

Procedures for classing adult students, monitoring progress and changing class

Testing new students

New students join class after their listening, speaking and grammar have been tested to assess their English level and after they have filled in a pre-course questionnaire, a copy of which is given to the class teacher.

Potentially misplaced students

If a teacher feels that a student may have been misplaced they should monitor the student. If the student is clearly in the wrong level the teacher should speak to the Director of Studies (DOS) who will then re-assess the student and if necessary change the student's class.

Any student who thinks they have been misplaced should speak to the class teacher, who should report the matter to the DOS. If the teacher believes the student is in the right level then they should monitor the student. If it is judged that a level change is not justified, the teacher will give the student advice on specific areas to improve before they can change level.

Students also fill in a feedback form during their first week with any doubts about level followed up by the class teacher and DOS.

Weekly meeting

In the weekly academic meeting teachers and the DOS discuss classes and the ability of each student within the class. Teachers discuss any students they feel are ready to move and report any requests to move from students.

Monitoring progress

Teachers monitor progress through:

- Progress tests every week based on work done in class
- Regular CEFR tests
- Monthly teacher assessment of speaking skills
- Informal assessment of classroom and homework performance
- Tutorials for long-term students at which performance targets are agreed

A record is kept of progress tests, CEFR tests and speaking assessments.

Changing level

Our aim is to help students improve their English and move to a higher level. Teachers should be proactive in making recommendations for level changes to the DOS.

Any student who wishes to change level should speak to the class teacher, who should report the request to the DOS. If the teacher believes the student is in the right level then they should monitor the student. If it is judged that a level change is not justified, the teacher will give the student advice on specific areas to improve before they can change level.

If the student disagrees with the teacher's assessment then they can talk to the DOS who will assess their level, possibly through means of a speaking and grammar test. If the student remains unhappy with the decision of the DOS then they can appeal to the School Principal.

Changing class

Where class options are available, such as in afternoon classes for students of B1 level and above, students who wish to change class should speak to the DOS who will inform them when they are able to move as some notice may be required.