

UQ College (UQC)

Policy & Procedures

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Reviewer:	Senior Academic Manager, English Pathways
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Audience:	UQC students enrolled in Bridging English UQC staff involved in academic and student administration
Associated Policies:	<p>Education Services for Overseas Students (ESOS) Regulations 2019 National Code 2018 (Part B Standard 8)</p> <p>UQC Policy and Procedures 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</p>
Version:	3.2

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 minimum 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 higher English language entry requirements,	Please see: https://policies.uq.edu.au/download.php?associated=1&id=170&version=7

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

- Assessment occurs throughout the BE program and is designed to provide students with feedback to assist their learning. The assessment provides an indication of a student's level and improvement across the macro skills. See [Table 1](#) for testing schedule.
- Results of **Weekly Review Tests** and **End of Level Tests** are maintained in the Blackboard grading system as a record of achievement. Students can check these results in 'My Grades'. Results will also be recorded within the Student Management System.
- BE15, BE20, BE25, and BE30 are not pass/fail courses and students are, in most cases, expected to continue their studies. Students who do not perform at the required level in class, in assessments, or have poor attendance will be supported with specific feedback by their teachers, UQC Learning Advisors, or Academic Managers (please refer to [UQC Unsatisfactory Academic Progress and Student Intervention policy and procedure - ELICOS](#) for specific procedures related to unsatisfactory student progress.
- There are opportunities for students to discuss their results with their teachers. Students meet and discuss their academic progress with teachers at least once per course (every 5 weeks).

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
<p>Weekly Review Tests (approx. 50 minutes each)</p> <p>Reading and Listening - 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>
<p>End of level tests (approx. 90 minutes each)</p>	
<p>Reading and Listening - Students complete an end of course test for both Reading and Listening for BE15, BE20, BE25 and BE30 in the last week of each course.</p>	<p>100% of Reading and Listening grades for each 5-week session.</p>
<p>Speaking – Students are assessed on 2 components. Teachers grade their performance according to criteria.</p> <ul style="list-style-type: none"> • their speaking performance in class activities over the session. • A short talk delivered to the class in week 5. 	<p>100% of speaking grade for each 5-week session.</p>
<p>Writing – Students complete a timed writing task every 5 weeks. Teachers provide feedback on this and grade according to criteria.</p>	<p>100% of writing grade for each 5-week session.</p>

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 [Table 2](#) and [Table 3](#).

Table 2: Overall Course Achievement Levels

Overall Course Achievement	
Satisfactory Achievement (SA)	Average score of 60% or greater
Limited Achievement (LA)	Average score of under 60%

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

Level of Achievement for Each Macro-skill	
Satisfactory Achievement (SA)	Score of 60% or greater
Limited Achievement (LA)	Score of under 60%

4. BE10 Assessment Overview

- There is assessment in Reading, Listening, Writing and Speaking shown in [Table 4](#).

Table 4: Assessment tasks for BE10

Weeks	BE10 Assessment	% of total mark for each macro skill
2-9	Trial assessments <ul style="list-style-type: none"> To familiarise students with the test format and testing processes for Listening, Reading and Writing. 	0% of total mark. Feedback provided
5-8	Practice Speaking Test <ul style="list-style-type: none"> 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.
10	End-of-course assessment	
	Listening <ul style="list-style-type: none"> 3 different tests taken on different days 	100% of total mark
	Reading <ul style="list-style-type: none"> 3 different tests taken on different days 	100% of total mark
	Writing <ul style="list-style-type: none"> 2 different tests taken on different days 	100% of total mark
	Speaking <ul style="list-style-type: none"> 1 speaking test (15 minutes) taken via Zoom 	100% of total mark

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 to produce 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

- Students are issued with a Results and Attendance Summary based on the test results of courses completed. These are made available on the Student Portal of the SMS after grade finalisation.
- The document shows the course(s) studied and enrolment dates; achievement grades for speaking, listening, reading, and writing as well as the overall grade.
- The document shows an overall attendance summary.
- The certificate 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://policies.uq.edu.au/download.php?associated=1&id=170&version=7>

- Students who do not complete all required assessment will receive a grade of Incomplete (INC).
- 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 Achievement
7	High Distinction
6	Distinction
5	Credit
4	Meets minimum UQ entry requirement
3	Fail
2	Fail
1	Fail
INC	Incomplete

Table 6 - BE10 Achievement Grades for each macro-skill (Speaking/Listening/Reading/Writing)

Achievement Grade	Level of Achievement
A	Very High Achievement
B+	High Achievement
B	
C+	Satisfactory Achievement
C	
D	Limited Achievement
E	
INC	Incomplete

8. Pre-existing Medical Conditions

- Students with pre-existing conditions that may affect their ability to complete the BE program, or assessment must contact support@uqcollege.uq.edu.au to meet with a Student Advisor, who can assess whether an SAP (Student Access Plan) or an AEA (Alternative Exam Arrangement) is required.
- Students must provide appropriate, acceptable evidence for an adjustment or SAP to be considered.

9. Alternative Examination Requests (pre or during course)

- 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.
- Students must contact support@uqcollege.uq.edu.au to meet with a Student Advisor, who in consultation with the Academic Manager, (Assessment) can assess whether an AEA (Alternative Exam Arrangement) is appropriate.

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 contact info@uqcollege.uq.edu.au and must provide clear, 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. Medical certificates must include the provider number and contact details of the medical practitioner. They must be free of handwritten amendments, stamped and dated. UQ College reserves the right to check the authenticity of the medical certificate with the medical practitioner.
- UQ College Student Services in conjunction with the Academic Manager, (Assessment) 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, 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 and then verified by a further examiner check. Writing assessments are double (or triple) marked and a proportion of speaking assessments are double marked. Speaking and writing assessments are moderated with any discrepancies automatically identified and re-rated by a senior examiner as required.
- 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 that 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](#).

15. 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
3.2	Updated to reflect new BE10 Assessment grading scheme and to changes in process regarding medical certificates and pre-existing conditions	Iain Mathieson	30 July 2024