

## INFORMATION FOR PARENTS PREPARING FOR THE ONLINE SECONDARY SCHOOL ADMISSIONS EXAM

Your child will soon be taking their Secondary I (grade 7) admissions exam. The exam will be completed online in the comforts of home and will be supervised virtually by the BrissonLegris team. Parents can prepare in advance by ensuring that they have the right equipment and a suitable environment for the test.

This document contains information about:

- Computer equipment and environment needed for taking the online exam
- Review process and next steps
- Special accommodations for students
- Consent and authorization to take the online exam

Please refer to these two webpages prior to the exam. Additional details about these links are provided on the following pages.

To familiarize your child with the exam platform (demo):

<https://evaluation.e-potentiel.com/demo/acad/en>

To learn how to use Zoom, the online meeting platform:

[https://www.youtube.com/watch?v=pAMDxH\\_H\\_Cs](https://www.youtube.com/watch?v=pAMDxH_H_Cs)

Any child who has completed grade 5 is ready to write the exams.

Entrance exams test logical deduction, reasoning, observation skills and reading skills. No studying is necessary for these aspects. In fact, we discourage exam preparation. It is not helpful and creates anxiety for the child.

Finally, if you have questions after reviewing this material, please **contact the school**.

Good luck with your admissions process!

## COMPUTER REQUIREMENTS

### Technical requirements

- Minimum operating system: An operating system capable of supporting the latest version of your web browser is required. **If you can navigate in the platform (demo), your system is adequate.**
- Recommended Internet browser: Chrome (**best**), Microsoft Edge, Safari, Firefox, Mozilla.

**Important!** Don't use Internet Explorer.

Make sure your browser language is set to English. When you visit a website, your browser should not translate the content into other languages.

- Microphone and webcam in good working condition.
- Speakers or headphones with microphone.
- A mouse.



#### **IMPORTANT!**

Tablets, iPads, Chromebooks and mobile phones **are not compatible** because they won't allow you to use the exam platform and Zoom (for remote supervision) at the same time. You must have a computer.

### Internet connection

- Reliable, high-speed internet.
- On the day of the exam, the other members of your household should refrain from using the internet on their computers, telephones or televisions (e.g., Netflix) to avoid connection problems.



#### **IMPORTANT!**

Using the microwave during the exam session could also interfere with WiFi and disconnect you from the exam platform. Be sure to let your family know!



#### **TIP:**

***Check your internet speed in advance. Make sure you have a high-speed connection to avoid losing the connection.***

### Exam environment

- Set up your child in a **calm and quiet area**, where they can be left **alone**. Remember to close the windows and turn off all telephones, alarms and other devices in the house. We recommend a room with a door that closes, if possible.
- Ensure your child is visible in the camera. Your child must be visible throughout the entire exam period.
- You may not use virtual wallpaper. You may not use two screens.
- You may not use calculators, cell phones, the internet or other means of communication.
- Do not make any noise during the exam, as the microphone will be turned on!
- The virtual supervision will be recorded for monitoring purposes.

## PROCESS AND NEXT STEPS

### Invitation email from BrissonLegris

- Three to four days before the day of the exam, you'll receive an invitation email from BrissonLegris. It will specify the **exact time of your child's exam** and include a **personalized link to connect to the Zoom platform**.
- Simply **click the Zoom link** on the day of the exam and a BrissonLegris invigilator will let you into the session. You don't need to subscribe to Zoom. The application will download automatically the first time you use it. **The link to the exam platform will be provided by the invigilator when you'll be in the Zoom session.**
- The invitation email will also contain the support team's email address, in case you have trouble logging in (Zoom). **Please note that the support team will only respond to emails on the day of the exam.**

**IMPORTANT!** If you still haven't received the invitation email 48 hours before the exam, **please check all your email inboxes first and then inform the school.** If you have other questions or must miss the exam, contact the school directly.



#### **IMPORTANT!**

Check your **junk mail or spam folder** for the invitation email. You can also search your inbox for the keyword "Zoom." The email subject line will say: *Invitation –Online exam / BrissonLegris*

### Day of the exam

- You should be present with your child when they log in to Zoom. You'll be directed to a virtual classroom with 16 students. **Log in 15 minutes in advance.**
- When you click the link to the Zoom meeting, you'll be directed to a virtual waiting room. You may have to wait a few minutes. Make sure you agree to use video and audio when prompted by Zoom.
- The invigilator will go over the instructions for taking the exam. You'll only need to be present at the beginning of the exam to help child log in to the platform. At the beginning of the session, the invigilator won't answer any questions about the content of the exam.
- Once you've logged in to the exam platform, parents will be asked to leave the room. The invigilator will explain the instructions to students and answer their questions before the exam begins. The platform is simple and easy to use. All your child has to do is click on an answer and they'll be automatically directed to the next question.



#### **TIP:**

***We encourage you to consult the webpages provided on the first page of this document so that you can familiarize yourself with the platforms.***




#### **IMPORTANT!**

The total exam duration is approximately 2 hours (including instructions). **Your child won't be able to go off-screen at any time during the exam.** Make sure your child has scrap paper, a pencil, a water bottle and their glasses (if applicable). You also need to have **your child's permanent code** in order to log in to the platform.

### Is your child applying to more than one school that uses our online admissions exams?

The results will be sent to all schools using **the same exam option**. This means your child will only take the exam once if this is the case. The school is responsible for the admissions process and final decision. They will contact you with the results. BrissonLegris will not share results with families.

## SPECIAL ACCOMMODATIONS

- Students entitled to special accommodations (with school permission) will be provided with:
    - ✓ 30% more time for each part of the exam
    - ✓ A text read aloud function (that's why it's important to have headphones or a headset)
-  The text read aloud button is located below each question. The invigilator will provide specific instructions for children who are entitled to special accommodations.
- Therefore, **it's important to confirm access to special accommodations with the school in advance.** No changes can be made once you've received the invitation email or on the day of the exam.

## CONSENT AND AUTHORIZATION TO TAKE THE ONLINE EXAM

By allowing my child to take the Secondary I online admissions exam and by ensuring their presence on the day of the exam:

1. I hereby accept that BrissonLegris administer the exams and supervise the online exam via the Zoom platform. The ratio is one invigilator per 16 students.
2. I confirm that I can meet the technological requirements for the exam and that I have read the information provided above and consulted the demo platform to ensure that my child is prepared for the exam.
3. I acknowledge that it is my sole responsibility to ensure access to an adequate internet network during the entire exam period. If this is not possible, it is my responsibility to notify the school before the exam.
4. I accept that the exam session may be recorded for security and review purposes. The recording will be stored confidentially and may only be used for verification purposes. In the event that plagiarism, copying, exam reproduction or the use of unauthorized materials is suspected, the advisory committee (BrissonLegris and the school) will perform a verification and the parents of the concerned child will be informed.
5. I understand that, on the day of the exam, I must be present on Zoom at the beginning of the scheduled time to make sure my child is set up properly and is clearly visible in front of the camera. I am also aware that the invigilator cannot answer questions about the exam type or processing of the results.
6. I agree to follow all instructions provided by the invigilator and to leave my child alone for the duration of the exam. I also agree to respect the privacy rights of all children taking the exam and their parents.
7. I agree not to copy, reproduce, photograph, film or record the exam questions or the supervision on Zoom (to protect the privacy of the virtual class members). The publication of exam content, in whole or in part, is strictly prohibited during and after the exam period.
8. I agree to inform my child that they may not use the internet, a calculator, cell phone or other means of communication during the test.
9. I understand and hereby authorize BrissonLegris to send the test results to the school(s) that my child is applying to this year
10. I understand that the school has sole discretion on whether or not to admit my child to its regular or specific program. The school will contact me with their decision. BrissonLegris will not provide any results to parents.

If I am not comfortable with the exam terms and conditions, I understand that I must inform the school and, if necessary, cancel my child's exam session.