



DESKTOP PUBLISHING (5721)

INFORMATION ON THE EVALUATIONS EVALUATION FORMS

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English Version

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Although much research went into the choice of technical terminology in the English version, some terms may not reflect current usage in the field. The Direction de la production en langue anglaise would very much appreciate receiving feedback from users of this document:

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INTRODUCTION

The Ministère de l'Éducation has prepared the analysis and planning tables for the *Desktop Publishing* program. The section entitled "Evaluation of the Analysis and Planning Tables" presents the indicators and criteria prescribed by the Ministère for the evaluation of competencies.

This document contains a brief description of the examination and evaluation form (where applicable) for each module of the program in order to help school boards develop their examinations. Teachers may therefore use the evaluation form and description provided in preparing their examinations.

Evaluation Forms

The evaluation forms provide additional information on the participation and performance indicators and criterion components by indicating more specifically what the examiner needs to observe.

In vocational education, marking is dichotomous: a student may obtain either 0 or all of the points for each item (criterion component) being evaluated. For example, if criterion component 3.2 is worth 10 points, then the student may obtain either 0 or 10 points. The acquisition of a competency may also be indicated by means of a PASS or FAIL, determined on the basis of a minimum performance standard or pass/fail conditions.

Error Tolerance

Where applicable, the evaluation form indicates the errors that a student may make with regard to a criterion component without losing any points.

Duration of Examination

The duration of the examination is given as a general guideline in the section "Information on the Evaluation."

TABLE 1

SYNOPTIC TABLE			
Number of modules: 23		DESKTOP PUBLISHING	
Duration in hours: 1 800			
Credits: 120		CODE: 5721	
CODE	TITLE OF MODULE	HOURS ¹	STATUS ²
971 212	1. The Occupation and the Training Process	30	L
971 228	2. Keyboarding	120	L
971 238	3. Visual Communication	120	L
971 244	4. Black-and-White Illustrations	60	L
971 254	5. Proofreading	60	L
971 267	6. Typography	105	L
971 275	7. Black-and-White Image Processing	75	L
971 284	8. Production of a Comprehensive Layout	60	L
971 298	9. Monochrome Page Layout	120	L
971 304	10. Imposition	60	L
971 314	11. Films for a Monochrome Document	60	L
971 325	12. Colour Illustrations	75	L
971 338	13. Colour Image Processing	120	M
971 346	14. Telecommunications Media	90	L
971 356	15. Colour Page Layout	90	L
971 362	16. Computers in the Workplace	30	L
971 378	17. Four-Colour Page Layout	120	M
971 388	18. Films for a Colour Document	120	M
971 392	19. Quality Control	30	L
971 402	20. Bidding on Projects	30	L
971 416	21. Teamwork	90	L
971 422	22. Career Development	30	L
971 437	23. Entering the Labour Market	105	L

¹ 15 hours = 1 credit

² Examinations are prepared either by the Ministère (M) or locally by the educational institution (L).

This program leads to a Diploma of Vocational Studies (DVS) in Desktop Publishing.



**DESKTOP PUBLISHING
(5721)**

**971 212 – THE OCCUPATION AND THE TRAINING PROCESS
(Module 1)**

**INFORMATION ON THE EVALUATION
PARTICIPATION EVALUATION FORM**

DESKTOP PUBLISHING

971 212 – THE OCCUPATION AND THE TRAINING PROCESS (Module 1)

INFORMATION ON THE EVALUATION

Evaluation of the candidates' participation will be based on information gathered at certain times during the learning activities. However, a definitive evaluation of a criterion component should be done only at the end of the corresponding phase in the learning situation.

The evaluation should not focus on the accuracy of the candidates' perceptions or opinions, but rather on whether they have based their perceptions or opinions on arguments or examples.

Phases 1 and 2 can be evaluated in small groups.

PHASE 1: INFORMATION ON THE OCCUPATION

1 Gather information on most of the topics covered

During this activity, it is important to clearly indicate the type of information that the candidates must gather and present in a group discussion. Regardless of the type of information or the medium used to record it, evaluation should not focus on the accuracy, quality or presentation of the information, but rather on the candidates' efforts to collect sufficient, relevant information on the topics to be covered and to organize it so that it can be used during a group discussion.

For criterion components 1.1, 1.2 and 1.3, candidates are expected to provide a sufficient amount of information on the topics covered, without giving a complete and rigorously accurate description of the situation.

2 Express their views on the occupation during a group discussion, relating them to the information they have gathered

The group discussion should be prepared and handled in such a way that all candidates have the opportunity to express their views.

PHASE 2: INFORMATION ON AND PARTICIPATION IN THE TRAINING PROCESS

3 Give their opinions on certain requirements for practising the occupation

The usefulness, relevance and validity of the skills, attitudes and knowledge considered necessary for practising the occupation will be discussed. The group discussion should be prepared and handled in such a way that all the candidates have the opportunity to express their views.

4 Present their views on the training program during a group discussion

The group discussion should be prepared and handled in such a way that all the candidates have the opportunity to express their views.

Candidates are expected to list personal characteristics, which in their opinion explain their career choice.

PHASE 3: EVALUATION AND CONFIRMATION OF CAREER CHOICE

5 Write a report that sums up their interests, aptitudes and preferences and explains how they arrived at their career choice, given the characteristics of the occupation

In their reports, the candidates are expected to show the connections between at least three aspects or requirements of the occupation that prompted them to choose the occupation and their own interests and aptitudes. At this stage, their perceptions need not be objective or accurate.

The evaluation should not focus on how well the report was written. Instead of requiring a written report, the teacher could even prepare a questionnaire and have candidates fill it out (it should not, however, take the form of a theory examination). Candidates must have made an effort to include the elements requested. The instructions for preparing the report must clearly define what is meant by preferences, interests and aptitudes.

6 Discuss their career choice with the teacher

The candidates are expected to participate actively in the discussion.

PARTICIPATION EVALUATION FORM

DESKTOP PUBLISHING	Program code: 5721
1 - The Occupation and the Training Process	Module code: 971 212
Candidate's name: _____	
School: _____	RESULT:
Permanent code: _____	PASS FAIL
Date of examination: _____	<input type="checkbox"/> <input type="checkbox"/>
Examiner's signature: _____	

PARTICIPATION COMPONENTS	RESULT YES NO
PHASE 1: INFORMATION ON THE OCCUPATION	
1 GATHER INFORMATION ON MOST OF THE TOPICS TO BE COVERED	
1.1 Produced relevant information on at least two of the following topics: <ul style="list-style-type: none"> - work environment (types of companies, products) - job prospects - remuneration - opportunities for advancement and transfer - hiring criteria 	<input type="checkbox"/> <input type="checkbox"/>
1.2 Produced information on at least two of the following topics: <ul style="list-style-type: none"> - tasks - working conditions - evaluation criteria - personal and professional ethics - rights and responsibilities of workers 	<input type="checkbox"/> <input type="checkbox"/>
1.3 Produced information on one of the following topics: <ul style="list-style-type: none"> - personal characteristics of the entrepreneur - requirements for being an entrepreneur 	<input type="checkbox"/> <input type="checkbox"/>
2 EXPRESS THEIR VIEWS ON THE OCCUPATION DURING A GROUP DISCUSSION, RELATING THEM TO THE INFORMATION GATHERED	
2.1 Presented at least one example of an advantage, disadvantage or requirement of the occupation	<input type="checkbox"/> <input type="checkbox"/>

PARTICIPATION COMPONENTS		RESULT YES NO	
PHASE 2: INFORMATION ON AND PARTICIPATION IN THE TRAINING PROCESS			
3	GIVE THEIR OPINIONS ON CERTAIN REQUIREMENTS FOR PRACTISING THE OCCUPATION		
3.1	Expressed views on the validity of at least two requirements of the occupation (skills, attitudes or knowledge), by basing their opinion on a relevant argument	<input type="checkbox"/>	<input type="checkbox"/>
4	PRESENT THEIR VIEWS ON THE TRAINING PROGRAM DURING A GROUP DISCUSSION		
4.1	Expressed their views on the relevance or usefulness of at least one aspect of the training program, basing their opinion on a relevant argument	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 3: EVALUATION AND CONFIRMATION OF CAREER CHOICE			
5	WRITE A REPORT THAT SUMS UP THEIR INTERESTS, APTITUDES AND PREFERENCES AND EXPLAINS HOW THEY ARRIVED AT THEIR CAREER CHOICE, GIVEN THE CHARACTERISTICS OF THE OCCUPATION		
5.1	Included in their report at least three arguments relating their preferences, aptitudes and interests to certain aspects or requirements of the occupation	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Included in their reports explanations about their career choice.	<input type="checkbox"/>	<input type="checkbox"/>
6	DISCUSS THEIR CAREER CHOICE WITH THE TEACHER		
6.1	Participated actively in a discussion on their career choice with the teacher	<input type="checkbox"/>	<input type="checkbox"/>
Pass/fail conditions: 7 YESes out of 9, and a YES for components 1.1, 1.2, 2.1, 4.1, and 5.1			

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 228 – KEYBOARDING
(Module 2)**

**INFORMATION ON THE EVALUATION
EVALUATION FORM**

DESKTOP PUBLISHING
971 228 – KEYBOARDING
(Module 2)
INFORMATION ON THE EVALUATION

1 Information and Instructions

The purpose of the examination is to evaluate the candidates' keyboarding technique and their typing speed. The duration of this examination is one hour. Several candidates may be evaluated at the same time, depending on the availability of materials.

2 Examination Procedure

In this examination, the candidates are required to keyboard text.

Before starting the examination, the candidates must organize their workstations safely (see *Special Instructions*).

Each candidate is given an error-free, typed, 125-word text to be transcribed in five minutes; the candidates are timed. Before starting the examination, the candidates are allowed to do warm-up exercises on the keyboard for approximately 10 minutes and are given another 10 minutes to familiarize themselves with the text. After the end-of-examination signal, the candidates must create a file in order to save and print the text.

At the end of the examination, the candidates must tidy up their workstations.

If the candidates have finished keyboarding the text before the end-of-examination signal, they may save and print their work.

3 Materials

The following materials are required for the examination:

- a workstation
- word processing or page layout software
- a black-and-white printer

4 Special Instructions

The candidates should be informed that their fingering techniques and observance of health and safety rules will be evaluated throughout the examination.

5 Specifications on the Examination

The examiner will provide instructions on the printing procedure: format, orientation of the paper and choice of printer.

After calculating the number of words keyboarded, the examiner must take typing errors into account to determine the number of words per minute.

EVALUATION FORM

DESKTOP PUBLISHING	Program code: 5721
2 - Keyboarding	Module code: 971 228
Candidate's name: _____	
School: _____	RESULT:
Permanent code: _____	PASS FAIL
Date of examination: _____	<input type="checkbox"/> <input type="checkbox"/>
Examiner's signature: _____	

OBSERVATION		RESULT
	YES NO	
1 WORKSTATION ORGANIZATION		
1.1 Ergonomic organization of work environment		
- monitor position	<input type="checkbox"/> <input type="checkbox"/>	
- monitor display	<input type="checkbox"/> <input type="checkbox"/>	
- absence of objects that could hamper movements	<input type="checkbox"/> <input type="checkbox"/>	0 or 10
1.2 Good posture		0 or 10
2 KEYBOARD MASTERY		
2.1 Application of proper fingering technique (Lasalle, Laperle, etc.)		0 or 30
3 TYPING SPEED		
3.1 Minimum speed of 20 words per minute, after typing errors are taken into account		0 or 30
4 SAVING OF FILE		
4.1 File saved and properly identified		0 or 10

OBSERVATION		RESULT
5 USE OF PRINT PARAMETERS		0 or 10
5.1 Printing procedure followed correctly		
Total:		/ 100
Minimum performance standard: 75 points		

Note to the examiner:

- First, check the YES boxes or the NO boxes that correspond to the elements observed.
- Circle the result obtained by the candidate; to do so, give full points or 0 (zero) for each element evaluated. For example, for an element worth 10 points, even if half the boxes are checked YES, 0 must be circled.

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 238 – VISUAL COMMUNICATION
(Module 3)**

**INFORMATION ON THE EVALUATION
EVALUATION FORM**

DESKTOP PUBLISHING

971 238 – VISUAL COMMUNICATION (Module 3)

INFORMATION ON THE EVALUATION

1 Information and Instructions

The purpose of the examination is to evaluate the candidates' ability to communicate a visual message. The suggested duration is three hours. Several candidates may be evaluated at the same time, depending on the availability of materials.

2 Examination Procedure

Each candidate is given a technical data sheet that includes:

- instructions on the work to be done (client, format, title, number of colours, images, purpose of the message, description of the target audience, etc.)
- an image bank containing an image that must be framed
- titles and texts composed with different fonts

The candidates are required to do the layout of a document such as a small poster, an advertisement or a cover page, using the collage technique and following the instructions in the technical data sheet.

The candidates are to justify their choices in writing.

3 Materials

The following materials are required for the examination:

- graphic materials: rulers, Exacto knife, square, etc.
- cardboard
- a photocopy machine
- a drafting table
- glue
- a worksheet, for justifying their choices

4 Special Instructions

The candidates must complete the task without using a computer.

EVALUATION FORM

DESKTOP PUBLISHING	Program code: 5721
3 - Visual Communication	Module code: 971 238
Candidate's name: _____	
School: _____	RESULT:
Permanent code: _____	PASS FAIL
Date of examination: _____	<input type="checkbox"/> <input type="checkbox"/>
Examiner's signature: _____	

OBSERVATION		RESULT
	YES NO	
1 CHOICE OF LAYOUT ELEMENTS		
1.1 Appropriate choice of typography		0 or 10
1.2 Appropriate choice of images		0 or 10
1.3 Appropriate choice of graphic elements		0 or 5
2 BALANCED COMPOSITION		
2.1 Appropriate choice of main features		0 or 10
2.2 Balanced layout of typographic elements, images, blacks and whites		
- titles and texts made according to graphic rules	<input type="checkbox"/> <input type="checkbox"/>	
- images arranged according to graphic rules	<input type="checkbox"/> <input type="checkbox"/>	
- good use of colour harmony	<input type="checkbox"/> <input type="checkbox"/>	0 or 25
Error tolerance: 1 failure or omission		
2.3 Images framed so as to reinforce the message		0 or 5

OBSERVATION			RESULT
		YES NO	
3	ESTABLISHMENT OF LINKS BETWEEN THE CLIENT'S ORDER AND THE WORK DONE		
3.1	Valid justification of selections made		
	- typography	<input type="checkbox"/> <input type="checkbox"/>	
	- frames for the images	<input type="checkbox"/> <input type="checkbox"/>	
	- colours	<input type="checkbox"/> <input type="checkbox"/>	
	Error tolerance: 1 failure or omission		0 or 15
4	PRESENTATION OF THE WORK		
4.1	Originality of the finished product		0 or 10
4.2	Neatness of work		0 or 10
Total:			/ 100
Minimum performance standard: 80 points			

Note to the examiner:

- First, check the YES boxes or the NO boxes that correspond to the elements observed.
- Circle the result obtained by the candidate; to do so, give full points or 0 (zero) for each element evaluated. For example, for an element worth 10 points, even if half the boxes are checked YES, 0 must be circled.

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 244 – BLACK-AND-WHITE ILLUSTRATIONS
(Module 4)**

**INFORMATION ON THE EVALUATION
EVALUATION FORM**

DESKTOP PUBLISHING

971 244 – BLACK-AND-WHITE ILLUSTRATIONS (Module 4)

INFORMATION ON THE EVALUATION

1 Information and Instructions

The purpose of the examination is to evaluate the candidates' ability to produce black-and-white illustrations using illustration software. The suggested duration is four hours. Several candidates may be evaluated at the same time, depending on the availability of materials.

2 Examination Procedure

The candidates are to use a computer to make black-and-white illustrations with a title, a logo and an object in perspective, following written instructions. A sketch of the illustration to be made is provided. The sketch must contain a colour graphic element, which the candidates are to convert in black and white. A colour sample, such as a three-colour logo, is supplied.

The work must involve the use of a variety of drawing and transformation tools, including the pen tool for Bézier curves, primitive tools (square, circle, etc.) and the Rotate, Italicize, Mirror and Scale tools. Typographic characters must also be inserted with one of the text editing tools. The size, dimensions, number of printouts and conditions imposed must also be specified.

A template of a main element is supplied. Any modifications to this element must be made in conformity with the sketch.

Suggestions:

- assembly drawing of a mechanical device
- cover page of a black-and-white newsletter
- newspaper advertisement

3 Materials

The following materials are required for the examination:

- a scanned template
- a colour sample of an element of the sketch (logo or other)
- a workstation
- graphics software
- a printer

4 Special Instructions

The use of autotracing tools is not permitted.

Criterion components 2.1, 3.1, 4.1, 7.1, 8.1 and 10.1 are evaluated on the basis of the printed illustration that is handed in to the examiner at the end of the examination.

Criterion components 1.1, 5.1, 6.1 and 9.1 are evaluated on-screen at a workstation at the end of the examination.

EVALUATION FORM

DESKTOP PUBLISHING	Program code: 5721
4 - Black-and-White Illustrations	Module code: 971 244
Candidate's name: _____	
School: _____	RESULT:
Permanent code: _____	PASS FAIL
Date of examination: _____	<input type="checkbox"/> <input type="checkbox"/>
Examiner's signature: _____	

OBSERVATION			RESULT
	YES	NO	
1 PREPARATION OF TEMPLATES ACCORDING TO THE COMPLEXITY OF THE ILLUSTRATION			
1.1 Templates clearly established			0 or 5
2 ASSEMBLING OF ELEMENTS			
2.1 Presence and correct position of all the elements			
- presence of all the elements (main element, logo, ornamental rules, title, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
- correct size of elements	<input type="checkbox"/>	<input type="checkbox"/>	
Error tolerance: ± 6 points			
- correct position of the elements	<input type="checkbox"/>	<input type="checkbox"/>	
Error tolerance: ± 6 points			0 or 20
3 PRECISION OF LINES			
3.1 Precise use of drawing tools	<input type="checkbox"/>	<input type="checkbox"/>	
- regular, well-defined curves			
- segments joined correctly	<input type="checkbox"/>	<input type="checkbox"/>	0 or 25
Error tolerance: 2 failures or omissions			

OBSERVATION			RESULT
	YES	NO	
4 USE OF CONVERSION TOOLS			
4.1 Elements converted in accordance with the sketch			
- correct slanting	<input type="checkbox"/>	<input type="checkbox"/>	
- correct rotation	<input type="checkbox"/>	<input type="checkbox"/>	
- correct symmetry	<input type="checkbox"/>	<input type="checkbox"/>	0 or 10
5 PRODUCTION OF BLACK-AND-WHITE TINTS AND GRADIENTS			
5.1 Observance of contrasts and tints			0 or 5
5.2 Accurate calculation of gradients			
- correct tonal ranges (minimum and maximum)	<input type="checkbox"/>	<input type="checkbox"/>	
- exact number of steps	<input type="checkbox"/>	<input type="checkbox"/>	0 or 5
6 ILLUSTRATION OF AN OBJECT IN THREE DIMENSIONS			
6.1 Object projected in conformity with the client's order			0 or 5
7 INTRODUCTION OF A TITLE			
7.1 Correct typographic attributes			
- font	<input type="checkbox"/>	<input type="checkbox"/>	
- style	<input type="checkbox"/>	<input type="checkbox"/>	
- character spacing	<input type="checkbox"/>	<input type="checkbox"/>	0 or 10
8 MODIFICATION OF THE TYPOGRAPHY			
8.1 Modification of typeface in accordance with the sketch			0 or 5

OBSERVATION			RESULT
	YES	NO	
9 ARCHIVING OF DOCUMENT			
9.1 Appropriate method of archiving			
- document saved in an appropriate folder	<input type="checkbox"/>	<input type="checkbox"/>	0 or 5
- files and folder properly labelled	<input type="checkbox"/>	<input type="checkbox"/>	
10 PRINTING			
10.1 Correct printing parameters			
- precise determination of margins	<input type="checkbox"/>	<input type="checkbox"/>	0 or 5
- correct orientation of print format	<input type="checkbox"/>	<input type="checkbox"/>	
Total:			/ 100
Minimum performance standard: 80 points			

Note to the examiner:

- First, check the YES boxes or the NO boxes that correspond to the elements observed.
- Circle the result obtained by the candidate; to do so, give full points or 0 (zero) for each element evaluated. For example, for an element worth 10 points, even if half the boxes are checked YES, 0 must be circled.

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 254 – PROOFREADING
(Module 5)**

**INFORMATION ON THE EVALUATION
EVALUATION FORM**

DESKTOP PUBLISHING**971 254 – PROOFREADING
(Module 5)****INFORMATION ON THE EVALUATION****1 Information and Instructions**

The purpose of the examination is to evaluate the candidates' ability to proofread. The suggested duration of this examination is two hours. Several candidates may be evaluated at the same time, depending on the availability of materials.

2 Examination Procedure

The examination is divided into three parts.

Part One: Understand text

The examiner will distribute a two-page, typed, double-spaced text to each candidate. The candidates are to read it quickly and produce a written summary. Suggested duration: 30 minutes.

Part Two: Identify errors and use proofreader's marks

Each candidate must identify all the errors in a typed, double-spaced one-page text containing errors in spelling, punctuation and writing numbers, and correct them, using the appropriate proofreader's marks. Suggested duration: 30 minutes.

Part Three: Interpret proofreader's marks and check corrected text

Each candidate is given a typed, double-spaced one-page text marked with proofreading corrections and a copy of same on diskette. All errors in spelling, punctuation and writing numbers must be corrected. Reference materials are permitted (dictionary, etc.). The use of spelling and grammar checking software is prohibited.

Each candidate is allowed to make only two printouts (one for checking the corrections and the other for the final printout).

The first printout is used to check the corrections. The candidates must sign this printout to prove they have checked it.

Suggested duration: 1 hour.

3 Materials

The following materials are required for the examination:

- texts with the characteristics cited above
- a workstation (Part Three)
- reference materials

EVALUATION FORM

DESKTOP PUBLISHING	Program code: 5721
5 - Proofreading	Module code: 971 254
Candidate's name: _____	
School: _____	RESULT:
Permanent code: _____	PASS FAIL
Date of examination: _____	<input type="checkbox"/> <input type="checkbox"/>
Examiner's signature: _____	

OBSERVATION	RESULT
YES NO	
1 UNDERSTANDING OF TEXT	
1.1 Accurate understanding of the message	0 or 15
2 IDENTIFICATION OF ALL ERRORS	
2.1 Identification of spelling errors in the text	0 or 15
Error tolerance: 1 failure or omission	
2.2 Identification of errors in punctuation and writing numbers	0 or 15
Error tolerance: 1 failure or omission	
2.3 Correct use of proofreader's marks	
- appropriate proofreader's marks	<input type="checkbox"/> <input type="checkbox"/>
- proofreader's marks entered in the margins	<input type="checkbox"/> <input type="checkbox"/>
- copy annotated neatly	<input type="checkbox"/> <input type="checkbox"/>
	0 or 20
3 INTERPRETATION OF PROOFREADER'S MARKS	
3.1 Correction of all errors with no additions or omissions	0 or 20

OBSERVATION	RESULT
<div>YES NO</div> <p>4 CHECKING OF THE CORRECTED TEXT</p> <p>4.1 Identification of proofreading errors in the final printout</p>	<p>0 or 15</p>
<p>Total:</p> <p>Minimum performance standard: 80 points</p>	<p>/ 100</p>

Note to the examiner:

- First, check the YES boxes or the NO boxes that correspond to the elements observed.
- Circle the result obtained by the candidate; to do so, give full points or 0 (zero) for each element evaluated. For example, for an element worth 10 points, even if half the boxes are checked YES, 0 must be circled.

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 267 – TYPOGRAPHY
(Module 6)**

INFORMATION ON THE EVALUATION

EVALUATION FORM

DESKTOP PUBLISHING

971 267 – TYPOGRAPHY (Module 6)

INFORMATION ON THE EVALUATION

1 Information and Instructions

The purpose of the examination is to evaluate the candidates' ability to ensure the typographic quality of a text. The suggested duration of this examination is three hours. Several candidates may be evaluated at the same time, depending on the availability of materials.

2 Examination Procedure

Task 1: Produce a typographic composition

The candidates are given a text with which they are to produce a typographic composition by specifying the parameters for the page layout (size, margins, number of columns, width of gutters). They are asked to prepare a text that will call for the use of several fonts.

The students are required to:

- select the fonts to be used
- keyboard the text using a word processing program
- correct the draft document input, using typographic proofreader's marks
- adjust the hyphenation and justification parameters of the page layout software
- create style sheets
- import the input text and ensure its typographic quality
- proofread the page layout, using typographic proofreader's marks

Task 2: Identify and annotate typographic errors

Each candidate is given a text with typographic errors.

The students are asked to annotate the text using typographic proofreader's marks. The text must contain at least three errors in each of the following categories:

- capitalization
- numbers
- use of gender
- abbreviations
- punctuation marks
- use of hyphens and dashes
- emphasis of elements

3 Materials

The following materials are required for the examination:

- a workstation, word processing and page layout software, a layout sheet
- reference materials (book on typographic rules, dictionary, English grammar textbook, etc.)

EVALUATION FORM

DESKTOP PUBLISHING	Program code: 5721
6 - Typography	Module code: 971 267
Candidate's name: _____	
School: _____	RESULT:
Permanent code: _____	<div style="display: inline-block; width: 45%;">PASS</div> <div style="display: inline-block; width: 45%;">FAIL</div>
Date of examination: _____	<div style="display: inline-block; width: 45%; text-align: center;"><input type="checkbox"/></div> <div style="display: inline-block; width: 45%; text-align: center;"><input type="checkbox"/></div>
Examiner's signature: _____	

OBSERVATION			RESULT
	YES	NO	
1 TYPING SPEED			
1.1 Speed of at least 20 words per minute (Task 1)			0 or 5
2 CHOICE OF FONTS			
2.1 Appropriate selection of fonts (Task 1)			
- title	<input type="checkbox"/>	<input type="checkbox"/>	
- subtitles	<input type="checkbox"/>	<input type="checkbox"/>	
- text	<input type="checkbox"/>	<input type="checkbox"/>	0 or 5
2.2 Appropriate selection of font size and line spacing (Task 1)			
- appropriate size	<input type="checkbox"/>	<input type="checkbox"/>	
- appropriate line spacing	<input type="checkbox"/>	<input type="checkbox"/>	0 or 5
3 SELECTION OF PARAMETERS			
3.1 Appropriate setting of hyphenation and justification parameters (Task 1)			
- title	<input type="checkbox"/>	<input type="checkbox"/>	
- subtitles	<input type="checkbox"/>	<input type="checkbox"/>	
- text	<input type="checkbox"/>	<input type="checkbox"/>	0 or 10
Error tolerance: 1 failure or omission			

OBSERVATION			RESULT
	YES	NO	
3.2 Style sheets created properly (Task 1)	<input type="checkbox"/>	<input type="checkbox"/>	0 or 15
- title	<input type="checkbox"/>	<input type="checkbox"/>	
- subtitles	<input type="checkbox"/>	<input type="checkbox"/>	
- text	<input type="checkbox"/>	<input type="checkbox"/>	
Error tolerance: 1 failure or omission			
4 APPLICATION OF TYPOGRAPHIC RULES			
4.1 Observance of typographic rules:			
- correct use of capital letters (Task 2)	<input type="checkbox"/>	<input type="checkbox"/>	0 or 20
- proper writing of numbers (Task 2)	<input type="checkbox"/>	<input type="checkbox"/>	
- use of proper gender (Task 2)	<input type="checkbox"/>	<input type="checkbox"/>	
- proper use of abbreviations (Task 2)	<input type="checkbox"/>	<input type="checkbox"/>	
Error tolerance: 1 failure or omission for all four elements			
4.2 Correct separation of words and hyphenation			
- Task 1	<input type="checkbox"/>	<input type="checkbox"/>	0 or 10
- Task 2	<input type="checkbox"/>	<input type="checkbox"/>	
- observance of rules for emphasis of elements (Task 2)	<input type="checkbox"/>	<input type="checkbox"/>	
5 USE OF ORTHOGRAPHIC AND PUNCTUATION MARKS			
5.1 Appropriate selection of marks, line spacing and typeface			
- Task 1	<input type="checkbox"/>	<input type="checkbox"/>	0 or 15
- Task 2	<input type="checkbox"/>	<input type="checkbox"/>	
6 TYPOGRAPHIC CORRECTIONS			
6.1 Correct use of proofreader's marks			
- Task 1	<input type="checkbox"/>	<input type="checkbox"/>	0 or 10
- Task 2	<input type="checkbox"/>	<input type="checkbox"/>	
Error tolerance: 2 mark errors for each task			



**DESKTOP PUBLISHING
(5721)**

**971 275 – BLACK-AND-WHITE IMAGE PROCESSING
(Module 7)**

INFORMATION ON THE EVALUATION

EVALUATION FORM

DESKTOP PUBLISHING

971 275 – BLACK-AND-WHITE IMAGE PROCESSING (Module 7)

INFORMATION ON THE EVALUATION

1 Information and Instructions

The purpose of the examination is to evaluate the candidates' ability to process black-and-white images on a computer. The suggested duration of this examination is five hours. Several candidates may be evaluated at the same time, depending on the availability of materials.

2 Examination Procedure

There is no predetermined sequence for carrying out the three tasks.

Task 1: Scan the images

Each candidate is given a different colour photograph, on a print or slide, and a storage unit containing a transfer curve.

The candidates are required to:

- scan a colour photograph for offset printing on uncoated paper with a duplicator
- save the image
- print a photo on a laser printer

The examiner must specify the dimensions and the screen ruling.

Task 2: Transfer images

Each candidate is given a laser disk containing a bank of images (photo CD).

The candidates are required to:

- convert this image into black and white and make the necessary adjustments in order to use it in a black-and-white advertisement
- save the image in accordance with the teacher's instructions (EPS, TIFF, etc.)

The examiner must specify the image to be transferred, as well as its dimensions.

Task 3: Retouch images

Each candidate is given a colour image to retouch, a storage unit containing a transfer curve and a model of the retouching and corrections to be made.

In this task, the students are required to:

- retouch an image (add and remove elements)
- create a crop line and adjust it for output on an image setter with a resolution of 2400 dpi
- convert this image into duotone mode and make the necessary adjustments for offset printing on coated paper with a sheet-fed press
- print a photo on a laser printer
- save the image

The examiner must specify the dimensions, screen ruling and colours to be used in the duotone printing process.

3 Materials

The following materials are required for the examination:

- a workstation
- measuring instruments (line gauge, protractor, rules, scaling, etc.)
- a laser printer
- one colour scanner for the whole group

4 Special Instructions

The students are to use the scanning station on a rotating basis. It is suggested that the evaluation of the scanning be spread over the entire duration of the module.

EVALUATION FORM

DESKTOP PUBLISHING 7 - Black-and-White Image Processing Candidate's name: _____ School: _____ Permanent code: _____ Date of examination: _____ Examiner's signature: _____	Program code: 5721 Module code: 971 275 RESULT: PASS FAIL <input type="checkbox"/> <input type="checkbox"/>
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OBSERVATION			RESULT
	YES	NO	
1 QUALITY OF THE SCANNING (Task 1)			
1.1 Use of the appropriate scanning mode			
- tone and brightness preserved	<input type="checkbox"/>	<input type="checkbox"/>	
- appropriate resolution	<input type="checkbox"/>	<input type="checkbox"/>	
- adequate dimensions	<input type="checkbox"/>	<input type="checkbox"/>	
- appropriate tonal ranges	<input type="checkbox"/>	<input type="checkbox"/>	
- adequate control of dot gain	<input type="checkbox"/>	<input type="checkbox"/>	0 or 20
2 PRECISION OF ADJUSTMENTS (Task 2)			
2.1 Images correctly adjusted			
- correct conversion in grey levels	<input type="checkbox"/>	<input type="checkbox"/>	
- tone and brightness preserved	<input type="checkbox"/>	<input type="checkbox"/>	
- appropriate resolution	<input type="checkbox"/>	<input type="checkbox"/>	
- adequate dimensions	<input type="checkbox"/>	<input type="checkbox"/>	
- appropriate tonal ranges	<input type="checkbox"/>	<input type="checkbox"/>	
- adequate control of dot gain	<input type="checkbox"/>	<input type="checkbox"/>	0 or 20

OBSERVATION			RESULT
	YES	NO	
3 QUALITY OF THE IMAGE RETOUCHING (Task 3)			
3.1 Correct modification of images			
- correct enlargement/reduction	<input type="checkbox"/>	<input type="checkbox"/>	
- correct angle/rotation	<input type="checkbox"/>	<input type="checkbox"/>	
- adequate dimension	<input type="checkbox"/>	<input type="checkbox"/>	
- adequate resolution	<input type="checkbox"/>	<input type="checkbox"/>	0 or 15
3.2 Proper restoration of images			
- precision of the selections and retouching (addition, removal, cloning)			0 or 10
3.3 Precision of the cropping			
- precision and preservation of crop lines	<input type="checkbox"/>	<input type="checkbox"/>	
- flatness value	<input type="checkbox"/>	<input type="checkbox"/>	0 or 10
4 QUALITY OF THE CONVERSION			
4.1 Proper conversion of images			
- appropriate selection of reference colours	<input type="checkbox"/>	<input type="checkbox"/>	
- proper adjustment of the duotone curves	<input type="checkbox"/>	<input type="checkbox"/>	0 or 10
5 PREPARATION OF IMAGES FOR SAVING			
5.1 Proper saving technique			
- Task 1	<input type="checkbox"/>	<input type="checkbox"/>	
- Task 2	<input type="checkbox"/>	<input type="checkbox"/>	
- Task 3	<input type="checkbox"/>	<input type="checkbox"/>	0 or 10

OBSERVATION			RESULT
	YES	NO	
6	QUALITY OF THE PRINTING		
6.1	Printing in accordance with instructions		
- Task 1	<input type="checkbox"/>	<input type="checkbox"/>	
- Task 2	<input type="checkbox"/>	<input type="checkbox"/>	
- Task 3	<input type="checkbox"/>	<input type="checkbox"/>	
Total:			0 or 5
Minimum performance standard: 85 points			/ 100

Note to the examiner:

- First, check the YES boxes or the NO boxes that correspond to the elements observed.
- Circle the result obtained by the candidate; to do so, give full points or 0 (zero) for each element evaluated. For example, for an element worth 10 points, even if half the boxes are checked YES, 0 must be circled.

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 284 – PRODUCTION OF A COMPREHENSIVE LAYOUT
(Module 8)**

INFORMATION ON THE EVALUATION

EVALUATION FORM

DESKTOP PUBLISHING

971 284 – PRODUCTION OF A COMPREHENSIVE LAYOUT (Module 8)

INFORMATION ON THE EVALUATION

1 Information and Instructions

The purpose of the examination is to evaluate the candidates' ability to produce a comprehensive layout. The suggested duration is three hours. Several candidates may be evaluated at the same time, depending on the availability of materials.

2 Examination Procedure

Each candidate is given a technical data sheet containing instructions on the assignment: type of job, client, size, text to be simulated, images, number of colours, etc.

For this task, the students are required to make sketches for and produce a comprehensive layout of a magazine page.

The steps in the work are:

- draw sketches (at least three)
- select one of the three sketches
- trace the layout grid in actual size
- simulate texts
- prepare and frame images
- assemble all the elements in accordance with the sketch
- enter all the technical annotations necessary for the work

3 Materials

The following materials are required for the examination:

- graphic materials: rules, line gauge, drafting table, felt pens, etc.
- a photocopy machine
- adhesive tape
- the use of a computer is optional

EVALUATION FORM

DESKTOP PUBLISHING	Program code: 5721
8 - Production of a Comprehensive Layout	Module code: 971 284
Candidate's name: _____	
School: _____	RESULT:
Permanent code: _____	PASS FAIL
Date of examination: _____	<input type="checkbox"/> <input type="checkbox"/>
Examiner's signature: _____	

OBSERVATION	RESULT
YES NO	
1 QUALITY OF THE PREPARATION OF THE SKETCHES	
1.1 At least three different sketches drawn	0 or 5
1.2 Correct proportions for the size selected	0 or 5
2 POSITIONING OF THE LAYOUT GRID	
2.1 Grid elements traced correctly	
- observance of the size required	<input type="checkbox"/> <input type="checkbox"/>
- correct layout of the crop marks	<input type="checkbox"/> <input type="checkbox"/>
- correct layout of the margins	<input type="checkbox"/> <input type="checkbox"/>
- correct layout of the register lines (position of the elements)	<input type="checkbox"/> <input type="checkbox"/>
Error tolerance: 1 failure or omission	0 or 15
3 PREPARATION OF THE TEXTS	
3.1 Use of the font selected for the title	0 or 10
3.2 Correct preparation of the running text	
- fair evaluation of the length of the text	<input type="checkbox"/> <input type="checkbox"/>
- correct simulation of the text, based on the typographic selection	<input type="checkbox"/> <input type="checkbox"/>
	0 or 15
4 CALCULATION OF THE PERCENTAGES	
4.1 Accurate calculation of the percentage of reduction based on the sketch	0 or 10

OBSERVATION		RESULT
	YES NO	
5 PREPARATION OF THE IMAGES FOR REPRODUCTION		
5.1 Inclusion of the parameters necessary for the reproduction		
- framing	<input type="checkbox"/> <input type="checkbox"/>	
- percentages of enlargement and reduction	<input type="checkbox"/> <input type="checkbox"/>	0 or 10
6 PLACEMENT OF THE ELEMENTS IN THE LAYOUT		
6.1 All the elements included and positioned in accordance with the sketch		0 or 10
7 TECHNICAL ANNOTATIONS CONCERNING THE GRAPHIC DESIGN PRODUCTION OF THE LAYOUT		
7.1 Correct placement of the tracing paper		0 or 5
7.2 Inclusion of all the necessary instructions concerning		
- typography	<input type="checkbox"/> <input type="checkbox"/>	
- colours	<input type="checkbox"/> <input type="checkbox"/>	
- images	<input type="checkbox"/> <input type="checkbox"/>	0 or 10
Error tolerance: 1 failure or omission for all the instructions		
7.3 Overall neatness of the layout		0 or 5
Total:		/ 100
Minimum performance standard: 80 points		

Note to the examiner:

- First, check the YES boxes or the NO boxes that correspond to the elements observed.
- Circle the result obtained by the candidate; to do so, give full points or 0 (zero) for each element evaluated. For example, for an element worth 10 points, even if half the boxes are checked YES, 0 must be circled.

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 298 – MONOCHROME PAGE LAYOUT
(Module 9)**

INFORMATION ON THE EVALUATION

EVALUATION FORM

DESKTOP PUBLISHING

971 298 – MONOCHROME PAGE LAYOUT (Module 9)

INFORMATION ON THE EVALUATION

1 Information and Instructions

The purpose of the examination is to evaluate the candidates' ability to do a page layout for a monochrome document. The suggested duration of this examination is five hours. Several candidates may be evaluated at the same time, depending on the availability of materials.

2 Examination Procedure

Each candidate is given a technical data sheet that contains:

- instructions on the work to be done: client, format, type of work, screen ruling, etc.
- a specific comprehensive layout
- a printed text to be keyboarded
- scanned images

The candidates are required to do the graphic authoring of a large newspaper advertisement with text, following all the technical instructions indicated on the comprehensive layout.

Steps in the work:

1. Keyboard and proofread
2. Do the graphic authoring, in conformity with the comprehensive layout
3. Make an initial printout and various corrections
4. Prepare the folder for film output:
 - make a final printout
 - fill out a purchase order
 - copy to an appropriate storage unit

3 Materials

The following materials are required for the examination:

- graphic materials
- rulers, line gauges, etc.
- a workstation
- word processing, page layout, font management, illustration and image processing software

4 Special Instructions

Each candidate is allowed to make only two printouts of the document:

- the first printout is used for comparison with the comprehensive layout for the purpose of making corrections
- the second printout is for the final folder

EVALUATION FORM

DESKTOP PUBLISHING	Program code: 5721
9 - Monochrome Page Layout	Module code: 971 298
Candidate's name: _____	
School: _____	RESULT:
Permanent code: _____	PASS FAIL
Date of examination: _____	<input type="checkbox"/> <input type="checkbox"/>
Examiner's signature: _____	

OBSERVATION	RESULT
YES NO	
1 KEYBOARDING AND FORMATTING OF TEXT	
1.1 Keyboarding of text	0 or 5
1.2 Correction of all errors	
- spelling errors	<input type="checkbox"/> <input type="checkbox"/>
- grammatical errors	<input type="checkbox"/> <input type="checkbox"/>
- typographic errors	<input type="checkbox"/> <input type="checkbox"/>
Error tolerance: 2 failures or omissions for all the errors	0 or 15
1.3 Proper use of style sheets	0 or 5
1.4 Text layout in accordance with the comprehensive layout	
- use of correct fonts	<input type="checkbox"/> <input type="checkbox"/>
- use of correct font sizes	<input type="checkbox"/> <input type="checkbox"/>
- use of correct line spacing	<input type="checkbox"/> <input type="checkbox"/>
- use of correct column widths	<input type="checkbox"/> <input type="checkbox"/>
Error tolerance: 1 failure or omission	0 or 10

OBSERVATION			RESULT
	YES	NO	
2 PREPARATION OF IMAGES			
2.1 Proper adjustment of images			
- resolution/screen ruling	<input type="checkbox"/>	<input type="checkbox"/>	
- size in conformity with the comprehensive layout	<input type="checkbox"/>	<input type="checkbox"/>	0 or 10
2.2 Layout of images in accordance with the comprehensive layout			0 or 10
Error tolerance: ± 6 points for one of the images			
3 SAVING OF ELEMENTS NECESSARY FOR THE PROJECT			
3.1 Organization of a folder for project follow-up			
- inclusion of page layout file	<input type="checkbox"/>	<input type="checkbox"/>	
- inclusion of fonts in a “font” folder	<input type="checkbox"/>	<input type="checkbox"/>	
- inclusion of images in an “image” folder	<input type="checkbox"/>	<input type="checkbox"/>	0 or 10
4 QUALITY OF THE PROOF			
4.1 Identification and correction of all errors, except the typographic, spelling and grammatical errors covered in criterion component 1.2			
- identification of errors	<input type="checkbox"/>	<input type="checkbox"/>	
- correction of errors	<input type="checkbox"/>	<input type="checkbox"/>	0 or 10
Error tolerance: 2 failures or omissions for all the errors			
5 PREPARATION OF THE FILM OUTPUT FOLDER			
5.1 Inclusion of all elements necessary for film output			
- final printout	<input type="checkbox"/>	<input type="checkbox"/>	
- correctly completed purchase order	<input type="checkbox"/>	<input type="checkbox"/>	
Error tolerance: 1 failure or omission			
- Submission of a complete copy of the file on the appropriate digital unit	<input type="checkbox"/>	<input type="checkbox"/>	0 or 15

OBSERVATION		RESULT
	YES NO	
6 POSTURE AND WORKSTATION ORGANIZATION		
6.1 Observance of ergonomic rules		
- correct posture maintained throughout the examination	<input type="checkbox"/> <input type="checkbox"/>	0 or 5
- workstation and surrounding area kept clean and tidy	<input type="checkbox"/> <input type="checkbox"/>	
7 TIME LIMIT FOR THE WORK		
7.1 Observance of time limit		0 or 5
Total:		/ 100
Minimum performance standard: 80 points		

Note to the examiner:

- First, check the YES boxes or the NO boxes that correspond to the elements observed.
- Circle the result obtained by the candidate; to do so, give full points or 0 (zero) for each element evaluated. For example, for an element worth 10 points, even if half the boxes are checked YES, 0 must be circled.

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 304 – IMPOSITION
(Module 10)**

INFORMATION ON THE EVALUATION

EVALUATION FORM

DESKTOP PUBLISHING

971 304 – IMPOSITION
(Module 10)

INFORMATION ON THE EVALUATION

1 Information and Instructions

The purpose of the examination is to evaluate the candidates' ability to do the imposition of a document. The suggested duration of this examination is four hours. Several candidates may be evaluated at the same time, depending on the availability of materials.

2 Examination Procedure

Each candidate is given a technical data sheet that specifies the dimensions of the document, number of pages, presses and printing paper, the finishing equipment, etc. The following is an example of a description of an assignment.

Brochure with 48 inside pages and a cover page:

- size of finished document: 5 1/2" x 8 1/2"
- inside pages: black-and-white printing, recto verso, without bleeds, offset paper 160M
- cover: black-and-white printing, recto page only, bleeds on two faces (head and foot), cover: 0.010" paper (160M), coated on one side
- press used for the inside pages: 25.5" x 19"
- press used for the cover: 20" x 14"
- folding machine used: 20" in width, 2 right-angle units
- gathering-binding machine used: 8 units and insertion of cover page

Each candidate is also given a form on which to evaluate the quality of the proofs, and a storage unit containing at least three files in the PostScript format of the document to be produced.

The candidates are required to calculate the most efficient imposition method, produce the imposition layouts, adjust the imposition software parameters, do the imposition, print proofs in reduced size for imposition and save the imposition document.

3 Materials

The following materials are required for the examination:

- a workstation
- imposition software
- reference manuals
- appropriate instruments

EVALUATION FORM

DESKTOP PUBLISHING	Program code: 5721
10 - Imposition	Module code: 971 304
Candidate's name: _____	
School: _____	RESULT:
Permanent code: _____	PASS FAIL
Date of examination: _____	<input type="checkbox"/> <input type="checkbox"/>
Examiner's signature: _____	

OBSERVATION		RESULT
	YES NO	
1 USE OF AN EFFECTIVE WORK METHOD		
1.1 Calculation of possible impositions		
- for the central panel	<input type="checkbox"/> <input type="checkbox"/>	
- for the cover	<input type="checkbox"/> <input type="checkbox"/>	0 or 10
2 SELECTION OF THE TYPE OF IMPOSITION		
2.1 Selection of the most efficient type in terms of:		
- minimum loss of paper	<input type="checkbox"/> <input type="checkbox"/>	
- limitations of production equipment	<input type="checkbox"/> <input type="checkbox"/>	
- minimum number of plates	<input type="checkbox"/> <input type="checkbox"/>	
- minimum number of makereadies	<input type="checkbox"/> <input type="checkbox"/>	
- observance of the grain of the paper (central panels)	<input type="checkbox"/> <input type="checkbox"/>	
- observance of the grain of the paper (cover pages)	<input type="checkbox"/> <input type="checkbox"/>	0 or 10
Error tolerance: 1 failure or omission		

OBSERVATION			RESULT
	YES	NO	
3 QUALITY OF THE LAYOUT			
3.1 Folding and page numbering carried out in conformity with the imposition method			
- folding	<input type="checkbox"/>	<input type="checkbox"/>	
- page numbering	<input type="checkbox"/>	<input type="checkbox"/>	0 or 10
3.2 Correct orientation of pages			
- gripper edge indicated	<input type="checkbox"/>	<input type="checkbox"/>	
- lateral sheet feeder indicated	<input type="checkbox"/>	<input type="checkbox"/>	
- head of each page properly designated	<input type="checkbox"/>	<input type="checkbox"/>	
- pages well oriented	<input type="checkbox"/>	<input type="checkbox"/>	0 or 5
3.3 Appropriate placement of cutting spaces and calibration bar			
- cutting spaces in the correct places	<input type="checkbox"/>	<input type="checkbox"/>	
- calibration bar in the correct place	<input type="checkbox"/>	<input type="checkbox"/>	0 or 5
4 PROPER PLACEMENT OF REGISTER MARKS			
4.1 Indication of register marks necessary for the production			
- fold marks	<input type="checkbox"/>	<input type="checkbox"/>	
- crop marks	<input type="checkbox"/>	<input type="checkbox"/>	
- press sheet size	<input type="checkbox"/>	<input type="checkbox"/>	
- colour bar	<input type="checkbox"/>	<input type="checkbox"/>	0 or 5

OBSERVATION			RESULT
YES NO			
5 PRECISION OF PARAMETERS			0 or 20
5.1 Accuracy of data entered in the template			
- opening parameters	<input type="checkbox"/>	<input type="checkbox"/>	
- parameters for the central panel	<input type="checkbox"/>	<input type="checkbox"/>	
- register marks	<input type="checkbox"/>	<input type="checkbox"/>	
- fold marks	<input type="checkbox"/>	<input type="checkbox"/>	
- cut marks	<input type="checkbox"/>	<input type="checkbox"/>	
Error tolerance: 1 incorrect parameter for the entire component			
6 INCLUSION OF ALL THE PAGES			
6.1 All the files imported from the PostScript format			
- cover file	<input type="checkbox"/>	<input type="checkbox"/>	0 or 5
- central panel files	<input type="checkbox"/>	<input type="checkbox"/>	
6.2 Creation of all the central panels			0 or 5
- all the necessary signatures included in the document	<input type="checkbox"/>	<input type="checkbox"/>	
- all the necessary pages included in each signature	<input type="checkbox"/>	<input type="checkbox"/>	
7 PAGE POSITIONING AND ORIENTATION			0 or 20
7.1 Conformity with the layout			
- all the pages inserted in the correct places	<input type="checkbox"/>	<input type="checkbox"/>	
- correct orientation of all the pages	<input type="checkbox"/>	<input type="checkbox"/>	

OBSERVATION		RESULT
YES NO		
8 CHECKING OF THE PROOF		
8.1 Form for evaluating the quality of the proofs		0 or 5
Total:		/ 100
Minimum performance standard: 80 points		

Note to the examiner:

- First, check the YES boxes or the NO boxes that correspond to the elements observed.
- Circle the result obtained by the candidate; to do so, give full points or 0 (zero) for each element evaluated. For example, for an element worth 10 points, even if half the boxes are checked YES, 0 must be circled.

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 314 – FILMS FOR A MONOCHROME DOCUMENT
(Module 11)**

INFORMATION ON THE EVALUATION

EVALUATION FORM

DESKTOP PUBLISHING**971 314 – FILMS FOR A MONOCHROME DOCUMENT
(Module 11)****INFORMATION ON THE EVALUATION****1 Instructions and Information**

The purpose of the examination is to evaluate the candidates' ability to produce films for a monochrome document. The suggested duration of this examination is four hours. Several candidates may be evaluated at the same time, depending on the availability of materials.

2 Examination Procedure

This examination consists of two tasks:

Task 1: Calibrate the image setter

Task 2: Produce films and proofs for a page layout

The second task consists of three steps:

Step 1: Expose the films

Step 2: Proof the films

Step 3: Strip the films and pull the proofs

Task 1: Calibrate the image setter

Each candidate is given a calibrating tape with grey areas (the examiner should allow for variations in density from one tape to another).

For this task, the students are to:

- prepare a calibration curve for the image setter

For this task, the students use a transmission densitometer and an image setter. Only one candidate can be evaluated at a time. Task 1 and Task 2 may be evaluated at separate times.

Task 2: Produce films and proofs for a page layout

Each candidate is provided with:

- a technical data sheet with the following information:
 - dimensions of the document
 - number of pages
 - fonts required
 - press and printing paper
 - films to be produced
 - image setter adjustment parameters

- any other necessary information
- a film output form to be completed
- a storage unit containing a page layout document with illustrations and images. The candidates should have access to at least three special fonts that are to be used in this document, one of these fonts is to be used in one of the illustrations. The illustrations and images must be saved in a folder other than the folder containing the page layout document.

Task 2 consists of three steps:

In the first step, the candidates are required to:

- complete the film output form
- expose the films in the image setter
- process the films produced

In the second step, the candidates are required to:

- use a test grid to evaluate the quality of the films, which were prepared by the examiner and contain output errors
- determine the causes of errors and their possible solutions

In the third step, the candidates are required to:

- strip the films produced in the first step
- pull the proofs from these assemblies

For the first step, several students could be evaluated at the same time, while only one candidate can be evaluated at a time in the second and third steps.

3 Materials

The following materials are required for the examination:

- a transmission densitometer
- an image setter
- a workstation
- a film processing device
- page layout, image processing, illustration and font management software
- a contact frame and a plate burner
- photosensitive materials
- appropriate instruments
- calibration tapes
- films containing output errors
- a film output form

EVALUATION FORM

DESKTOP PUBLISHING 11 - Films for a Monochrome Document Candidate's name: _____ School: _____ Permanent code: _____ Date of examination: _____ Examiner's signature: _____	Program code: 5721 Module code: 971 314 RESULT: PASS FAIL <input type="checkbox"/> <input type="checkbox"/>
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OBSERVATION		RESULT
	YES NO	
1 PREPARATION FOR THE WORK		
1.1 Equipment check		0 or 10
1.2 Film output form completed correctly		0 or 5
2 PREPARATION OF THE PAGE LAYOUT		
2.1 Adequate management of fonts and images		
- the required fonts opened	<input type="checkbox"/>	<input type="checkbox"/>
- all the images updated	<input type="checkbox"/>	<input type="checkbox"/>
		0 or 15
3 EXPOSURE PARAMETERS		
3.1 Correct setting of exposure parameters		
- precise configuration of printing software parameters	<input type="checkbox"/>	<input type="checkbox"/>
- precise configuration of the image setter	<input type="checkbox"/>	<input type="checkbox"/>
		0 or 15
4 PROOFING OF THE FILM		
4.1 Test grid completed correctly		0 or 5

OBSERVATION			RESULT
	YES	NO	
5 NECESSARY CORRECTIVE MEASURES			
5.1 Appropriate solution to the problems	<input type="checkbox"/>	<input type="checkbox"/>	
- identification of the source of anomalies	<input type="checkbox"/>	<input type="checkbox"/>	
- determination of the necessary modifications	<input type="checkbox"/>	<input type="checkbox"/>	0 or 10
6 STRIPPING OF THE FILMS			
6.1 Precision of the stripping	<input type="checkbox"/>	<input type="checkbox"/>	
- accuracy of the template	<input type="checkbox"/>	<input type="checkbox"/>	
- precise position of films	<input type="checkbox"/>	<input type="checkbox"/>	
- precise cut of masks	<input type="checkbox"/>	<input type="checkbox"/>	0 or 25
7 PULLING OF THE PROOFS			
7.1 Correct production of proofs			0 or 10
8 SAFETY			
8.1 Observance of health and safety rules	<input type="checkbox"/>	<input type="checkbox"/>	
- in handling of sharp instruments	<input type="checkbox"/>	<input type="checkbox"/>	
- concerning exposure to ultraviolet rays	<input type="checkbox"/>	<input type="checkbox"/>	0 or 5
Total:			/ 100
Minimum performance standard: 80 points			

Note to the examiner:

- First, check the YES boxes or the NO boxes that correspond to the elements observed.
- Circle the result obtained by the candidate; to do so, give full points or 0 (zero) for each element evaluated. For example, for an element worth 10 points, even if half the boxes are checked YES, 0 must be circled.

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 325 – COLOUR ILLUSTRATIONS
(Module 12)**

**INFORMATION ON THE EVALUATION
EVALUATION FORM**

DESKTOP PUBLISHING

971 325 – COLOUR ILLUSTRATIONS (Module 12)

INFORMATION ON THE EVALUATION

1 Information and Instructions

The purpose of the examination is to evaluate the candidates' ability to produce colour illustrations on a computer. The suggested duration of this examination is five hours. Several candidates may be evaluated at the same time, depending on the availability of materials.

2 Examination Procedure

The candidates are expected to produce a complex colour illustration on the computer. For this purpose, a sketch of the illustration and a model to be traced (template) will be provided. The examiner will specify the printing standards for the colour trapping and the tints.

The illustration must contain the following:

- a text
- a logo
- a pattern
- a photo to be framed with the mask function
- an object in perspective
- one or more elements to which colour trappings must be applied (overprint, spread or choke)
- one or more gradients
- data to be represented in graphic form

The candidates must print:

- a composite black-and-white illustration
- a colour separation
- a colour illustration (optional)

3 Materials

The following materials are required for the examination:

- a sketch of the illustration to be produced
- a graduated rule in inches, centimetres or picas
- a workstation
- vector graphic software
- a black-and-white printer
- a colour printer

4 Special Instructions

Criterion components 2.1, 2.2, 5.1, 6.1, 6.2 and 7.1 are evaluated using the printed illustration handed in to the examiner at the end of the examination.

Criterion components 1.1, 4.1 and 6.1 are evaluated on the screen from a workstation at the end of the examination.

Criterion component 3.1 can be evaluated on-screen or using the illustration.

EVALUATION FORM

DESKTOP PUBLISHING 12 - Colour Illustrations Candidate's name: _____ School: _____ Permanent code: _____ Date of examination: _____ Examiner's signature: _____	Program code: 5721 Module code: 971 325 RESULT: PASS FAIL <input type="checkbox"/> <input type="checkbox"/>
--	---

OBSERVATION		RESULT
	YES NO	
1 SELECTION OF COLOURS		
1.1 Application of the tints in conformity with printing standards		0 or 15
2 PRESENCE OF ALL ELEMENTS SHOWN ON THE SKETCH		
2.1 Presence of all the elements shown on the sketch		
- the illustration	<input type="checkbox"/> <input type="checkbox"/>	
- the text	<input type="checkbox"/> <input type="checkbox"/>	
- the pattern	<input type="checkbox"/> <input type="checkbox"/>	
- the photo	<input type="checkbox"/> <input type="checkbox"/>	
- the graphics	<input type="checkbox"/> <input type="checkbox"/>	
- the logo	<input type="checkbox"/> <input type="checkbox"/>	0 or 10
2.2 Positioning of elements as shown on the sketch		
Error tolerance: ± 2 points		0 or 5
3 APPLICATION OF COLOUR TRAPPINGS		
3.1 Colour trappings in conformity with quality standards		0 or 20
4 APPLICATION OF EFFECTS		
4.1 Application of effects in conformity with the sketch		
Gradients		
- use of colour gradients in conformity with the client's order	<input type="checkbox"/> <input type="checkbox"/>	
- tonal ranges in conformity with the client's order	<input type="checkbox"/> <input type="checkbox"/>	

OBSERVATION		RESULT
	YES NO	
Mask		
- well-executed mask, in conformity with the sketch	<input type="checkbox"/>	<input type="checkbox"/>
- masked image well framed, in conformity with the sketch	<input type="checkbox"/>	<input type="checkbox"/>
Pattern		
- appropriate format of elements of the pattern	<input type="checkbox"/>	<input type="checkbox"/>
- position of the pattern in the correct object	<input type="checkbox"/>	<input type="checkbox"/>
5 INCORPORATION OF TEXT		0 or 20
5.1 Layout and typographic style in conformity with the sketch		
- size	<input type="checkbox"/>	<input type="checkbox"/>
- alignment	<input type="checkbox"/>	<input type="checkbox"/>
- style	<input type="checkbox"/>	<input type="checkbox"/>
6 INCORPORATION OF DATA IN GRAPHIC FORM		
6.1 Correct inputting of data in the tables		0 or 5
6.2 Graphics style in conformity with the sketch		0 or 5
7 PRINTING OF THE ILLUSTRATION		
7.1 Well-executed colour separation		0 or 10
Total:		/ 100
Minimum performance standard: 85 points		

Note to the examiner:

- First, check the YES boxes or the NO boxes that correspond to the elements observed.
- Circle the result obtained by the candidate; to do so, give full points or 0 (zero) for each element evaluated. For example, for an element worth 10 points, even if half the boxes are checked YES, 0 must be circled.

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 338 – COLOUR IMAGE PROCESSING
(Module 13)**

**INFORMATION ON THE EVALUATION
EVALUATION FORM**

DESKTOP PUBLISHING

971 338 – COLOUR IMAGE PROCESSING
(Module 13)

INFORMATION ON THE EVALUATION

1 Information and Instructions

The purpose of the examination is to evaluate the candidates' ability to process colour images. The suggested duration of this examination is five hours. Several candidates may be evaluated at the same time, depending on the availability of materials.

2 Examination Procedure

This examination consists of four tasks:

Task 1: Calibrate the equipment

Task 2: Scan an image

Task 3: Scan a 3D object

Task 4: Do a photomontage

Task 1: Calibrate the equipment

Using utilities, the candidates are to adjust and calibrate the colour monitor of the workstation.

Task 1 may be evaluated at a different time from the other tasks.

Task 2: Scan an image

Each candidate is given a different colour photograph, on a print or a slide.

The students are to:

- scan a colour photo for four-colour offset printing on coated paper with a sheet-fed press
- print a proof on a colour printer
- save the image in the appropriate format

The teacher will specify the dimensions and the screen ruling to be applied.

Task 3: Scan a 3D object

The candidates are required to scan an object, using a 3D scanner. The candidates will prepare and save the image with a view to using it on the WEB.

Task 4: Do a photomontage

Each candidate is given a storage unit containing colour images and illustrations from a variety of sources that have different dimensions, resolution, colour space, etc., as well as a model of the photomontage to be done.

The dimensions, screen ruling and materials must be specified for each profile to be used.

The students are required to:

- assemble the elements of a photomontage in order to print them in four-colour process on coated paper on a web press, using work techniques that involve overlays, masks, transparencies, drop shadows, typographic effects, etc.
- print a proof (colour printer, optional)
- save the image in the TIFF format

3 Materials

The following materials are required for the examination:

- a workstation, a colour scanner, a 3D scanner, a lighting system, a colour printer, image processing software
- measuring instruments (line gauge, protractor, rulers, scale, etc.), appropriate reference tables and manuals

EVALUATION FORM

DESKTOP PUBLISHING 13 - Colour Image Processing Candidate's name: _____ School: _____ Permanent code: _____ Date of examination: _____ Examiner's signature: _____	Program code: 5721 Module code: 971 338 RESULT: PASS FAIL <input type="checkbox"/> <input type="checkbox"/>
---	---

OBSERVATION			RESULT
	YES	NO	
1 PREPARATION OF THE WORKSTATION			
1.1 Calibration of the equipment			
Monitor			
- good RGB colour balance	<input type="checkbox"/>	<input type="checkbox"/>	0 or 10
- correct selection of the white point	<input type="checkbox"/>	<input type="checkbox"/>	
- creation of the monitor profile	<input type="checkbox"/>	<input type="checkbox"/>	
2 QUALITY OF THE SCANNED IMAGES			
2.1 Proper scanning			
- tone and brightness preserved	<input type="checkbox"/>	<input type="checkbox"/>	0 or 20
- proper resolution	<input type="checkbox"/>	<input type="checkbox"/>	
- adequate dimensions	<input type="checkbox"/>	<input type="checkbox"/>	
- correct tonal ranges	<input type="checkbox"/>	<input type="checkbox"/>	
- appropriate setting of separation parameters	<input type="checkbox"/>	<input type="checkbox"/>	
- use of the appropriate profiles	<input type="checkbox"/>	<input type="checkbox"/>	
3 QUALITY OF THE SCANNED OBJECTS			
3.1 Correct adjustment of images			
- tone and brightness preserved	<input type="checkbox"/>	<input type="checkbox"/>	0 or 10
- proper resolution	<input type="checkbox"/>	<input type="checkbox"/>	
- adequate dimensions	<input type="checkbox"/>	<input type="checkbox"/>	
- clarity of the image	<input type="checkbox"/>	<input type="checkbox"/>	

OBSERVATION			RESULT
	YES	NO	
4 RETOUCHING OF THE IMAGE			
4.1 Correct adjustment of images			
- dimensions	<input type="checkbox"/>	<input type="checkbox"/>	
- resolution	<input type="checkbox"/>	<input type="checkbox"/>	
- colour space	<input type="checkbox"/>	<input type="checkbox"/>	
- tonal ranges	<input type="checkbox"/>	<input type="checkbox"/>	0 or 15
5 DOING OF THE PHOTOMONTAGE			
5.1 Proper use of overlays and effects			
- each element placed on a specific overlay	<input type="checkbox"/>	<input type="checkbox"/>	
- proper use of layer masks	<input type="checkbox"/>	<input type="checkbox"/>	
- proper use of the cropping groups	<input type="checkbox"/>	<input type="checkbox"/>	
- correct use of application method	<input type="checkbox"/>	<input type="checkbox"/>	
- effects obtained in conformity with the model	<input type="checkbox"/>	<input type="checkbox"/>	
- typography in conformity with the client's order	<input type="checkbox"/>	<input type="checkbox"/>	0 or 20
6 PREPARATION FOR SAVING THE IMAGES			
6.1 Preparation appropriate for the type of printing or publishing			
Scanning of an image (Task 2)			
- dot gain control	<input type="checkbox"/>	<input type="checkbox"/>	
Scanning of a 3D object (Task 3)			
- transfer to the computer	<input type="checkbox"/>	<input type="checkbox"/>	
- colour space	<input type="checkbox"/>	<input type="checkbox"/>	
- dimensions	<input type="checkbox"/>	<input type="checkbox"/>	
- resolution	<input type="checkbox"/>	<input type="checkbox"/>	
Photomontage (Task 4)			
- inclusion of the source profile	<input type="checkbox"/>	<input type="checkbox"/>	
- inclusion of the output profile	<input type="checkbox"/>	<input type="checkbox"/>	
- inclusion of the proof profile	<input type="checkbox"/>	<input type="checkbox"/>	
Error tolerance: 1 failure or omission for all the criterion components (scanning of an image, 3D object, photomontage)			0 or 10

OBSERVATION		RESULT
	YES NO	
7 SAVING OF THE IMAGES		
7.1 Selection of appropriate format for saving		
- scanning of an image	<input type="checkbox"/> <input type="checkbox"/>	0 or 10
- scanning of a 3D object	<input type="checkbox"/> <input type="checkbox"/>	
- photomontage	<input type="checkbox"/> <input type="checkbox"/>	
8 CONGRUENCY OF THE PROOF WITH THE ORIGINAL		
8.1 Exact reproduction of the image		
- scanning of the image	<input type="checkbox"/> <input type="checkbox"/>	0 or 5
- photomontage	<input type="checkbox"/> <input type="checkbox"/>	
Total:		/ 100
Minimum performance standard: 80 points		

Note to the examiner:

- First, check the YES boxes or the NO boxes that correspond to the elements observed.
- Circle the result obtained by the candidate; to do so, give full points or 0 (zero) for each element evaluated. For example, for an element worth 10 points, even if half the boxes are checked YES, 0 must be circled.

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 346 – TELECOMMUNICATIONS MEDIA
(Module 14)**

**INFORMATION ON THE EVALUATION
EVALUATION FORM**

DESKTOP PUBLISHING

971 346 – TELECOMMUNICATIONS MEDIA
(Module 14)**INFORMATION ON THE EVALUATION****1 Information and Instructions**

The purpose of the examination is to evaluate the candidates' ability to use telecommunications media. The suggested duration of this examination is three hours. Several candidates may be evaluated at the same time, depending on the availability of materials.

2 Examination Procedure

This examination consists of two tasks:

Task 1: Produce a Web site

Task 2: Prepare a document for digital consultation

Task 1: Produce a Web site

Each candidate is given:

- a technical data sheet with instructions on the assignment: client, number of pages in the site, content, text to be entered, etc.
- a storage unit containing logos and a bank of images and illustrations

The students are required to design the Web site of a fictitious company. The site must include internal and external links, at least one table, an index representative of the site content (in a text box) and at least one image link.

Task 2: Prepare a PDF document for electronic consultation

Each candidate is given:

- a technical data sheet with instructions on the assignment:
 - for the images: resolution, compression ratio, colour mode, etc.
 - for the index: content to be indexed
 - for the hyperlinks: link locations and destinations
 - for storage: security options
- a storage unit containing a page layout document and the images and illustrations necessary for preparing it

The students are required to convert a document into a portable document format (PDF) file, to index its content and to apply security options when saving it.

The initial document must contain at least three special fonts, colour images in CMYK mode, at least three chapters, a table of contents, at least ten subjects to be indexed and at least ten links to be created.

3 Materials

The following materials are required for the examination:

- a workstation
- Internet access
- software for producing Web sites, page layouts, distilling and modifying PDF files and managing fonts

EVALUATION FORM

DESKTOP PUBLISHING	Program code: 5721
14 - Telecommunications Media	Module code: 971 346
Candidate's name: _____	
School: _____	RESULT:
Permanent code: _____	<div style="display: inline-block; width: 45%;">PASS</div> <div style="display: inline-block; width: 45%;">FAIL</div>
Date of examination: _____	<div style="display: inline-block; width: 45%; text-align: center;"><input type="checkbox"/></div> <div style="display: inline-block; width: 45%; text-align: center;"><input type="checkbox"/></div>
Examiner's signature: _____	

OBSERVATION	RESULT
<div style="text-align: right; margin-bottom: 10px;">YES NO</div> <p>1 QUALITY OF THE WEB SITE PREPARATION</p> <p>1.1 Proper preparation of images and text</p> <ul style="list-style-type: none"> - Images optimized for a Web site <ul style="list-style-type: none"> · resolution <input type="checkbox"/> <input type="checkbox"/> · colour palette <input type="checkbox"/> <input type="checkbox"/> · saving format <input type="checkbox"/> <input type="checkbox"/> · compression ratio <input type="checkbox"/> <input type="checkbox"/> - Absence of errors: <ul style="list-style-type: none"> · typographical errors <input type="checkbox"/> <input type="checkbox"/> · grammatical and spelling errors <input type="checkbox"/> <input type="checkbox"/> <p>Error tolerance: 1 error</p> - Images saved in the right folder: <ul style="list-style-type: none"> · creation of a folder for the images <input type="checkbox"/> <input type="checkbox"/> · all the images saved in the folder <input type="checkbox"/> <input type="checkbox"/> - Correct syntax for the names of files and folders: <ul style="list-style-type: none"> · correct syntax in various systems <input type="checkbox"/> <input type="checkbox"/> · absence of inappropriate characters <input type="checkbox"/> <input type="checkbox"/> <p>Error tolerance: 1 failure or omission</p> 	0 or 25

OBSERVATION	RESULT
<div> <div>YES</div> <div>NO</div> </div> <p>2 VISUAL PRESENTATION OF THE SITE</p> <p>2.1 Appropriate choice of images and typographic styles</p> <ul style="list-style-type: none"> - appropriate choice of images <input type="checkbox"/> - appropriate choice of typographic styles <input type="checkbox"/> - use of special fonts avoided <input type="checkbox"/> - attractive layout of the elements <input type="checkbox"/> - visual path taken into account <input type="checkbox"/> - limited surface area of a window taken into account <input type="checkbox"/> <p>Error tolerance: 1 failure or omission</p> <p>3 ACCESS AND CONSULTATION</p> <p>3.1 Effective page layout</p> <ul style="list-style-type: none"> - limited number of images <input type="checkbox"/> - site spread over several pages <input type="checkbox"/> - appropriate use of frames <input type="checkbox"/> - summary on permanent display <input type="checkbox"/> - each link leading directly to the desired place <input type="checkbox"/> - absence of unnecessary links <input type="checkbox"/> <p>4 PREPARATION OF THE PDF FILE</p> <p>4.1 Proper setting of parameters</p> <ul style="list-style-type: none"> - inclusion of fonts <input type="checkbox"/> - image resolution <input type="checkbox"/> - appropriate image compression rate <input type="checkbox"/> - overprinting and trapping of appropriate colours <input type="checkbox"/> - conversion of colours <input type="checkbox"/> - appropriate halftone dot shape and screen ruling <input type="checkbox"/> - dot gain control <input type="checkbox"/> - under-colour removal (UCR)/generation of black <input type="checkbox"/> <p>Error tolerance: 1 failure or omission</p>	<p>0 or 20</p> <p>0 or 15</p> <p>0 or 20</p>

OBSERVATION			RESULT
	YES	NO	
5 MODIFICATION OF THE DOCUMENT			
5.1 Correct indexing of contents			
- complete index	<input type="checkbox"/>	<input type="checkbox"/>	
- accurate links	<input type="checkbox"/>	<input type="checkbox"/>	
- proper command for opening the document	<input type="checkbox"/>	<input type="checkbox"/>	
- proper command for editing the document	<input type="checkbox"/>	<input type="checkbox"/>	
- proper command for printing the document	<input type="checkbox"/>	<input type="checkbox"/>	
- proper command for selecting text and images	<input type="checkbox"/>	<input type="checkbox"/>	
Error tolerance: 1 failure or omission			0 or 20
Total:			/ 100
Minimum performance standard: 80 points			

Note to the examiner:

- First, check the YES boxes or the NO boxes that correspond to the elements observed.
- Circle the result obtained by the candidate; to do so, give full points or 0 (zero) for each element evaluated. For example, for an element worth 10 points, even if half the boxes are checked YES, 0 must be circled.

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 356 – COLOUR PAGE LAYOUT
(Module 15)**

INFORMATION ON THE EVALUATION

EVALUATION FORM

DESKTOP PUBLISHING

971 356 – COLOUR PAGE LAYOUT (Module 15)

INFORMATION ON THE EVALUATION

1 Information and Instructions

The purpose of the examination is to evaluate the candidates' ability to do a page layout for a document in two or three colours. The suggested duration of this examination is three hours. Several candidates can be evaluated at the same time, depending on the availability of materials.

2 Examination Procedure

The candidates are provided with:

- a technical data sheet with instructions on the assignment: client, format, colours, parameters for the colour trappings, screen ruling, etc.
- a simple sketch, in actual size, of the page layout to be done
- a storage unit containing an electronic folder that includes:
 - an annotated text of the corrections to be introduced
 - monochrome or duotone images

The students are required to do the graphic authoring of a flyer in three colours.

Since the sketch is not very detailed, the candidates will have to make typographic choices, draw up a reference grid to do the graphic authoring and define the positions of the colours.

Steps in the assignment:

1. Correct the text
2. Do the graphic authoring in conformity with the sketch
3. Make the first printout and various corrections
4. Trap the colours
5. Prepare the folder for the film output
 - make the final printout
 - print the colour separation
 - fill out the client's order
 - copy to the appropriate storage unit

3 Materials

The following materials are required for the examination:

- a workstation
- graphic tools: rulers, line gauges, etc.
- word processing, page layout, font management, illustration, image processing and spelling and grammar checking software

4 Special Instructions

Each candidate is allowed to make only two printouts of the document:

- the first printout is used for comparison with the sketch for the purpose of making corrections
- the second printout is for the final folder

Only one printout is allowed for the colour separation.

EVALUATION FORM

DESKTOP PUBLISHING 15 - Colour Page Layout Candidate's name: _____ School: _____ Permanent code: _____ Date of examination: _____ Examiner's signature: _____	Program code: 5721 Module code: 971 356 RESULT: PASS FAIL <input type="checkbox"/> <input type="checkbox"/>
--	---

OBSERVATION			RESULT
	YES	NO	
1 ORGANIZATION OF THE WORK			
1.1 Files prepared correctly			
- files downloaded correctly	<input type="checkbox"/>	<input type="checkbox"/>	
- files decompressed	<input type="checkbox"/>	<input type="checkbox"/>	
- files converted	<input type="checkbox"/>	<input type="checkbox"/>	0 or 10
2 CLEAN-UP OF THE TEXT			
2.1 No errors of any type			
- clean-up of the text	<input type="checkbox"/>	<input type="checkbox"/>	
- correction of spelling errors	<input type="checkbox"/>	<input type="checkbox"/>	
- correction of typographic errors	<input type="checkbox"/>	<input type="checkbox"/>	0 or 10
Error tolerance: 1 failure or omission for all the errors			
3 GRAPHIC AUTHORIZING			
3.1 Authoring done according to the appropriate method			0 or 10
4 PREPARATION OF THE IMAGES			
4.1 Images prepared and adjusted with precision			
- use of the correct saving format	<input type="checkbox"/>	<input type="checkbox"/>	
- resolution/screen ruling adjusted according to the specifications	<input type="checkbox"/>	<input type="checkbox"/>	
- overlaps applied according to the specifications	<input type="checkbox"/>	<input type="checkbox"/>	0 or 15

OBSERVATION		RESULT
	YES NO	
5 CHECKING OF THE PROOF QUALITY		
5.1 Correction of errors of all types		
- identification of all the errors	<input type="checkbox"/> <input type="checkbox"/>	0 or 10
- correction of all the errors	<input type="checkbox"/> <input type="checkbox"/>	
Error tolerance: 1 failure or omission for all the errors		
6 COMPLETION OF THE DOCUMENT		
6.1 Parameters for colour trappings appropriately selected and applied		
- appropriate values of colour trappings	<input type="checkbox"/> <input type="checkbox"/>	0 or 20
- trappings applied based on the colours	<input type="checkbox"/> <input type="checkbox"/>	
6.2 Final folder for film output prepared		
- final black-and-white printout	<input type="checkbox"/> <input type="checkbox"/>	0 or 25
- printout on paper of the colour separation	<input type="checkbox"/> <input type="checkbox"/>	
- client's order filled out correctly	<input type="checkbox"/> <input type="checkbox"/>	
- copy of the final folder transferred to the appropriate digital support	<input type="checkbox"/> <input type="checkbox"/>	
- page layout file	<input type="checkbox"/> <input type="checkbox"/>	
- fonts saved in the "font" folder	<input type="checkbox"/> <input type="checkbox"/>	
- images saved in the "image" folder	<input type="checkbox"/> <input type="checkbox"/>	
Error tolerance: 1 failure or omission		
Total:		/ 100
Minimum performance standard: 80 points		

Note to the examiner:

- First, check the YES boxes or the NO boxes that correspond to the elements observed.
- Circle the result obtained by the candidate; to do so, give full points or 0 (zero) for each element evaluated. For example, for an element worth 10 points, even if half the boxes are checked YES, 0 must be circled.

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 362 – COMPUTERS IN THE WORKPLACE
(Module 16)**

INFORMATION ON THE EVALUATION

EVALUATION FORM

DESKTOP PUBLISHING

971 362 – COMPUTERS IN THE WORKPLACE (Module 16)

INFORMATION ON THE EVALUATION

1 Information and Instructions

The purpose of the examination is to evaluate the candidates' ability to ensure that a computer workstation functions properly. The suggested duration of this examination is two hours. Several candidates may be evaluated at the same time, depending on the availability of materials.

2 Examination Procedure

This examination consists of two tasks:

Task 1: Install a software program

Task 2: Solve simple computer problems

Task 1: Install a software program

The students are required to install a software program (Illustrator, Photoshop or Xpress, for example) on a computer workstation, in a folder determined by the examiner. In installing the program, they must include only those elements that are useful and essential, and give reasons for their choices. They must also create a shortcut, "alias," in the electronic office program, in a menu determined by the examiner.

For this task, the examiner will supply the students with a CD-ROM containing a software program to be installed, as well as a written description of the task to be performed.

Task 2: Solve simple computer problems

Using a workstation, the examiner will create a problem that the students are to solve. This problem could fall into any of the following categories: extension conflict, inoperative system, unreadable disk, missing optional (extension) module, etc.

The students must diagnose the problem, determine its possible cause, suggest possible solutions, and finally choose and apply the one that seems the most plausible to them, giving reasons for their choices.

The students will be given the necessary software programs, tools and utilities, a brief description of the problem to be solved and a worksheet on which they are to write down the possible causes, the probable cause, suggested solutions and the reasons for their choices.

For this task, several problems are to be created in different categories.

3 Materials

The following materials are required for the examination:

- a workstation
- software programs, tools, conflict management utilities, software to be installed from a diskette or from a boot CD-ROM

EVALUATION FORM

DESKTOP PUBLISHING		Program code:	5721
16 - Computers in the Workplace		Module code:	971 362
Candidate's name: _____			
School: _____	RESULT:		
Permanent code: _____	PASS	FAIL	
Date of examination: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Examiner's signature: _____			

OBSERVATION			RESULT
	YES	NO	
1 PERSONALIZED INSTALLATION OF A SOFTWARE PROGRAM			
1.1 Correct selection of all elements			
- essential elements	<input type="checkbox"/>	<input type="checkbox"/>	
- useful elements	<input type="checkbox"/>	<input type="checkbox"/>	
- reasons given for choices	<input type="checkbox"/>	<input type="checkbox"/>	
- no redundant element	<input type="checkbox"/>	<input type="checkbox"/>	0 or 25
2 INSTALLATION OF THE SOFTWARE			
2.1 Proper installation of the software			
- software installed in the appropriate folder	<input type="checkbox"/>	<input type="checkbox"/>	
- creation of an alias on the desktop	<input type="checkbox"/>	<input type="checkbox"/>	
- creation of an alias in the appropriate menu	<input type="checkbox"/>	<input type="checkbox"/>	0 or 15
3 SOLUTION OF SIMPLE PROBLEMS			
3.1 Accuracy of the diagnosis			
- correct interpretation of the message(s) displayed	<input type="checkbox"/>	<input type="checkbox"/>	
- various hypotheses formulated concerning the nature of the problem	<input type="checkbox"/>	<input type="checkbox"/>	
- problem accurately identified	<input type="checkbox"/>	<input type="checkbox"/>	0 or 20

OBSERVATION			RESULT
	YES	NO	
3.2 Determination of the probable cause			
- various possible causes suggested	<input type="checkbox"/>	<input type="checkbox"/>	0 or 20
- determination of the most probable cause	<input type="checkbox"/>	<input type="checkbox"/>	
- justification of the choice	<input type="checkbox"/>	<input type="checkbox"/>	
3.3 Proposal of a possible solution			
- various possible solutions suggested	<input type="checkbox"/>	<input type="checkbox"/>	0 or 20
- the most effective solution named	<input type="checkbox"/>	<input type="checkbox"/>	
- justification of the choice	<input type="checkbox"/>	<input type="checkbox"/>	
Total:			/ 100
Minimum performance standard: 80 points			

Note to the examiner:

- First, check the YES boxes or the NO boxes that correspond to the elements observed.
- Circle the result obtained by the candidate; to do so, give full points or 0 (zero) for each element evaluated. For example, for an element worth 10 points, even if half the boxes are checked YES, 0 must be circled.

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 378 – FOUR-COLOUR PAGE LAYOUT
(Module 17)**

**INFORMATION ON THE EVALUATION
EVALUATION FORM**

DESKTOP PUBLISHING

971 378 – FOUR-COLOUR PAGE LAYOUT (Module 17)

INFORMATION ON THE EVALUATION

1 Information and Instructions

The purpose of the examination is to evaluate the candidates' ability to do a page layout for a document in four colours. The suggested duration of this examination is five hours. Several candidates may be evaluated at the same time, depending on the availability of materials.

2 Examination Procedure

Each candidate is given:

- a technical data sheet with instructions on the assignment: type of work, client, dimensions, parameters for colour trapping, screen ruling, etc.
- a text, already entered, that needs to be corrected
- a bank of scanned images (from 3 to 5)

The students are required to prepare sketches and do the comprehensive layout and graphic authoring of a label (for a beverage, beauty product, hardware product, for example).

Steps in the assignment:

- prepare the sketches
- select the best sketch and do the comprehensive layout
- have the layout approved by the teacher
- prepare the texts and images
- do the graphic authoring
- make the first printout
- make corrections (typographic, positions of images, etc.)
- trap the colours
- prepare the folder for film output

3 Materials

The following materials are required for the examination:

- graphic tools: rulers, line gauges, drafting table, felt pens, etc.
- a workstation
- word processing, page layout, font management, illustration, image processing, and spelling and grammar checking software

4 Special Instructions

Each candidate is allowed to make only two printouts of the document:

- the first printout is used for comparison with the layout for the purpose of making corrections
- the second is for the final folder

Only one printout is allowed for the colour separation.

EVALUATION FORM

DESKTOP PUBLISHING 17 - Four-Colour Page Layout Candidate's name: _____ School: _____ Permanent code: _____ Date of examination: _____ Examiner's signature: _____	Program code: 5721 Module code: 971 378 RESULT: PASS FAIL <input type="checkbox"/> <input type="checkbox"/>
---	---

OBSERVATION		RESULT
	YES NO	
1 PREPARATION OF A COMPREHENSIVE LAYOUT		
1.1 Appropriate selection of		
- character fonts	<input type="checkbox"/>	<input type="checkbox"/>
- images	<input type="checkbox"/>	<input type="checkbox"/>
- colours	<input type="checkbox"/>	<input type="checkbox"/>
		0 or 10
2 GRAPHIC AUTHORIZING OF THE PAGE LAYOUT		
2.1 Graphic authoring done according to the appropriate method		0 or 10
3 PREPARATION AND ADJUSTMENT OF IMAGES		
3.1 Correct adjustment of the images		
- appropriate save mode	<input type="checkbox"/>	<input type="checkbox"/>
- appropriate save format	<input type="checkbox"/>	<input type="checkbox"/>
- resolution/screen ruling set in accordance with the specifications	<input type="checkbox"/>	<input type="checkbox"/>
- colour trappings applied in accordance with the specifications	<input type="checkbox"/>	<input type="checkbox"/>
Error tolerance: 1 failure or omission		0 or 15
4 CHECKING OF THE CONFORMITY OF THE PROOF WITH THE COMPREHENSIVE LAYOUT		
4.1 Correction of all errors of all types (typographic, positions of images, etc.)		
- all errors identified	<input type="checkbox"/>	<input type="checkbox"/>
- errors properly corrected	<input type="checkbox"/>	<input type="checkbox"/>
Error tolerance: 1 failure or omission for all the errors		0 or 10

OBSERVATION			RESULT
	YES	NO	
5 COMPLETION OF THE DOCUMENT			
5.1 Selection and application of colour trapping parameters			
- selection of the correct trapping parameters	<input type="checkbox"/>	<input type="checkbox"/>	0 or 20
- application of trappings according to the colours	<input type="checkbox"/>	<input type="checkbox"/>	
5.2 Complete preparation of the file for film output			
- client's order correctly filled out Error tolerance: 1 failure or omission	<input type="checkbox"/>	<input type="checkbox"/>	0 or 20
- correct final black-and-white printout	<input type="checkbox"/>	<input type="checkbox"/>	
- correct printout of the colour separation along with the crop and register marks	<input type="checkbox"/>	<input type="checkbox"/>	
5.3 Complete preparation of the computer file			
- file of the final document	<input type="checkbox"/>	<input type="checkbox"/>	0 or 15
- fonts placed in a "font" folder	<input type="checkbox"/>	<input type="checkbox"/>	
- images placed in an "image" folder	<input type="checkbox"/>	<input type="checkbox"/>	
- copy of the complete folder transferred to the appropriate digital support	<input type="checkbox"/>	<input type="checkbox"/>	
Error tolerance: 1 failure or omission for all the elements			
Total:			/ 100
Minimum performance standard: 85 points			

Note to the examiner:

- First, check the YES boxes or the NO boxes that correspond to the elements observed.
- Circle the result obtained by the candidate; to do so, give full points or 0 (zero) for each element evaluated. For example, for an element worth 10 points, even if half the boxes are checked YES, 0 must be circled.

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 388 – FILMS FOR A COLOUR DOCUMENT
(Module 18)**

INFORMATION ON THE EVALUATION

EVALUATION FORM

DESKTOP PUBLISHING

971 388 – FILMS FOR A COLOUR DOCUMENT (Module 18)

INFORMATION ON THE EVALUATION

1 Information and Instructions

The purpose of the examination is to evaluate the candidates' ability to produce films in order to print a colour document in four colours. The suggested duration of this examination is five hours. Several candidates may be evaluated at the same time, depending on the availability of materials.

2 Examination Procedure

This examination consists of three tasks:

Task 1: Check and adjust the elements

Task 2: Produce the films

Task 3: Strip the films and produce the proofs

Task 1: Check and adjust the elements

Each candidate is given:

- a technical data sheet that includes information on:
 - the dimensions of the document
 - the number of pages
 - the fonts required
 - the press and the printing paper
 - the films to be produced, etc.
- a completed film output spec sheet
- a storage unit containing a page layout document (poster with a maximum size of 11" x 17", with a bleed) with colour illustrations and colour images. For this document, at least three special fonts will be needed, and they must be accessible to the students, since one of them is to be used in one of the illustrations.

The illustrations and images are to be stored in a folder other than the one containing the page layout. Some of the images and illustrations will require adjustments for the colour trappings, resolution, colour spaces, save format and scaling.

For this task, the students are required to:

- use proofing software to check the precision of all the elements necessary for producing the films
- adjust all the elements that require adjustment

During this activity, some time should be set aside to evaluate the precision of the parameters entered in the proofing software.

Task 2: Produce the films

In this task, the students are required to produce and process the films in the document prepared in Task 1.

Task 3: Strip the films and produce the proofs

Each candidate is given a technical data sheet specifying:

- the size of the plates
- the dimensions of the press sheet
- the press sheet feeds, etc.

In this task, the students are required to:

- produce the template and the masks used to strip the films
- strip the films
- produce the colour proofs
- produce the plates

In order to limit the costs and duration of the examination, only one of the four plates that would be required to complete this job can be produced.

3 Materials

The following materials are required for the examination:

- a workstation
- an image setter
- a film processor
- page layout, image processing, illustration, font control and management software
- a contact frame and a plate burner
- photosensitive material
- reference tables and manuals
- appropriate instruments

4 Special Instructions

The students are to be evaluated on their compliance with occupational health and safety rules while they are stripping the films, producing the proofs and producing the plates.

EVALUATION FORM

DESKTOP PUBLISHING	Program code: 5721
18 - Films for a Colour Document	Module code: 971 388
Candidate's name: _____	
School: _____	RESULT:
Permanent code: _____	PASS FAIL
Date of examination: _____	<input type="checkbox"/> <input type="checkbox"/>
Examiner's signature: _____	

OBSERVATION	RESULT
YES NO	
1 USE OF PROOFING SOFTWARE	
1.1 Selection of the right production parameters	0 or 10
2 ADJUSTMENT OF THE GRAPHIC ELEMENTS	
2.1 Precise adjustment of the images and illustrations	
- colour trappings of the illustrations <input type="checkbox"/> <input type="checkbox"/> - colour space of the images <input type="checkbox"/> <input type="checkbox"/> - resolution of the images <input type="checkbox"/> <input type="checkbox"/> - dot gain control <input type="checkbox"/> <input type="checkbox"/> - inclusion of the profiles <input type="checkbox"/> <input type="checkbox"/> - image save format <input type="checkbox"/> <input type="checkbox"/>	0 or 20
Error tolerance: 1 failure or omission	
3 STRIPPING OF THE FILMS	
3.1 Accuracy of the template and masks	
- surface of the press sheet <input type="checkbox"/> <input type="checkbox"/> - press sheetfeeds <input type="checkbox"/> <input type="checkbox"/> - bleeds <input type="checkbox"/> <input type="checkbox"/> - masks leaving uncovered only the surfaces to be exposed <input type="checkbox"/> <input type="checkbox"/>	0 or 20

OBSERVATION		RESULT
	YES NO	
3.2 Precise positioning of the films and control elements		
- position of the films	<input type="checkbox"/> <input type="checkbox"/>	
- position of the control elements	<input type="checkbox"/> <input type="checkbox"/>	
- accurate colour register	<input type="checkbox"/> <input type="checkbox"/>	0 or 15
4 PRODUCTION OF THE PROOFS		
4.1 Precise processing and assembly		
- correct exposure	<input type="checkbox"/> <input type="checkbox"/>	
- correct development	<input type="checkbox"/> <input type="checkbox"/>	
- precise assembly of the proofs	<input type="checkbox"/> <input type="checkbox"/>	0 or 20
5 PRODUCTION OF THE PLATES		
5.1 Correct exposure and development of the plates		
- correct exposure	<input type="checkbox"/> <input type="checkbox"/>	
- correct development	<input type="checkbox"/> <input type="checkbox"/>	0 or 15
Total:		/ 100
Minimum performance standard: 85 points and observance of health and safety rules		

Note to the examiner:

- First, check the YES boxes or the NO boxes that correspond to the elements observed.
- Circle the result obtained by the candidate; to do so, give full points or 0 (zero) for each element evaluated. For example, for an element worth 10 points, even if half the boxes are checked YES, 0 must be circled.

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 392 – QUALITY CONTROL
(Module 19)**

**INFORMATION ON THE EVALUATION
EVALUATION FORM**

DESKTOP PUBLISHING

971 392 – QUALITY CONTROL
(Module 19)

INFORMATION ON THE EVALUATION

1 Information and Instructions

The purpose of the examination is to assess the candidates' ability to evaluate the quality of documents with respect to the work prepared. The suggested duration of this examination is two hours. Several candidates may be evaluated at the same time, depending on the availability of materials.

2 Examination Procedure

In this examination, the students are required to identify problems on printed documents resulting directly from the makeready. For each of these problems, the students must formulate hypotheses concerning its cause, identify its cause and propose a solution.

The teacher provides each student with a printed document containing a total of three noticeable problems, such as:

- excessive dot gain in an image
- improper alignment of the screen angles
- poorly executed colour trappings
- pixelated image following an enlargement
- distortion of image during scaling
- missing font
- missing text
- mismatched flaps in a flyer
- nonexistent binding offsets

The students are also given sheets on which to write down the problems, various hypotheses as to their possible causes, the hypothesis retained and their proposed solutions to each problem.

Note: The problems must be difficult enough so that the students can formulate more than one hypothesis for each one.

To evaluate the candidates, the examiner will provide at least five or six different sets of documents. The problems must be different in each set, but of an equivalent level of complexity and difficulty.

3 Materials

The following materials are required for the examination:

- printed documents that contain problems pertaining to the preparation for the printing
- worksheets to be completed

EVALUATION FORM

DESKTOP PUBLISHING

Program code: 5721

19 - Quality Control

Module code: 971 392

Candidate's name: _____

School: _____

RESULT:

Permanent code: _____

PASS

FAIL

☐
☐

Date of examination: _____

Examiner's signature: _____

OBSERVATION		RESULT
	YES NO	
1 IDENTIFICATION OF PROBLEMS IN PRINTED DOCUMENTS		
1.1 Precise identification of the problems in the document Error tolerance: 1 failure or omission		0 or 15
1.2 Identification of all the problems present Error tolerance: 1 failure or omission		0 or 20
1.3 Listing of only the existing problems		0 or 5
2 FORMULATION OF HYPOTHESES		
2.1 Various possible hypotheses advanced for each problem - at least two hypotheses formulated per problem - sound reasons given for the hypotheses	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0 or 15
2.2 Selection of the most likely hypothesis		0 or 20

OBSERVATION	RESULT
<div>YES NO</div> <p>3 SELECTION OF THE SOLUTION</p> <p>3.1 Selection of an effective, cost-efficient solution that is based on the hypothesis retained</p>	<p>0 or 25</p>
<p>Total:</p> <p>Minimum performance standard: 80 points</p>	<p>/ 100</p>

Note to the examiner:

- First, check the YES boxes or the NO boxes that correspond to the elements observed.
- Circle the result obtained by the candidate; to do so, give full points or 0 (zero) for each element evaluated. For example, for an element worth 10 points, even if half the boxes are checked YES, 0 must be circled.

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 402 – BIDDING ON PROJECTS
(Module 20)**

**INFORMATION ON THE EVALUATION
EVALUATION FORM**

DESKTOP PUBLISHING

971 402 – BIDDING ON PROJECTS (Module 20)

INFORMATION ON THE EVALUATION

1 Information and Instructions

The purpose of the examination is to evaluate the candidates' ability to prepare a bid. The suggested duration of this examination is two hours. Several candidates may be evaluated at the same time, depending on the availability of materials.

2 Examination Procedure

This examination consists of two tasks:

Task 1

Each student is given a text that describes the situation, the client's order and contains a list of printing and finishing subcontractors, along with their rates and their characteristics.

The candidates are expected to draw up a production schedule, prepare a technical data sheet and choose a printing and finishing subcontractor.

Task 2

Each student is given a technical data sheet. This task consists in writing up a bid, including production costs, in conformity with the standards. The calculation of costs may be approximate, since the goal of this exercise is to demonstrate the students' ability to prepare a bid.

3 Materials

The following materials are required for the examination:

Task 1

- a workstation
- word processing or page layout software
- a black-and-white printer
- a calculator
- a list of printing and finishing subcontractors
- a schedule to be completed
- a blank copy of a technical data sheet

Task 2

- a workstation
- word processing or page layout software
- a black-and-white printer
- a calculator
- a completed technical data sheet

EVALUATION FORM

DESKTOP PUBLISHING	Program code: 5721
20 - Bidding on Projects	Module code: 971 402
Candidate's name: _____	
School: _____	RESULT:
Permanent code: _____	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Date of examination: _____	
Examiner's signature: _____	

OBSERVATION	RESULT
YES NO	
1 PREPARATION OF A PRODUCTION SCHEDULE	
1.1 Proper use of a production schedule	
- correct identification of all the steps noted	<input type="checkbox"/> <input type="checkbox"/>
- correct order of the steps noted	<input type="checkbox"/> <input type="checkbox"/>
	0 or 15
2 PREPARATION OF SPECIFICATIONS	
2.1 Complete transcription of the specifications	0 or 20
Error tolerance: ± 1 failure or omission	
3 SELECTION OF AN APPROPRIATE SUBCONTRACTOR	
3.1 Appropriate choice of subcontractor	0 or 10
4 PREPARATION OF A BID	
4.1 Accurate, complete data	
- exact calculation of the production costs	0 or 10

OBSERVATION		RESULT
	YES NO	
4.2 Presence of all the elements in the bid		
· name and address of company sending the bid	<input type="checkbox"/> <input type="checkbox"/>	
· date	<input type="checkbox"/> <input type="checkbox"/>	
· client's address	<input type="checkbox"/> <input type="checkbox"/>	
· client's name	<input type="checkbox"/> <input type="checkbox"/>	
· text of the bid	<input type="checkbox"/> <input type="checkbox"/>	
· description of the bid	<input type="checkbox"/> <input type="checkbox"/>	
· GST	<input type="checkbox"/> <input type="checkbox"/>	
· QST	<input type="checkbox"/> <input type="checkbox"/>	
· total	<input type="checkbox"/> <input type="checkbox"/>	
· salutations	<input type="checkbox"/> <input type="checkbox"/>	
· sender's name	<input type="checkbox"/> <input type="checkbox"/>	
· sender's job title	<input type="checkbox"/> <input type="checkbox"/>	0 or 20
· sender's signature	<input type="checkbox"/> <input type="checkbox"/>	
4.3 Observance of standards for presentation		0 or 10
4.4 Absence of spelling errors		0 or 10
4.5 Use of correct, accurate terminology		0 or 5
Total:		/ 100
Minimum performance standard: 80 points		

Note to the examiner:

- First, check the YES boxes or the NO boxes that correspond to the elements observed.
- Circle the result obtained by the candidate; to do so, give full points or 0 (zero) for each element evaluated. For example, for an element worth 10 points, even if half the boxes are checked YES, 0 must be circled.

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 416 – TEAMWORK
(Module 21)**

**INFORMATION ON THE EVALUATION
PARTICIPATION EVALUATION FORM**

DESKTOP PUBLISHING

971 416 – TEAMWORK
(Module 21)

INFORMATION ON THE EVALUATION

Evaluation of the candidates' participation will be based on information gathered at certain times during the learning activities. However, a definitive evaluation of a criterion component should be done only at the end of the corresponding phase in the learning situation.

The evaluation should not focus on the accuracy of the candidates' perception or opinions, but rather on whether they have based their perceptions or opinions on arguments or examples.

1 Participate in the planning of the work

As a team, the candidates are expected to be able to analyze the client's order, set deadlines and assign tasks to each team member.

2 Carry out the tasks assigned

Each team member will be asked to carry out the task or tasks assigned to her or him within the allotted time and to act professionally at all times when carrying out the work.

3 Participate in team meetings

The candidates are expected to attend and participate in all the meetings necessary to perform the work whether or not the person in charge (teacher) is present.

4 Evaluate the quality of the teamwork

Each team member will be asked to participate in the evaluation of the work done by the team. Verify that the result complies with the client's order.

5 Evaluate their own participation and that of their team mates

The candidates are expected to be able to do evaluate both their own participation and that of their team mates, all the while giving a realistic assessment of the situation.

6 Write reports on their experience

The candidates are expected to write thorough reports on their experience of working as part of a team, specifying what aspects of the work they enjoyed, their strengths and weaknesses, etc.

PARTICIPATION EVALUATION FORM

DESKTOP PUBLISHING 21 - Teamwork Candidate's name: _____ School: _____ Permanent code: _____ Date of examination: _____ Examiner's signature: _____	Program code: 5721 Module code: 971 416 RESULT: PASS FAIL <input type="checkbox"/> <input type="checkbox"/>
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PARTICIPATION COMPONENTS	RESULT YES NO						
1 PARTICIPATE IN PLANNING THE WORK 1.1 Took on part of the workload	<input type="checkbox"/> <input type="checkbox"/>						
2 CARRY OUT THE TASKS ASSIGNED 2.1 Showed concern for the quality of the work - validity of the information - precision in the work 2.2 Met the deadline	<table style="margin-left: auto; margin-right: auto;"> <tr> <td>YES</td><td>NO</td></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
3 PARTICIPATE IN TEAM MEETINGS 3.1 Was available when asked for assistance	<input type="checkbox"/> <input type="checkbox"/>						
4 PARTICIPATE IN EVALUATING THE QUALITY OF THE WORK 4.1 Expressed a personal opinion of the quality of the work	<input type="checkbox"/> <input type="checkbox"/>						
5 EVALUATE THEIR OWN PARTICIPATION AND THAT OF THEIR TEAM MATES 5.1 Expressed a realistic opinion of the quality of: - their own participation - the participation of the other team members	<table style="margin-left: auto; margin-right: auto;"> <tr> <td>YES</td><td>NO</td></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table> <input type="checkbox"/> <input type="checkbox"/>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

PARTICIPATION COMPONENTS			RESULT YES NO	
6	WRITE REPORTS ON THEIR EXPERIENCE			
6.1	Presented a thorough assessment of their experience:	YES NO		
	- aspects of the work	<input type="checkbox"/> <input type="checkbox"/>		
	- strengths and weaknesses	<input type="checkbox"/> <input type="checkbox"/>		
	- difficulties encountered	<input type="checkbox"/> <input type="checkbox"/>		
	- objectives and steps to take in order to make improvements	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pass/fail conditions: 5 YESes out of 7, and a YES for components 2.1, 3.1 and 6.1				

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 422 – CAREER DEVELOPMENT
(Module 22)**

**INFORMATION ON THE EVALUATION
PARTICIPATION EVALUATION FORM**

DESKTOP PUBLISHING

971 422 – CAREER DEVELOPMENT (Module 22)

INFORMATION ON THE EVALUATION

Evaluation of the candidates' participation will be based on information gathered at certain times during the learning activities. However, a definitive evaluation of a criterion component should be done only at the end of the corresponding phase in the learning situation.

The evaluation should not focus on the accuracy of the candidates' perception or opinions, but rather on whether they have based their perceptions or opinions on arguments or examples.

1 Present a detailed job search plan

The candidates are asked to present a list of companies that match their interests.

2 Write their résumés

The candidates are expected to follow the standard rules for writing a résumé, paying special attention to the graphic presentation.

3 Write cover letters

The candidates are presented with a situation in which a position as desktop publishing technician is available. The type of company, the requirements of the job and the desired qualifications are described. The candidates are to write a cover letter in reply to this job offer.

4 Prepare their portfolios

The candidates are expected to prepare their portfolios by demonstrating the scope of their skills, to arrange their work so that their skills are presented in the best light and to be able to discuss their skills during an interview.

PARTICIPATION EVALUATION FORM

DESKTOP PUBLISHING 22 - Career Development Candidate's name: _____ School: _____ Permanent code: _____ Date of examination: _____ Examiner's signature: _____	Program code: 5721 Module code: 971 422 RESULT: <table style="width: 100%;"> <tr> <td style="text-align: center;">PASS</td> <td style="text-align: center;">FAIL</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	PASS	FAIL	<input type="checkbox"/>	<input type="checkbox"/>
PASS	FAIL				
<input type="checkbox"/>	<input type="checkbox"/>				

PARTICIPATION COMPONENTS	RESULT YES NO
1 PRESENT A DETAILED JOB SEARCH PLAN 1.1 Selected the companies based on their interests	<input type="checkbox"/> <input type="checkbox"/>
2 WRITE AND FORMAT A RÉSUMÉ 2.1 Presented a complete résumé 2.2 Formatted their résumé in an attractive way: <ul style="list-style-type: none"> - appropriate layout of the elements - legibility of the document - quality of the page layout 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3 WRITE AND FORMAT A COVER LETTER 3.1 Provided a suitable cover letter <ul style="list-style-type: none"> - with no errors - adapted to the prospective employer 	<input type="checkbox"/> <input type="checkbox"/>
4 PREPARE A PORTFOLIO 4.1 Selected work that demonstrates the extent of their skills 4.2 Arranged their work neatly	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Pass/fail conditions: 4 YESes out of 6, and a YES for components 2.1, 3.1 and 4.2	

Comments: _____



**DESKTOP PUBLISHING
(5721)**

**971 437 – ENTERING THE LABOUR MARKET
(Module 23)**

**INFORMATION ON THE EVALUATION
PARTICIPATION EVALUATION FORM**

DESKTOP PUBLISHING

971 437 – ENTERING THE LABOUR MARKET (Module 23)

INFORMATION ON THE EVALUATION

Evaluation of the candidates' participation will be based on observations made by both the teacher and practicum supervisor at certain times during the practicum. This evaluation is also based on the candidates' work with respect to confirming their practicum, using their journal (self-evaluation) and their oral presentation on the practicum in front of the other students.

PHASE 1: PREPARATION FOR THE PRACTICUM IN THE WORKPLACE

The teacher will provide documents that will guide candidates through the process of gathering and analyzing information.

PHASE 2: OBSERVATION OF AND PARTICIPATION IN OCCUPATIONAL ACTIVITIES

The activities that the practicum students should carry out during their practicums must be established beforehand at a meeting between the persons responsible for the practicums from both the workplace and the school.

The evaluation will be based on the aspects listed below:

- the practicum supervisor's evaluation of the candidate's performance. The practicum supervisor should be provided with forms for assessing:
 - the candidate's behaviour when carrying out the tasks assigned
 - the candidate's attitude in interpersonal relations (colleagues, practicum supervisor, clients)
 - observance of company policies
 - the application of the quality standards required in the industry
- observations made and information gathered by the teacher during visits to the workplace
- observations made by the candidate during the practicum

PHASE 3: EVALUATION OF THE PRACTICUM

To prepare the oral presentation, the candidates must consult:

- their journal
- the evaluation form completed by their practicum supervisor
- the evaluation form completed by the teacher in charge of the practicum

PARTICIPATION EVALUATION FORM

DESKTOP PUBLISHING	Program code: 5721
23 - Entering the Labour Market	Module code: 971 437
Candidate's name: _____	
School: _____	RESULT:
Permanent code: _____	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Date of examination: _____	
Examiner's signature: _____	

PARTICIPATION COMPONENTS	RESULT YES NO
PHASE 1: PREPARATION FOR THE PRACTICUM	
1 LOOK FOR A PRACTICUM POSITION BY FOLLOWING THE INSTRUCTIONS	
1.1 Prepared a list of at least three companies contacted in order to obtain a practicum, indicating the selection criteria used	<input type="checkbox"/> <input type="checkbox"/>
- explained their choices in terms of aptitudes, preferences and interests	<input type="checkbox"/> <input type="checkbox"/>
1.2 Identified the company selected and the person responsible for the practicum, and provided confirmation of their acceptance as a practicum student	<input type="checkbox"/> <input type="checkbox"/>
PHASE 2: OBSERVATION OF AND PARTICIPATION IN OCCUPATIONAL ACTIVITIES	
2 NOTE THE INFORMATION REQUIRED IN THE JOURNAL	
2.1 Noted the information on the company and their practicum experience	<input type="checkbox"/> <input type="checkbox"/>
2.2 Described the tasks performed at the company	<input type="checkbox"/> <input type="checkbox"/>
3 DEMONSTRATE A PROFESSIONAL ATTITUDE WHEN CARRYING OUT ASSIGNED TASKS	
3.1 Complied with the company's policies and requirements	
- attendance, punctuality, adherence to the work methods established by the company	<input type="checkbox"/> <input type="checkbox"/>
3.2 Showed concern for applying the quality standards required in the industry	<input type="checkbox"/> <input type="checkbox"/>

PARTICIPATION COMPONENTS	RESULT YES NO
PHASE 3: EVALUATION OF THE PRACTICUM 4 EXPRESS AN OPINION ON THEIR PRACTICUM EXPERIENCE 4.1 Shared their opinion on their practicum experience with the teacher and with the class	<div> <input type="checkbox"/> <input type="checkbox"/> </div>
Pass/fail conditions: 5 YESes out of 7, and a YES for components 3.1 and 4.1	

Comments: _____
