



## English Language Course Progress

### Policy

Carrick Institute of Education (Carrick) makes every effort to assist students in achieving satisfactory academic performance. However, Carrick students are also expected to take responsibility for their own learning and behaviour. Every student is expected to adhere to Carrick's requirements with regard to course progress, submission of work, punctuality and attendance at classes.

Carrick is required by The National Code 2007 to monitor student course progress. Course progress is monitored regularly throughout the course and student support is offered to students who are not progressing satisfactorily. Where a student does not meet course requirements they may be reported to the Department of Education, Employment and Workplace Relations (DEEWR) and their student visa cancelled.

### Definitions

A **study period** is defined as: **12 weeks** for General English\*, EVE and IELTS and **10 weeks** for EAP.

*\* Please refer to the table at point 4.1 for General English courses of shorter duration.*

**Course progress** is defined as the measure of advancement within a course towards the completion of that course irrespective of whether course completion is identified through academic merit or skill based competencies.

**Unsatisfactory course progress** is defined as failing to make satisfactory course progress in two consecutive study periods in spite of intervention procedures implemented

**Monitoring** refers to an active checking of course progress.

**Mid-point** is defined as the half-way point of a study period, e.g.: if the study period is 6 weeks, the mid-point is at the end of week 3 of the study period.

### Guidelines

#### 1.0 Assessment Process

- 1.1. Carrick ensures that all assessments meet the requirements and outcomes specified in accredited courses within the scope of registration.
- 1.2. Student assessment is usually determined from a combination of methods, which usually involve but are not restricted to written assessments, tests and examinations, oral presentations, discussions, role-plays, debates and demonstrations.
- 1.3. Students may be assessed individually or in group activities, in pair work or individual work.

- 1.4. Students are graded against set criteria, not against each other.
- 1.5. Teachers grade assessments using the grading table in point 2.2.
- 1.6. Students who achieve a grade of 65% or above are deemed to have passed the assessment.
- 1.7. Students are given feedback about their assessment and guidance on future options.
- 1.8. Teachers are required to keep track of students who have failed assessments as these students may be at risk of not achieving satisfactory course progress.
- 1.9. In some cases, students may be eligible to re-submit failed assessments. Please refer to EL 21 Re-submission Process for further information.

## 2.0 English Language Grading System

- 2.1. Within 3 working days of the assessment due date, teachers will grade the assessments and record the grades on an excel spreadsheet.
- 2.2. The grading system below is applied to all macro skills tested at Carrick Institute of Education.

BOL – Below Overall Level (0% - 64%)	Work is deemed <i>below overall level</i> if it does not satisfactorily address all of the assessment criteria.
Pass (65% - 74%)	Work is deemed <i>pass</i> if it satisfactorily addresses all of the assessment criteria
Credit (75% - 84%)	Work is deemed <i>credit</i> if it addresses all of the assessment criteria to an above-satisfactory standard.
Distinction (85% - 94%)	Work is deemed <i>distinction</i> if it addresses all of the assessment criteria to an excellent standard.
High Distinction (95% - 100%)	Work is deemed <i>high distinction</i> if it addresses all of the assessment criteria to an exceptional standard

## 3.0 Achieving Satisfactory Course Progress

- 3.1. Students who achieve a pass or above grade in **more than 50% of the assessments for the study period** will be deemed as achieving satisfactory course progress.
- 3.2. Students who fail an assessment will be deemed as being at risk of not achieving satisfactory course progress and will be flagged for monitoring and intervention.

## 4.0 Monitoring Course Progress

- 4.1. At specific points in the study period, the Head of English Language will initiate the monitoring process (see table below).

Course	Study Period	Course Progress Review	Intervention (if required)
EAP	10 weeks	weeks 3,6, & 9	week 6
General English EVE IELTS	12 weeks	weeks 4,7 &10	week 7
General English	< 12 weeks	mid-point of the study period	mid-point of the study period

- 4.2. At each course progress review point, the Head of English Language/Coordinator asks each teacher to submit a list of 'at-risk' students (students who have been identified as being at risk of not achieving course progress).
- 4.3. For each 'at-risk' student, the teacher completes ELF 5 Intervention Record English Language (Electronic) to the end of the Issue Section and submits the form to the Head of English Language/Coordinator.
- 4.4. Each 'at-risk' student is sent an **Unsatisfactory Course Progress Letter** requesting that they make an appointment to discuss their course progress with the Head of English Language/Coordinator.

## 5.0 Intervention

- 5.1. The Head of English Language/Coordinator and/or the teacher meet to discuss each 'at-risk' student's course progress and decide on an appropriate intervention strategy.
- 5.1.1. The student's records will be considered as part of the intervention strategy, in particular:
- previously implemented intervention strategies
  - attendance records
  - class participation

- 5.2. The following intervention strategies will be considered on a case-by-case basis:
- i. Resubmitting an assessment (See EL 21 Resubmission Process)
  - ii. Appointment for welfare counselling with the Student Services Department
  - iii. Tutoring in small groups
  - iv. Study plan devised by teacher/coordinator
  - v. Specific homework arranged to meet the student's needs
  - vi. Placing the student into a lower level class
  - vii. Mentoring (this may incur additional costs)
  - viii. Private tutoring (this may incur additional costs)
- 5.3. The student meets with the Head of English Language to discuss and agree to the intervention strategy and the ELF 5 Intervention Record is completed and signed off.
- 5.3.1. A copy of the intervention record is given to the student, and a copy is kept in the student's file.
- 5.4. The Head of English Language continues to monitor the course progress of students on intervention plans.

## **6.0 Unsatisfactory Course Progress**

- 6.1. When a student fails to meet the course progress requirements in two consecutive study periods they will have made unsatisfactory course progress.
- 6.1.1. If a student fails a study period and then repeats the course, the repeat will constitute the second consecutive study period.
- 6.2. Written notification will be sent to the student informing them of Carrick's intention to report them and advising the student that they have 20 working days to lodge an appeal prior being reported. (See SMP 9 Student Complaints and Appeals Procedure).
- 6.3. A student's appeal will be considered in the following circumstances:
- i. The student's marks have been calculated incorrectly.
  - ii. Compassionate or compelling circumstances apply (see SMP 31 Compassionate and Compelling Circumstances).
  - iii. An intervention strategy or other policies were not implemented according to the Institute's documented policies and procedures that have been made available to students via MyCarrick.
- 6.4. Where a student lodges an appeal the student will only be reported when the appeal process is completed that is; Carrick's internal appeals process plus one external appeal (if required) and the appeal decision does not favour the student.
- 6.5. The student is to continue their enrolment throughout the appeals process.

### **Related Policies**

AP 26 Reporting of International Students on PRISMS  
EL 20 Student Cheating Plagiarism (English Language)  
EL 21 Re-submission Process  
SMP 9 Student Complaints & Appeals Procedure  
SMP 31 Compassionate & Compelling Circumstances  
SMP 32 Extension of Course Duration

### **Related Forms**

ELF 4 Re-Submission Request Form  
ELF 5 Intervention Record  
SMF 15 Complaints & Appeals Form  
Unsatisfactory Course Progress Letter

### **Policy Locations**

P: Drive  
MyCarrick  
Website