

PROCESSING REQUESTS FOR THE EVALUATION OF RELIGIOUS ASPECTS OF INSTRUCTIONAL MATERIALS

In order to make it easier for the Secrétariat aux affaires religieuses (SAR) to process your file, please follow the rules set out below.

1. REQUEST FOR EVALUATION OF RELIGIOUS ASPECTS (49-1702A)

Each shipment of instructional materials must include the form *Request for Evaluation of Religious Aspects* (49-1702A). You must fill out this form as accurately as possible. Providing incorrect or incomplete information is the most frequent cause of delays in processing files. Publishers may obtain this form from the Web site <<http://www.mels.gouv.qc.ca/bamd>>. For more information on the evaluation of religious aspects, please contact Marleine Guillot at 418-643-7070, extension 3992, or write to her at the following address: <sar@mels.gouv.qc.ca>.

2. IDENTIFICATION OF RELIGIOUS TRADITIONS (49-1701A)

For each component of the instructional materials to be evaluated, publishers must also fill out the form *Identification of Religious Traditions* (49-1701A) and return it to us by **e-mail**: <sar@mels.gouv.qc.ca>. Clearly indicate the place (page, minute or other) where each religion is addressed.

3. ATTESTATION OF QUALITY

The form *Attestations Related to Instructional Materials Submitted for the Minister's Approval* (12-8007A), which must always be submitted with a request for approval, includes a "Factual Accuracy" section. The person responsible for the request for approval attests that the instructional materials have been **revised by subject specialists** and that the religious aspects contain no factual errors.

Please note that the person submitting the request for approval may attest to the quality of the instructional materials for all aspects mentioned in this form.

4. INSTRUCTIONAL MATERIALS

Instructional materials refers to any element of a set of instructional materials, either the student textbook, teaching guide or any other component eligible for approval by the Bureau d'approbation du matériel didactique (BAMD) mentioned in the description of the materials.

Additional copies

The number of religious traditions addressed in the materials is used to calculate the number of copies of instructional materials required for evaluation. Three additional copies of the complete set of instructional materials must be included, as specified in form 49-1702A.

5. FORMAT

The printed, full-colour, preferably camera-ready version of the instructional materials must be submitted.

Documents may be submitted for approval even if they have not been finalized. However, in order to avoid having to work with loose sheets of paper, the SAR requests that all new documents submitted for evaluation be suitably bound (e.g. an Accopress-type binder would be acceptable).

6. IDENTIFICATION OF MATERIALS

Each document must be identified on its title page. This is also required for non definitive versions of the materials. Each set of instructional materials must have only one title and one collection title.

7. CONCLUSION

Failure to follow these rules will hinder file processing and may delay the evaluation process.

Martin Dufour
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