

TASK	TIMELINE	CMEC	MINISTRY/DEPARTMENT OF EDUCATION	SCHOOL
<p style="text-align: center;">SCHOOL INFORMATION FORM</p>	<p style="text-align: center;">October 2022 ↓ December 2022</p>	<ol style="list-style-type: none"> 1. Send to ministry/department of education: <ul style="list-style-type: none"> • List of selected schools (including replacement schools); and • School Information Forms to collect a list of all Grade 8/Secondary II classes and school information from each selected school. 2. Receive completed forms and use these to randomly select a class or classes from each participating school. 	<ol style="list-style-type: none"> 1. Send memorandum to school principals and superintendents to inform them their schools have been selected to participate. 2. Complete the following steps in regard to the School Information Forms: <ol style="list-style-type: none"> a. Send forms to the selected schools; b. Collect completed forms from participating schools; c. Correct any discrepancies; and d. Submit forms to CMEC on an ongoing basis. 3. Repeat steps in item 2 for replacement schools, as required. 4. Follow up with schools that have not submitted their School Information Form. 	<ol style="list-style-type: none"> 1. Confirm participation to ministry/department of education. 2. Complete and return the School Information Form to the ministry/department of education and include: <ul style="list-style-type: none"> • Name and email address of contact person (e.g., teacher, principal); • Mailing address; • Assessment date; and • Device and internet verification information (IT staff assistance may be required. Refer to the manual and instructional video.). 3. List all Grade 8/Secondary II classes in the school. <u>Note</u>: for multigrade classes, indicate only the total number of students at the Grade 8/Secondary II level.

An electronic version of this document is available at cmec.ca/pcap-ppce.

Instructional videos will be posted at cmec.ca/pcap-ppce as they become available.

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<p align="center">STUDENT IDENTIFICATION FORM</p>	<p align="center">December 2022 ↓ February 2023 NO LATER THAN FEBRUARY 28</p>	<ol style="list-style-type: none"> Send to ministry/department of education: <ul style="list-style-type: none"> Student Identification Forms to collect list of students enrolled in each selected class. 	<ol style="list-style-type: none"> Complete the following steps in regard to the Student Identification Forms: <ol style="list-style-type: none"> Send forms to the participating schools; Collect completed forms from participating schools; Correct any discrepancies; and Submit forms to CMEC on an ongoing basis. Follow up with schools that have not submitted their Student Identification Form. 	<ol style="list-style-type: none"> Receive notification of the list of classes selected to participate in the assessment. Note: class selection cannot be modified. Complete the following steps and return the form to the ministry/department of education: <ul style="list-style-type: none"> Complete one form for each selected class; and List all Grade 8/Secondary II students in the selected class(es) and their respective science teacher(s).
<p align="center">ASSESSMENT MATERIAL</p>	<p align="center">Five days (min.) before the selected assessment date</p>	<ol style="list-style-type: none"> Send assessment material to schools. Note: all material is sent electronically, except for the Assessment Script, which is sent by mail. 		<ol style="list-style-type: none"> Verify material content. Note: schools receive one set of materials per participating class. Instructional video available (see link above). Contact CMEC for missing materials, if applicable. Distribute questionnaire login forms to: <ul style="list-style-type: none"> the school principal, and teacher(s) of the selected class(es).
<p align="center">LAPTOP AND PORTABLE WIFI DEVICE SHIPMENT (if applicable)</p>	<p align="center">Three days (min.) before selected assessment date</p>	<ol style="list-style-type: none"> Ship laptops to schools requiring devices (based on Device and Internet Verification responses). Ship portable wifi devices to schools requiring an internet connection (school needs to be located in a region with cellular coverage). 		<ol style="list-style-type: none"> Receive laptops prior to the planned assessment date, if applicable. Receive a portable wifi device prior to the planned assessment date, if applicable.

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ASSESSMENT DAY	April 17 to May 26, 2023	<ol style="list-style-type: none"> 1. Provide administrative and technical support by telephone and email. 	<ol style="list-style-type: none"> 1. Perform quality control monitoring in a certain number of participating schools. 	<ol style="list-style-type: none"> 1. Administer test and student questionnaire. 2. Complete the following administration forms: <ul style="list-style-type: none"> • Student Tracking Form; • Session Report Form; • Teacher and School Questionnaire Tracking Form; and • Student Participation Rates Form (organize makeup session, if required). <p><i>Instructional video available (see link above).</i></p>
MATERIALS RETURN	Immediately following the completed assessment	<ol style="list-style-type: none"> 1. Process returned packages. 2. Contact school by email if any equipment is missing or forms are missing or incorrectly completed. 	<ol style="list-style-type: none"> 1. Respond in a timely manner to any post-assessment inquiries. 2. Follow up with schools that have not returned their materials. 	<ol style="list-style-type: none"> 1. Return completed assessment forms electronically. 2. Send back laptops as per instructions provided, if applicable. 3. Send back portable wifi device as per instructions provided, if applicable. 4. Respond in a timely manner to any post-assessment inquiries. 5. Shred/delete original assessment forms upon receiving notification from CMEC that data were verified.
SCHOOL FEEDBACK SURVEY	Immediately following the completed assessment	<ol style="list-style-type: none"> 1. Send confirmation of materials reception and PCAP 2023 School Feedback Survey link to schools. 		<ol style="list-style-type: none"> 1. Complete PCAP 2023 School Feedback Survey.