

# Monitoring, Recording and Assessment of Course Progress Policy

Navitas Pty Ltd  
ACN 109 613 309



## Document

<b>Document Name</b>	Monitoring, Recording and Assessment of Course Progress Policy
<b>Brief Description</b>	This Policy outlines how Navitas English ELICOS students are monitored and assessed on course progress and how this is recorded
<b>Responsibility</b>	General Manager - Quality and Compliance
<b>Initial Issue Date</b>	05/03/2021

## Version Control

<b>Issue Date:</b>	<b>Summary of Changes</b>	<b>Review Date</b>
05/03/2006	First issue Previous IP 8.2 ETP Certification is now IP 8.3.	
01/07/2007	Logo update	01/07/2009
10/03/2010	DES Audit Rectification Item of Std 10.2	10/03/2011
1/07/2010	DES Audit Rectification Item of Std 10.4, 10.5	1/07/2012
11/02/2011	Amendment of Information	30/07/11
10/03/2011	Addition of ETP in Definition section; Change on number in name of document to 06.01	10/03/2013
20/09/2011	Amendment of Information	20/09/2013
27/02/2014	Revised and reissued	27/02/2016
29/11/17	Revised in alignment with 2018 ELICOS Standards	29/11/19
23/06/19	Revised to bring about further alignment with ELICOS Standards 2018	23/06/21
21/05/2021	Revised to combine the procedures of student assessment, recording and monitoring course progress. Revised to account for return to singular General English course	21/05/2023

## 1. Purpose and Scope

As per the requirements of the *ELICOS Standards 2018, Standard P4 – Assessment of ELICOS Students* this document provides guidelines for:

- a) Formative and summative assessment for all Navitas English courses:
  - (i) General English
  - (ii) IELTS Preparation
  - (iii) Cambridge Preparation
  - (iv) Academic English 1, 2 and 3

This document will be updated should any additional courses be introduced at Navitas English through a CRICOS registration process or in the event that an existing course is withdrawn.

- b) Clear identification of assessment outcomes as they relate to course progress.
- c) Demonstrating that our assessment is valid, reliable, fair, flexible and clearly referenced to criteria c)(i) and c)(ii) of Standard P4.1
- d) Clear and regular reporting on assessment outcomes and progress through Navitas English courses to the student and their parent or guardian, where the student is under the age of 18.
- e) Demonstrating that Navitas English provides certificates to each student upon completion (or partial completion) of study and of which include all necessary detail to comply with Standard P4.2
- f) Detailing Navitas English’s processes for the continual improvement of student assessment by:
  - (i) Making adjustments based on collection and analysis of feedback from students and other stakeholders as appropriate
  - (ii) Monitoring appropriateness of assessment for student groups
  - (iii) Regularly evaluating course outcomes achieved

## 2. Formative and summative assessment for Navitas English courses

### a) GENERAL ENGLISH course overview

<b>General English 1 – CRICOS Code: 0101937</b>	
<b>Levels:</b>	<b>Study duration to progress to next level:</b>
<i>Elementary (CEFR A2)</i>	<i>10 weeks (maximum 20 weeks)</i>
<i>Pre-Intermediate (CEFR A2/B1)</i>	<i>10 weeks (maximum 20 weeks)</i>
<i>Intermediate (CEFR B1)</i>	<i>10 weeks (maximum 20 weeks)</i>
<i>Upper-Intermediate (CEFR B1/B2)</i>	<i>10 weeks (maximum 20 weeks)</i>
<i>Advanced (CEFR B2/C1)</i>	<i>10 weeks (maximum 20 weeks)</i>

### **Formative assessment for General English**

The goal of formative assessment is to *monitor student learning* to provide ongoing feedback that can be used by the academic teams to improve their teaching and by students to improve their learning. More specifically, formative assessments:

- help students identify their strengths and weaknesses and target areas that need work
- help faculty recognize where students are struggling and address problems immediately

### **Summative assessment for General English**

The goal of summative assessment is to *evaluate student learning* at the end of an instructional unit by comparing it against some standard or benchmark.

Summative assessments are often *high stakes*, which means that they have a high point value. Examples of summative assessments include:

- an end of 5-week cycle test
- a presentation
- a project
- a recital

Information from summative assessments can be used formatively when students or faculty use it to guide their efforts and activities in subsequent courses.

### ***Requirements to achieve satisfactory course progress***

Students are required to demonstrate communicative competence in 3 of the 4 macro skills (speaking, listening, reading and writing) sufficient for progression to the next highest level after 10 weeks of study at a particular level, both in assessments and participation in interactive classroom activities.

For example, after spending 10 weeks in Elementary (CEFR A2) a student is expected to demonstrate communicative competence at Pre-Intermediate level (CEFR A2/B1) in at least 3 of the following: speaking, listening, reading and writing.

Students who are not able to demonstrate progress on this basis may continue to study in the same level beyond the first 10-week period and then have a maximum of 10 more weeks to demonstrate communicative competence at the next highest level.

### ***Failure to achieve satisfactory course progress***

A student who is unable to demonstrate communicative competence in 3 of the 4 macro skills sufficient for progression to the next highest level after 20 weeks in the same level of General English is considered to have failed to achieve satisfactory course progress.

## **b) IELTS PREPARATION**

<b><i>IELTS Preparation – CRICOS Code: 093053F</i></b>	
<b><i>Levels:</i></b>	<b><i>Study duration to progress to next level:</i></b>
Upper Intermediate (CEFR B2)	10 weeks (maximum 20 weeks)
Advanced (CEFR C1)	10 weeks (maximum 20 weeks)

<b><i>IELTS Preparation (Evening) – CRICOS Code: 084191D</i></b>	
<b><i>Levels:</i></b>	<b><i>Study duration to progress to next level:</i></b>
Upper Intermediate (CEFR B2)	10 weeks (maximum 20 weeks)
Advanced (CEFR C1)	10 weeks (maximum 20 weeks)

**Requirements to achieve satisfactory course progress**

In practice IELTS tests, students are required to demonstrate an improvement equivalent to half an IELTS band in at least 3 of the 4 skills sections after 10 weeks.

Students who are not able to demonstrate progress on this basis may continue to study in the same level beyond the first 10-week period and then have a maximum of 10 more weeks to demonstrate the required improvement.

**Failure to achieve satisfactory course progress**

A student who is unable to demonstrate an improvement equivalent to half an IELTS band in at least 3 of the 4 skills sections after 20 weeks in the same level of IELTS Preparation is considered to have failed to achieve satisfactory course progress.

**c) CAMBRIDGE PREPARATION**

<b>B1 Preliminary (formerly known as PET) – CRICOS Code: 030816M</b>	
<b>Levels:</b> Intermediate (CEFR B1+)	<b>Study duration to progress to next level:</b> 10-12 weeks (maximum 20-24 weeks)
<b>B2 First (formerly known as FCE) – CRICOS Code: 030815M</b>	
<b>Levels:</b> Upper Intermediate (CEFR B2)	<b>Study duration to progress to next level:</b> 10-12 weeks (maximum 20-24 weeks)
<b>C1 Advanced (formerly known as CAE) – CRICOS Code: 030817K</b>	
<b>Levels:</b> Advanced (CEFR C1)	<b>Study duration to progress to next level:</b> 10-12 weeks (maximum 20-24 weeks)
<b>C2 Proficiency (formerly known as CPE) – CRICOS Code: 030818J</b>	
<b>Levels:</b> Post Advanced (CEFR C2)	<b>Study duration to progress to next level:</b> 10-12 weeks (maximum 20-24 weeks)

**Requirements to achieve satisfactory course progress**

Students are required to pass at least 3 of the 4 skills sections in the final mock Cambridge test at the end of each course in order to progress to a Navitas English program at the next level.

Students who do not achieve satisfactory course progress on the basis of the above are allowed one full retake of each level of Cambridge preparation.

**Failure to achieve satisfactory course progress**

A student who is unable to pass at least 3 of the 4 skills sections in the final mock Cambridge test at the end of their second attempt to pass a particular level is considered to have failed to achieve satisfactory course progress.

d) **ACADEMIC ENGLISH**

<b>Academic English 1 – CRICOS Code: 077031A</b>	
<b>Levels:</b> Intermediate (CEFR B1+)	<b>Study duration to progress to next level:</b> 10 weeks (maximum 20 weeks)
<b>Academic English 2 – CRICOS Code: 077032M</b>	
<b>Levels:</b> Upper Intermediate (CEFR B2)	<b>Study duration to progress to next level:</b> 10 weeks (maximum 20 weeks)
<b>Academic English 3 – CRICOS Code: 077033K</b>	
<b>Levels:</b> Advanced (CEFR B2+/C1)	<b>Study duration to progress to next level:</b> 10 weeks (maximum 20 weeks)

**Requirements to achieve satisfactory course progress**

Academic English 1 & 2

Students are required to pass:

- All written coursework assignments and the Seminar assessment with at least 50%.
- Achieve a minimum of 50% in the combined score of the mid and final examinations for Reading, Writing and Listening.
- Achieve a minimum of 50% in the Participation assessment.

Academic English 3

Students are required to pass:

- All written coursework assignments and the Seminar assessment with at least 50%.
- Achieve a minimum of 50% in the combined total of the mid and final Reading Examinations.
- Achieve a minimum of 50% in the combined total of the mid and final Listening Examinations.
- Achieve a minimum of 50% in the combined total of the mid and final Writing Examinations.

Students who do not pass a course on the basis of the above have the opportunity to take either half, or all of the same level of Academic English again, and are permitted one full retake.

Note that some Navitas English direct entry partners have their own additional requirements for:

- Students wishing to articulate from Academic English 2 to certificate or diploma programs provided by VET or higher education institutions
- Students wishing to articulate from Academic English 3 to degree programs at higher education institutions

For further details refer to the [list of Direct Entry agreements on the Navitas English website](#).

**Failure to achieve satisfactory course progress**

Students are considered to have failed an Academic English course if they are unable to pass according to the criteria detailed above.

### 3. Informing students of the requirements to achieve satisfactory course progress before they commence their course

Prior to a student commencing a course at Navitas English, information regarding the requirements for achieving satisfactory progress and attendance for the course are provided to the student by Navitas English Admissions in the Conditions of Enrolment document, which is also available on the Navitas English website.

Course progress requirements are also covered during Day 1 Orientation when students first arrive at their centre before they commence their first class.

### 4. Monitoring and recording students' academic progress during their course

Monitoring of course progress is carried out in the following ways:

- a) Regular formal and informal student assessment. Assessments vary according to the type of course being taken (e.g. practice IELTS skills sections for IELTS Preparation, practice Cambridge skills sections for Cambridge preparation).
- b) On-going teacher observation of students as they undertake learning activities in class.

Assessment results are recorded by teachers in results spread sheets prepared by Senior Teachers for each new course and stored on centre networks.

### 5. Identifying students at risk of not meeting satisfactory course progress or who have failed to make satisfactory course progress

Senior Teachers are responsible for monitoring students' assessment results on an ongoing basis, by checking results spread sheets and receiving regular feedback about students' participation in learning activities from teachers. By doing so they identify students who are at risk of not meeting satisfactory course progress in the following ways according to the type of course:

- **General English**  
Not demonstrating communicative competence in 3 of the 4 macro skills sufficient for progression to the next highest level after 10 weeks studying in a level.
- **IELTS Preparation**  
Not demonstrating an improvement equivalent to half an IELTS band in at least 3 of the 4 skills sections after 10 weeks.
- **Cambridge Preparation**  
Not passing at least 3 of the 4 skills sections in the final mock Cambridge test at the end of a course.
- **Academic English**  
Not fulfilling the criteria to pass a level of Academic English according to the criteria outlined in Section 2 above on the first attempt.

Senior Teachers identify students who have failed to achieve satisfactory course progress according to the criteria set out in Section 2 above (refer to the *Failure to achieve satisfactory course progress* section for each type of course).

## 6. Notifying students identified as being at risk of not meeting satisfactory course progress and implementing intervention strategies to assist with meeting requirements

Students who are identified as being at risk of not achieving satisfactory course progress attend a counselling meeting with a Senior Teacher to:

- Remind the students about the requirements for achieving satisfactory course progress, and the consequence of not doing so within the maximum study period for the course (as outlined in Section 2 above).
- Review the reasons why the student has not so far achieved satisfactory course progress.
- Implement an intervention strategy to assist the students to achieve satisfactory course progress, which includes the arrangement of weekly meetings with their teacher to review progress.
- Receive a First Warning for Unsatisfactory Course Progress Letter (also sent by email).

Students on intervention strategies who have still not demonstrated satisfactory course progress after 5 more weeks attend a second counselling meeting with a Senior Teacher to:

- Remind the students about the requirements for achieving satisfactory course progress, and the consequence of not doing so within the maximum study period for the course (as outlined in Section 2 above).
- Review the reasons why the student has not so far achieved satisfactory course progress.
- Review the intervention strategy and if necessary suggest alternative strategies for improving course progress.
- Receive a Second Warning for Unsatisfactory Course Progress Letter (also sent by email).

## 7. Notifying students identified as not meeting satisfactory course progress of Navitas English's intention to report them to immigration and advising them of the complaints and appeals process

Students who are identified as having failed to achieve satisfactory course progress, as per the criteria outlined in Section 2 above:

- Receive a Notification of Intent to Report letter advising of Navitas English's intent to report the student to the Department of Home Affairs through the Provider Registration and International Student Management System (PRISMS) for unsatisfactory course progress.
- Attend a counselling meeting with the Centre Manager or a Senior Teacher during which the student is reminded about Navitas English's Complaints and Appeals Policy and Procedure, and that they have 20 working days within which to lodge an internal appeal.

## 8. Implementing the appeals process

Students who have received a Notification of Intent to Report letter on the grounds of not achieving satisfactory course progress may appeal if they are able to demonstrate extenuating circumstances, including:

- Documented medical or allied health reasons which interfered with the student's ability to achieve satisfactory course progress.
- Compassionate reasons or exceptional circumstances beyond the student's control which interfered with the student's ability to achieve satisfactory course progress.

For further details regarding the internal and external appeals processes refer to Navitas English's *Policy and Procedure – Complaints and Appeals for International Students*.

## 9. Reporting students who have failed to meet satisfactory course progress

Navitas English will notify the Department of Home Affairs through the Provider Registration and International Student Management System (PRISMS) of a student not achieving satisfactory course progress if:

- The student does not access the complaints and appeals process within the allotted time period.
- The student accesses the complaints and appeals process and the result of the process supports Navitas English.

## 10. Responsibilities

**Admissions** are responsible for:

- Issuing enrolment documentation containing information about Navitas English's requirements for achieving satisfactory course progress.

**Centre Managers** are responsible for:

- Managing the monitoring of progress of international students at their centres, through their Senior Teachers.
- Supervising the implementation of the internal appeals processes.

**Senior Teachers** are responsible for:

- Creating results spread sheets for recording assessment results for each class at their centre.
- Monitoring student progress on an ongoing basis.
- Identifying students at risk of not achieving satisfactory course progress.
- Identifying students who have not achieved satisfactory course progress, informing them of this, and implement intervention strategies.
- Advising students who have failed to achieve satisfactory course progress of the appeals processes (internal and external).

**Teachers** are responsible for:



- Monitoring the progress of their students and proactively reporting this to Senior Teachers.
- Recording assessment results in results spread sheets prepared by Senior Teachers.
- Providing students identified as at risk of not achieving satisfactory course progress with support.

**Student Services** are responsible for:

- Issuing students identified as being at risk of not achieving satisfactory course progress with warning letters.
- Issuing students identified as having not achieved satisfactory course progress with Notification of Intent to Report letters.

## 11. Related documents

- Policy and Procedure – Complaints and Appeals for International Students.
- Policy and Procedure – Student Attendance.
- National Code 2018.
- ELICOS Standards 2018.

## 12. Review

This document is reviewed every 2 years by the relevant manager to ensure alignment to ESOS regulations and the strategic direction Navitas English's current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.