Procedure

UQ College (UQC)

Procedures

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Reviewer:	Senior Academic Manager, English Pathways
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Associated Policies:	Education Services for Overseas Students (ESOS) Regulations 2019 National Code 2018 (Part B Standard 8) UQC Policy and Procedures SS1.1.00 UQC Student Charter SS1.1.02 UQC Student Integrity and Misconduct SS7.1.01 UQC Student Grievance Resolution
Version:	3.1

Purpose

This document provides key information for students regarding BE Assessment procedures and processes

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1. BE Entry and Exit Requirements

BE entrance requirements can be found in the UQC website - https://uqcollege.uq.edu.au/study-options/english-courses/be#entryrequirements

BE exit requirements for UQ programs with standard English language entry requirements (IELTS Overall Band Score of 6.5 AND a minimum score of 6 in each sub-band of Writing, Reading, Speaking and Listening) are: a minimum Overall Grade of 4 plus a minimum Achievement Grade of C in all four macro skills.

For UQ programs with higher English language entry requirements, please see: https://my.uq.edu.au/files/5678/PPL34014d1-Table1.pdf

2. BE 30/25, 20/15 Assessment and Progression Overview

- Assessment occurs throughout the BE program. The assessment is designed to provide students with feedback to assist their learning. The assessment also provides an indication of a student's level and improvement across the macro skills. There are opportunities for students to discuss their results with their teachers. See table below for testing schedule.

- Results on weekly Review Tests and End of Level Progress Tests are maintained in the Blackboard grading system as a record of achievement. Students can check these results in 'My Grades'.

- BE 15, BE 20, BE 25, and BE 30 are not pass/fail courses and students successfully completing the course are in most cases expected to continue on to study in the BE 10 course. Students who demonstrate consistently poor performance, attendance and/or a failure to make academic progress are provided with specific feedback by their teachers/Academic Managers (please refer to unsatisfactory student progress policy for procedures related to unsatisfactory student progress

- Each student completes an Academic Study Plan or reflection. Students meet and discuss their academic progress with their teachers at least once per course. Any feedback is recorded by the student during the course and shared with the class teacher.

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Table 1   Assessment tasks for BE 15, BE 20, BE 25, and BE 30

	Assessment BE 15, BE 20, BE 25, BE 30	% of total mark for each macro- skill
Weeks 1-5, 6-10	**Weekly Review Tests** (approx. 50 minutes each) **Reading and Listening** - The week after they have completed a unit of work, students complete that unit's review tests on Blackboard There are two separate tests - one for each student book**.** The results are recorded in Blackboard and the average of these test scores will make up 100% of the review test results for BE 30, BE 25, BE 20 and BE 15.	Automated feedback on performance provided. Tests are formative, and results are displayed in Blackboard These tests do not count toward final grades but provide important consolidation of learning.
	End of level progress tests (approx. 90 minutes each) **Reading and Listening** - Students complete an end of course progress test for both Reading and Listening for BE 30, BE 25, BE 20 and BE 15 in the last week of each course. The results are recorded in Blackboard and make up 100% of the progress test results for that 5-week block. **Speaking** – Students complete a paired speaking test with feedback from their teacher. Teachers grade their performance according to a criteria. **Writing** – Students complete a timed writing task in week 4 and 9. Teachers provide feedback on this and grade according to criteria.	100% of total mark for each skill (Reading, Listening) for each 5 week block. 100% of speaking grade for each 5 week block. 100% of writing grade for each 5 week block.

3. BE15, BE20, BE25, BE30 Achievement Levels

- Students in BE15-BE30 receive an Achievement Level for the overall course as well as an Achievement Level for each of the four macro-skills (listening, speaking, reading and writing). These are shown in Tables 2 and 3.

Table 2: Overall Course Achievement Levels

Overall Course Achievement
Satisfactory Achievement (SA)
Limited Achievement (LA)

Table 3: Achievement Level for each macro-skill (Speaking, Listening, Reading & Writing)

Level of Achievement for Each Macro-skill
Satisfactory Achievement (SA)
Limited Achievement (LA)

4. BE10 Assessment Overview

There is assessment in reading, listening, writing and speaking shown in Table 4.

Table 4: Assessment tasks for BE10

	BE10 Assessment	% of total mark for each macro skill
Week 4/5	**Practice Speaking Test** An opportunity to practise the final test format and to gain personalised feedback on speaking performance	Teacher feedback on performance is provided. Student recording of speaking tests is encouraged.
Weeks 10/11	**End of course assessment** **Listening** – 2 tests on 2 different days (45 minutes each) **Reading** – 2 tests on 2 different days (60-70mins each) **Writing** – 2 timed essays (300 words each – 60mins) **Speaking** – Speaking test (15 minutes)	 100% for this macro skill 100% for this macro skill 100% for this macro skill 100% for this macro skill

5. Recording of Tests

- All online tests and face-to-face speaking tests are recorded and reviewed for test security and academic integrity.

- Audio/video recordings may also be used for teacher standardisation purposes and/or for the production of classroom teaching materials.

- All recordings remain the property of the UQC and are for internal use for demonstration, moderation and academic review purposes. These recordings are not be made available publicly or made available to other students for distribution.

6. Results Certificates

- If requested, students are issued with a certificate(s) of achievement based on the test results of courses completed.

- Results Certificates show the course studied and an Achievement Grade for Speaking, Listening, Reading, and Writing as well as the Overall Grade.

- The certificate also shows the Common European Framework of Reference for Languages (CEFR) proficiency level for the course studied.

7. BE 10 Grading Scales

- Students in BE10 receive an Overall Grade as well as an Achievement Grade for each of the four macro-skills (listening, speaking, reading and writing).

- To enter UQ programs which require the minimum set levels of English language proficiency, students must receive at least an overall grade of '4' and a grade of 'C' or higher in each skill on Bridging English. (See examples on next page)

- For Bridging English grades needed to enter UQ courses which require higher than the minimum set levels English language proficiency see https://ppl.app.uq.edu.au/content/3.40.14-english-language-proficiency-admission-and-concurrent-support#Procedures). (Also see examples on next page)

- Overall Grades are shown below in Table 5 and Achievement Grades for each skill are shown in Table 6.

Table 5 - BE10 Overall Course Grades

Overall Grade	Overall Percentage	Overall Achievement
7:	≥ 95%	High Distinction
6:	≥ 85 - < 95%	Distinction
5:	≥ 75 - < 85%	Credit
4:	≥ 65 - < 75%	Meets minimum UQ entry requirement
3:	≥ 55 - < 65%	Fail
2:	≥ 45 - < 55%	Fail
1:	< 45%	Fail

Table 6 - BE10 Achievement Grades for each macro-skill

(Speaking/Listening/Reading/Writing)

Achievement Grade	Percentage for each macro-skill	Level of Achievement
A+	≥ 90%	High Achievement
A	≥80 - < 90%	High Achievement
B	≥70 - < 80%	Satisfactory Achievement
C	≥60 - < 70%	Satisfactory Achievement
D	≥50 - < 60%	Low Achievement
E	< 50	Low Achievement

Examples of Bridging English Results

Student A

Reading Grade & %		Listening Grade & %		Speaking Grade & %		Writing Grade & %		Overall Grade & %		Meets UQ entry to programs requiring minimum English Language Proficiency (ELP) e.g. Master of Business
C	67%	C	63%	C	69%	C	61%	4	65%	

Student B

Reading Grade & %		Listening Grade & %		Speaking Grade & %		Writing Grade & %		Overall Grade & %		Meets UQ entry to programs requiring higher than minimum ELP e.g. Master of Global Management
B	77%	C	69%	B	79%	B	75%	5	76.5%	

Student C

Reading Grade & %		Listening Grade & %		Speaking Grade & %		Writing Grade & %		Overall Grade & %		Does not meet UQ Entry to programs requiring minimum English Language Proficiency e.g. Master of Business
C	62%	C	63%	C	64%	C	61%	3	62.5%	

Student D

Reading Grade & %		Listening Grade & %		Speaking Grade & %		Writing Grade & %		Overall Grade & %		Does not meet UQ Entry to programs requiring minimum English Language Proficiency e.g. Master of Business
B	71%	C	60%	C	60%	C	61%	3	63%	

8. Pre-existing Medical Conditions

Any student who has a pre-existing medical condition which may impact their ability to undertake the Bridging English program or to complete the examinations must make the Academic Manager aware of their condition and provide appropriate, acceptable evidence of the condition during the first week of their Bridging English program, or as soon as practicable during the course.

9. Alternative Examination Requests (pre or during course)

BE 10 students may be eligible for alternative examination arrangements if they provide appropriate evidence of medical, or compassionate reasons, or other exceptional circumstances prior to the date of the exam. A request must be made in writing via email to the Academic Manager Bridging English when the student commences the course or as early as possible during the course and prior to the day that the exam is scheduled to take place.

10. Alternative Examination Requests (during exam period)

Where a student does not attend an exam, or is unable to complete an exam on the scheduled date due to medical reasons or other exceptional circumstances, they may be eligible for an alternative examination. Students must provide detailed evidence in English showing why they were unable to attend or complete the examination session on the test date/s. In the case of medical reasons, medical certificates must not be provided by a near relative of the student. UQ College reserves the right to check the authenticity of the medical certificate with the medical practitioner. Medical certificates which do not provide clear detailed explanation of medical reasons for non-attendance or non-completion will not be considered.

This application for special consideration must be completed with supporting evidence attached.

The Academic Manager BE, Academic Manager Assessment and/or the Senior Academic Manager English Pathways have delegated authority to approve or reject applications for alternative examinations on these grounds.

Students will be notified of the outcome of their request by email within five (5) working days of their submission. Where the outcome is favourable for an alternative examination, the student will be required to sit the test(s) within one week of the decision. Dependent on the circumstances, the alternative test(s) may take the form of a BE test or another English language test accepted by the University for admission purposes.

Where a student is dissatisfied with the decision they have the right to take the matter further through the College's Complaints and Grievance Resolution process.

11.   BE10 Assessment Remarking and Feedback

To maintain exam security, no scores can be given for individual exam papers, nor any feedback given on a student's specific areas of strength or weakness in the exam.

12.   BE10 Enquiry on Results

BE10 assessment remarking is not available to UQC students. All assessment papers are carefully checked for accuracy.

However, if a student believes that there has been a clerical error and that the mark awarded for a particular assessment item does not reflect his/her performance as measured against the assessment criteria s/he may submit an enquiry on results.

Please note that an enquiry on results is not conducted simply because a student has not passed the course or because the student is not satisfied with the results that they have achieved. When completing the request the student should explain why the results should be checked. If the reason is considered valid, the student's assessment results will be checked for accuracy. Please note that this check is a clerical check, not a remark.

If a student has a compelling reason why their results should be checked, they should complete an Enquiry on results form, which can be accessed via the JR Plus Student Portal.

An Enquiry on Results can only be conducted within ten (10) working days of the results' release date. UQC will email a response within five (5) working days of receiving the request.

13.   Non-Release of Past Examination Papers

Bridging English students will not have access to past examination question papers.

14. Academic Misconduct

Academic Misconduct is treated in accordance with the UQC Student Integrity and Misconduct Policy

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Document History

Version	Summary of Changes	Author	Action Date
1.0	Approval of UQC BE Assessment Guide for Students	Iain Mathieson	4 January 2022