

# Policy & Procedures

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<b>Reviewer:</b>	Senior Academic Manager, English Pathways
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<b>Audience:</b>	UQC students enrolled in Bridging English UQC staff involved in academic and student administration
<b>Associated Policies:</b>	Education Services for Overseas Students (ESOS) Regulations 2019 National Code 2018 (Part B Standard 8)  <a href="#">UQC Policy and Procedures</a> SS1.1.00 UQC Student Charter SS1.1.02 UQC Student Integrity and Misconduct SS1.1.06 UQC Student Complaints and Appeals SS6.2.01b UQC Unsatisfactory Academic Progress and Student Intervention Policy – ELICOS
<b>Version:</b>	3.1

## Purpose

This document provides key information for students regarding Bridging English (BE) assessment policies and procedures.

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## 1. BE Entry and Exit Requirements

BE entry requirements can be found on the UQC website - <https://uqcollege.uq.edu.au/study-options/english-courses/be#entryrequirements>

UQ Programs	BE Exit Requirements
BE exit requirements for UQ programs with <u>standard</u> English language entry requirements	A minimum Overall Grade of 4 plus a minimum Achievement Grade of C in all four macro skills.
BE exit requirements for UQ programs with <u>higher</u> English language entry requirements,	Please see: <a href="https://my.uq.edu.au/files/5678/PPL34014d1-Table1.pdf">https://my.uq.edu.au/files/5678/PPL34014d1-Table1.pdf</a>

## 2. BE 30/25, BE 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 1** below for testing schedule.
- Results of 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'.
- BE15, BE20, BE25, and BE30 are not pass/fail courses and students are in most cases expected to continue on to study in the BE10 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 [UQC Unsatisfactory Academic Progress and Student Intervention policy and procedure - ELICOS](#) for procedures related to unsatisfactory student progress.
- Students meet and discuss their academic progress with their teachers at least once per course (every 5 weeks). As part of this process each student completes an Academic Study Plan or reflection.

**Table 1 Assessment tasks for BE15, BE20, BE25, and BE30**

	Assessment BE15, BE20, BE25, BE30	% of total mark for each macro- skill
Every week	<p><b>Weekly Review Tests</b> (approx. 50 minutes each)</p> <p><b>Reading and Listening</b> - The week after they have completed a unit of work, students complete that unit's review tests on Blackboard. 4 units are covered in each 5-week teaching session.</p> <p>There are two separate tests - one for reading and one for listening.</p>	<p>0% of total mark</p> <p>Tests are formative, and results are displayed in Blackboard</p> <p>These tests do not count toward final grades but provide important consolidation of learning.</p>
	<b>End of level progress tests</b> (approx. 90 minutes each)	
	<p><b>Reading and Listening</b> - Students complete an end of course progress test for both Reading and Listening for BE15, BE20, BE25 and BE30 in the last week of each course.</p>	100% of Reading and Listening grades for each 5-week session.
	<p><b>Speaking</b> – Students complete a paired speaking test with feedback from their teacher. Teachers grade their performance according to criteria.</p>	100% of speaking grade for each 5-week session.
	<p><b>Writing</b> – Students complete a timed writing task every 5 weeks. Teachers provide feedback on this and grade according to criteria.</p>	100% of writing grade for each 5-week session.

### 3. BE15, BE20, BE25, BE30 Achievement Levels

- Students in BE15, BE20, BE25 and 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**

<b>Overall Course Achievement</b>
Satisfactory Achievement (SA)
Limited Achievement (LA)

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

<b>Level of Achievement for Each Macro-skill</b>
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
<b>Weeks 3-7</b>	<b>Practice Speaking Test</b> An opportunity to practise the final test format and to gain personalised feedback on speaking performance.	0% of total mark. Teacher feedback on performance is provided. Student recording of speaking tests is encouraged.
<b>Week 10</b>	<b>End-of-course assessment</b>  <b>Listening</b> – 2 tests on 2 different days (45 minutes each)  <b>Reading</b> – 2 tests on 2 different days (60-70mins each)  <b>Writing</b> – 2 timed essays (300 words each – 60mins)  <b>Speaking</b> – 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 UQC and are for internal use for demonstration, moderation and academic review purposes. These recordings are not 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. BE10 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 standard English language entry, students need:
  - a minimum Overall Grade of 4 plus a minimum Achievement Grade of C in all four macro skills.
- For exit requirements for UQ programs with higher English language entry requirements, please see: <https://my.uq.edu.au/files/5678/PPL34014d1-Table1.pdf>
- 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%	
B	≥70 - < 80%	Satisfactory Achievement
C	≥60 - < 70%	
D	≥50 - < 60%	Low Achievement
E	< 50	

## Examples of Bridging English Results

### Example 1

Reading Grade & %		Listening Grade & %		Speaking Grade & %		Writing Grade & %		Overall Grade & %	
C	67%	C	63%	C	69%	C	61%	4	65%
Meets entry to UQ programs which require standard English language entry requirements. e.g., Master of Business									

### Example 2

Reading Grade & %		Listening Grade & %		Speaking Grade & %		Writing Grade & %		Overall Grade & %	
B	77%	C	69%	B	79%	B	75%	5	76.5%
Meets entry to UQ programs with higher English language entry requirements. e.g., Master of Global Management									

### Example 3

Reading Grade & %		Listening Grade & %		Speaking Grade & %		Writing Grade & %		Overall Grade & %	
C	62%	C	63%	C	64%	C	61%	3	62.5%
Does not meet entry to UQ programs which require standard English language entry requirements. e.g. Master of Business									

### Example 4

Reading Grade & %		Listening Grade & %		Speaking Grade & %		Writing Grade & %		Overall Grade & %	
B	71%	C	60%	C	60%	C	61%	3	63%
Does not meet entry to UQ programs with higher English language entry requirements. e.g., Master of Global Management									

## 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)

BE10 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 UQ College Student Services 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 [form](#) must be completed with supporting evidence attached.

UQ College Student Services 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 appeal the decision through the UQC [Complaints and Appeals](#) process.



## 11. BE10 Assessment Remarking and Feedback

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

## 12. BE10 Enquiry on Results

All assessment results are carefully checked for accuracy. Reading and listening assessments are auto marked by computer, writing assessments are double (or triple) marked and a proportion of speaking assessments are double marked. Speaking and writing assessments are also moderated.

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 their performance as measured against the assessment criteria, they may submit an enquiry on results.

Please note that an enquiry on results is not conducted only 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 an administrative check to ensure that all grades have been entered correctly, it does not involve a remark as double marking has already taken place in most cases.

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.

For information on procedures related to complaints and appeals regarding assessment, please refer to the [UQC Student Complaints and Appeals Policy and Procedures](#).

## 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](#).

## Document History

Version	Summary of Changes	Author	Action Date
3.0	Approval of UQC BE Assessment Guide for Students	Iain Mathieson	4 January 2022
3.1	Document name change and minor edits to improve clarity	Iain Mathieson	20 April 2023