



Community Vocational Services St. Pius Career Centre Teacher Guide Booklet

Issued May 2019
MGC-TD

Table of Contents

CONTACT INFORMATION.....	3
COMMUNITY CENTRES - NAMES AND LOCATIONS	4
Ahmon.....	4
Erudite Academy.....	4
FengYe College.....	4
Collège-McGill Québec	4
San Jia International Academy of Education	4
Sino Canadian College.....	4
CLASS SCHEDULES.....	5
SOLEMN OATH	6
PIUS COMMUNITY VOCATIONAL SERVICES FORMS	7
1- FIELD TRIP SYNOPSIS AND REQUEST FORM.....	7
2- STUDENT DELETION FORM	8
3- STUDENT FLAGGING SHEET	9
REGISTRATION PACKAGE	10
1- OPUS CARD APPLICATION FORM.....	10
2- STUDENT REGISTRATION FORMS	11
FOR SALES REPRESENTATION: INTERNSHIP / FIELD ASSIGNMENT.....	13
TRADITIONAL TEACHING and GUIDED TEACHING/INDIVIDUALIZED DAYS	14
PIUS COMMUNITY VOCATIONAL CALENDAR 2018 - 2019.....	15
EXAM GUIDELINES	16
1- REQUESTING EXAM PACKAGES	16
2- SUBMITTING COMPLETED EXAMS PACKAGES.....	18
3- THE EXAM COVER SHEET	20
4- THE EVALUATION FORM	23
5- REWRITE EXAM COVER SHEET	25
6- EXAM MARKS SHEET GUIDE	27
7- THE ATTENDANCE REPORT	29

CONTACT INFORMATION

EMSB Head Office			
Cosmo Della Rocca Regional Director AEVS			cdellarocca@emsb.qc.ca
Mario Argiropoulos Assistant Director AEVS			margiropoulos@emsb.qc.ca
Daniela Borzacchini Personnel Management Consultant	<i>Staffing</i>	514.483.7200 ext. 7537	dborzacchini@emsb.qc.ca
Angela Ficara Administrative technician	<i>Remuneration</i>	514.483.7200 ext. 7525	aficara@emsb.qc.ca
Iolanda Agostino Office Agent class 1	<i>Teacher's schedules</i>	514.483.7200 ext. 7334	iagostino@emsb.qc.ca
Harriet Cohen Education Consultant	<i>Program/exams</i>	514.483.7200 ext. 7377	hcohen@emsb.qc.ca
PIUS Career Centre			
Administration			
Community Vocational Services		514.381.0677	communityvocservices@emsb.qc.ca
Alice Sideropoulos Centre principal		514.381.5440	asideropoulos@emsb.qc.ca
Maria Caldarella Centre vice principal		514.381.0677 514 381.5440 EXT. 5408	mcaldarella@emsb.qc.ca
Ken Yu-ng Manager		514.381.0677	KYu-Ng@emsb.qc.ca
Roseanne Rinaldi Administrative Technician	<i>Student Registrations & Module Paperwork.</i>	514.381.0677	rrinaldi@emsb.qc.ca
Nicolina Tiburcio Office Agent I	<i>Student Loans And Bursaries</i> <i>Students should email Nicolina at</i> communityvocservices@emsb.qc.ca	514.381.0677	ntiburcio@emb.qc.ca
Wilson Lee Office Agent I	<i>Student files</i>	514.381.0677	Wlee3@emsb.qc.ca
Nancy Fiorino Office Agent II	<i>Receptionist, Appointments for pick-up and drop-off exams</i>	514.381.0677	nfiorino@emsb.qc.ca
Jessica Belmonte Office Agent I	<i>Exams</i>	514.381.0677	jbelmonte@emb.qc.ca
Program Coordinators			
Kosta Parthimos Dept. Head/ Coordinator	<i>Starting a Business, AVS 5764</i>	514.969.6700	kparthimos@emsb.qc.ca
Jeffrey Drake Dept. Head/ Coordinator	<i>Professional Sales, DVS 5821</i>	514.258.8899	jdrake@emsb.qc.ca
Terri Di Biase Dept. Head/ Coordinator	<i>Sales Representation, AVS 5823</i>	514.951.9665	tdibiase@emsb.qc.ca

COMMUNITY CENTRES - NAMES AND LOCATIONS

	Community Centres	Location
1	Ahmon Partner: Lilia Esquerra 514.387.4682 Lilia.esquerra@videotron.ca	5253 Decarie Blvd. suite 110 Montreal, Qc H3P 3C3 5600 Decarie Blvd Montreal Qc H3X 2Z4
2	Erudite Academy Partner: Steve Athanasoulis 514.513.4838 info@erudite.co	6750 Hutchison, suite 205 Montréal QC H3N1Y4 4055 Ste. Catherine. Suite 161 Westmount, Qc H3Z 3J8 JFK Adult Education Centre 3030 Villeray Montreal, Qc H2A 1E7
3	FengYe College Partners: Paul Sun, Anli Yu 514.907.5073, 514.224.5831 www.fengyecollege.com admin@fengyecollege.com	1625 de Maisonneuve O, Room 301 Montréal, QC H3H 2N4 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 514.800.3726, 514.995.7688 info@collegesc.ca	2021 Avenue Union, Suite 915, Montréal, QC H3A 2S9
5	San Jia International Academy of Education Partner: Ping An 514.885.5160 info@sanjiaschool.org	5005 Rue Jean-Talons Ouest Suite 202 Montreal, QC H4P 1W7
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)

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

The form is titled "SOLEMN STATEMENT" in the center. It contains the following text and dotted lines for entry:

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 this day of

.....

Commissioner for Oaths

PIUS COMMUNITY VOCATIONAL SERVICES FORMS

1- FIELD TRIP SYNOPSIS AND REQUEST FORM



The form is titled "PIUS COMMUNITY VOCATIONAL SERVICES FIELD TRIP SYNOPSIS & REQUEST FORM". It includes a header with the Pius Culinary & Business Centre logo. The form is divided into two main sections: SECTION I and SECTION II. SECTION I contains fields for Teacher's name, Program of study, Group number, Module name, Module code, Start date, Start time, End date, End time, Means of transportation, Destination, and Teacher accompanying student. SECTION II is labeled "ADMINISTRATION USE ONLY" and contains fields for ADMINISTRATOR'S SIGNATURE and DATE. A note at the bottom states "Modification - Sep 19, 2018 td".

Submit to the Pius Administration

SECTION I

Teacher's name: _____

Program of study: _____ Group number: _____

Module name: _____ Module code: _____

Start date: _____ Start time: _____ AM _____ PM

End date: _____ End time: _____ AM _____ PM

Means of transportation: ☐ Public transportation ☐ Car ☐ Walk

Destination: _____

Teacher accompanying student: ☐ Yes ☐ No. If No, where will you be located? _____

Describe how the activity is related to the module & its benefits to learning

Teacher's signature: _____

Please attach the student assignment (worksheet) related to the learning activity

NB: This form must be submitted to administration at least 3 days prior to the field trip

SECTION II


ADMINISTRATION USE ONLY

ADMINISTRATOR'S SIGNATURE: _____ DATE: _____

Modification - Sep 19, 2018 td

- The **Field Trip Synopsis and Request Form** must be filled-in by you and then forwarded to the Vice Principal, mcaldarella@emsb.qc.ca 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.
- Post the Field Trip Synopsis and Request Form on the door of your classroom.
- For AVS programs Sales Representation and Starting a Businessfield 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.
- 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)
- 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



Commission scolaire English-Montreal
English Montreal School Board

St. Pius X Career Centre
Community Vocational Service
Student Deletion

Family Name:	
First Name:	
Community Center:	
Fiche #:	
Permanent Code:	
Program:	
Start Date:	
From Group:	
Last day student attended class:	
Other:	<input type="checkbox"/> No Show (Never attended class) <input type="checkbox"/> Left without notification

*** Any student that would like to re-instate after a deletion needs to meet with the Pius administration prior to the re-instatement ***

Teacher (Print Name)

Date

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

For example:

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

3- STUDENT FLAGGING SHEET

[illegible]

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.)

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

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.

TO BE FILLED OUT BY APPLICANT

Fallouh, Dana

Last name: _____ First name: _____
1234 Street Name
Postal code: _____ Montreal, Qc H8H 9K9
Date of birth: _____
year / month / day

For security reasons, you could be required to answer an authentication question when having your card issued.

MANDATORY SIGNATURE

Transit Providers reserve the right to verify a student's status over the course of the school year and to revoke the student's fare privilege to anyone that is no longer registered as a full-time student, as defined by The Act respecting financial assistance for education expenses, during the school term for which proof was provided. Accordingly, I agree with the educational institution I attend sending any information needed to confirm my student status to Transit Providers who request it. You will find in this document the text concerning the use of personal information entitled INFORMATION CONCERNING THE APPLICATION OF THE ACT RESPECTING ACCESS TO DOCUMENTS HELD BY PUBLIC BODIES AND THE PROTECTION OF PERSONAL INFORMATION (R.S.Q., c. A-2.1).

Signature of applicant _____ Date (year / month / day) _____
(or of parental authority if applicant is age 13 and under)

OPTIONAL

Sign up to receive communications from Transit Provider(s) of your choice to stay informed!
I agree to receive information and promotional offers from:

☐ Autorité régionale de transport métropolitain (ARTM) ☐ Société de transport de Laval (STL)
☐ Réseau de transport de Longueuil (RTL) ☐ Société de transport de Montréal (STM)
☐ Réseau de transport métropolitain (RTM)

Email: _____

TO BE FILLED OUT BY THE EDUCATIONAL INSTITUTION

Students aged 16 and over must have this section filled out by their educational institution recognized by the Ministère de l'Éducation et de l'Enseignement supérieur (MÉES).

This duly completed form is only valid within one month after the date stamp of the educational institution. Beyond this period, the document will be considered expired and not admissible for obtaining the OPUS card with photo.

Name of the educational institution: **PIUS CULINARY & BUSINESS CENTER**
9955, avenue Papineau
Address: **Montréal, Qc**
City: **H2B 1Z9** Telephone: _____ Postal code: _____

«I hereby certify that this person is a full-time student as per our educational institution's criteria and in accordance with The Act respecting financial assistance for education expenses. To the best of my knowledge, the above information is correct.»

For the school officer in charge:
all fields must be filled out.

Signature of school officer in charge: *Nancy Fiorino*
Date: **OCT 03 2018**
year / month / day

Affix the seal or stamp of the educational institution here:

Photocopies are not accepted

For students aged 16 and over

Last update: September 2017

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).

- Students are eligible to the student discount pass because they are considered full-time students.
- Students can go to Berri-UQAM metro station to obtain their reduced fare pass.
- 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)
- 3) **STUDENT SCHEDULES**

ADMISSION form

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 there are errors). Please note that the students will **NOT** receive a corrected version.

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.

PROFIL DE FORMATION PROFESSIONNELLE

CENTRE 408 St. Plus X Career Centre

UN UNITES RESULTE A. ACQUIS E. ECHEC AN ANNEE * PREALABLE SUGGERE X. A FAIRE P. REPRISE

ANNEE SCOLAIRE 2018-2019 PCE 369302

A. DONNEES SOCIOLOGIQUES ET OBJECTIFS

NOM DE L'ÉLÈVE/A LA MARIAGE: Abdelrahman Prénom: Marwa CODE PERMANENT: ABCM155785 DATE DE NAISSANCE: 1999-07-19

ADRESSE (CASSURANCE SOCIALE): 3116 054 043 438 223-1872 TELEPHONE TRAVAIL: (OBJECTIF A COURT TERME D.E.P., A.S.P., D.E.S. AVEC MENTOR AUTRE): ASP Program

B. BASE D'ADMISSION

RESPECT DES CONDITIONS D'ADMISSION N. OUI/NON S. NON, RESPECTER AINSI ANNEE MOIS JOUR

BASE 19 L'ANCIENNE D'ENTREPRISE

C. EQUIVALENCES

EQUIVALENCE AN EQUIVALENCE AN

D. STARTING A BUSINESS - CVS

NOTES F18SB1006 FENOTY

E. DONNEES ADMINISTRATIVES

PROGRAMME	TITRE	UN	S	R	AN	EQUIVALENCES (FIN DE MENTION)	PREALABLES
5764	Starting a Business						
946452	Business Proposal & Training	2	X				
946462	Computer Tools	2	X				
946472	Business Plan Outline	2	X				
946487	Marketing and Sales	7	X				
946494	Planning Resources	4	X				
946505	Financial Plan	5	X				

F. DATE DE DÉBUT PRÉVUE 2018-10-06 **DATE DE FIN PRÉVUE** 2019-02-02 **DATE DE FIN RÉELLE** 2019-02-02 **DURÉE DE FORMATION** 330

TEMPS EXCÉDANT L'ANNÉE SCOLAIRE EN COURS 0 **UNITÉS À COMPLÉTER** 0 **RYTHME RECOMMANDÉ** 18000

SIGNATURE DE LA PERSONNE AUTORISÉE **DATE** **SIGNATURE DE L'ÉLÈVE** **DATE**

2. PROFIL DE FORMATION PROFESSIONNELLE

Student should verify the student information and the course information

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

3. STUDENT SCHEDULES

Student SIGNATURE and DATE (first day of class) required

ST. PIUS X CAREER CENTRE (408)

STUDENT SCHEDULES

2018-2019

Commission scolaire English-Montréal
English Montreal School Board

F18SB1006

Sunday - 6hrs Instruction
* 12 hrs of mentoring/support weekly

Off-campus
Class time varies

PROGRAM CODE	MOD #	MODULE CODES	TITLE OF THE MODULES	MODULES HOURS	START DATE	END DATE	GROUP	TEACHER'S NAME
5764	1	946452	Business Proposal & Training	30	October 6, 2019	October 20, 2018	F18SB1006	Steven Biondi
5764	2	946462	Computer Tools	30	October 20, 2018	November 3, 2018	F18SB1006	Steven Biondi
5764	3	946472	Business Plan Outline	30	October 20, 2018	November 3, 2018	F18SB1006	Steven Biondi
5764	4	946487	Marketing and Sales	105	November 3, 2018	December 1, 2018	F18SB1006	Steven Biondi
5764	5	946494	Planning Resources	60	December 1, 2018	January 12, 2019	F18SB1006	Steven Biondi
5764	6	946505	Financial Plan	75	January 12, 2019	February 2, 2019	F18SB1006	Steven Biondi

ALL SCHEDULES ARE TENTATIVE AND MAY BE ALTERED DEPENDING UPON STUDENT ENROLMENT, OTHER FACTORS, AND THE ACTUAL STARTING OF GROUPS.

Student's Signature _____ Administration Signature _____

Date _____ Date _____

* mentoring /support hours may vary weekly

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 **1st 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 **2nd & 3rd 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).

Program	Traditional Teaching Days	Guided Teaching Individualized Days	Guided Teaching
	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

Commission scolaire
English-Montréal
English Montreal
School Board

2018
CALENDRIER COMMUNAUTÉ
Community Vocational Services
St. Pius X Career Centre

- 2019
COMMUNITY CALENDAR
Community Vocational Services
St. Pius X Career Centre

JUILLET/JULY 2018

D/S	L/M	M/T	M/W	J/T	F/V	S/S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AOÛT/AUGUST 2018

D/S	L/M	M/T	M/W	J/T	V/F	S/S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBRE/SEPTEMBER 2018

D/S	L/M	M/T	M/W	J/T	V/F	S/S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBRE/OCTOBER 2018

D/S	L/M	M/T	M/W	J/T	V/F	S/S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBRE/NOVEMBER 2018

D/S	L/M	M/T	M/W	J/T	V/F	S/S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBRE/DECEMBER 2018

D/S	L/M	M/T	M/W	J/T	V/F	S/S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANVIER/JANUARY 2019

D/S	L/M	M/T	M/W	J/T	V/F	S/S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FÉVRIER/FEBRUARY 2019

D/S	L/M	M/T	M/W	J/T	V/F	S/S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARS/MARCH 2019

D/S	L/M	M/T	M/W	J/T	F/V	S/S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AVRIL/APRIL 2019

D/S	L/M	M/T	M/W	J/T	V/F	S/S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAI/MAY 2019

D/S	L/M	M/T	M/W	J/T	V/F	S/S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUIN/JUNE 2019

D/S	L/M	M/T	M/W	J/T	V/F	S/S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Holidays
Congés

Holiday & March Break
Relâche scolaire et congé des Fêtes

Non-Teaching days
Pas de classes

Fixed Professional Days-School Board
Journées pédagogiques fixes-Commission scolaire

School Year:

July 31, 2018 to June 30, 2019

Winter Break:

December 24, 2018 to January 4, 2019 (no class)

Summer Shutdown:

July 2 to 30, 2018 (no class)

Spring Break:

March 4 to 8, 2019 (no class)

Fixed Andragogical Days
(no class):

August 24, 2018
November 9, 2018 (QPAT Convention)
May 16 & 17, 2019 (QACVE Workshop)


Easter Break:

April 19 to April 22, 2019 (no class)

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 nfiorino@emsb.qc.ca or hand in the form in person.

PIUS COMMUNITY VOCATIONAL SERVICES EXAM REQUEST FORM SALES REPRESENTATION (5823)			
SECTION I Teacher's section			
<p>1. Please note that all teachers must ensure the confidentiality and integrity of their exams in conformity to the Ministry of Education's (MEE'S) regulations and standards.</p> <p>2. Please complete the Exam Request Form and submit to the office AT LEAST FIVE (5) working days prior to the exam day.</p> <p>3. All exams and retakes must be corrected and handed in to Community Services AT LEAST SEVEN (7) working days after the exam day.</p> <p>4. Please submit the ORIGINAL MARK SHEET and the STUDENTS' ATTENDANCE EXAMINATION SHEET along with exam to the Community Vocational Services office.</p>			
Teacher's name: <u>Terri Di Biase</u>		Date of Request: <u>20.1.8.1.0.20</u>	
Program name: <u>SALES REPRESENTATION</u>		Group: _____	
<input checked="" type="checkbox"/>	Package #	Module Name	Module Code #
<input checked="" type="checkbox"/>	1	1-The Trade and the Training Process	945-422
		2-Professional Relationships	945-435
		3-Time Management	945-443
		4-Business Mathematics	945-454
<input type="checkbox"/>	2	5-Sales Representation	945-468
		6-Sales Prospecting	945-474
		7-Entering the Workforce	945-484
EXAM DETAILS			
For: <input checked="" type="checkbox"/> Exam <input type="checkbox"/> Retake			
BIM version: <input checked="" type="checkbox"/> A <input type="checkbox"/> B Other (explain): _____			
Exam required by: <u>20.1.8.1.1.0.5</u> Exam Official Date: <u>20.1.8.1.1.2.5</u>			
Teacher's signature: <u></u>			
Comments: _____			
SECTION II (Pick-up)			
ADMINISTRATION USE ONLY			
Office personnel's signature _____		Date issued _____	
Teacher's signature _____		Date received _____	
Last Modified Nov 6, 2017jd			

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 photocopies¹ for their students.
 - c) One copy of the student BIM EXAM.
Teachers are responsible to make photocopies¹ 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

¹The 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 nfiorino@emsb.qc.ca 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 must match 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 mcaldarella@emsb.qc.ca 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 **achieved** the minimum result for the exam)

EC = Fail (student **did not achieve** 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

The student must sign and date the exam
in **BLUE** ink before starting the exam.
— Only this date format is accepted —

RESULTS

☒ Succès ☐ Echec ☐ Absent

☒ Course Given (1) ☐ Exam Only (7) ☐ Rewrite (8)

Teacher: Mary Johnson

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:

Sales Representation / ASP 5823
EVALUATION FORM

Business Mathematics (Competency 4) 945-454

Last Name: <u>Seha, Christian</u> Centre: <u>408</u> Permanent Code: _____	QPC: 6E11G23608203 FICR: 3654639 F183R0713
--	--

Pass/Fail Decision Form

Time Allotted: 3 hours	Time Recorded: <u>9:00 - 11:30</u>	Decision Pass <input checked="" type="checkbox"/> Fail <input type="checkbox"/>
Minimum Performance Standard: 80 out of 100 marks	Result: <u>95</u> out of 100 marks	
Date: <u>Nov 2, 2018</u>	Examiner's Signature: <u>[Signature]</u>	

Task	Observations	Yes	No	Marks	Time
1. Calculate discounts					Start
1.1 Correct use of methods for calculating discounts				0 / 5	<u>h</u>
1.2 Accurate calculations				0 / 5	
2. Calculate profit margin					
2.1 Accurate determination of profit margin on a selling price				0 / 10	
2.2 Accurate determination of profit margin on a cost price				0 / 10	
3. Calculate the total cost of an order					
3.1 Correct preparation of order form				0 / 10	

PIUS CULINARY & BUSINESS CENTER
 9955, avenue Papineau
 Montréal, Qc
 H2B 1Z9

945-454, Version A Practical Examination

Fill-in the student **Identification** section with the pertinent information. You may manually enter information.

Enter the Result (score) the student achieved on the exam.

Enter a (v) in the **Pass** or **Fail** box

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

****There are no part marks.**

The student **DID** or **DID NOT** **SUCCESSFULLY** complete the task assigned.

Enter the Time Recorded (if applicable)

Enter the Date of the evaluation

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

**There are no part marks. The student ~~DID NOT SUCCESSFULLY~~ complete

Enter a (V) check in the **or NO** Box depending if the student the minimum performance

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

f the student es a **No** in one of ctions, he/she es 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.

Evaluation Form: Page 2 of 2

Step	Observations	Yes	No	Marks	Time
4.	Calculations				
	4.1 Use of appropriate method			0 / 5	
	4.2 Accurate calculations			0 / 10	
5.	Use a spreadsheet				
	5.1 Accurate data entry:				
	- create a worksheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	- enter data	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	- modify data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 / 5	
	5.2 Correct use of basic spreadsheet functions:				
	- perform operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 / 15	
	5.3 Proper saving of files:				
	- save a file	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	- print all parts of a file	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 / 5	
6.	Establish a budget forecast for a sales representative				
	6.1 Observance of company's rules on preparing a budget			0 / 10	End
	6.2 Realistic budget estimates			0 / 10	

Time Allotted: 3 hours

Minimum Performance Standard: 80 marks out of 100

PASS
☒ YES ☐ NO

TOTAL NUMBER OF MARKS: 95/100

TOTAL TIME USED: 2 h 30

Comments: Great work!

PIUS CULINARY & BUSINESS CENTER
 9055, Avenue Papineau
 Montréal, Qc
 H2S 1Z9

945-454, Version A Practical Examination

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 **achieved** the minimum result for the exam)

EC = Fail (student **did not achieve** 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

The student must sign and date the exam
in **BLUE** ink before starting the exam.

— Only this date format is accepted —

RESULTS

☒ Succès

☐ Echec

☐ Absent

☐ Course Given (1)

☐ Exam Only (7)

☒ Rewrite (8)

Select **REWRITE** (8)

Teacher: Mary Johnson

The Teacher must sign and date the
exam in **BLUE** ink

Signature: Mary Johnson


Date: November 16, 2018

N.B.: Please use **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.



Commission scolaire English-Montreal
English Montreal School Board

MARKS SHEET
ST. PIUS X CAREER CENTRE - 408
SALES REPRESENTATION - 5823
GROUP F18SR0713 (July 13, 2018 - February 15, 2019)

2018-08-24

Module: 945443 Time Management

Nbr Hrs: 45

Credits: 3

Exam Date: October 09, 2018


Rewrite Date: _____
























Module Dates: September 21, 2018 - October 09, 2018

Hours: _____

Room: _____

Teacher: TERRI DI BIASE

Teacher Signature: 

Student Name	Perm. Code	Fiche #	Financing			Sanction Date	Student Signature
			1 - 2 - 3	Service	Result		
AHSAN, YASMEEN	AHSY22615701	3512852	01	C	1	SU oct 09, 2018	
ALKHOURY, SAMER	ALKS29078804	3511110	01	C	1	SU Oct 9th, 2018	
AL-QUDAH, TAQWA ADNAN QASEM	ALQT28629101	3654266	01	C	1	SU Oct 9th, 2018	
AL-U'DATT, MUHAMMAD HUSSEI	ALUM18117702	3588175	01	C	1	AD	
ASLANI, MOHAMMADGHASEM	ASLM17026206	3591278	01	C	1	SU OCT. 9th. 2018	
BAGHBANI DAREHDEHI, MAHSA	BAGM17598702	3468139	01	C	1	AD	
BANIAHMADI, BAHARAN	BANB18548400	3580446	01	C	1	AD oct 09, 2018	
ELISSA, MICHELLE	ELIM02589401	3480803	01	C	1	SU oct 09-2018	
FALLOUH, DANA	FALD22619002	3511185	01	C	1	SU oct 09-2018	
FARAHANI, MAJID	FARM24088204	3612462	01	C	1	SU oct-09-2018	
GHANDOUR, INAAM	GHA123537705	3596764	01	C	1	SU oct 09, 2018	
GUNDML, RUTH UTKARSH	GUNR22598508	3591542	01	C	1	SU Oct 09 2018	
HARIRI, MUSTAPHA	HARM22058514	3596855	01	C	1	SU Oct 09, 2018	
ISLAM, SHAHIDUL	ISLS04116702	3513256	01	C	1	SU Oct-09-2018	
KHAMAYSEH, YASER	KHAY16117706	3610219	01	C	1	SU Oct. 9 2018	
LI, YANG	LIXY24568503	3498276	01	C	1	SU Oct. 9 2018	
MANSOURI, NOOSHIN	MANN21538904	2985612	01	C	1	SU Oct 09, 2018	
NASR, WAFAA ANTER ALI	NASW27528404	3580594	01	C	1	TRANSFERRED to Group F18SR0714	
NIAZMAND, AZAM	NIAA30577906	3504628	01	C	1	SU Oct 09, 2018	
NOROOZI, AZADEH	NORA16598005	3363173	01	C	1	AD	
PANG, KA PUI	PANK16537501	0416263	01	C	1	SU Oct 09, 2018	
PANLAQUL, EDRIELLE LANI	PANE13627908	3490984	01	C	1	AD	
POURABBASI, MOHAMMADAMIN	POUM19098009	3560802	01	C	1	AD	

Financing 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/A

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. **Sanction Date:** 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

☐ Succès ☐ Echec ☐ Absent

6. **Service:** Enter the **service** option from the student's exam cover sheet.

☐ Course Given (1) ☐ Exam Only (7) ☐ Rewrite (8)

ST. PIUS X CAREER CENTRE - 408
EXAM COVER SHEET

Group: F18SR0713
Module: 945443 - Time Management
Exam Date: October 09, 2018 Nbr Hrs: 45 Credits: 3

Student: AHSAN, YASMEEN QPC: AHSY22615701
Signature: Yasmeen Date: Oct 09, 2018

RESULTS
☒ Succès ☐ Echec ☐ Absent
☒ Course Given (1) ☐ Exam Only (7) ☐ Rewrite (8)

Teacher: TERRI DI BIASE
Signature: T. Di Biase Date: OCT 09 2018

NE: Please use BLUE ink only when filling out this form.

Commission scolaire English-Montreal
English Montreal School Board

ST. PIUS X CAREER CENTRE - 408
SALES REPRESENTATION - 5823
GROUP F18SR0713 (July 13, 2018 - February 15, 2019)

Module: 945443 Time Management Nbr Hrs: 45 Credits: 3 Exam Date: October 09, 2018 Rewrite Date: _____
Module Dates: September 21, 2018 - October 09, 2018 Hours: _____ Room: _____
Teacher: TERRI DI BIASE Teacher Signature: T. Di Biase

Student Name	Perm. Code	Fiche #	Financing			Result	Sanction Date	Student Signature
			1 - 2 - 3	Service	Result			
AHSAN, YASMEEN	AHSY22615701	3512852	01	C	1	SU	Oct 09, 2018	<u>Yasmeen</u>
AL-KHOURY, SAMER	ALKS29078804	3511110	01	C	1	SU	Oct 09, 2018	<u>Samer</u>
AL-QUADHI, TAQWA ADNAN QASEM	ALQT28629101	3654266	01	C	1	SU	Oct 09, 2018	<u>Taqwa</u>
AL-UDATT, MUHAMMAD HUSSEI	ALUM18117702	3588175	01	C	1	AD	Oct 09, 2018	<u>Al-Udatt</u>
ASLANI, MOHAMMADGHASEM	ASLM17026206	3591278	01	C	1	SU	Oct 09, 2018	<u>Aslani</u>
BAGHBANI DAREHDEHI, MAHSA	BAGM17598702	3468139	01	C	1	AD	Oct 09, 2018	<u>Baghbani</u>
BANAHMADI, BAHARAN	BANB18548400	3580446	01	C	1	AD	Oct 09, 2018	<u>Banahmadi</u>
ELISSA, MICHELLE	ELIM02389401	3480803	01	C	1	SU	Oct 09, 2018	<u>Elissa</u>
FALLOUR, DANA	FALD22619802	3511185	01	C	1	SU	Oct 09, 2018	<u>Fallour</u>
FAKHAANI, MAJID	FARM24080204	3612462	01	C	1	SU	Oct 09, 2018	<u>Fakhaani</u>
GHANDOUR, INAAM	GHAZ23537705	3596764	01	C	1	SU	Oct 09, 2018	<u>Ghandour</u>
GUNDRI, RUTH UTKARSHI	GUNR23598508	3591542	01	C	1	SU	Oct 09, 2018	<u>Gundri</u>
HABIRI, MUSTAPHA	HABM22058514	3596855	01	C	1	SU	Oct 09, 2018	<u>Habiri</u>
ISLAM, SHAHDUL	ISLS04116702	3513256	01	C	1	SU	Oct 09, 2018	<u>Islam</u>
KHAMAYSEH, YASER	KHAY16117706	3610219	01	C	1	SU	Oct 09, 2018	<u>Khamayseh</u>
LL, YANG	LIXY24568503	3498276	01	C	1	SU	Oct 09, 2018	<u>LL Yang</u>
MANSOURI, NOOSHIN	MANN21538904	2985612	01	C	1	SU	Oct 09, 2018	<u>Mansouri</u>
NASR, WAFAA ANTER ALI	NASW27528404	3580594	01	C	1	SU	Oct 09, 2018	<u>Nasr</u>
NIJZMAND, AZAM	NIAA30577906	3504628	01	C	1	SU	Oct 09, 2018	<u>Nijzmand</u>
NOROOZI, AZADEH	NORA16598005	3363173	01	C	1	AD	Oct 09, 2018	<u>Noroozi</u>
PANG, KA PUI	PANK16537501	0416263	01	C	1	SU	Oct 09, 2018	<u>Pang Ka Pui</u>
PANLAQUL, EDRIELLE LANI	PANE13627908	3490984	01	C	1	AD	Oct 09, 2018	<u>Panlaqul</u>
POURABBASI, MOHAMMADAMIN	POUM19098009	3560802	01	C	1	AD	Oct 09, 2018	<u>Pourabbasi</u>

Financing 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/A

The **Service** section of the Marks Sheet has the service already set as "Course Given (1)".

****IMPORTANT****

If the service for a student was "Exam only (7)" or "Rewrite (8)", manually correct the service number with the appropriate 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.**

STUDENT NAME	PERM CODE	FICHE	PHONE	Nov 21													
				21	22	23	24	25	26	27	28	29	30	01	02	03	04
1 JIBHAN, YAMGEN	4080122437501	31512852	(314) 646-6919	P	P	P	P	P	P	P	P	P	P	P	P	P	
2 AL-KUDRI, SAMIR	4080122437505	35111110	(314) 463-3904	P	P	P	P	P	P	P	P	P	P	P	P	P	
3 AL-QUADHI, TAQWA ADNAN QASEM	3022719421901	36545956	(418) 462-4718	P	P	P	P	P	P	P	P	P	P	P	P	P	
4 AL-UDATT, MUHAMMAD HUSEIN	4080122437502	3988179	(314) 460-0054	P	P	P	P	P	P	P	P	P	P	P	P	P	
5 ASLANE, MOHAMMADGHASEM	4080122437503	3391278	(314) 426-3131	P	P	P	P	P	P	P	P	P	P	P	P	P	
6 BAGHDADI DAREHDEHI, MAHSA	4080122437507	3468139	(314) 268-2004	P	P	P	P	P	P	P	P	P	P	P	P	P	
7 BANAHIMADE, BAHARAN	4080122437504	35804046	(314) 625-8100	P	P	P	P	P	P	P	P	P	P	P	P	P	
8 ELJISSA, MICHELINE	ELJ00022394001	3408003	(438) 552-1381	P	P	P	P	P	P	P	P	P	P	P	P	P	
9 FALLOUH, DANA	FAL022613002	3511185	(314) 443-3984	P	P	P	P	P	P	P	P	P	P	P	P	P	
10 FARAHANI, MAJID	F0002408024	3612464	(314) 347-2324	P	P	P	P	P	P	P	P	P	P	P	P	P	
11 GHANDOUR, INAAM	GH02123317705	3595064	(314) 692-8830	P	P	P	P	P	P	P	P	P	P	P	P	P	
12 GUNDEI, RUTH UTKARSH	GU00022394500	35911542	(418) 725-1722	P	P	P	P	P	P	P	P	P	P	P	P	P	
13 HAKIRI, MUSTAFA	GH00022394514	3594885	(819) 328-2327	P	P	P	P	P	P	P	P	P	P	P	P	P	
14 ISLAM, SHAHIDUL	SL00041614702	3513226	(314) 200-6142	P	P	P	P	P	P	P	P	P	P	P	P	P	
15 KHAMAYSEH, YASER	KH00041611708	3601219	(314) 219-8343	P	P	P	P	P	P	P	P	P	P	P	P	P	
16 LI, YANG	L100041604503	3408276	(314) 549-3882	P	P	P	P	P	P	P	P	P	P	P	P	P	
17 MANISOURI, NOOSHIN	MAN0002339904	2895052	(314) 431-1600	P	P	P	P	P	P	P	P	P	P	P	P	P	
18 NADE, WAFIA ANTER ALI	NA00041613402	3482904	(418) 555-1212	P	P	P	P	P	P	P	P	P	P	P	P	P	
19 NAWMANDI, AZAM	NA00040777904	3504928	(314) 452-8877	P	P	P	P	P	P	P	P	P	P	P	P	P	
20 NORBOZDI, AZADEH	NO00041604005	3264179	(314) 812-0127	P	P	P	P	P	P	P	P	P	P	P	P	P	
21 PANIG, KA PIJI	PAN00041651751	4014263	(314) 582-0753	P	P	P	P	P	P	P	P	P	P	P	P	P	
22 PANIAGUIL, EDRELLE LANI	PAN000416421908	3480084	(438) 927-3789	P	P	P	P	P	P	P	P	P	P	P	P	P	

Verified By (Initials) _____ Date _____

*** IMPORTANT *** ALWAYS USE BLUE INK WHEN FILLING OUT THIS FORM.

[Signature]

Signature Of Teacher

[Signature]

Date _____

Legend: P = Present Blank = Absent - = Half Day Shaded Area = No School

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 mcaldarella@emsb.qc.ca
6. If a student has a **pattern of absences**, again it is the teacher's responsibility to call and e-mail 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** (rrinaldi@emsb.qc.ca)