

INTENSIVE ENGLISH LANGUAGE INSTITUTE

ADELAIDE ♦ SOUTH AUSTRALIA



PLACEMENT, ASSESSMENT AND ACADEMIC PROGRESS POLICY

Legislation

This policy meets the requirements of the Commonwealth Education Services for Overseas Students Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (the National Code).

Placement

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On your first day at IELI, you will be given a placement test. All students must take the placement test, even those who have recent IELTS or other exam results or who have previously taken the online placement test.

You will be placed in classes based on the results of your placement test. However, IELI realises that students may do poorly on the first day for many reasons, including tiredness, shock of being in a new environment, and so on. Therefore, during your first week, your class teachers will pay close attention to your work and will also complete diagnostic testing. The purpose of diagnostic testing is to identify any students who may have been misplaced on the first day and also to identify the strengths and weaknesses of students in the class.

If your diagnostic test and other class work indicate you have been placed in the wrong level, your class teacher will speak to you about this and you will then be moved to a more appropriate class for your level.

Assessment

Students are continually assessed at IELI with both formative and summative assessments during the course. Formative assessments are assessments of how well you understand the material as it is being presented. Summative assessments test whether you are ready to move to the next level.

You will receive feedback and grades throughout your course, and it is important that you focus on your teacher's feedback to help you improve.

Before any assessment, your teacher will clearly explain what the purpose of the assessment is, what is expected of you in the assessment, and how it will affect your final grade. If you do not understand what is expected of you in any assessments, you should discuss this with your class teacher as soon as possible.

At the end of each session, you will receive a grade for the session based on your assessments. At IELI, a passing grade is 75%. To complete a level, you must maintain an average of 75% for two sessions, or achieve 85% in one session.

Academic progress

If you spend more than three sessions without passing in one level or if your session grade is 65% or below, you will be asked to make an appointment with an academic advisor, either the Director of Studies or Pathway Coordinator (if applicable), to discuss an Intervention Plan.

An Intervention Plan is a way to identify and focus on the academic problems that you are having. Your academic advisor will help you to understand the feedback from your teachers and will give suggestions and strategies for improving on your weak areas. This may include, but is not limited to, taking extra classes, doing additional work outside of class, moving down a level, or having one-on-one tuition.

Your academic advisor can provide academic advice, but it is your responsibility to follow this advice and improve your grades.

If you continue to make insufficient academic progress in the two sessions after an Intervention Plan is put in place, you may receive an Intent to Report notification via email and asked to make an appointment with the IELI Director or other designated staff. Following this, IELI may notify the Department of Home Affairs that you have failed to make academic progress. If this happens, your Student Visa may be at risk.

Appeals

When you receive an Intent to Report notification, you will have 20 days to make an internal appeal to the IELI Director. You should submit your appeal in writing to ieli@flinders.edu.au.

If the internal appeal is unsuccessful, you may then make an external appeal to:

The Office of the Training Advocate
131 Grenfell St, Level 5
Phone: 1800 006 488
Email: trainingadvocate@sa.gov.au

During any appeals process, you should continue attending classes.