



Commission scolaire English-Montréal
English Montreal School Board

Homeschooling Modalities

English Montreal School Board (EMSB)



WHAT WILL YOU FIND IN THIS DOCUMENT?

- The guidelines in this document are meant to inform homeschooling parents about the services offered by the school board and the procedures to access them.
- These guidelines come from Quebec's homeschooling regulations, a document that lays out the responsibilities of stakeholders including the school board, Ministry of Education's Direction de l'enseignement à la maison (DEM), parents, and learners.

ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

EMSB HOMESCHOOLING OFFICE

- Under the Educational Services Department, the EMSB Homeschooling Office provides dedicated support and oversight for families who choose to educate their children at home. Working in collaboration with the DEM, the Office ensures that homeschooling families meet provincial requirements while offering guidance on learning projects, evaluation methods, and educational resources.
- The Homeschooling Office also offers access to some in-school resources including the use of science labs, auditoriums, gymnasiums, and other spaces.
- In addition, the Homeschooling Office supports homeschooled learners in getting their high school leaving diploma. This service, distinct from in-school support and central board services, offers a tailored approach that respects the unique needs and goals of each homeschooling family.

PARENT OR LEGAL GUARDIAN

Parents have certain responsibilities when undertaking homeschooling. These are to:

1. Register their child through the Ministry of Education's DEM secure site.
2. Send the notice of intent to homeschool@msb.qc.ca.
3. Submit their child's learning project through the DEM secure site within 30 days of registering, to their assigned resource person.
4. Consult available EMSB resources, e.g. textbooks, modules.
5. Schedule a monitoring meeting with their DEM resource person.
6. Prepare the mid-year monitoring report with their DEM resource person.
7. Prepare the completion report and end-of-year evaluations for each subject (portfolio, teacher evaluation, or Ministry evaluation) for the June 15 deadline. This is a DEM requirement.
8. Register their child finishing Grade 6 for mandatory Ministry exams in ELA and math.



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9. Register their child finishing Secondary 4 and 5 for Ministry exams in compulsory subjects.



EVALUATIONS

The school board evaluates homeschooled learners and grants credits for graduation. The school board also verifies that the pedagogical requirements, as per the Learning Project, are met before any evaluation is administered. These evaluations are weighted according to MEQ directives from the Sanctions des études department.

MINISTERIAL EXAMINATIONS (MEQ EXAMS)

As stipulated in the *Homeschooling Regulation* (Article 15.1), all homeschooled learners in Grade 6 and Secondary 4 and 5 must write MEQ exams, respecting the official exam schedules published by the Ministry of Education (MEQ).

You will be notified by your DEM resource person that your child must take compulsory exams in Grades 6, and Secondary 4 and 5. Unlike homeschooled learners affiliated with a French service centre, your child is not required to take exams in Grade 4 or Secondary 2 if you are working with an English school board.

- Grade 6 Mathematics and English Language Arts exams are only written in May/June of each year. These exam results will be communicated to parents by mid-July. If a Grade 6 student does not take an exam in a given year, they will have to take it the following year.
- Uniform exams are written at the end of Secondary 4 & 5 (Grades 10 & 11). Learners can register for any of the following exam sessions: May/June; July/August; January.

EVALUATIONS FOR SECONDARY 4 & 5 COURSES

- A learner must accumulate a minimum of 54 credits in Secondary 4 and 5 to obtain a high school leaving diploma (DES). Twenty (20) of these credits must be at the Secondary 5 level.
- The following table details the subjects, and their credit values (Cr):

Sec. 4 MEQ Exams	Sec. 4 School Board Mandated Exams	Sec. 4 School Board Mandated Projects	Sec. 5 MEQ Exams	Sec. 5 School Board Mandated Exams	Sec. 5 School Board Mandated Projects
History of Quebec & Canada (4 Cr)	English Language Arts (6 Cr)	Physical Education & Health 4 (2 Cr)	English Language Arts (6 Cr)	Mathematics CST (4 Cr) or SN (6 Cr)	ARTS Education (2 or 4 Cr)
Science & Technology (4 Cr) or Science & Environment (2 Cr)	French, Second Language (FSL) (4 Cr) or FSL enriched (6 Cr)	ART Education (4 Cr)	French, Second Language (FSL) (4 Cr) or FSL enriched (6 Cr)	Chemistry (4 Cr) Physics (4 Cr)	Culture and Citizenship in Québec (2 Cr)



Mathematics CST (4 Cr) or SN (6 Cr)		Culture and Citizenship in Québec (4 Cr)		Financial Education (2 Cr)	Physical Education & Health (2 Cr)
		POP Career Development (4 Cr)		Contemporary World (2 Cr)	

PROCEDURES AND RESPONSIBILITIES FOR EXAMS

- **All homeschooled learners are expected to take Ministry exams, regardless of whether they wish to obtain a high school diploma or not.**
- Parents must register for exams with the EMSB, by the end of February, to ensure that exams are ordered for their child.
- All exams must be written in person on the date and time specified by the MEQ and at the location specified by the school board.
- Only the learner will be admitted to the room where the exam is to be administered.
- The Learner's identity will be verified (Medicare or Opus card).
- If the learner is not in attendance for an exam, the notation ABS (absent) will be recorded.
- All exams will be prepared, supervised, and corrected by school board education personnel.
- It is expected that learners arrive 10-minutes before the exam begins.
- Learners may not talk during exams.
- Learners' devices (phones and smart watches) must be turned off and left with the supervisor.
- Learners are expected to bring their own calculators, pencils and pens, and dictionaries.
- All learners are expected to be respectful of school board employees and facilities while in EMSB buildings. If they cannot do so, they will be asked to leave.

MEQ SECONDARY 4 & 5 UNIFORM / COMPULSORY EXAMS

Learners must successfully complete MEQ uniform examinations to acquire the high school leaving credits needed to obtain their high school leaving diploma (DES). **For homeschooled learners, these exams count for 100% of their final mark.**

- All homeschooled learners are expected to take Ministry exams, regardless of whether they wish to obtain a high school diploma or not.
- Marks obtained by learners on MEQ Uniform examinations in Secondary 4 & 5 will be communicated to parents by mid-July by the MEQ. The marks will then appear on the learner's Ministerial Achievement Record, also called the Relevé des notes.
- As the exams are the property of the MEQ and must remain confidential, parents and learners will not receive copies of the exams or assessments.



FAILED EXAMS

- If a learner fails a MEQ Secondary 4 or 5 exam, parents can register their child to rewrite the failed exam during the following examination sessions: May/June, July/August, or January.

SCHOOL BOARD MANDATED EXAMS AND PROJECTS LEADING TO CREDITS FOR A HIGH SCHOOL LEAVING DIPLOMA

- In Secondary 4 and 5 learners who wish to accumulate credits towards graduation must also take school board mandated exams and complete end-of-year projects. (See table on the previous page).
- When there is not a MEQ or school board exam, learners are required to complete project-based evaluations for Secondary 4 & 5 courses. For each of these courses:
 - The learner will be invited to the school board to meet with the pedagogical consultant, who will outline the project and the evaluation criteria.
 - During the project, the learner and the pedagogical consultant will meet periodically to review the learner's progress.
 - After the project is submitted and assessed, the final mark will be transmitted to the MEQ and will appear on the learner's Ministerial Achievement Record, also called the Relevé de notes. Parents and learners will not receive a copy of the evaluation of their project.

FAMILIARIZATION SESSIONS FOR GRADES 6, 10, 11 MEQ EXAMS

- Once a learner has been registered with the school board to write MEQ exams, they are entitled to participate in exam familiarization sessions. These optional sessions familiarize learners with the types of tasks, the expected level of difficulty, and the specific conditions related to the writing of each exam.
- These are in-person sessions and are only for learners.
- If they want their child to attend the familiarization sessions, parents must fill out a registration form that will be sent to them in February.

PROCEDURES FOR FAMILIARIZATION SESSIONS

- Only those learners who have been registered will be allowed to attend the familiarization sessions. Learners may be asked to show a form of ID when arriving.



- Learners will be asked to leave all personal belongings (e.g., bags, coats, electronic devices including computers, cell phones, intelligent/smart watches, headphones, wired or wireless earbuds etc.) outside of the familiarization session room.
 - During the sessions, learners will be allowed to take notes using paper and pencil provided by the supervisor. They are not allowed to directly copy any of the questions or instructions from the documents.
 - Subject consultants will give an overview of the exam.
 - Learners will then be able to go through the exam documents and ask questions.
 - Before leaving the familiarization session room, learners must return all exam materials to the consultant.
 - Learners may have their personal notes checked by the session supervisor.
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- Parents will not be allowed to attend familiarization sessions, nor are they allowed to consult previous versions of the MEQ exams.
 - It is recommended that they consult the MEQ's [Guides for Parents](#), designed to inform parents about MEQ exams, present the structure of the exams and the administration procedures, as well as share sample documents from past exams.
 - Parents can also consult EMSB documents and presentations to help with the Grade 6 Mathematics exam and the Grade 6 and Secondary 5 ELA exams available on the homeschooling website.

PREPARATORY ACTIVITIES FOR MEQ EXAMS

- Learners who have registered for MEQ exams with the school board will have access to webinars, offered by LEARN Quebec, as well as virtual (live) Q & A periods for each exam, with a teacher.
- There are no formal preparatory activities for school board exams. An information document will be shared with parents who register their child for a school board exam.

ENGLISH ELIGIBILITY (LAW 101) AND EXAMS

- **Learners without English eligibility can only write the MEQ portion of the exams in English with the English school board in the territory in which they reside.** The DEM will inform the learner at which school board and location the exams will be written.
- To write the MEQ portion of the exams in English without English eligibility, **parents must make a request with their DEM resource person.**



- Without English eligibility, homeschooled learners can only be authorized to write the following mandatory MEQ exams in English:
 - **Grade 6:** ELA and Mathematics
 - **Secondary 4:** History of Quebec and Canada; Science Theory (not the practical exam); Mathematics Reasoning (not the Situational Problem)
 - **Secondary 5:** ELA Writing and Reading Competencies (not the Talk Competency); Français, langue seconde, Programme de base or Français, langue seconde, Programme enrichi (but not the competency: Interagir)
- Since it is the school board that generates the other portions of the overall MEQ exams (e.g. the Talk competency in Secondary 5 ELA, practical lab exam in Science; the Interagir oral in Français Enrichi), learners without eligibility cannot write these portions of the exams in English and therefore will not get high school leaving credits for them.
- All other exams or evaluations, such as local exams and projects, must be completed in French through the associated French School Service Centre.

EXAM ACCOMMODATIONS FOR LEARNERS WITH SPECIAL NEEDS

Learners with special needs who require accommodation(s) to write exams and/or to complete projects must apply for this accommodation(s). A form entitled *Request for Adapting the Conditions for Administering a Ministerial Exam* is available on the Ministry secure site and through your DEM resource person. This must be completed by the parents.

- The completed form and all supporting documentation, including the most recent version of the learner's Learning Project, must be submitted to the EMSB Homeschooling office in March at homeschool@emsb.qc.ca.
- The learner will be using adaptive measures laid out by the Ministry of Education's Sanction des études and will be dependent upon available resources at the school board.
- The school board will provide the technological tools used during the exams.
- It is advisable to only request tools and software, i.e., Word Q, that have been used by the learner throughout the school year.

LEARNING RESOURCES

SCHOOL TEXTBOOKS

- School textbooks, that have been approved by the MEQ, may be borrowed free of charge. Reference books (e.g., grammar, dictionary, etc.) and workbooks (consumables - not considered textbooks) cannot be borrowed.



- Parents will be asked to sign an *Agreement to Borrow* document for the borrowed textbook.
- Textbooks must be returned to the school board by the end of June.
- If textbooks are not returned or are returned in worse condition than when borrowed, parents will be charged for the cost of replacing the textbook.
- There are no MEQ approved textbooks for English Language Arts and Français, langue seconde. For elementary learners, learning modules are available on the EMSB homeschooling site. These provide a good starting point.
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EMSB ACCOUNT

- Upon request, learners can receive an EMSB email address, username, and password to be able to access free learning resources found on the EMSB learning portal.

TEACHER'S GUIDES

- Teacher's guides for textbooks are available for viewing at the school board, by appointment.
- Parents must adhere to copyright laws when working with the teacher's guides.

LAPTOP COMPUTER

A laptop computer, if available, can be loaned to a learner for academic work related to the contents of their Learning Project:

- Parents must sign an *Agreement to Borrow* form and assume responsibility for the computer against loss and/or damage;
- The device must be returned by the end of June.

ADDITIONAL COMPLEMENTARY SERVICES

- The school board will consider the needs of the learner in connection with their Learning Project. The following consultation services are offered to the learner, subject to their availability:
 - Autism Spectrum Disorder Consultant
 - Educational and Vocational Consultant
 - Occupational Therapist
 - Special Education Consultant
 - Guidance Counsellor



- Psychologist
- Speech and Language Therapist
- The school board determines the child's needs based on the information provided in their Learning Project and contained in the form found on the homeschooling website.
- If a child has had a Psychology, Speech-Language Pathology, Autism Spectrum Disorder, and/or Occupational Therapy evaluation, the report(s) should be sent to homeschool@emsb.qc.ca along with a completed request form.
- Note that school board professionals provide consultation services and not therapy for children.

RESOURCES - EMSB LOCALES

- Parents must fill out a *Request for use of a school facility* form, available on the website, to access the following EMSB facilities:
 - Library: Learners can consult bibliographic and documentary resources on site but cannot borrow materials.
 - Science Laboratory
 - Auditorium
 - Computer lab
 - Gymnasium
- The learner may only use these facilities for activities that are laid out in the request form.
- The learner must be accompanied by a parent or a guardian, who will guide the activity.
- A school board employee will be present to offer the learner support in the use of EMSB facilities.
- Under no circumstances may the learner be left alone on the premises. The accompanying parent or guardian must always remain with the learner.
- Access to the premises is limited to the learner and a maximum of two (2) accompanying adults.
- All homeschooled learners are expected to be respectful of the school board employees and facilities while in EMSB buildings. If they cannot do so, they will be asked to leave.
- The school board reserves the right to interrupt an activity if the learner or the accompanying person does not comply with the safety instructions given by the responsible person designated by the school board. In these situations, the school board also reserves the right to require the departure of the learner and the accompanying person from the premises.



RE-INTEGRATION OF A HOMESCHOOLED CHILD INTO AN EMSB SCHOOL

- Parents must inform the DEM and the EMSB Homeschooling Office that they want to withdraw their child from homeschooling.
- Parents must register their child at the school of their choice within **10 business days** from the date they withdraw from homeschooling.
- The school may ask for the child's completion report and portfolio from their last completed homeschooling year. They may also ask the child to take a placement test.