

PROCESSING REQUESTS FOR THE APPROVAL OF INSTRUCTIONAL MATERIALS

To facilitate the processing of requests submitted to the Bureau d'approbation du matériel didactique (BAMD), it is important to observe the rules outlined below.

1. **REQUEST FOR THE APPROVAL OF INSTRUCTIONAL MATERIALS (12-8003)**

In completing this form, it is important to provide the most accurate information possible. Erroneous or incomplete information is one of the most common reasons for delays in processing requests. Publishers may download this form as required from our Web site:

www.mels.gouv.qc.ca/bamd.

For further information on all the technical aspects of the approval process, contact Suzanne Turcotte at 418 643-3534 ext. 2215.

2. **ATTESTATION OF QUALITY**

The form entitled *Attestations Related to Instructional Materials Submitted for the Minister's Approval (12-8007A)* must always be sent along with the request for approval (12-8003-1A or 12-8003-2A). By completing this form, the publisher certifies that the work submitted:

- a) has undergone linguistic revision
- b) has been revised for factual accuracy by subject specialists and therefore contains no content errors
- c) conforms to the rules regarding the International System of Units (SI) and to other standards for style

Note that the person responsible for the request for approval may attest to the quality of instructional materials as it pertains to all the aspects listed on this form.

3. **INSTRUCTIONAL MATERIALS**

Six complete copies of an instructional package must be submitted along with the completed forms. Each copy of the instructional package must include the student's textbook, the teacher's guide as well as each component mentioned in the description of the material. As for reference works to be used in the classroom, **six** copies must also be provided.

When all the required items have been received, the BAMD will send a letter of acknowledgment and a copy of the request for approval form to the person responsible for the request.

Note that the date stamped on the copy of the request for approval form marks the beginning of the approval process. However, if the materials

submitted are incomplete, the approval process may be suspended until the missing items are provided.

Additional copies

Note that in certain cases, the publisher must provide additional copies of an instructional package if other types of evaluation are required. **For example, if student's textbooks, grammar books, dictionaries or atlases include geographic maps, two additional copies must be provided.**

4. FORMAT IN WHICH THE MATERIAL MAY BE SUBMITTED

An instructional package may be submitted in its printed, partially printed or camera-ready format. In each case, colour copies must be provided for purposes of evaluation.

The documents can therefore be submitted for approval even if they are not in their final format. However, all the documents must be properly assembled to prevent handling of individual pages. This is an essential requirement, since new documents submitted to the BAMD for evaluation are passed on from person to person. An Accopress binder or equivalent should be used.

However, a final printed copy is required for approval to be granted.

5. IDENTIFICATION OF THE MATERIALS

The materials must be identified on the cover page of each document. Identification inside a document alone is not sufficient. An instructional package can have only one title and the collection to which it belongs can have only one name. For further information, consult the document entitled *Evaluating the Material Aspects (Printing) of Instructional Materials* (12-8038A).

Furthermore, new editions must be clearly identified; one copy of each modified page as well as an explanation of the changes made must be enclosed with the request for approval.

6. CONCLUSION

Failure to abide by these rules hampers the handling of requests and may delay the process for evaluating instructional materials.

Bureau d'approbation du matériel didactique
Direction des ressources didactiques