

Updated: April 2019

Next Review: April 2020

## STUDENT PLACEMENT AND PROGRESSION GUIDELINES

On the first day of their course, all students will be tested using the Oxford Placement Test which includes the Grammar and Listening test. Overall, the test lasts for 1 hour 35 minutes.

The placement test structure is as follows:

**Listening: 10 minutes**

**Grammar: 35 minutes**

**Total: 45 minutes**

**Oxford Placement test** follows a standardised testing procedure and its results are based on the CEFR framework.

After the test correction and level evaluation, each student will have a one-to-one meeting with the Academic Manager. In the meeting student will discuss their **Individual Learning Plan** (ILP) with the Academic Manager. The ILP includes students' individual needs, strengths and weaknesses as well as future plans and progression objectives.

Following the ILP meeting, a course book will be given to the students. For General English students, the next test will be on the sixth-eighth week of their course (depending on the hours they will study in a week) to check their progress. The students will then be taken to their corresponding class and will be introduced to their respective teachers.

In the first week, the student fill in the **early days' questionnaire** and discusses their class with the Academic Manager. If the student has an issue with the class being too difficult or easy for their needs, then the Academic Manager will get feedback from the teacher as well as check the performance of the student in the class. After getting relevant information, the Academic Manager can move student to a different class

In the **sixth week of a General English students' course, a progress test** is completed by students. It is completed in the same order as the placement test, yet a **Tutorial** meeting with the student will take place the same day or following day in order to discuss the student's performance according to the progress test results. This information is recorded on the **tutorial record**. If the student has achieved higher marks and progressed to the next level, then on Monday of the following week, (or earlier if requested and agreed by the Academic Manager,) they will change class level, and receive a new course book; the students are informed of any change in level during this meeting.

Students are only allowed to sit for a progress test if their **class attendance is at least 80 per cent**, exceptions may be made at the discretion of the academic managers under extenuating circumstances.

If any student feels their **class level is a misrepresentation** of their English skill level, they are allowed to sit for an extra progress test apart from the regular progress test schedule.

### **Academic Reports and Certificates**

Once a student completes a course in Express English college, he is given a certificate of attendance. The college understands that from time to time parents, guardians or other funding institutions will request academic reports of individual students. The college can provide academic reports on request. However, for academic reports, the student must make a request (by email, phone or in person) to the Assistant Academic Manager/ Academic Manager. The report will be ready in two working days.