

# DEFINITION OF THE EVALUATION DOMAIN

Adult General Education

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Sociovocational Integration

TRAINING FOR AN UNSKILLED OCCUPATION

SVI-3022-4

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## Introduction

The Definition of the Evaluation Domain (DED) ensures consistency between a course and the related evaluation instruments. The DED is used to select, organize and describe the essential and representative elements of the course. The DED is based on the program of study and the course, but should by no means replace them in the planning of instructional activities.

All the DEDs produced after June 30, 2014, by the Ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche (MEESR) are prescriptive. Consequently, they are the reference documents to be used in the development of all examinations, be they ministerial or those developed by adult education centres or by Société GRICS (BIM). The DEDs thus serve as a model for preparing multiple equivalent versions of examinations that are valid across the province.<sup>1</sup>

In addition, as set out in the *Policy on the Evaluation of Learning*, adult learners must know what they will be evaluated on and what is expected of them.<sup>2</sup> The DEDs and the criterion-referenced rubrics (contained in the evaluation instruments) may be used for this purpose.

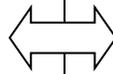
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<sup>1</sup> Québec, Ministère de l'Éducation du Québec, *Policy on the Evaluation of Learning* (Québec: Gouvernement du Québec, 2003), 47.

<sup>2</sup> Ibid., 9.

## Evaluation Content

<b>General Information</b>	
<p><b>Broad Area of Learning</b></p> <ul style="list-style-type: none"> <li>• World of Work</li> </ul> <p><b>Subject Area</b></p> <ul style="list-style-type: none"> <li>• Working Life</li> </ul> <p><b>Class of Situations</b></p> <ul style="list-style-type: none"> <li>• Working in an unskilled occupation</li> </ul>	<p><b>Program of Study</b></p> <ul style="list-style-type: none"> <li>• Sociovocational Integration</li> </ul> <p><b>Course</b></p> <ul style="list-style-type: none"> <li>• Training for an Unskilled Occupation</li> </ul>
<b>Essential Elements Targeted by the Evaluation</b>	
<p><b>Deals competently with real-life situations involved in working in an unskilled occupation</b></p>	<p><b>Categories of Knowledge</b></p> <ul style="list-style-type: none"> <li>• Production of goods or services</li> <li>• Use of tools and equipment</li> <li>• Applying the company's health and safety rules</li> <li>• Company's expectations regarding the way work tasks should be carried out</li> <li>• Change he/she wants to make with respect to carrying out work tasks</li> <li>• Action plan for carrying out work tasks</li> </ul>
<b>Evaluation Criteria</b>	
<p><b>Evaluation Criteria for the Competency</b></p> <ol style="list-style-type: none"> <li>1. Efficiently carries out tasks associated with the chosen unskilled occupation, as identified by the teacher together with the workplace supervisor</li> <li>2. Systematically monitors how he/she carries out work tasks</li> </ol>	<p><b>Proficiency in Essential Knowledge</b></p> <p>Proficiency in essential knowledge presupposes its acquisition, understanding, application and mobilization, and is therefore linked with the evaluation criteria for the competencies.</p>



## Explanation of the Evaluation Content

### Evaluation Criteria

The evaluation criteria are stated exactly as in the course.

#### Information Clarifying the Evaluation Criteria

1. Efficiently carries out tasks associated with the chosen unskilled occupation, as identified by the teacher together with the workplace supervisor
  - Carries out work tasks efficiently
2. Systematically monitors how he/she carries out work tasks
  - Determines the change he/she wants to make with respect to carrying out work tasks
  - Develops an action plan to achieve the desired change

### Proficiency in Essential Knowledge

Proficiency in essential knowledge is assessed through the evaluation of competencies, using tasks related to the evaluation criteria.

### Weighting

The weighting assigned to the competency is 100%.

The weighting of the evaluation criteria appears in the assessment tools provided in the *Correction and Evaluation Guide*. Adult learners must be made aware of the evaluation criteria used to evaluate them and the corresponding weighting of each criterion.

## Knowledge

At a minimum, the examination must cover the following knowledge:

Categories of Knowledge	Knowledge
Production of goods or services	<ul style="list-style-type: none"> <li>• Steps in carrying out the tasks</li> <li>• Work methods and techniques</li> <li>• Quality standards</li> <li>• Work context: routine, occasional or repetitive tasks; work overload</li> </ul>
Use of tools and equipment	<ul style="list-style-type: none"> <li>• Instructions for use and maintenance</li> <li>• Standards and customary practices of the company regarding organization and storage</li> <li>• Measures to be taken when equipment breaks down or does not work properly</li> </ul>
Applying the company's health and safety rules	<ul style="list-style-type: none"> <li>• Wearing required protective equipment and clothing</li> <li>• Using safety equipment</li> <li>• Preventive measures</li> <li>• Emergency procedures</li> <li>• Adopting safe work postures</li> <li>• Compliance with hygiene and sanitation rules</li> </ul>
Company's expectations regarding the way work tasks should be carried out	<ul style="list-style-type: none"> <li>• Formal expectations (official rules)</li> <li>• Informal expectations (unofficial rules)</li> </ul>
Change he/she wants to make with respect to carrying out work tasks	<ul style="list-style-type: none"> <li>• Determining the change he/she wants to make</li> <li>• Clearly and precisely stated change that can be achieved within a specific time frame</li> </ul>
Action plan for carrying out work tasks	<ul style="list-style-type: none"> <li>• Ways of making the desired change</li> <li>• Internal and external resources</li> <li>• Schedules</li> <li>• Possible pitfalls and obstacles</li> <li>• Alternative solutions</li> </ul>

## Specifications for the Evaluation Instruments

### Examination: Number of Parts, Sections, Procedure and Duration

The examination may be administered in one or two parts, at a time deemed appropriate by the teacher.

The teacher determines the duration of the examination, according to the instrument(s) used. In total, no more than three hours may be allotted for the evaluation of this course. The adult learner must be informed of the duration of the examination, or of part of the examination, ahead of time.

### Examination Content

The examination as a whole must allow the teacher to assess the two evaluation criteria.

The examination, or part of the examination, may be completed in writing, orally, or in action. It may take the form of:

- an observation period to see the adult learner in action
- the presentation of a production, for example, a research paper, a logbook, a portfolio
- a questionnaire
- a table
- an interview
- a role-playing activity
- a simulation

In all cases, the teacher must make a judgment at the end of the course. This judgment must be supported by the teacher's observations of the adult's actions during the course.

The teacher must recognize the adult's production(s) as authentic.

### Information-Gathering Tools

The information-gathering tools are selected by the teacher according to the type of examination administered.

### Authorized Materials

The teacher will prepare a list of permitted materials for the examination and, if necessary, will specify which materials are required.

## Assessment Tools

For the evaluation of the competency to deal competently with real-life situations involved in working in an unskilled occupation, the criterion-referenced rubric is the assessment tool used by the teacher. In criterion-referenced interpretation, the information gathered is compared with the outcomes expected of the adult learner.<sup>3</sup> The rubrics are appended to the *Correction and Evaluation Guide* and include the following rating scale:

- Excellent
- Very good
- Good
- Weak
- Very weak

## Pass Mark

The pass mark is 60% for each of the evaluation criteria, which corresponds to level “Good” in the criterion-referenced rubric. The result for the competency must be expressed as a “Pass” or “Fail.”

## Retakes

The adult learner may retake the part(s) of the examination he or she failed.

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<sup>3</sup> Québec, Ministère de l'Éducation, *Policy on the Evaluation of Learning* (Québec: Gouvernement du Québec, 2003), 28-29.



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