there are any corrections to be made, have the student fill-out the Change/Correction of Information Request Form (see below) with the correct information.

Students are **NOT** to make any changes to the actual Admission form.

Students must sign and date the form (even if

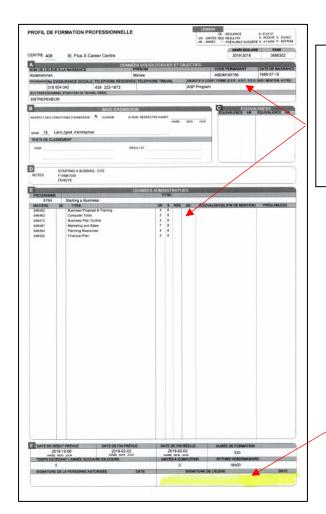




If there is incorrect information on the ADMISSION form, have the student fill-in the top section of the Change/Correction of Information Request Form.

The student should only fill-in the fields that need to be corrected in these sections.

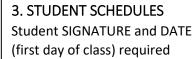
Once completed, this form should be stapled to the "PIUS office" copy of the Admission form.

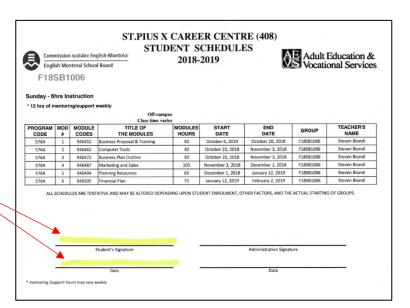


# 2. PROFIL DE FORMATION PROFESSIONNELLE

Student should verify the student information and the course information

Student SIGNATURE and DATE (first day of class) required.





# FOR SALES REPRESENTATION: INTERNSHIP / FIELD ASSIGNMENT

### **MODULE 7 – Entering the Workforce**

On your schedule you will notice that the students are given 3 weeks for the **Internship**. These 3 weeks are divided as follows:

## The 1<sup>st</sup> WEEK consists of a Field Assignment

#### Week 1:

- 1. A copy of the Field Assignment is included in your exam package for Module 7.
- 2. Students are given one full-week to complete the assignment.
- 3. Students will be visiting a retailer and will be conducting extensive research on the company and the products.
- 4. Proper completion of the Field Assignment by the student will give them a pass. The assignment must be corrected in RED pen and included in their internship folder.
- 5. Teachers will be remunerated 15 hours for this assignment. The teacher can use a portion of these hours to support the students during the field assignment and/or correcting the assignments **OR** they can a portion of the 15-hours towards the 30-hours, allotted for the internship visits.

## The 2<sup>nd</sup> & 3<sup>rd</sup> WEEKS consist of the 60-hour Student Internship

#### Weeks 2 & 3:

Teachers are remunerated half of the Internship hours the students are assigned to complete for the module. For example: if students are assigned a 60-hour internship, the teacher will be remunerated for 30 hours.

At least **one on-site visit is required** for each student completing their internship. In addition to being remunerated for the internship, teachers will also be paid for their mileage and parking expenses incurred during the visits.

Once the internship is completed, teachers are to fill out the **Report of Expenses** on the EMSB website. The report must be printed and submitted along with any receipts to Maria Caldarella for approval.

Teachers can find the guidelines for the Internship in the **Module 7 - Internship presentation** teachers Guide 2018-19 in Terri's files.

# TRADITIONAL TEACHING and GUIDED TEACHING/INDIVIDUALIZED DAYS

Teachers are to be present at the school during their Guided Teaching/Individualized hours.

There may be a need to adapt to the accommodations for these onsite days. If so, the teacher must notify the Vice Principal (mcaldarella@emsb.qc.ca), for assistance in the planning.

If for some reason, the teacher is unable to be present at the school for a Guided Teaching/Individualized Day (ex: limited space at the school, unavailable resources, etc.) the teacher must advise the Vice Principal mcaldarella@emsb.qc.ca of their location.

## Refer to the table below to assist you when planning your lessons.

Teachers **MUST** be in the classroom for their assigned hours on both the Traditional Teaching and Guided Teaching/Individualized Days (the first two columns below on the chart).

	Traditional Teaching Days	Guided Teaching Individualized Days	Guided Teaching
Program	IN THE CLASSROOM	IN THE CLASSROOM	ONLINE OR FACE-TO-FACE
Professional Sales	2 days Teacher on-site	1 day Teacher on-site	1 day Teacher available
Sales Representation	2 day Teacher on-site	1 day Teacher on-site	n/a
Starting a Business	1 day Teacher on-site	n/a	Teacher available for students 6 hours/wk.

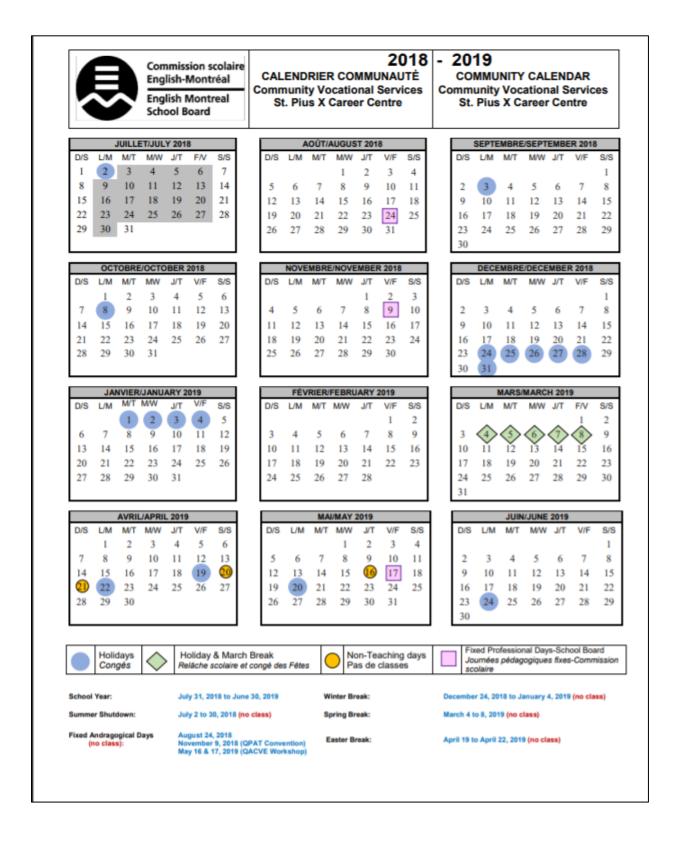
#### Note:

We are currently looking at Google Classroom as the unified platform that teachers can use during the Guided Teaching Individualized Days. More news to come....



Classroom

#### PIUS COMMUNITY VOCATIONAL CALENDAR 2018 - 2019



# **EXAM GUIDELINES**

# 1- REQUESTING EXAM PACKAGES

1. To request your FIRST Exam Package send the completed Exam Request form (see below) to the Community Vocational Services Office (CVS) by email (or in person) to Nancy Fiorino <a href="mailto:nfiorino@emsb.qc.ca">nfiorino@emsb.qc.ca</a> or hand in the form in person.

		SALES REPRESEN	TATION (582	3)
		SECTION Teacher's se		
Please not     Ministry of	e that all teach	ers must ensure the confidentiality and integrity EES) regulations and standards.	of their exams in confo	rmity to the
		am Request Form and submit to the office AT	LEAST FIVE (5) working	a days price to the even day
3. All exams	and retakes m	ust be corrected and handed in to Community	Services AT LEAST SE	VEN (7) working days after the exam
<ol> <li>Please sub</li> </ol>		NAL MARK SHEET and the STUDENTS' AT		
Continuinty	vocauoriai ser	VICES OFFICE.		
		ni Di Biase		1,811,012,01
Program nar	me: SALE	ES REPRESENTATION G	iroup:	_
1	Package #	Module Name	Module Code #	
V		1-The Trade and the Training Process	945-422	
	1	2-Professional Relationships	945-435	
		3-Time Management 4-Business Mathematics	945-443 945-454	
		5-Sales Representation	945-468	
	2	6-Sales Prospecting	945-474	
		7-Entering the Workforce	945-484	
THE REAL PROPERTY.	NAME OF TAXABLE PARTY.		TO SERVICE STATE	
For:		EXAM DETA	ULS	
ror;				
BIM version:	V	A B Other	M' (explain):	
Exam require	d by [2,0,1	811,110,51 1 Exa	m Official Date: 12,0	1.811./12.51
Teacher's sign	nature:	- TO:	TO OTHORN DOLL CALL	
Comments:		9		
		SECTION II (PI	ck-up)	VIEW-HE LETTER
		ADMINISTRATION US		
			0.0000	
	08	sonnel's signature	ينا	late issued
	Uttice per			
	Office per			ate issued

**Exam Request Form** 

2. Once the exam Package #1 is ready for pick up, you will be contacted by the Community Vocational Services (CVS) office and given an appointment to present yourself at the CVS office, located at PIUS.

## Each package consists of

- 1. **Per Module**, you will receive:
  - a) A **personalized** student EXAM COVER SHEET (1 per student)
  - b) An Exam EVALUATION FORM (with a set of labels). Teachers are responsible to make photocopies<sup>1</sup> for their students.
  - c) One copy of the student BIM EXAM.

    Teachers are responsible to make photocopies<sup>1</sup> for their students.
  - d) A class MARKS SHEET
  - e) A Class ATTENDANCE REPORT
- 2. In Package #1 only, you should find personalized STUDENT REGISTRATION PAPERS for each student as well as personalized OPUS CARD APPLICATION FORMS

<sup>&</sup>lt;sup>1</sup>The copiers located in the Pius Staff room should be used to make copies whenever possible.

## 2- SUBMITTING COMPLETED EXAMS PACKAGES

Teachers are responsible to submit their group's completed Paperwork/Exams for **package #1** by the due **date written on their package**.

It is imperative to include **all** student exams when submitting your module's paperwork. **ALL** student exams **must be corrected** by the teacher in **RED**.

When submitting your first Package to the Community Vocational Office, you will receive your Second Official Package consisting of the Paperwork/Exams for the next modules.

**IMPORTANT**: To ensure your 2nd Package\* is ready when dropping off your 1st Package, please to make an appointment by emailing Nancy Fiorino <a href="mailto:nfiorino@emsb.qc.ca">nfiorino@emsb.qc.ca</a> or calling 514.381.0677 for drop off/pick up of the packages.

\*The number of packages to pick-up and drop-off depend on the length of the program of study.

## **Submitting Paperwork At The End Of The School Year:**

All paperwork (i.e. **Student Exams, Exam Cover Sheets, Evaluations, Marks Sheet** and **the Attendance Report**) must be submitted before the deadline of **June 30**. Teachers will be held accountable to submit all paperwork before the deadline.

\*\*IMPORTANT\*\* If your module end-date is June 30, please make arrangements with Maria Caldarella (Vice Principal) to evaluate your students prior to this date.

**Reminder**: Teachers should submit their paperwork to the CVS office at PIUS on a regular basis and not to wait until the end of the school year to submit their work.

**NOTE**: For teachers who are having difficulties travelling to the PIUS Community Vocational Office, arrangements can be made with a facilitator to drop off or pick up your packages at your school. Please contact 514.381.0677 for assistance.

# **How to Submit the Exams**:

- 1. Each module's exams must be placed in a neat package respecting the following order:
  - A. The module's Marks Sheet
  - B. The module's Attendance Report
  - C. The module's Exams (in alphabetical order)

# Exams should be stapled and must contain:

- 1) the completed and signed Exam Cover Sheet (signed by student and teacher)
- 2) the completed and signed evaluation form (signed by teacher)
- 3) the completed and corrected exam
- 2. If a student wrote a rewrite exam, please include both the failed exam and the rewrite exam in your package.

## 3- THE EXAM COVER SHEET

## Both Students and Teachers Must Use BLUE INK ONLY When Filling Out This Sheet

The Exam Cover Sheets are provided to the teacher with each module. There is a legend that must be followed. This legend was designed in accordance to MEES regulations, and the choice of language takes into consideration the JADE/TOSCA system.

- 1. Each module consists one Exam Cover Sheet for each student.
- 2. The Exam Cover Sheet must be stapled to the exam being written by the student.
- 3. Each student must sign and date the Exam Cover Sheet **on** the day of the exam. In the event the exam is given over several days, the date of the LAST day is entered as the exam date.

If the Exam Date **does not match** the date that **appears** on the Exam Cover sheet, (i.e. by a few days), the teacher can manually write the new date on the exam cover sheet (please initialize) to reflect the actual date of the exam. **The date the exam is being written by the student <u>must match</u> the attendance sheet.** (Teachers can explain why the student did not write the exam on "exam day" in the "Comments" section of the Exam Evaluation (i.e. Illness, legal issues.)

If the exam dates differ by **more than just a few days**, please contact Maria Caldarella <u>mcaldarella@emsb.qc.ca</u> for authorization.

4. Once the exams have been evaluated, the teacher must sign and date (enter the date of exam) each Exam Cover Sheet, at the bottom of the cover page.

## 5. **EXAM RESULTS** Legend:

The results are then indicated on the bottom of the cover sheet:

- **SU** = Success (student <u>achieved</u> the minimum result for the exam)
- **EC** = Fail (student <u>did not achieve</u> the minimum result for the exam)
- AB = Absent (Student was not present on the date the exam was given)

(AB) ABSENT. If a student is not present for an exam, please ensure to arrange an alternate date for the student to write the exam, preferably on a Hybrid day All students must receive feedback on the results of their exam in **PERSON** 

## **6. SERVICE GIVEN** Legend:

Service Given to Student as indicated on the Exam Cover and Mark Sheet:

**Course Given** (1) = Student attended the classes during the module.

**Exam Only (7)** = Student was permitted to write the exam only, by the Administration

**Rewrite (8)** = Student was permitted to Rewrite the exam by the Administration

See sample on the next page...

# ST. PIUS CAREER CENTRE – 408

# **EXAM COVER SHEET**

Group:	W18SR0907
Module:	945468 – Sales Representation
Exam Date:	November 10, 2018 Nbr Hrs: 120 Credits: 8
	The exam date is pre-printed  on the form
Student:	Roberto Esposito QPC: ESPR12345678
Signature:	Roberto Esposito  Date:  November 10, 2018
RESULTS	The student must sign and date the exam in BLUE ink before starting the exam.  — Only this date format is accepted—
✓ Succès	Echec Absent
<b>✓</b> Course Given	(1) Exam Only (7) Rewrite (8)
Teacher: Mary J	The Teacher must sign and date the exam in BLUE ink  Only this date format is accepted
Signature:	Mary Johnson  Date: November 10, 2018

N.B.: Please use **BLUE INK ONLY** when filling out this form

# 4- THE EVALUATION FORM

Each module has its unique evaluation form to be completed by the teacher. An evaluation form must be completed for each student. Use **BLUE INK** ONLY on this form

Example of a completed Evaluation Form:

	Fill-in the stud	ent <b>Identification</b> section
	Scales Representation / ASP 5823  EVALUATION FORM  945-456  945-456	with the pertinent bu may manually enter rmation.
	Seha, Christien   Illian	nter the Result score) the student chieved on the exam.
Enter the Time Recorded (if applicable)	Pass/Fail Decision Form  Time Allotted: Ime Recorded: Decision 3 hours Pass Fail Minimum Performance Standard: Result: 15 out of 100 marks Date: 100 marks Examiner's Signature: 100 marks	nter a (V) in the <b>Pass</b>
Enter the Date c the evaluation	Task Observations Yes No Marks Time  1. Calculate alsounts 1.1 Correct use of methods for calculating discounts 1.2 Accurate calculations 0 / 6	
	2. Calculate a profit margin  2.1 Accurate determination of profit margin on a selling price  2.2 Accurate determination of profit margin on a cost price  2.1 Accurate determination of profit margin on a cost price	Mark the student by selecting the 0 or the full-mark score.  **There are no part
	3. Calculate the total cost of an order 3.1 Carrect preparation of order form 0 10	marks. The student <b>DID</b> or <b>DID NOT</b>
		successfully complete the task assigned.
	Prociscal Examination	

Mark the student by selecting the 0 or the full-mark score.

\*\*There are no part marks. The student

Y complete

Enter a (v) check in the or NO Box depending if the student the minimur performance

Step		Observations	Yes No	Morks	Yime
	4.	Colculations			
		4.1 Use of appropriate method		0 /(5)	
		4.2 Accurate calculations		0/10	
	5.	Use a spreadsheet		-	
		5.1 Accurate data entry:	2.24		
		create a worksheet			
		- enter data			
		<ul> <li>modify data</li> </ul>	MO	0/(5)	
		5.2 Correct use of basic spreadsheet functions:		0.00	
		- perform operations		0 (15)	
		5.3 Proper soving of fles:			
		save a file			
		<ul> <li>print oil parts of a file</li> </ul>	M 0	0/5	
	6.	Establish a budget forecast for a sales representative			
		<ol> <li>Observance of company's rules on preparing a budget</li> </ol>		0 /(10)	End
		6.2 Realistic budget estimates		0 /(10)	_r_
ne Alioti		nance Standard: 80 morks out of 100	TOTAL NI OF MA	RES	TAL TIME USED 2 h 30
	o to to	PASS  VES NO			
mments	=	Great work!			
		U	8996	RY & SUSINES Avenue Papiro Bontréal, Co H2S 1Za	S CENTER

a (V) check in the nder the Yes or No n, depending on udent's results.

f the student as a **No** in one of ations, he/she as a 0 score.

es must be e checked **Yes**, er to receive full

Enter the total time the student used to write the exam (if applicable)

Add the total number of marks from the evaluation and enter here.

Ensure the Evaluation Form has the official PIUS School stamp.

## 5- REWRITE EXAM COVER SHEET

# Both Students and Teachers Must Use BLUE INK ONLY When Filling Out This Sheet

- 1. When a student fails an exam, the student has the right to **Rewrite** the exam. The teacher must request a Rewrite Cover Sheet and a new Mark Sheet by emailing the Administrative Technician (Roseanne Rinaldi rrinaldi@emsb.qc.ca).
- 2. In the email, include the date of the Rewrite, a copy of the **Mark Sheet** and **highlight** the name of the student who failed the exam. The Administrative Technician will send you the cover sheet with the new date, by email.
- 3. Advise the student of the date and time to rewrite the exam (preferably a Hybrid day).

Staple the cover sheet to a blank exam and give to the student to write the exam.

If the student passes the rewrite exam, ensure to include BOTH the first failed exam and the rewrite exam when submitting your modules paperwork.

If the student fails the rewrite exam, please contact Maria Caldarella for instructions.

- 4. The teacher must sign and date the REWRITE Exam Cover Sheet once it has been evaluated.
- 5. **EXAM RESULTS** Legend for the **REWRITE**:

The results are then indicated on the bottom of the cover sheet:

- **SU** = Success (student <u>achieved</u> the minimum result for the exam)
- **EC** = Fail (student <u>did not achieve</u> the minimum result for the exam)
- AB = Absent (Student was not present on the date the REWRITE exam was given)

(AB) ABSENT. If a student is not present for an exam, please ensure to arrange an alternate date for the student to write the exam, preferably on a Hybrid day All students must receive feedback on the results of their exam in PERSON

**6. SERVICE GIVEN** Legend for the **REWRITE**:

Service Given to Student as indicated on the Exam Cover and Mark Sheet:

**Rewrite** (8) = Student was permitted to Rewrite the exam by the Administration **See sample on the next page...** 

# ST. PIUS CAREER CENTRE – 408

# **EXAM COVER SHEET**

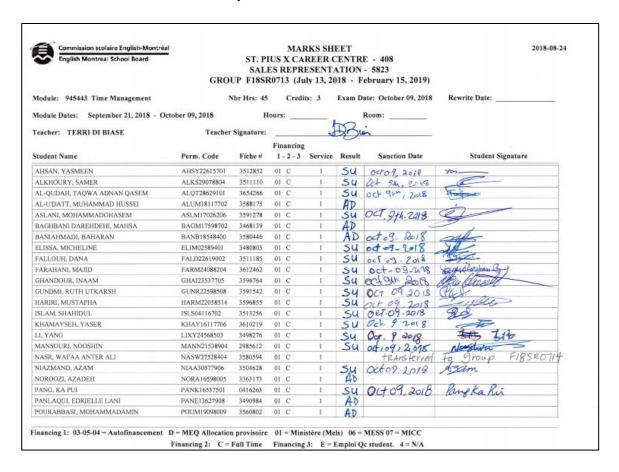
Group:	W18SR0907
Module:	945468 – Sales Representation
Exam Date:	November 16, 2018  Nbr Hrs: 120 Credits: 8  The exam date is pre-printed on the form
Student:	Roberto Esposito QPC: ESPR12345678
Signature:	Roberto Esposito  Date:  November 16,2018
RESULTS	The student must sign and date the exam in BLUE ink before starting the exam.  — Only this date format is accepted—
✓ Succès	Echec Absent
Course Given	(1) Exam Only (7) Rewrite (8)
Teacher: Mary J	Select REWRITE (8)  The Teacher must sign and date the  exam in BLUE ink
Signature:	Mary Johnson Date: November 16, 2018

N.B.: Please use  $\underline{\textbf{BLUE INK ONLY}}$  when filling out this form

## 6- EXAM MARKS SHEET GUIDE

# Both students and teachers must use BLUE INK ONLY when filling out this sheet

This sheet is provided to the teacher with each module. There is a legend that must be followed. This legend was designed in accordance to MEES regulations, and the choice of language takes into consideration the JADE/TOSCA system.



- 1. One Exam Marks Sheet is provided for each module with the Module package.
- 2. The Exam Marks Sheet must be included with the Module's Exam Package when submitting to the office.
- 3. **Student Signature**: each student must **sign** the Marks Sheet on the day they write the exam.
- 4. <u>Sanction Date</u>: the student must enter the date they are writing the exam. This date must match the student's Attendance report.

5. Results: The teacher must enter the student's Result that was selected on the student's exam cover sheet. RESULTS ST. PIUS X CAREER CENTRE - 408 EXAM COVER SHEET Echec Absent 6. Service: Enter the service option from the student's exam Date: Oct 09,0018 cover sheet. RESULTS Echec Course Given (1) Exam Only (7) Rewrite (8) Course Given (1) Exam Only (7) Rewrite (8) OCT 0 9 2018 MARKS SHEET

ST. PIUS X CAREER CENTRE - 408
SALES REPRESENTATION - 5823
GROUP F18SR0713 (July 13, 2018 - February 15, 2019) Module: 945443 Time Managemen Module Dates: September 21, 2018 - October 09, 2018 Hours: The **Service** section of the Teacher: TERRI DI BIASE Teacher Signature: Marks Sheet has the service Student Name Perm. Code Fiche # 1-2-3 Service Result Sanction Date Student Signature Oct 09, 2018 Oct 94, 2018 Oct 94, 2018 AHSAN, YASMEEN AHSY22615701 3512852 AHSAN, YASMEEN
ALKHOURY, SAMER
AL-QUDAH, TAQWA ADNAN QASEM
AL-UDAHT, MUHAMMAD HUSSEI
ASLANI, MOHAMMADGHASEM
BAGHBANI DAREHDEHI, MAHSA already set as "Course Given (1)". OCT. 944.2018 BANIAHMADI, BAHARAN ELISSA, MICHELINE ELIM02589401 FALD22619002 FARM24088204 GHAI23537705 GUNR22598508 \*\*IMPORTANT\*\* HARIRI, MUSTAPHA HARM22058514 KHAY16117706 LIXY24568503 MANN21538904 NASW27528404 KHAMAYSEH, YASER LI, YANG
MANSOURI, NOOSHIN
NASR, WAFAA ANTER ALI
NIAZMAND, AZAM If the service for a student was F185R0714 "Exam only (7)" or "Rewrite NIAA30577906 Octo9 2018 NOROOZI, AZADEH NORA 16598005 3363173 0(+09,2018 Rangka Ris PANG, KA PUI PANK16537501 (8)", manually correct the service number with the icing 1: 03-05-04 - Autofinancement D = MEQ Allocation provisoire 01 = Ministère (Mels) 06 = MESS 07 = MICC Financing 2: C = Full Time Financing 3: E = Emploi Qc student. 4 = N/Aappropriate service on the form.

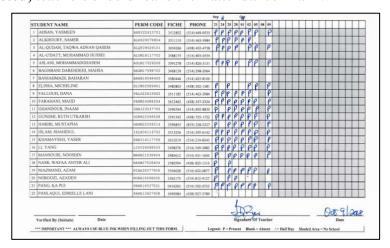
- 7. The Exam Mark Sheet must be included with the Module's Exam Package when submitting to the office.
- 8. The teacher must **sign** the Marks Sheet.

## 7- THE ATTENDANCE REPORT

The Attendance Report is an important document in keeping track of your students' attendance and absences from class.

# Teachers must use BLUE INK ONLY when filling out this Report

- 1. Each teacher is supplied with 1 copy of the Attendance Form per module.
- 2. **Only** the following legend symbols may be used on the report:
  - i. P = Present
  - ii. Blank = Absent
  - iii. Shaded Area = No School
  - \*\*For students whose name still appear on the Attendance Report but have been **deleted**, teachers should leave their attendance Blank.



- 3. The Attendance Form must be **signed by the teacher** and **dated the last day of the module**.
- 4. The Attendance Form must be submitted with each completed Module.
- 5. When a student **fails to attend** the class regularly, it is the teacher's responsibility to call and/or e-mail the student and follow up with their absence. If the teacher fails to reach the student then the teacher must inform the Vice Principal, Maria Caldarella by completing a **Student Flagging Form** and sending it to <a href="mailto:mcaldarella@emsb.qc.ca">mcaldarella@emsb.qc.ca</a>
- 6. If a student has a **pattern of absences**, again it is the teacher's responsibility to call and email the student. If the teacher fails to reach the student then the teacher must inform the Vice Principal, Maria Caldarella by completing a **Student Flagging Form** and sending it to mcaldarella@emsb.qc.ca
- 7. If a student's name does not appear on the Attendance Form, and/or you are missing cover sheets for this student, please inform the Administrative Technician, **Roseanne Rinaldi** (<a href="mailto:rrinaldi@emsb.qc.ca">rrinaldi@emsb.qc.ca</a>)