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Reference	ELICOS Teaching and Assessment Policy and Procedures v3.0

ELICOS Teaching and Assessment Policy and Procedures

1 Purpose

This policy regulates Windsor in teaching and assessing achievement of learning outcomes of overseas/ international students who are enrolled in ELICOS courses. Windsor also supports Standard 3 and 4 of the ELICOS Standards 2018.

2 Policy Statements

- 2.1 Windsor has this policy and procedures in place to ensure that:
- students are placed in a class appropriate to their current language proficiency level, learning goals and learning needs and consistent with their written agreement
 - where a special need is identified for a student, arrangements are put in place to address the need and support the student to learn effectively
 - teacher-to-student ratios do not exceed 1:18 per class
 - students are informed of the outcomes to be achieved from the course and, for each learning block, the learning outcomes for that block.
- 2.2 Windsor's planning policies and procedures must enable teachers to:
- customise teaching to student needs
 - access the resources required for delivery of the course
 - research course content and developments in English language teaching to meet student needs.
- 2.3 Windsor must maintain records of teaching delivery for a reasonable period in accordance with the ESOS Act and ensure:
- retention and accessibility of records, including electronically
 - learning outcomes are documented
 - effective review, revision and delivery of courses.
- 2.4 Windsor must continuously improve delivery of courses by:
- making adjustments based on analysis of feedback from students and other stakeholders as appropriate
 - monitoring appropriateness of delivery for student groups
 - regularly evaluating learning outcomes achieved.
- 2.5 Windsor clearly outlines assessment policies and procedures, which must provide for:
- formative and summative assessment
 - clear identification of assessment outcomes as they relate to progress through the course
 - assessment that is valid, reliable, fair, flexible and clearly referenced to criteria, and
 - includes appropriate oversight or moderation of assessment outcomes
 - in the case of ELICOS courses which are provided under a direct entry arrangement to a tertiary education course, formal measures must be in place to ensure that assessment outcomes are comparable to other criteria used for admission to the

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tertiary education course of study, or for admission to other similar courses of study.

- 2.6 Windsor, upon completion (or partial completion) of study, will issue each student with a document that:
- a. indicates the CRICOS course name, the college name and contact details, dates of study, course duration, levels of achievement or proficiency, authorised signature and name of signatory
 - b. includes, or is accompanied by, a plain English explanation of the terms used in awarding grades at all levels.
- 2.7 Windsor will undertake processes for continual improvement of student assessment by:
- a. making adjustments based on collection and analysis of feedback from students and other stakeholders as appropriate
 - b. monitoring appropriateness of assessment for student groups
 - c. regularly evaluating course outcomes achieved.
- 2.8 In addition to teaching, ELICOS teachers are responsible for students' assessment, lesson preparation, course evaluation, projects, and Mid-Course and End of Course of Course reports. All ELICOS teachers are to work together as a team to ensure the quality and consistency of the ELICOS courses. There are two types of assessments which are formative and summative. Formative assessments are conducted weekly through weekly assessments and activities. Summative assessments include a Mid-Course Test, Oral Presentation Project and End of Course Test for the General English Elementary to Advanced level. Summative assessments for English for Academic Purposes (EAP) Upper-Intermediate to Advanced level include Mid-Course Test, Note-Taking, Oral Presentation and Essay Projects, and End of Course Test. All details of the assessment tasks are available for General English teachers in the General English Curriculum Elementary to Advanced and Assessment tasks, and for EAP Teachers in EAP Curriculum and Assessment tasks. All students' progress records are filed in individual files in class. The records will be kept for 2 years.

3 Scope

This policy applies to:

- International students enrolled in ELICOS Courses at Windsor
- Windsor Academic, Admissions, Student Services and Administrative staff.

All staff are made aware of the requirements of this policy through staff induction, regular meetings, staff updates and continuous improvement practices. Students are made aware of the policy and procedures through the Student Prospectus, College's website, Student Handbook, and during the enrolment and orientation processes.

4 Procedure

- 4.1 Students based on their IELTS score or its equivalent including the result of the College's English Placement Test will be placed in a class appropriate to their current language proficiency level, learning goals and learning needs and consistent with their written agreement by the Administration staff and if necessary through consultation with the ELICOS Coordinator.
- 4.2 Students' special learning needs are identified during enrolment processes by the Enrolment Officer and during the training and assessment activities by the trainers and arrangements are put in place to address these needs.

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- 4.3 The Administration staff, if necessary through consultation with the ELICOS Coordinator, will allocate a maximum of 18 ELICOS students/ class.
- 4.4 Students are informed of the outcomes to be achieved from the course by the ELICOS Teachers.
- 4.5 During planning activities, the ELICOS teachers will be able to:
- a. customise teaching to student needs
 - b. access resources required for delivery of the course
 - c. research any special purpose course content and developments in English language teaching to meet student needs
- 4.6 ELICOS teachers conduct weekly formative assessments and summative assessments based on the assessment schedules incorporated in the General English and EAP curriculum. The assessment tasks consist of but are not limited to:
- Report or descriptive writing for General English students
 - Note-taking for EAP students
 - Report and/or essay writing for EAP students
 - An oral presentation for a duration of 3 to 5 minutes for General English students and 7-10 minutes for the Academic Focus students
 - The assessment tasks and activities are based on the theme for the week.
 - After the EAP students present their assignments, teachers will correct their work, use the feedback sheet and record the students' completion of the task. They then return them to the students together with the feedback sheets. The students should keep a portfolio of their work to mark their progress.
 - General English teachers use the feedback sheet to assess and provide feedback about the progress of the students' writing and speaking. They record the students' completion of the task.
- 4.7 Proficiency assessments are taken in week 5, 8, 9 and 10 of each ten-week course for the EAP program. For the General English program, proficiency assessments are taken in week 5, 9 and 10 of each ten-week course of the program. These proficiency assessments are to provide a measurable learning outcome for the progress of individual students. These results are used to determine whether a student is ready to move to the next level. By monitoring their progress, students are kept informed of progress in meeting individual goals.
- 4.8 Proficiency assessment formats include the following:
- There will be a formal test/ project assessment in week 5, 9 and 10 for General English students; and in week 5, 8, 9 and 10 for EAP students. This formal test/ project assessment consist of tests/ project tasks to assess students' listening, reading, writing and speaking skills.
 - All tests will be held in class. Project assessments can include submissions or assessments in class. The relevant ELICOS teacher for each relevant class will be responsible for the preparation, collection and marking of the tests/ project assessments.
 - The oral presentations will be assessed according to the following criteria: pronunciation, fluency and coherence, lexical resource, grammatical range and accuracy. The ELICOS Coordinator or other ELICOS teacher may be requested to moderate.
 - The listening tests will be taken from the General English / EAP course book for the appropriate level and based on other formal English testing resources.
 - The reading will be taken from the General English/ EAP course book for the appropriate level and based on other formal English testing resources.
 - The writing tests will be based on work covered in class in the preceding weeks and other formal English testing resources.

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- There will be a writing moderation session so that all writing teachers will be involved in correcting the writing. The writing will be assessed according to the following features; lexical resource, grammatical range and accuracy, spelling, structure.
- 4.9 All ELICOS teachers are to enter students' formative and summative assessments scores to the College's score calculation system, sign off each student's final results and provide the final results to the Student Administration to be entered into the Student Management System.
- 4.10 **Completion:**
- a. Students who enrol in the 5 level General English course need to complete every level to successfully complete the General English course (Elementary to Advanced). However, students who wish to discontinue course in midway are given an exit test corresponding to the level they have completed. The student will receive a certificate and transcript stating their level of achievement or proficiency across listening, reading, speaking and writing.
 - b. Students who enrol in the 2 level EAP course need to complete every level to successfully complete the EAP course (Upper-Intermediate to Advanced). However, students who wish to discontinue course in midway are given an exit test corresponding to the level they have completed. The student will receive a certificate and transcript stating their level of achievement or proficiency across listening, reading, speaking and writing.
- 4.11 Upon completion (or partial completion) of study, each ELICOS student will be issued with a certificate and transcript that:
- indicate the CRICOS course name, the college name and contact details, dates of study, course duration, levels of achievement or proficiency, authorised signature and name of signatory
 - include, or is accompanied by, a plain English explanation of the terms used in awarding grades at all levels.

5 Related Standards

This policy and procedure supports 'Standards 3 and 4' of the ELICOS Standards 2018.

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