

## A Collaborative Process - Shared Responsibilities

### A. Planning

	Centre Director/ School Board Team	BIM Consultant
Responsibilities	<ul style="list-style-type: none"> <li>• Recommend and release teachers for design teams</li> <li>• Arrange the logistics for each meeting</li> <li>• Call the participants to design team meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Contact the Centre Director/Consultant to form design teams</li> <li>• <i>With the Centre Director</i>, fix the team's mandate and global time line</li> <li>• Prepare the content of the first meeting</li> </ul>

### B. Development

	Design Team	BIM Consultant
Responsibilities	<ul style="list-style-type: none"> <li>• Participate in the discussions and design process</li> </ul>	<ul style="list-style-type: none"> <li>• Provide initial training</li> <li>• Lead the meeting</li> <li>• Support the design team members</li> </ul>
1 <sup>st</sup> meeting (one day)	<b>AGENDA</b> <ul style="list-style-type: none"> <li>• Clarify BIM's role and mandate</li> <li>• Present the Definition of Domain for Evaluation (DDE)                             <ul style="list-style-type: none"> <li>○ Class of situations, categories of action, operational competencies, essential knowledge, evaluation criteria, indicators, weighting</li> </ul> </li> <li>• Present the procedure for developing evaluation situations (ES)                             <p><i>Together with team members:</i></p> <ul style="list-style-type: none"> <li>○ Using a template, define the general aspects of the evaluation situation: real-life situation, task descriptions, evaluation tools, etc.</li> <li>○ Determine the supporting documents required: Guide, Student Booklet, audio tracks, pamphlets, etc.</li> <li>○ Distribute workload and determine time line</li> </ul> </li> </ul>	

## B. Development (cont'd)

	Design Team	BIM Consultant
Responsibilities Approximately two days of individual work, according to subject	<ul style="list-style-type: none"> <li>Complete the tasks, supporting documentation and evaluation tools</li> <li>Forward completed work to BIM by the established deadline</li> </ul>	<ul style="list-style-type: none"> <li>Provide support-at-a-distance, as needed, to design team members (learning community, e-workshops, video/telephone conference, etc.)</li> <li>Acquire author/copyrights, if needed</li> <li>Computerize and format the documents</li> <li>Revise the work documents for the next meeting</li> </ul>
Responsibilities 2 <sup>nd</sup> meeting (one day)	<ul style="list-style-type: none"> <li>Review the changes made by the BIM team</li> <li>Revise and adjust the tasks and evaluation tools with team members</li> <li>Make any required modifications, then forward to BIM</li> </ul>	<ul style="list-style-type: none"> <li>Lead the meeting</li> <li>Arrange the validation of the ES with another school board</li> <li>Prepare final document for validation</li> </ul>

## C. Validation

	School Board ( Different from Design Team)	BIM Consultant
Responsibilities	<p><i>Centre Director's role:</i></p> <ul style="list-style-type: none"> <li>Recommend teachers to validate evaluation situations</li> </ul> <p><i>Teacher-Validator's role:</i></p> <ul style="list-style-type: none"> <li>Validate the evaluation situation according to the established procedure</li> <li>Propose corrections (in writing)</li> <li>Forward the required material to BIM</li> </ul>	<ul style="list-style-type: none"> <li>Meet with the two teacher-validators assigned from the partner school board</li> <li>Explain the established validation process and provide documentation</li> <li>After the validation, make the appropriate corrections</li> </ul>

## D. Linguistic Revision and Distribution

	School Board Team	BIM Team
Responsibilities		<ul style="list-style-type: none"> <li>Linguistic revision of evaluation situation</li> <li>Distribution of evaluation situation to school boards via <i>BIManager</i></li> </ul>