

English Language School in Sydney

Assessment Policy and Procedures

CRICOS Provider 02644C

Policy and Procedure Name	ELSIS Assessment Policy and Procedures
CRICOS Provider Code	02644C
Issue Date	04 January 2016
Version Number	3.0
Date of Next Review	15 th December 2020
Approval Authority	Teaching and Learning Committee (TLC)
Related Documents	ELSIS Assessment Moderation Policy and Procedures ELSIS Assessment Validation Policy and Procedures
Administrator	Faculty Manager (Academic Manager)
Compliance and Monitoring	Director of Studies Compliance Manager

Purpose

This Policy was created to ensure that Assessment information is clearly provided throughout all ELSIS courses to both teachers and students.

Informing Students

In each class, at all levels, students must be given all appropriate assessment information in a timely fashion, relating to:

- All Learning Outcomes and how they relate to the course, core text and each individual assessment.
- Information relevant to the number of assessment tasks and the schedule for each being administered.
- Expectations of student performance.
- Assumptions relating to attaining satisfactory grades.
- Attendance expectations (ELSIS requires that students maintain an attendance of over 80%, while the expectation for completing the EAP course is for student attendance to be above 90%).
- In the case of EAP, students must be given verbal, as well as written information on the school's stance on Academic Honesty which needs to be reiterated with each assessment given.
- Any additional support students can access through the school, i.e.; workshops.

Formative & Summative Assessments

- Formative and summative assessments must be integrated into all courses delivered at the school.
- For the EAP course, assessments must be derived from the 'Learning Outcome Maps' located in the curriculum documents in OneDrive. Skills for each assessment must be aligned to each assessment.
- The way in which assessments are administered must be appropriate to the course and learning outcomes.

Assessment Process

General Intensive English:

1. All students are given a placement test on arrival at ELSIS.
2. Every six weeks, all General Intensive English classes are tested across the skills of Grammar, Listening, Writing, Reading and Speaking, separately.
3. The mid-course exams are only a progress indicator, not generally a point from which a student may move up to the next level.
4. Where a student scores over 80% across all exams at the end of the 12-week cycle, they may be moved up to the next level of GIE.

5. Where a student performs poorly in the exams, the teacher may discuss with their coordinator if the student would benefit from studying at a lower GIE level.
6. All teachers are expected, at 6-week intervals, to enter student results into RTO, the ELSIS student management system and enter any necessary comments in the Diary section there. These records may be used throughout the student's enrolment as a reference point, including at the time of course completion, where Certificate Results must be entered.
7. Finishing students are issued with a Certificate of Completion, showing grades for Listening, Writing, Reading and Speaking.

EAP 1 & 2

1. All students are given a placement test on arrival at ELSIS unless they have a current appropriate IELTS score.
2. Students are given five summative assessments over a 6-week cycle, all of which they must complete in order to be considered eligible for a Certificate of Completion. These assessments are based on study skills which are considered an integral part of the skill set that students require in higher education in Australia.
3. Assessments are distributed throughout the 6-week cycle with students given information about dates/outcomes/rubrics at the commencement of the EAP cycle.
4. Work containing inadvertent plagiarism may result in the student being offered a resubmission opportunity dependent upon circumstances. Any such resubmission will incur an automatic 10% deduction in the final grade.
5. Work containing deliberate plagiarism, where 75% or more has been plagiarized, will incur an automatic D grade.
6. All assessments, with teacher markups, must be scanned and uploaded to OneDrive before being returned to students.
7. All teachers are expected to enter student results – including any necessary comments, at regular intervals as per the assessment schedule. These records may be used throughout the student's enrolment as a reference point, including at the time of course completion, where certificate results must be entered.
8. After each assessment if any student is deemed as making unsatisfactory course progress, the teacher will report it to the EAP coordinator, where upon a Progress Warning Letter will be issued to the student.
9. At the end of each 6-week cycle, teachers are expected to provide each student an assessment report with verbal feedback. These reports must be scanned and uploaded to OneDrive.
10. Students who successfully complete EAP are issued a certificate showing grades for: Read & Paraphrase, Research Paper, Oral Presentation and Tutorial Participation, as well as an Overall Grade.
11. A Supplementary Test may be offered to students whose overall grade is just below the minimum Pathway or level entry requirement. This will be determined on a case by case basis.
12. If a student has not achieved the necessary overall grade to meet the minimum Pathway/level entry requirement, an extension of the EAP course is recommended.

PREAP

1. All students are given a placement test on arrival at ELSIS unless they have a current appropriate IELTS score.
2. Students are given five summative assessments over a 6-week cycle, all of which they must complete in order to be considered eligible for a Certificate of Completion. These assessments are based on study skills which are considered an integral part of the skill set that students require in higher education in Australia and to continue to the EAP 1 course.
3. Assessments are distributed throughout the 6-week cycle with students given information about dates/outcomes/rubrics at the commencement of the PREAP cycle.
4. All assessments, with teacher markups, must be scanned and uploaded to OneDrive before being returned to students.
5. All teachers are expected to enter student results – including any necessary comments, at regular intervals as per the assessment schedule. These records may be used throughout the student's enrolment as a reference point, including at the time of course completion, where certificate results must be entered.
6. After each assessment if any student is deemed as making unsatisfactory course progress, the teacher will report it to the EAP coordinator, where upon a Progress Warning Letter will be issued to the student.
7. At the end of each 6-week cycle, teachers are expected to provide each student an assessment report with verbal feedback. These reports must be scanned and uploaded to OneDrive.
8. Students who successfully complete PREAP are issued a certificate showing grades for: Reading, Writing, Listening and Speaking, as well as an Overall Grade.
9. A Supplementary Test may be offered to students whose overall grade is just below the minimum Pathway or level entry requirement. This will be determined on a case by case basis.
10. If a student has not achieved the necessary overall grade to meet the minimum Pathway/level entry requirement, an extension of the PREAP course is recommended.

IELTS:

1. All students are given a placement test on arrival at ELSIS.
2. Students are tested four times in the 12-week cycle, in the form of an IELTS style Listening, Reading and Writing test. Speaking tests are offered to students, upon request.
3. All teachers are expected, at 3-week intervals, to diarise student results, including any necessary comments. These records may be used throughout the student's enrolment as a reference point, including at the time of course completion, where Certificate Results must be entered.
4. Students who successfully complete their period of study in IELTS are issued an IELTS Preparation Course certificate, with grades for Listening, Reading, Writing and Speaking. These final grades are based on both summative and formative assessments undertaken in the course.

Cambridge Courses (CAE/FCE/PET):

1. All students are given a placement test on arrival at ELSIS.
2. A schedule of assessments is set across the 10-week cycle. Every week material is taken from ESOL past examinations which is taken by the class as a mock test.

3. There are two full mock tests, while in the remaining weeks a specific skill is tested, whether it be reading/use of English, speaking, listening or writing.
4. All teachers are expected, at 3-week intervals, to diarise student results, including any necessary comments. These records may be used throughout the student's enrolment as a reference point, including at the time of course completion, where Certificate Results must be entered.
5. Students who successfully complete the Cambridge Course (CAE/FCE/PET) are issued with a certificate stating the specific course which they have undertaken, with grades awarded for Listening, Reading, Writing and Speaking. These final grades are based on both summative and formative assessments undertaken throughout the course.

Student Feedback

- Teachers must meet with students in their class to discuss progress on a regular basis. In these meetings, information must be given clearly to the student about any given assessment which they have recently done, class work, as well as probability of the student passing/failing the course.
- Feedback on assessments must take an educative stance, and therefore be of a constructive and clear nature, ensuring that the student can understand and grow from their mistakes.

Validation and Moderation

- All teachers must use the same criteria for assessments, ensuring consistency.
- Tasks must be validated biannually.
- Validation records need be kept (as a hard copy in the Validation folder, as well as on the system in the Validation records folder), by the school as evidence of the Validation process.
- In the case of EAP, moderation meetings are to take place each 24 weeks, as well as in the case that a student has failed to reach a satisfactory grade level. Records of these meetings must be kept and stored in the Moderation folder (on and offline).
- See ELSIS Moderation Policy and Procedures and ELSIS Validation Policy and Procedures