

## MONITORING COURSE PROGRESS

### POLICY STATEMENT

Discover English ensures systematic monitoring of students' course progress. Various feedback processes are in place to keep students informed of their progress and students may meet with academic staff at anytime to discuss their progress.

The college has in place systems to flag students who may be at risk of failing to progress satisfactorily and will notify and counsel these students to support and assist the student to take steps to improve their progress.

NB: All courses delivered at Discover English are non-award courses. As such, whilst course progress is monitored and students deemed to be at risk are supported in order to improve their progress, the college does not report in relation to progress. However, all students are required to maintain satisfactory attendance at all times. Processes and procedures in relation to monitoring and reporting on attendance are detailed in the Monitoring Attendance policy and procedure.

### SPECIFIC DETAILS

#### General English, English Excel, IELTS Preparation, Business English

1. Students' progress is monitored informally by their class teacher/s daily and assessed formally on a weekly basis in the form of a progress test related to the syllabus content of the week. Grammar and vocabulary are tested every week with a fortnightly alternation between speaking and reading, and, writing and listening.
2. Students' progress is recorded throughout the duration of their course and individualised feedback provided to the student on a regular basis.
3. Satisfactory course progress is demonstrated by passing the Weekly Progress Tests (scores of 50% or higher)
  - 3.1 If an intervention strategy has been implemented and the student is still unable to maintain satisfactory course progress, the student may need to apply for a visa extension in order to complete their studies within the duration of their CoE (Confirmation of Enrolment). All additional costs must be met by the student.
4. Students are deemed to be at risk of failing to meet satisfactory course progress if they achieve a result of 50% or less on two consecutive weekly progress assessments (excluding their first week's assessment) or have failed the level up test having been in a level for more than 10 weeks.
5. It is the joint responsibility of teachers, students and Academic Management to intervene when students are deemed to be at risk of not making satisfactory course progress. Academic Management will make an appointment with the student to create a Study Plan with both the student and the Academic Manager signing it off.

6. If the student is not making satisfactory progress due to personal or welfare issues, they will be referred to Student Support Services.

7. A Study Plan will include one or more of the following to assist the student in achieving satisfactory course progress:

- additional homework or study resources,
- recommendations to attend Extra Classes and Homework Club,
- recommendations to borrow and read library books,
- follow up counselling sessions with the Academic Management,
- As a last resort and with the agreement of the student, Academic Management may remove a student from a Specialist Course or level a student down.

### **English for Academic Purposes**

1. Students' progress is monitored informally by their class teacher daily and assessed formally on a weekly basis as well as at the end of each 5-week study period.

2. Students' progress is recorded throughout the duration of their course and individualised feedback provided to the student on a regular basis.

3. Satisfactory course progress is demonstrated by passing Course Assessments.

3.1 If an intervention strategy has been implemented and the student is still unable to maintain satisfactory course progress, the student may need to apply for a visa extension in order to complete their studies within the duration of their CoE (Confirmation of Enrolment). All additional costs must be met by the student.

4. Students are deemed to be at risk if they achieve a result below 50% in any assessment. EAP students who are on a pathway i.e. have a future course with one of Discover English's further education partners are expected to achieve a GPA of 65% in each macro skill and are deemed to be 'at risk' if they fall under this percentage average.

5. It is the joint responsibility of teachers, students and Academic Management to intervene when students are deemed to be at risk of not making satisfactory course progress. Academic Management will make an appointment with the student to create a Study Plan with both the student and the Academic Manager signing it off. EAP students are allowed to re-sit one test or re-submit one piece of assessment per 10-week block. The new result from the re-sit or re-submission will replace the student's lowest grade for that skill.

6. If the student is not making satisfactory progress due to personal or welfare issues, they will be referred to Student Support Services.

7. A Study Plan will include one or more of the following to assist the student in achieving satisfactory course progress:

- additional homework or study resources,
- recommendations to attend Extra Classes and Homework Club,
- recommendations to borrow and read library books,
- follow up counselling sessions with the Academic Management,

### Cambridge ESOL Courses

1. Students' progress is monitored informally by their class teacher/s daily and assessed formally three times throughout the course in the form of complete mock tests.
2. Students' progress is recorded throughout the duration of their course and individualised feedback provided to the student on a regular basis.
3. Satisfactory course progress is demonstrated by showing improvement in mock test results, achieving a minimum of 55% in the mid-course test and passing the end of course final mock test (65%).
  - 3.1 If an intervention strategy has been implemented and the student is still unable to maintain satisfactory course progress, the student may need to apply for a visa extension in order to complete their studies within the duration of their CoE (Confirmation of Enrolment). All additional costs must be met by the student.
4. Students are deemed to be at risk of failing to meet satisfactory course progress if during regular progress monitoring by teachers no discernible improvement or progress in a skill is observed or the student achieves a result of 50% or less on the mid-course mock test.
5. It is the joint responsibility of teachers, students and Academic Management to intervene when students are deemed to be at risk of not making satisfactory course progress. Academic Management will make an appointment with the student to create a Study Plan with both the student and the Academic Manager signing it off.
6. If the student is not making satisfactory progress due to personal or welfare issues, they will be referred to Student Support Services.
7. A Study Plan will include one or more of the following to assist the student in achieving satisfactory course progress:
  - additional homework or study resources,
  - recommendations to attend Extra Classes and Homework Club,
  - recommendations to borrow and read library books,
  - follow up counselling sessions with the Academic Management,
  - As a last resort and with the agreement of the student, Academic Management may remove a student from a Specialist Course or level a student down.

### PROCEDURE STATEMENT

1. Monitoring and Assessment of course progress
  - 1.1 Students' progress is monitored informally by their teacher in class on a daily basis.
  - 1.2 Formal assessments include weekly unit assessments, weekly oral presentations (dependent on the program) and review assessments / end of course assessments.
2. Recording and feedback of progress to student

2.1 All informal and formal assessment results are recorded in eBecas, the Student database, by the class teacher on a weekly basis along with comments in relation to recommendations to improve key skill areas.

2.2 Students can meet with their teacher for a one-to-one consultation in relation to their progress and for feedback on areas for improvement each week.

2.3 Students may make an appointment to meet with Academic Management to discuss their progress at anytime.

### 3. Students at risk of not making satisfactory course progress

3.1 If a teacher has concerns about a student's progress or if a student achieves a result of 50% or less on two consecutive weekly unit tests (excluding their first week), below a result of 50% in EAP or 65% if they are on an EAP pathway, their teacher will communicate this to Academic Management, in person or in an email.

3.2 Academic Management will schedule an appointment with the student to discuss their progress.

3.3 In an email to the student's teacher/s, Academic Management will:

- provide details of the Study Plan
- request weekly email or verbal updates on the student's progress, but also more frequently if anything drastically changes
- divulge any information potentially relevant to the teacher about the student's motivation, attitude, engagement etc.

3.4 An intervention plan may be put in place for the student with recommendations for supplementary work and support provision which will be signed by both the student and the Academic Management. These recommendations will include one or more of the following:

- additional homework or study resources,
- recommendations to attend Extra Classes and Homework Club,
- recommendations to borrow and read library books,
- follow up counselling sessions with the Academic Management,

3.5 The Academic Management will schedule a follow up meeting with the student two weeks later to discuss the study plan and adjust if necessary. Academic Management will also speak to the class teacher and review the student's results achieved in the interim to further inform the decision as to whether the student needs to continue with the plan.

3.6 Students who have been in their level for more than 10 weeks and are close to passing the level up test but cannot achieve a high enough mark may be granted a Conditional Pass. This means they may go to the next level but will have a probationary fortnight to meet some requirements. If the requirements are not met and the student is not making satisfactory progress, Academic Management may level the student back down. A Conditional Pass is given and assessed at the discretion of Academic management with input from classroom teachers. The requirements of a Conditional Pass should be covered over a fortnight and include:

- Maintaining above 80% for attendance
- Attending 4 Homework Club sessions for help with writing
- Attending 4 Extra Classes – 2 of which must be Go Grammar

Failure to meet requirements may result in levelling down and further support for student from Academic Management

4. In cases where an academic staff member feels a student's course progress, attendance or participation is being impacted by welfare issues; the staff member may complete a Student Support Counselling Request and submit it to Student Support Services for follow up.

## RELATED DOCUMENTS

FOAC013 Student Progress Report  
FOAC015 At Risk of Unsatisfactory Progress  
FOAC018 Student Appointment with Academic Management  
PP040 Completion within Expected Duration  
FOAD062 Notification of Further Study  
FOAC027 Conditional Pass