

Assessment (including exams) – Bridging English

1. Purpose and scope

- 1) This procedure outlines key information regarding assessment and associated processes in Bridging English (BE).
- 2) This procedure applies to all UQ College students enrolled in BE, and all UQ College staff involved in the delivery and administration of BE.

2. Assessment and progression overview

- 3) Assessment occurs throughout the BE program and is designed to provide feedback to assist with learning.

2.1 BE 30, BE25, BE20, BE15

- 4) Assessment is an indication of your level and improvement across the macro skills.
- 5) Refer to the table below for the assessment schedule for BE30, BE25, BE20, and BE15.
- 6) Your weekly review test and end-of-level test results are recorded in Blackboard. You can view your results in the 'My Grades' section of Blackboard. These results are also recorded in our student management system.
- 7) BE30, BE25, BE20, and BE15 are not pass/fail courses.
- 8) If you do not perform at the required level in class, in assessments, or have poor attendance, you will be provided with specific feedback.
- 9) Our processes for managing unsatisfactory progress are outlined in our **Academic Progress and Intervention Procedure – ELICOS** (*under review*).
- 10) You will have an opportunity to meet with and discuss your academic progress with teachers at least once every 5 weeks and for the duration of your course.

Table 3: Assessment tasks for BE30, BE25, BE20 and BE15

Week	Assessment Task	% of total mark for each macro skill
1-5	Weekly Review Tests (Reading and Listening) (approx. 50 minutes each) The week after you have completed a unit of work, you will complete that unit's review tests on Blackboard. 4 units are covered in each 5-week teaching session.	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.

Week	Assessment Task	% of total mark for each macro skill
	There are two separate tests - one for reading and one for listening.	
1-5	Speaking Assessment - You are assessed on 2 components in each 5-week session: - Your 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 performance according to criteria. - Feedback is provided.
5	Reading and Listening tests You will complete an end of session 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 You will 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.

2.2 BE10

11) The table below outlines the Listening, Reading, Writing and Speaking assessment tasks for BE10.

Table 1: Assessment tasks for BE10

Week	BE10 Assessment	% of total mark for each macro-skill
1-9	Online Study materials You will complete weekly online study exercises to practice and extend learning from lessons.	0% of total mark Results are recorded on Blackboard and progress monitored
2-9	Trial assessments To familiarise you with the test format and testing processes for Listening, Reading and Writing	0% of total mark Feedback provided
2-9	Practice tests/Speaking test practice BE10 textbook contains weekly exercises for test practice with feedback from teachers. Exercises are scaffolded to support learner development.	0% of the total mark Teacher feedback on performance is provided

Table 2: Summative (FINAL) Assessment tasks for BE10

Weeks	Assessment task	% of total mark for each macro skill
1-9	Research Essay (500-550 words) - An extended essay assignment designed to teach you the academic skills required at UQ. - Due dates: - Outline – Week 4 - Draft – Week 6 - Final – Week 9	ACADEMIC HURDLE You must complete this assignment to a satisfactory standard to successfully complete the course.
1-7	Group Oral Presentation - 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: - Rehearsal – Week 6 - Final Presentation – Week 7	ACADEMIC HURDLE You must complete this assignment to a satisfactory standard to successfully complete the course.
10	Listening 2 different exams taken on different days*	100% of total achievement grade for Listening
	Reading 2 different exams taken on different days*	100% of total achievement grade for Reading
	Writing 2 different exams taken on different days*	100% of total achievement grade for Writing
	Speaking One (1) speaking test (15 minutes)	100% of total achievement grade for Speaking

*Test scores are moderated based on test difficulty

3. Progress descriptors – BE30, BE25, BE20, BE15

- 12) If you are in BE30, BE25, BE20 and BE15, you will receive a descriptor for the overall course progress as well as for each macro-skill (listening, speaking, reading, and writing). These are demonstrated in the tables below.

Table 4: Overall course progress

Overall course progress descriptors	
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 5: Progress level for each macro-skill (speaking, listening, reading and 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%*

*Test scores are moderated based on test difficulty

4. Grading scales – BE10

4.1 BE10

- 13) In BE10, you will receive:
- an overall grade, and
 - an achievement grade for each of the four macro-skills: Listening, Speaking, Reading, and Writing.
- 14) To meet the standard English language entry requirements for most UQ programs, you must achieve:
- a minimum overall grade of 4, and
 - a minimum achievement grade of C in each macro-skill.
- 15) Some UQ programs require higher English proficiency than the standard.
- Refer to [Table 1: English Language Proficiency Requirements for Higher-than-minimum ELP Programs](#) to check the required BE10 scores.
 - You must inform UQ College of your specific program requirements at the start of the course.
- 16) For details on grading:

- a. See Table 6 for overall grades
 - b. See Table 7 for achievement grades in each skill
 - c. See Table 8 for grades related to the research essay and oral presentation
- 17) If you do not complete all required assessments, you will receive an overall grade of Incomplete (INC).
- a. To receive a counting grade, you must complete at least two exams in Listening, Reading, and Writing.
- 18) If you do not successfully complete either the research essay or the oral presentation, the maximum overall grade you can receive is 3.

Table 6: BE10 Overall Course Grades

Overall Grade	Overall Grade Descriptors
7	High Distinction
6	Distinction
5	Credit
4	Meets minimum UQ entry requirement*
3	Fail
2	Fail
1	Fail
0	Fail – Misconduct
INC	Incomplete
RW	Result withheld

*See Clause 15 for UQ programs that require higher than minimum English entry requirements

Table 7: BE10 Achievement Grades for each macro-skill

Achievement Grade	Grade Descriptors
A	Very High Achievement
B+	High Achievement
B	Strong Achievement
C+	Competent Achievement
C	Satisfactory Achievement
D	Limited Achievement

E	Very Limited Achievement
0	Fail - Misconduct
INC	Incomplete
RW	Result withheld

Table 8: BE10 Achievement Grades for research essay and oral presentation

Achievement Grade	Grade Descriptors
P	Pass
F	Fail
INC	Incomplete
RW	Result Withheld

5. Calculating final BE10 grades for skills with two exams (Reading, Listening, Writing)

5.1 When grades differ by no more than two

- 19) If you receive different grades in two exams for the same skill, and the grades differ by no more than two, the higher grade will be used to determine your final grade.

5.2 When grades differ by three or more

- 20) If your grades in the two exams differ by three or more, your results will be reviewed to ensure academic integrity and/or assessment validity.
- 21) Possible outcomes from the review include:
- your exam scores will stand, and the highest score will be used
 - you will be required to sit an additional BE exam for the relevant macro skill before your BE10 result is finalised, and/or
 - further investigation to determine if academic misconduct has occurred.

6. Recording of tests

- 22) All online tests and face-to-face speaking tests are recorded and reviewed for test security and academic integrity.
- 23) Audio/video recordings may also be used for teacher standardisation purposes and/or to produce classroom teaching materials.
- 24) Recordings are UQC property and are for internal use for demonstration, moderation and academic review purposes. They will not be publicly available or available to other students.

7. Result and attendance summary

- 25) After your final grades are confirmed, you will receive a Results and Attendance Summary through the Student Portal.
- 26) This document shows:
 - a. The course(s) you studied
 - b. Your enrolment dates
 - c. Your grades for speaking, listening, reading, and writing
 - d. Your overall grade
 - e. Your attendance record
 - f. Your language proficiency level based on the [Common European Framework of Reference for Languages \(CEFR\)](#).

8. Alternative exam arrangements

- 27) Alternative examination arrangements (AEA) are available if you require variations to the schedule, conditions, or format of an exam due to circumstances as specified in the **Reasonable Adjustments Policy** (*under review*) and **Procedure** (*under review*).

9. Extensions to assessment due date

9.1 General

- 28) This section applies to assignments with a set due date (e.g., essays or group presentations).
- 29) It does not apply to exams (including in-class, end-of-course or deferred exams).
- 30) You can apply for an extension if serious, unexpected circumstances prevent you from meeting the due date.
- 31) For group assignments:
 - a. One person applies for the whole group.
 - b. At least half the group must agree to the request.
 - c. You must consider how the extension will impact other group members.
 - d. Having an Equity Access Plan does not guarantee an extension.
- 32) Approved extensions will not exceed one week.
- 33) If you need more than one week, you must meet with a Senior Teacher or Academic Manager.
- 34) If your assessment is submitted online, the extension will match the number of days stated in your supporting documentation.

9.2 How to apply

- 35) Apply through the UQ College Student Portal as soon as possible, but no later than **one (1) day** after the due date.

- 36) Include supporting documents (a scan or photo is okay).
- 37) You can only apply once per assignment.
- 38) You can't ask for an extension for a draft or outline.
- 39) If your request is late, an Academic Manager will decide if it can still be accepted.

9.3 Valid reasons for extensions

9.3.1 Medical reasons

- 40) Your document must be:
 - a. Written on or before the due date.
 - b. Follow the rules on the [Medical Certificates website](#).
- 41) In special cases (e.g. hospital stay), documents written after the due date may be accepted.
- 42) You must explain the delay and give evidence. Refer to [Acceptable Evidence for Extensions to Assessment Due Dates](#) for further information.

9.3.2 Equity Access Plan

- 43) If your plan includes extension approval, you don't need extra documents.
- 44) If you need more time than your plan allows, you must give extra evidence.

9.3.3 Exceptional circumstances

- 45) These are serious problems that:
 - a. You could not control or prevent,
 - b. Had a big negative effect on your study,
 - c. Happened at the same time as the assignment.
- 46) Your documents must show all three points clearly.

9.4 Reasons that are not accepted

- 47) You cannot get an extension for:
 - a. Computer or internet issues
 - b. Holidays or travel
 - c. Misreading the due date
 - d. Losing a few hours of study time
 - e. Adjusting to university life
 - f. Visa or money problems
 - g. Normal stress or anxiety
 - h. Regular family events
- 48) For group work, these are also not valid:
 - a. Poor teamwork
 - b. Group members not doing their part

- c. One member being sick or having personal issues

9.5 What happens next

- 49) Your request will be reviewed by the Senior Manager Administration or their delegate.
- 50) They may:
 - a. Approve an extension that is fair and doesn't affect other students, or
 - b. Decline the request if you're not eligible.
- 51) If the original task is no longer suitable (e.g. answers already shared), you'll be given a new task.
- 52) If you're unhappy with the decision, you can appeal via the College's [Student Complaints and Appeals Policy](#).

10. Deferred exams

10.1 General

- 53) This information applies to end-of-course BE10 exams only.
- 54) For BE10, deferred exams are usually held on the final Friday of the course.
- 55) The deferred exam will be the same as the original:
 - a. Same format, time, difficulty, and marks.
 - b. Tests the same learning outcomes.
- 56) You may apply for a deferred exam if:
 - a. you have a medical reason, or
 - b. you had a serious, unexpected problem.
- 57) Only the Senior Manager, Administration, or their delegate can approve deferred exams.
- 58) If you attend and attempt any part of the original exam, you usually cannot defer it.
 - a. Exception: If you get sick during the exam or have a technical problem in a digital exam. See 9.5 below.
- 59) You cannot defer an exam twice. If you miss a deferred exam, your final grade will be based on the work you have already completed.
- 60) You may apply to reschedule a deferred exam only for exceptional circumstances (see **Reasonable Adjustments Procedure** (*under review*)). You must provide evidence and be able to sit the exam before your intake semester commences.

10.2 How to apply

- 61) Apply through the Student Portal within **one (1) working day** after your exam.
- 62) Include documents that explain why you missed the exam.
 - a. See the [Acceptable Evidence](#) table.
- 63) If you cannot get formal documents to support your request (e.g. medical certificate), you may submit a Statutory Declaration.

- 64) You can upload a scan or photo of your supporting evidence, but you need to keep the original for 6 months as you may be asked to show it later.
- 65) You will get an email within **one (1) working day** with the outcome of your request. If it is approved, you will get another email with the exam details.

10.3 Rescheduling a deferred exam

- 66) If you need to change your deferred exam, you must:
- Apply before the exam starts.
 - Include supporting evidence.
 - Get approval from the Senior Manager, Administration.

10.4 Medical certificates

- 67) If you are applying for a deferred exam due to illness or other medical reason, you must follow these rules.
- 68) Who can issue the certificate?
- A registered medical practitioner or registered nurse:
 - Must be issued within **one (1) working day** after the exam.
 - Must say you were unfit to sit the exam on the scheduled date.
 - A registered pharmacist:
 - Must be issued within **one (1) working day** after the exam.
 - Must also say that you were unfit to sit the exam.
- 69) Other certificates:
- If your certificate is from someone not registered (e.g. overseas or alternative health providers), it must be approved by the Senior Manager, Academic Administration or their delegate.
- 70) All medical certificates must meet the requirements for medical certificates outlined [here](#).

10.5 Illness during an examination

- 71) If you get sick during an exam (e.g. seizure), you may be eligible to defer the exam (even if you started it).
- 72) You must:
- tell an exam invigilator immediately.
 - provide a medical certificate within **24 hours** that explains:
 - The sudden onset of the condition
 - The seriousness of the symptoms
 - Why you couldn't finish the exam.
- 73) Approval must come from the Senior Manager, Administration or their delegate.

10.6 Extenuating circumstances

- 74) If something serious stops you from attending an exam, you must:

- a. Tell us as soon as possible in writing with a clear explanation.
 - b. Include supporting evidence.
- 75) Valid reasons may include serious personal trauma.
- 76) Invalid reasons include:
- a. misreading the timetable
 - b. holidays or travel
 - c. social or sports events
- 77) Your application will be reviewed. If you could have avoided the problem but did not, your request may be denied.

10.7 Appeal process

- 78) You may appeal the outcome of an extension request via the College's [Student Complaints and Appeals Policy](#).

11. BE10 Assessment remarking and feedback

- 79) You may be eligible to resubmit the Research Essay and/or Group Oral Presentation 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 if required.
- 80) To maintain exam security, no scores can be given for specific exam papers, nor any feedback given on exam results, assessment items or specific areas of strength or weakness in the exam.

12. BE10 Grievance on results

12.1 How results are checked

- 81) All BE10 results are carefully reviewed:
- a. Reading and listening exams are marked by computer.
 - b. Writing is double or triple marked.
 - c. All speaking exams are recorded and reviewed as required.
 - d. Writing and speaking are also moderated (checked for fairness).

12.2 If you think your result is wrong

- 82) You can submit a Grievance on Results through the Student Portal.
- 83) You must clearly explain why you think the result is wrong.
- 84) You cannot submit a grievance just because:
- a. You failed, or
 - b. You are unhappy with your grade.

12.3 When to submit a grievance

- 85) You must submit your grievance **within 10 working days** after results are released.

86) UQ College will reply **within five (5) working days**.

12.4 Formal appeals

87) If you are not happy with the outcome of your grievance, you can submit a formal appeal.

88) You must give new and strong reasons why the first decision was unfair or unreasonable.

89) For full details, see the [Student Complaints and Appeals Policy](#).

13. Past examination papers

90) UQ College does not grant access to past Bridging English exam paper questions.

14. Academic misconduct

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

15. Definitions

Term	Definition
Achievement grade	A score showing how well you performed in each individual macro-skill.
Assessment	Any task used to measure your learning, such as essays, presentations, or exams.
Assignment	A written or spoken task with a set due date, like an essay or group presentation.
CEFR (Common European Framework of Reference for Languages)	An international standard for describing language ability (e.g. A1 to C2).
Deferred exam	An exam you take later than scheduled because of approved medical or personal reasons.
Extension	Extra time given to complete an assignment, approved due to valid reasons.
Equity Access Plan (EAP)	A formal support plan for students with a disability or condition that affects their study.
Exceptional circumstances	Serious, unexpected events that are beyond your control and affect your ability to study or complete assessments.

Term	Definition
Grievance on results	A formal request to review an assessment result if you believe it doesn't reflect your performance.
Formal appeal	A second-level request to review a decision, requiring new and strong reasons.
Macro-skills	The four main language skills: Listening, Speaking, Reading, and Writing.
Moderation	A process where assessments are checked to make sure marking is fair and consistent.
Overall grade	A final score that combines your performance across all macro-skills.
Student portal	The online system where you submit requests, view results, and access course information.
Supporting evidence	Official evidence (e.g. medical certificate) that explains why you missed a deadline or exam.
Working day	A weekday (Monday to Friday) that is not a public holiday.

16. Associated information

Documents

- [Acceptable Evidence for Deferred Exams](#)
- [Acceptable Evidence for Extensions to Assessment Due Dates](#)
- [Assessment Management Plan](#)

Policies and procedures

- [Complaints and Appeals Policy and Procedure](#)
- [English Language Proficiency Admission Procedure](#)
- Reasonable Adjustments Policy (*under review*)
- Reasonable Adjustments Procedure (*under review*)
- [Student Integrity and Misconduct Policy](#)
- Academic Progress and Intervention Procedure – ELICOS (*under review*)

Website links

- [Common European Framework of Reference for Languages \(CEFR\)](#)
- [Requirements for Medical Certificates](#)

17. Relevant contacts

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18. 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	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
3.4	Update to BE10 Grading Scales, BE10 grade calculation, alternative exam requests and non-exam assessment extension.	Iain Mathieson	30 September 2025