



Work Oriented Training Program Prewrite Training

Summary Standards and Procedures

2026-2027



Commission scolaire English-Montréal
English Montreal School Board

1. INTRODUCTION

Evaluation Standards and Procedures at **(school name)** were proposed by a committee of teachers and approved by the school principal. Their aim is to define concrete actions in an effort to ensure that evaluation practices are consistent with the vision of evaluation adopted in the Québec Education Program. The discussions surrounding the development of these Evaluation Standards and Procedures also led to increased harmonization of evaluation practices in an effort to ensure consistency throughout the school.

FIELD OF APPLICATION

The Evaluation Standards and Procedures in this document apply to the Work Oriented Training Program – Prework Training 1 to 3. They cover each of the stages in the evaluation process, namely:

1. Planning of evaluation
2. Information gathering and interpretation
3. Judgment
4. Decision/action
5. Communication of results

EFFECTIVE DATE

The Evaluation Standards and Procedures in this document are in effect as of _____August 23, 2026_____.

GOVERNING BOARD

The Governing Board was notified of the selected Evaluation Standards and Procedures on _____June 8, 2026_____.

CHANGES

Changes may be made to this document as new situations arise.

SUMMARY

This document represents a summary of Evaluation Standards and Procedures and is provided to parents early in the year, as required by the MINISTÈRE DE L'ÉDUCATION DU QUÉBEC.

Summary of your child’s Evaluation of Learning

Type of communication:	First Written Communication	Term 1 Report Card	Term 2 Report Card	Term 3 Report Card
Available on Parent Portal	No later than October 15	November 20	March 15	July 10
Term Mark will count for:	This written communication will include comments on how your child’s year began in regard to their learning and behaviour.	20% of the final mark at the end of the school year	20% of the final mark at the end of the school year.	60% of the final mark at the end of the school year.

The grades recorded in the report card must be expressed using a grade according to the following scale:

A	The student clearly meets the requirements set for him or her
B	The student meets the requirements set for him or her
C	The student partially meets the requirements set for them
D	The student does not meet the requirements set for him or her

Work Oriented Training Program – Prework Training 1				
Subjects and Competencies Evaluated (weighting of the competency in the calculation of the result)		Term 1 ("x" if evaluated)	Term 2 ("x" if evaluated)	Term 3 ("x" if evaluated)
English Language Arts	Uses language/talk to communicate and to learn	☒	☒	☒
	Reads and listens to written, spoken and media texts	☒	☒	☒
	Produces written, spoken and media texts	☐	☒	☒
Math	Solves a situational problem	☒	☒	☒
	Uses mathematical reasoning	☐	☒	☒
French / Français	Interagir oralement en français (Interacts orally in French)	☒	☒	☒
	Lire, écouter et visionner des textes variés (Reads, listens and watches various texts)	☒	☒	☒
	Écrire des textes (Writes texts)	☐	☒	☒
Technological and Scientific Experimentation		☒	☒	☒

Work Oriented Training Program – Prework Training 1				
Subjects and Competencies Evaluated		Term 1 ("x" if evaluated)	Term 2 ("x" if evaluated)	Term 3 ("x" if evaluated))
Geography, History and Citizenship Education		☒	☒	☒
Physical Education and Health		☒	☒	☒
Arts	Visual Arts	☒	☒	☒
	Dance	☐	☐	☐
	Music	☐	☐	☐
	Drama	☐	☐	☐
Autonomy and Social Participation		☒	☒	☒
Introduction to the World of Work		☒	☒	☒
Preparation for the Job Market	To develop functional skills and knowledge, and behaviors related to community workers and environments	☒	☒	☒
	Gains an understanding of the job market	☒	☒	☒
	Carries out a sociovocational integration plan	☒	☒	☒

Evaluation of Learning (by subject)

The report card includes a section for general teacher comments for each subject. The comments will describe your child’s strengths, challenges and progress. Student learning will be evaluated on a regular basis, through different means such as in-class work, evaluation situations, assignments, tests, dictations, student portfolios, observations, etc.

Cross Curricular Competencies (CCC)

Teachers will provide comments **on at least two (2)** of the cross-curricular competencies for your child. They will appear on the report card at the following terms:

Individual Path to Learning 1		
Cross Curricular Competencies (CCC)	Term 1	Term 3
Exercises critical judgment	☒	☒
Organize their work	☐	☐
Communicates effectively	☐	☐
Works in a team	☒	☒

("x" = Competencies commented on in Report Card)

Work Oriented Training Program – Prewrite Training 2				
Subjects and Competencies Evaluated (weighting of the competency in the calculation of the result)		Term 1 ("x" if evaluated)	Term 2 ("x" if evaluated)	Term 3 ("x" if evaluated)
English Language Arts	Uses language/talk to communicate and to learn	☒	☒	☒
	Reads and listens to written, spoken and media texts	☒	☒	☒
	Produces written, spoken and media texts	☐	☐	☒
Math	Solves a situational problem	☒	☒	☒
	Uses mathematical reasoning	☐	☒	☒
French / Français	Interagir oralement en français (Interacts orally in French)	☒	☒	☒
	Lire, écouter et visionner des textes variés (Reads, listens and watches various texts)	☒	☒	☒
	Écrire des textes (Writes texts)	☐	☒	☒
Technological and Scientific Experimentation		☒	☒	☒

Work Oriented Training Program – Prework Training 2				
Subjects and Competencies Evaluated		Term 1 ("x" if evaluated)	Term 2 ("x" if evaluated)	Term 3 ("x" if evaluated))
Geography, History and Citizenship Education		☒	☒	☒
Physical Education and Health		☒	☒	☒
Arts	Visual Arts	☐	☐	☐
	Dance	☐	☐	☐
	Music	☐	☐	☐
	Drama	☒	☒	☐
Autonomy and Social Participation		☒	☒	☒
Work Skills	Develops some of the specific competencies associated with one or more semiskilled trades	☒	☒	☒
	Adopts attitudes and behaviors required in the workplace	☒	☒	☒
Preparation for the Job Market	To develop functional skills and knowledge, and behaviors related to community workers and environments	☒	☒	☒
	Gains an understanding of the job market	☒	☒	☒
	Carries out a sociovocational integration plan	☒	☒	☒

Evaluation of Learning (by subject)

The report card includes a section for general teacher comments for each subject. The comments will describe your child’s strengths, challenges and progress. Student learning will be evaluated on a regular basis, through different means such as in-class work, evaluation situations, assignments, tests, dictations, student portfolios, observations, etc.

Cross Curricular Competencies (CCC)

Teachers will provide comments **on at least two (2)** of the cross-curricular competencies for your child. They will appear on the report card at the following terms:

Individual Path to Learning 1		
Cross Curricular Competencies (CCC)	Term 1	Term 3
Exercises critical judgment	☒	☒
Organize their work	☐	☐
Communicates effectively	☐	☐
Works in a team	☒	☒

("x" = Competencies commented on in Report Card)

Work Oriented Training Program – Prework Training 3				
Subjects and Competencies Evaluated (weighting of the competency in the calculation of the result)		Term 1 ("x" if evaluated)	Term 2 ("x" if evaluated)	Term 3 ("x" if evaluated)
English Language Arts	Uses language/talk to communicate and to learn	☒	☒	☒
	Reads and listens to written, spoken and media texts	☒	☒	☒
	Produces written, spoken and media texts	☐	☒	☒
Math	Solves a situational problem	☒	☒	☒
	Uses mathematical reasoning	☐	☒	☒
French / Français	Interagir oralement en français (Interacts orally in French)	☒	☒	☒
	Lire, écouter et visionner des textes variés (Reads, listens and watches various texts)	☒	☒	☒
	Écrire des textes (Writes texts)	☐	☒	☒
Technological and Scientific Experimentation		☒	☒	☒

Work Oriented Training Program – Prework Training 3				
Subjects and Competencies Evaluated		Term 1 ("x" if evaluated)	Term 2 ("x" if evaluated)	Term 3 ("x" if evaluated))
Geography, History and Citizenship Education		☒	☒	☒
Physical Education and Health		☒	☒	☒
Arts	Visual Arts	☐	☐	☐
	Dance	☐	☐	☐
	Music	☐	☐	☐
	Drama	☒	☒	☒
Autonomy and Social Participation		☒	☒	☒
Work Skills	Develops some of the specific competencies associated with one or more semiskilled trades	☒	☒	☒
	Adopts attitudes and behaviors required in the workplace	☒	☒	☒
Preparation for the Job Market	To develop functional skills and knowledge, and behaviors related to community workers and environments	☒	☒	☒
	Gains an understanding of the job market	☒	☒	☒
	Carries out a sociovocational integration plan	☒	☒	☒

Evaluation of Learning (by subject)

The report card includes a section for general teacher comments for each subject. The comments will describe your child’s strengths, challenges and progress. Student learning will be evaluated on a regular basis, through different means such as in-class work, evaluation situations, assignments, tests, dictations, student portfolios, observations, etc.

Cross Curricular Competencies (CCC)

Teachers will provide comments **on at least two (2)** of the cross-curricular competencies for your child. They will appear on the report card at the following terms:

Individual Path to Learning 1		
Cross Curricular Competencies (CCC)	Term 1	Term 3
Exercises critical judgment	☐	☐
Organize their work	☒	☒
Communicates effectively	☒	☒
Works in a team	☐	☐

("x" = Competencies commented on in Report Card)

If there are any changes made to the above evaluation and reporting information, an updated version of this document will be made available. For any more information concerning your child’s learning, please contact your child’s teacher(s).

Maria Caldarella

School Principal