

HOWARD S. BILLINGS HIGH SCHOOL

International Baccalaureate Programme – World School



REGISTRATION PACKAGE

For the 2024-2025 Academic Year

GRADE 6 students who are eligible for access to English education and who wish to be considered for admission into the International Baccalaureate Programme must write an entrance exam on

Sunday May 12th, 2024 (8am – 12:30pm)

This exam will be conducted entirely ONLINE. Candidates must have access to their own desktop or laptop computers to write this exam—tablets and phones are not compatible with the platform.

The following steps must be completed in order to register your student for the exam:

1. Read through all sections of this package before completing your student’s registration.
2. Complete the online Registration Form with BrissonLegris and submit your payment (\$45.13 taxes included): [Registration online exam May 12, 2024.](https://www.brissonlegris.com/machform/view.php?id=274068)
<https://www.brissonlegris.com/machform/view.php?id=274068>
3. Submit the following paperwork **by email only** to *Ms. M. Mallen* (hsb@nfsb.qc.ca):
 - a. Primary Cycle 3 Year 1 (Grade 5) final report card
 - b. Student composition (enclosed in this package)
 - c. A scanned copy of your student’s IEP if the student is entitled to special accommodations

Please Note:

Families of students who require special accommodations must contact Ms. C. Moriello for specific instructions prior to the registration deadline (cmoriello@nfsb.qc.ca). **The time of your exam on May 12th may be different to allow for accommodations.**

REGISTRATION PERIOD: March 25th (8am) to April 30th (11pm)

All required documents and your payment must be received **before** the April 30th deadline for your student to be registered.

Documents and payment cannot be hand-delivered.

International Baccalaureate Programme
HOWARD S. BILLINGS HIGH SCHOOL



Dear Parents / Guardians:

The International Baccalaureate Programme at Howard S. Billings provides a high quality of education in a public setting. We offer an enriched curriculum, extra-curricular activities, leadership opportunities, cultural exchanges, and international trips. Students are educated in a secure and supportive environment where they are free to grow in body, mind, and spirit; they will become well-rounded individuals.

We are currently accepting applications for the 2024-2025 school year at the MYP 1 (grade seven) level. The entrance exam will take place on Sunday, May 12th, 2024. **The exam will be completed entirely online.** There will be a fee of \$45.13 (taxes included) to write this exam. This fee covers the cost of the standardized testing done by BrissonLegris, a company with more than 35 years of experience in evaluation. This fee must be paid online at the time of registration.

Howard S. Billings is a recognized world school for the International Baccalaureate Programme covering grades 7 to 11. The IB Programme is recognized around the world. The curriculum and pedagogy of the IB Programme focus on international perspectives of learning and teaching, while insisting that students fully explore their home cultures and languages. IB teachers participate in a wide variety of professional development opportunities to constantly update their knowledge and share their expertise with colleagues around the world. The core components of the IB Programme encourage students to participate in creative and service-oriented activities, while at the same time emphasizing the importance of reflection on personal and academic levels (<http://www.ibo.org/myp/>). The Howard S. Billings High School IB Programme has its own website <https://hsb.nfsb.qc.ca/ib/> if you are looking for more information.

If you are interested in having your student write the IB entrance exam, please complete the online registration form (please see the link on the first page of this package). **It must be completed no later than April 30th, 2024 (11pm).**

Please be sure to also email the other required documents to Ms. M. Mallen (hsb@nfsb.qc.ca). **They must be completed and received by the school no later than April 30th, 2024 (11pm). We must receive all required elements of the registration package to register your student with BrissonLegris; incomplete registrations will result in a nullification of your student's registration.**

Sincerely,

Mrs. M. Primeau

Principal

STUDENT COMPOSITON

Student's name: _____

Present school: _____

Instructions: Using proper grammar and full sentences, please write in the spaces below.

➤ Tell us about yourself.

➤ What do you need to improve upon in school?

➤ How are you planning on getting involved in your community next year?

➤ Why do you want to join the International Baccalaureate Programme?



HOWARD S. BILLINGS HIGH SCHOOL

International Baccalaureate Programme
World School



Registration Checklist

- I have **scanned and emailed** the following documents to Ms. M. Mallen (hsb@nfsb.qc.ca):
 - A digital copy of the Grade 5 final report card;
 - The student composition, completed by my student;
 - If my student requires special accommodations, a digital copy of their IEP.

- I have completed the **online registration form** and **paid the required fee**.

- I have contacted Ms. C. Moriello (cmoriello@nfsb.qc.ca) to discuss my student's special accommodations, as they are outlined in their IEP.

- I am aware that my student must be eligible for access to English education in order to be considered for the Howard S. Billings IB Programme.

- I understand that my student will need to use a desktop or laptop computer (phones & tablets are not compatible) to do the exam and that I'm responsible for making those arrangements.

Final Instructions

- You will receive a confirmation email from Howard S. Billings that your student's registration package is complete within 48 hours after the registration deadline. If you do not receive this email, please email Ms. C. Moriello to let her know (cmoriello@nfsb.qc.ca).
- BrissonLegrís will email you the personalized link that your student will use for the exam approximately three days before the exam date. Please check your spam folders for that email, and if you did not receive anything, please email Ms. C. Moriello to let her know (cmoriello@nfsb.qc.ca).
- Please carefully read the document "Information for parents preparing for the online secondary school admissions exams" / "Informations aux parents préparation pour l'examen en ligne secondaire", which is included in this package, to familiarize yourself with the online exam process.
- BrissonLegrís cannot disclose any information to you regarding the exam or your student's performance. Please direct all inquiries to Ms. C. Moriello
- You shall receive the acceptance letter by June 10th, 2024.

10 Reasons



why the IB Middle Years Programme (MYP) encourages you to become a creative, critical and reflective learner

1 Become a life-long learner

Learn 'how to learn' using communication, research, self-management, collaboration and critical thinking skills.

2 Learn by doing and experiencing

Through the MYP community project you learn to service the community and connect what you learn in the classroom to "real life".

3 The MYP encourages critical thinking

It teaches you to analyse and evaluate issues, generate novel ideas and consider new perspectives.

5 Learn for understanding

Not just to memorize facts or topics and prepare for exams.

4 Explore global challenges

The MYP helps you increase your understanding of the world by exploring globally significant ideas and issues.

6 Train yourself to:

- organize and plan your work
- meet deadlines
- concentrate
- bounce back
- persist
- think positively.

7 Subjects are not taught in isolation

You are encouraged to make connections between subjects.

8 It empowers you to develop your talents

Feel empowered to prove what you know and earn the MYP certificate or MYP course results.

10 It encourages international-mindedness

The MYP helps you critically appreciate your own culture and personal history, as well as the values and traditions of others.

9 It prepares you for future education

Prepare yourself for the IB Diploma Programme or IB Career-related Programme delivered by IB World Schools globally.

INFORMATION FOR PARENTS

PREPARING FOR THE ONLINE SECONDARY SCHOOL ADMISSIONS EXAM

Your child will soon be taking their Secondary 1 (grade 7) admissions exam. The exam will be completed online in the comforts of your 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

Any child who has finished Grade 5 is ready to write the exams. However, if you think it is necessary, you can review the material covered in English, Math and French in Grade 5.

Entrance exams also test logical deduction, reasoning, observation and reading skills. No studying is necessary for these aspects.

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

Good luck with your admissions process!

COMPUTER REQUIREMENTS

Technical requirements

- Minimum environment required for your computer: An operating system capable of supporting the latest version of your web browser is required. **If you are able to navigate the demo platform, 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.



WARNING ! 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. **Please use only a personal computer.** The restrictive settings of a professional computer (government or business computer) prohibit the opening of the test platform.

Internet connection

- Reliable, high-speed internet connection.
- 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 your Wi-Fi 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 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

- Approximately, three (3) to four (4) 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 authorize you to access the virtual classroom. 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 coach when you'll be in the Zoom session.** Remember to familiarize your child with the exam platform(demo). The link is presented on the first page of this document.
- 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*

The 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 your 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. However, it is important for the parents to not leave the house during the exam. If your child has a technical problem that the invigilator is not able to resolve, you may be needed to resolve the situation.



TIP:

We invite you to consult the links presented on the first page of this document in order to 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 BrissonLegris online admissions exams?

There are a few exam options offered by BrissonLegris. The school decides which exam option they will use. Your child can only take the exam **once for each option**. So, if two schools have chosen the same exam option, you will be notified before the second exam and the result will be sent automatically to the school. The results will be sent only to the schools using **the same exam option**.

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 1 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 will 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. Under Law 25 of the protection of personal data, Brisson Legris undertakes to use and provide the necessary information only to the following people:
 - To BrissonLegris employees responsible for payment tracking and registering for assessments.
 - To the various stakeholders (accompanying persons, supervisors) during the online assessment.
 - To the schools chosen during registration for the transmission of results.
10. I understand and hereby authorize BrissonLegris to send the test results to the school(s) that my child is applying to this year.
11. 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.