



**Howard S. Billings
High School**

International Baccalaureate Programme

Registration Package



**For the 2027-2028
Academic Year**

Academic Integrity in the Admissions Process

As an IB learner, being principled means making the right choices in all areas of our work. This includes showing honesty and responsibility during the entire admissions process. Whether you're writing your admissions composition or taking the online exam, it's important to use your own ideas and answers. Working independently and truthfully reflects your commitment to learning and growth. By applying academic integrity in everything you do, you demonstrate respect for your own achievements and for the efforts of others. Upholding these values throughout the process ensures fairness and builds trust in your abilities.

Academic Integrity for the Student Composition

As IB learners, being principled means doing what is right, even when no one is watching. This includes being honest in your work, using your own ideas, and giving credit to others when you use their words or thoughts. When writing your admissions essay, it's important to apply this by using your own words and original ideas. This shows respect for your learning and the work of others. Being principled helps us build trust and ensures that we are always learning and growing in the right way.



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 2027-2028 school year at the MYP 1 (grade seven) level. The entrance exam will take place on Saturday September 26th, 2026. The exam will be completed entirely online. There will be a fee of \$54.62 (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 (<https://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 next page of this package). It must be completed no later than September 16th, 2026 (10:30 pm).

Please be sure to also email the other required documents to Ms. A. Trimm. They must be completed and received by the school no later than September 16th, 2026 (10:30 pm). 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

Registration Information

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:

Saturday September 26th, 2026 (8:00am – 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 BrissonLegrís and submit your payment (\$54.62 taxes included):

<https://brissonlegris.com/machform/view.php?id=301494>

3. Submit the following paperwork by email to Ms. A. Trimm (atrimm@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 (is applicable)

Please Note:

Families of students who require special accommodations must contact the IB Coordination team for specific instructions prior to the registration deadline (ibhsb@nfsb.qc.ca). The time of your exam on September 26th, 2025 may be different to allow for accommodations.

REGISTRATION PERIOD: September 1st (8:00 am) to September 16th (10:30 pm)

All required documents and your payment must be received before the September 16th (10:30 pm) deadline for your student to be registered.

Documents and payment cannot be hand-delivered.

Student Composition

Student's name: _____

Present school: _____

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

1) Tell us about yourself.

2) What do you need to improve upon in school?

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

4) Why do you want to join the International Baccalaureate Programme?

Registration Checklist

- I have scanned and emailed the following documents to Ms. A. Trimm (atrimm@nfsb.qc.ca) before the September 16th deadline:
 - 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 the IB Coordination team (ibhsb@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 IB Coordination to let them know (ibhsb@nfsb.qc.ca).
- BrissonLegris will email you the personalized link that your student will use for the exam approximately three to four days before the exam date. Please check your spam folders for that email, and if you did not receive anything, please email IB Coordination to let them know (ibhsb@nfsb.qc.ca).
- 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.
- BrissonLegris cannot disclose any information to you regarding the exam or your student's performance. Please direct all inquiries to the IB Coordination Team.

Please note:

A student's acceptance into the IB Programme is conditional and will be reviewed at the end of the school year. Students must successfully pass all Grade 6 courses at the end of the academic year in order to maintain their place in the programme. If a student does not pass all of their Grade 6 courses, their acceptance will be withdrawn and their place in the IB Programme will be forfeited.



INFORMATION FOR PARENTS PREPARING FOR THE ONLINE SECONDARY SCHOOL ADMISSIONS EVALUATION

Your child will soon be taking their Secondary I (grade 7) admissions evaluation. The evaluation 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 the environment needed for taking the online evaluation.
- Review process and next steps
- Special accommodations for students
- Consent and authorization to take the online evaluation

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

To familiarize your child with the evaluation platform (demo):
<https://evaluation.e-potentiel.com/demo/acad/en>

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

Entrance evaluations test logical deduction, reasoning, observation skills and reading skills. No studying is necessary. In fact, we discourage evaluation 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.
- Amouse.



IMPORTANT!

Tablets, iPads and mobile phones **are not compatible** because they won't allow you to use the evaluation platform and Zoom (for remote supervision) at the same time. You must have a computer. **Please use 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.
- On the day of the evaluation, 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 evaluation session could also interfere with WIFI and disconnect you from the evaluation 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.

Evaluation 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 evaluation period.
- You may not use virtual wallpaper. You may not use two screens.
- You may not use calculators, cell phones, the internet, AI application or other means of communication.
- Do not make any noise during the evaluation, 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 evaluation, you'll receive an invitation email from BrissonLegris. It will specify the **exact time of** your child's evaluation and include a **personalized link to connect to the Zoom platform**.
- Simply **click the Zoom link** on the day of the evaluation 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 evaluation platform will be provided by the invigilator when you're 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 evaluation. IMPORTANT!** If you haven't received the invitation email 48 hours before the evaluation, **please check all your email inboxes first and then inform the school.** If you have other questions or ~~must miss the evaluation,~~ 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 evaluation / BrissonLegris*

Day of the evaluation

- 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 evaluation. You'll only need to be present at the beginning of the evaluation 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 evaluation.
- Once you've logged in to the evaluation platform, parents will be asked to leave the room. The invigilator will explain the instructions to students and answer their questions before the evaluation 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 evaluation duration is approximately 2 hours (including instructions). **Your child won't be able to go off-screen at any time during the evaluation.** 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 (a special code will be sent to students not attending school in Quebec).

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

The results will be sent to all schools using **the same evaluation option**. This means your child will only take the evaluation 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 evaluation
 - ✓ 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 evaluation.

CONSENT AND AUTHORIZATION TO TAKE THE ONLINE EVALUATION

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

1. I hereby accept that BrissonLegrís administer the evaluations and supervise the online evaluation via the Zoom platform.
The ratio is one invigilator per 16 students.
2. I confirm that I can meet the technological requirements for the evaluation and that I have read the information provided above and consulted the demo platform to ensure that my child is prepared for the evaluation.
3. I acknowledge that it is my sole responsibility to ensure access to an adequate internet network during the entire evaluation period. If this is not possible, it is my responsibility to notify the school before the evaluation.
4. I accept that the evaluation session will be recorded for security and review purposes. The recording will be stored confidentially and may only be used for verification purposes. If plagiarism, copying, evaluation reproduction or the use of unauthorized materials is suspected, the Advisory Committee (BrissonLegrís 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 evaluation, 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 evaluation 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 evaluation.
I also agree to respect the privacy rights of all children taking the evaluation and their parents.
7. I agree not to copy, reproduce, photograph, film or record the evaluation questions or the supervision on Zoom (to protect the privacy of the virtual class members). The publication of evaluation content, in whole or in part, is strictly prohibited during and after the evaluation 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 that BrissonLegrís is committed to respecting Quebec's Law 25 regarding the protection of personal data.
Please refer to this link for full details of the privacy policy: https://www.brissonlegris.com/protection_donnees_ecoles/#protection-of-personal-data
10. I understand and hereby authorize BrissonLegrís 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 to admit my child to its regular or specific program. The school will contact me with their decision. BrissonLegrís will not provide any results to parents.

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

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.



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