

UQ College (UQC)

Policy & Procedures

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Custodian:	CEO
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:	3.3

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

Weeks	Assessment Task	% of total mark for each macro skill
1-5	Weekly Review Tests (Reading and Listening) (approx. 50 minutes each) <ul style="list-style-type: none"> 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. There are two separate tests - one for reading and one for listening. 	0% of total mark Tests are formative, and results are displayed in Blackboard. These do not count toward final grades but provide important consolidation of learning.
5	Reading and Listening tests <ul style="list-style-type: none"> Students complete an end of course progress test for both Reading and Listening. 	100% of Reading and Listening grades for each 5-week session. Feedback on scores is given.
5	Writing Assessment <ul style="list-style-type: none"> Students complete a timed writing task every 5 weeks. Teachers provide feedback on this and grade according to criteria. 	100% of writing grade for each 5-week session. Feedback is provided.
1-5	Speaking Assessment <ul style="list-style-type: none"> Students are assessed on 2 components every 5 weeks: <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. 	100% of speaking grade for each 5-week session. Teachers grade their performance according to criteria. Feedback is provided.

3. BE15, BE20, BE25, BE30 Progress Levels

- Students in BE15, BE20, BE25 and BE30 receive a Progress Level for the overall course as well as a Progress Level for each of the four macro-skills (listening, speaking, reading, and writing). These are shown in [Table 2](#) and [Table 3](#). Progress levels are used to identify students who are failing to make adequate academic progression in their enrolled course.

Table 2: Overall Course Progress Levels

Overall Course Progress	
Satisfactory Progress (SP)	Average score of 60% or greater
Limited Progress (LP)	Average score of 50-60%
Very Limited Progress (VLP)	Average score of under 50%

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

Level of Progress for Each Macro-skill	
Satisfactory Progress (SP)	Score of 60% or greater
Limited Progress (LP)	Score of 50-60%
Very Limited Progress (VLP)	Score of under 50%

4. BE10 Assessment Overview

- There is assessment in Reading, Listening, Writing and Speaking shown in [Table 4](#) and [Table 5](#).

Table 4: Formative Assessment tasks for BE10

Weeks	Assessment Task	% of total mark for each macro skill
2-9	Practice Tests/Speaking test practice <ul style="list-style-type: none"> BE10 textbook contains weekly exercises for test practice with feedback from teachers. Exercises are scaffolded to support learner development. 	0% of total mark. Feedback provided
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
1-9	Online Self-Study materials <ul style="list-style-type: none"> Students complete weekly online self-study exercises to practice and extend learning from lessons. 	0% of total mark. Results are recorded on Blackboard and progress monitored.

Table 5: Summative (FINAL) Assessment tasks for BE10

Weeks	Assessment Task	% of total mark for each macro skill
1-9	Research Essay (500-550 words) <ul style="list-style-type: none"> An extended essay assignment designed to teach students the academic skills required at UQ. Due dates: <ul style="list-style-type: none"> Outline – Week 4 Draft – Week 6 Final – Week 9 	ACADEMIC HURDLE Students must complete this assignment to a satisfactory standard to complete the course and be awarded a grade for writing* .
	Group Oral Presentation <ul style="list-style-type: none"> An academic oral presentation that is to be completed as a group. This teaches the academic skills and groupwork skills required at UQ. Due dates: <ul style="list-style-type: none"> Rehearsal – Week 6 Final Presentation – Week 7 	ACADEMIC HURDLE Students must complete this assignment to a satisfactory standard to complete the course and be awarded a grade for speaking** .
10	Listening <ul style="list-style-type: none"> 3 different tests taken on different days 	100% of total achievement grade for Listening
	Reading <ul style="list-style-type: none"> 3 different tests taken on different days 	100% of total achievement grade for Reading
	Writing <ul style="list-style-type: none"> 2 different tests taken on different days 	100% of total achievement grade for Writing * Students who do not pass the Research Essay assignment will record an incomplete writing grade.
	Speaking <ul style="list-style-type: none"> 1 speaking test (15 minutes) taken via Zoom 	100% of total achievement grade for Speaking ** Students who do not pass the Group Oral Presentation assignment will record an incomplete speaking grade.

5. Assessment Extension Requests

- Students are required to apply for an extension to a non-exam assessment (e.g., research essay, oral presentation) before the submission due date and time.

Grounds for approval

- UQ College Assessment Extensions, Exam Deferrals and Late Penalty Policy and Procedure Requests for an assessment extension or deferral are approved or rejected based on grounds and/or supporting documentation provided by the student. A list of acceptable reasons and supporting evidence for extension requests can be found on the University of Queensland website at my.uq.edu.au/files/11502/evidence-assessment-extension-application.pdf

Penalty for Late Submission of Non-exam Assessment

- Where a non-exam assessment is completed or submitted after the due date and without an approved extension, a penalty may be applicable.
- For submissions which exceed the due date and time by 7 calendar days, a grade of INC (Incomplete) will be awarded for that assessment item. Feedback may be provided to the student

Procedure

- Students are required to submit assessment extension requests (including supporting documentation) directly via the student portal.
- Receipt of the request will be acknowledged by the College.
- A decision on the request will be communicated to the student within two business days via email and will detail:
 - The reasons for the request being denied, or
 - The revised due date of the assessment according to the circumstances detailed in the student's request.
- If the circumstances surrounding the initial extension request have since changed, requests for a second extension may be approved. The student must again show grounds for a second extension. Such requests may not be approved if the student is disadvantaged by receiving approval or if the timeframe for a second extension is unworkable. Complex cases will be referred to an Academic Manager.

Appeals

- If a student is not satisfied with the outcome of the extension request process, the student may appeal the decision by following the UQ College Complaints and Appeals Policy

6. 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.

7. 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.

8. 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 requirements for UQ programs with higher English language entry requirements, refer to: <https://policies.uq.edu.au/download.php?associated=1&id=170&version=7>
- Overall Grades are shown below in [Table 6](#) and Achievement Grades for each skill are shown in [Table 7](#).
- Students who do not complete all required assessment will receive a grade of Incomplete (INC).

Table 6 - 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 7 - 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

9. 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 UQ College Student Welfare Advisor, who can assess whether an EAP (Equity Access Plan) or an AEA (Alternative Exam Arrangement) is required.
- Students must provide appropriate, acceptable evidence for an adjustment or EAP to be considered.

10. 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 and feasible.

11. Alternative Examination Requests (during exam period)

- When a student does not feel well during a scheduled exam or is not able to complete the exam due to other exceptional circumstances, they must inform the exam supervisor immediately. They may be eligible for an alternative examination.
- Where a student does not attend 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 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. Evidence/medical certification must be provided within 2 working days of the exam.
- 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.

12. BE10 Assessment Remarking and Feedback

- The Research Essay and/or Group Oral Presentation may be resubmitted for a remark if a passing grade is not achieved. All resubmissions must be completed by the final date of the course.
 - Resubmissions for Group Oral presentations may be delivered individually as required.
- To maintain exam security, no scores can be given for specific exam papers, nor any feedback given on a student's exam results, assessment items or specific areas of strength or weakness in the exam.

13. 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 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.

14. Appeals

- If you are not satisfied with the outcome of an Enquiry on results, you may submit an appeal. For information on procedures related to complaints and appeals regarding assessment, please refer to the [UQC Student Complaints and Appeals Policy and Procedures](#).

15. Non-Release of Past Examination Papers

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

16. Academic Misconduct

- Academic Misconduct is treated in accordance with the [UQC Student Integrity and Misconduct Policy](#).

17. 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
3.3	Updated to include changes to BE10 Assessment with new curriculum implementation. Also includes updates working for alternative exam requests and changes in nomenclature on BE30-15 progression.	Paul Forster	10 March 2025