

ELICOS Assessment, Progression & Completion Policy & Procedures

1. Purpose

The purpose of this policy is to ensure Insight Academy effectively assesses student learning, monitors academic progress, and supports students to achieve successful completion of their ELICOS courses. Insight Academy recognises that unsatisfactory academic performance places a student at risk of not meeting course requirements and visa conditions. This policy establishes systematic processes for assessment, progression, and intervention in line with the ELICOS Standards 2018 and the National Code 2018.

2. Scope

This policy applies to:

- All students studying ELICOS at Insight Academy, whether on student visas or other visas.
- All Insight Academy staff engaged in teaching, assessing, monitoring, or supporting students in ELICOS courses.

3. Policy Statement

Insight Academy ensures:

- Transparent and fair assessment processes across all ELICOS courses.
- Consistent monitoring of academic progress against clearly defined benchmarks.
- Early identification and support for students at risk of unsatisfactory academic progress.
- Compliance with the ESOS Act, ELICOS Standards 2018 (Standard P4), and the National Code 2018 (Standard 8).

For the purpose of this policy, it is important to understand some terms.

1. 'Course' is defined as any period of study covered by a single eCoE or a VoE.

2. 'Formative Test' is the ongoing assessment during teaching to give feedback, pinpoint strengths and weaknesses, and guide instructional adjustments.
3. 'Learning Outcomes' are specific statements that describe the knowledge, skills, and abilities a student is expected to gain or demonstrate after completing a course.
4. 'Summative Test' is the final evaluation at the end of each level &/ or the course to measure overall learning achievement.
5. 'Unsatisfactory Academic Progress' is when a student fails to achieve the minimum required score in the summative tests at any level of the course.
6. 'VoE' refers to the verification of enrolment into a course at Insight Academy for students who are studying in Australia while on a visa other than the international student visa.

4. Procedures

This policy is relevant to ongoing or formative and final or summative tests to assess & track the students' progress in the course they are enrolled into. It guides the procedures for assessing the student's achievement of the course learning outcomes, the academic progression as well as any special cases where the progression may be early or delayed.

All ELICOS students are required to attend 20 scheduled contact hours at Insight Academy as per the shifts chosen by the students (Morning/ Afternoon/ Evening). Students are made aware of the attendance and assessment requirements through:

- Pre-enrolment information provided to students,
- Student Orientation program undertaken on commencement,
- Constant communication from the assigned teachers.

4.1 Study Cycle / Study Periods

All ELICOS courses at Insight Academy are delivered in 10-week study periods per level. Assessments are structured according to this fixed study cycle.

Because Insight Academy operates a rolling intake model, students may commence at different points in the study cycle. For example, a student who enrolls in Week 8 of the cycle may encounter the summative test in their third week of study.

Formative and summative assessments serve complementary but distinct purposes. Formative assessments are ongoing, conducted during the study cycle to provide feedback and identify areas requiring support. Summative assessments are final evaluations at the end of the study period to confirm whether students have achieved the level's learning outcomes. To ensure fairness and compliance with ELICOS Standard P4, progression decisions will always be based on the combined outcomes of formative and summative assessments across the student's actual study weeks, together with class participation and teacher recommendations as both tests provide a balanced and fair picture of student progress.

4.2 Formative Test

- Short, regular assessments conducted in class every two (2) weeks during the 10 weeks study cycle in General English and possibly every week in Exam preparation courses.
- They assess recently studied material, specific language skills like reading, writing, listening, speaking.
- Formative tests are diagnostic in nature providing early identification of strengths and areas for improvement, enabling timely support and contribute 50% to the overall progression decision.
- The teachers also provide recommendations, and feedback based the grammar and vocabulary usage during class participation.
- Students scoring below 75% are counselled, provided guidance & support by teachers and may be referred to Academic Support Team for intervention.

4.3 Summative Test

- Conducted in class in the Week 10 of each 10-week study period for all ELICOS courses.
- Assesses achievement of learning outcomes across reading, writing, listening, and speaking for the ELICOS Level.
- Results contribute 50% of the overall progression decision.
- The teachers also provide recommendations, and feedback based the grammar and vocabulary usage during class participation.

- Students scoring below 75% are counselled, provided guidance & support by teachers and may be referred to Academic Support Team for intervention.

4.4 Academic Progression

Progression to the next level is a **holistic decision**, based on:

- 50% formative results,
- 50% summative results,
- Class participation, and
- Teacher recommendation.

Satisfactory progression means that a student has demonstrated the academic achievement and engagement required to move to the next level of their course. A student is deemed to have made satisfactory academic progress when they have:

- Achieved a minimum average of 75% across the combined weighting of formative (50%) and summative (50%) assessments; and
- Demonstrated consistent class participation and engagement in learning activities; and
- Received a teacher recommendation confirming readiness to progress to the next level.

At Risk of Unsatisfactory academic progress mean that the student was unable to achieve a score of 70 – 75% in three (3) consecutive tests. Such students:

- Will be counselled by the teacher in class.
- May be subject to intervention processes to identify the reasons for such academic performance and to provide support where compelling and/ or compassionate grounds for poor/ insufficient academic progress are identified.

Unsatisfactory academic progress means that a student has not demonstrated the academic achievement and engagement required to move to the next level of their course. A student is deemed to have made unsatisfactory academic progress when they have:

- Not achieved average of 75% across the combined weighting of formative (50%) and summative (50%) assessments; and
- Demonstrated lack of class participation and engagement in learning activities.

In such cases, the teacher advises the student as well as the ELICOS Academic Support Team that the student is not ready to progress to the next level.

Reporting for Unsatisfactory Academic progress: Where unsatisfactory progress occurs in **two consecutive study periods**, and intervention strategies have not resolved the issue, Insight Academy may report the student via PRISMS in accordance with the ESOS Act and National Code 2018.

- In such cases the student will be notified of Insight Academy's intention to report them via PRISMS. They will receive an Intention to Report (ITR) for Unsatisfactory Academic Progress notice that will also inform them of their right to appeal this decision within 20 working days.
- If the student chooses to appeal this decision, Insight Academy will not report the student until such time that the appeal process is completed and/ or the decision is in favour of the student, or the student withdraws the appeal request.

Special Cases: Progression before or after the full duration of each level or course is deemed to be a 'special case'. These cases are based on the academic intervention process or the student's request. These can be:

- Delayed Progression to the next level/ course – This can occur due to Insight Academy intervention where it is identified that the student needs more time at a certain level of the course to achieve language proficiency.
- Early progression to the next level/ course – Insight Academy teachers may recommend such progression based on the students test results and class participation OR the students may make an application to progress to the next level earlier than the defined study period of the level/ course. Student applications are reviewed strictly based on the teacher recommendations.
- Moving to a lower level – This may happen only when it is the most suitable intervention strategy where a student is not progressing as expected in one level/ course.

4.5 Intervention Strategies

Insight Academy team implements various intervention strategies in order to ensure that the student is able to achieve the required English language proficiency for the given level. These intervention strategies may include but are not limited to:

- Academic counselling and feedback.
- Additional support sessions or make-up classes.
- Course extension through an approved Course Extension Form.
- Movement to a lower level or repeating current level.
- Temporary suspension for compassionate/compelling reasons.
- Referral to peer support, online resources, or tutoring.

4.6 Course Completion and Certification

ELICOS students are normally expected to complete all levels for which they are enrolled (e.g., Elementary through to Advanced in the General English course).

Some students may discontinue their studies before completing all enrolled levels or may not achieve satisfactory progression through every level.

All students will receive formal documentation that recognises the learning they have undertaken at Insight Academy, whether they complete the full course or only part of it.

Upon completion or partial completion, each student will be issued a **Certificate** that:

- clearly states the CRICOS course name, the ELICOS provider name and contact details, dates of study, course duration, and the level(s) of achievement or proficiency attained.
- includes the name, position, and signature of an authorised signatory and
- contains a plain English explanation of the grading terms used across all levels.

SOP - ELICOS Academic Progression and Completion		
Progress Status		IA Action
Satisfactory Progression	- Achieves $\geq 75\%$ average across combined formative + summative assessments.	- Student progresses to the next level of the course. - Progress recorded in SMS.

	<ul style="list-style-type: none"> - Demonstrates consistent class participation and engagement. - Receives teacher recommendation confirming readiness. 	
At Risk of Unsatisfactory Progress	<ul style="list-style-type: none"> - Scores between 70–75% in three (3) consecutive tests. - Early signs of reduced participation or engagement. 	<ul style="list-style-type: none"> - Teacher counsels student in class. - Student may be referred to Academic Support Team for intervention. - Intervention strategies applied if needed (e.g., academic counselling, extra support sessions).
Unsatisfactory Progression	<ul style="list-style-type: none"> - Fails to achieve $\geq 75\%$ average across combined formative + summative assessments. - Demonstrates lack of class participation/engagement. 	<ul style="list-style-type: none"> - Teacher advises student of unsatisfactory result. - Academic Support Team notified. - Intervention meeting organised. - Support strategies may include repeating level, course extension, or movement to a lower level. Outcomes recorded in SMS.
Reporting for Unsatisfactory Academic Progression	<ul style="list-style-type: none"> - Unsatisfactory progress occurs in two consecutive study periods despite intervention. 	<ul style="list-style-type: none"> - Insight Academy issues an Intention to Report (ITR) letter. - Student given 20 working days to access appeals process. - No PRISMS reporting occurs until appeals are completed/withdrawn or outcome is in student's favour.
Delayed Progression	<ul style="list-style-type: none"> - Insight Academy intervention strategy for identified unsatisfactory academic progress - The student needs more time at a certain level of the course to achieve language proficiency. 	<ul style="list-style-type: none"> - The strategy is discussed with the student during the intervention meeting with the Academic Support Officer and approved by ELICOS Coordinator/ Manager. - A course extension form may be required in case the student agrees to extend the total course duration.

		<ul style="list-style-type: none"> - The meeting outcomes are recorded and saved in the student documents in SMS.
Early Progression	<ul style="list-style-type: none"> - Teacher recommends progression based on results + participation or - Student requests and provides evidence (e.g., $\geq 90\%$ average in three consecutive tests + strong class participation). 	<ul style="list-style-type: none"> - Request reviewed by Academic Support Officer. - Teacher recommendations are sought. - Final approval by ELICOS Coordinator/ Manager who may ask for the student to take an Exit Test.

5 Supporting Documents

- Intervention Support Strategy Form
- Complaints & Appeals Form
- Intention to Report (ITR) for Unsatisfactory Academic Progress

6 Related Policies

- ELICOS Attendance Monitoring and Intervention Policy & Procedures
- Feedback, Complaints & Appeals Policy & Procedure
- Document Management and Records Retention Policy and Procedures

7 Roles and Responsibilities

- **CEO:** Ensures compliance with ESOS Act, National Code, and ELICOS Standards. Approves updates and oversees implementation.
- **ELICOS Manager/ Coordinator:** Oversees assessment, progression, and interventions. Approves special progression cases.
- **Academic Support Officer:** Reviews progress reports, organises intervention meetings, documents outcomes.
- **ELICOS Teachers:** Conduct assessments, record results, counsel students, and recommend interventions.

- **Student Support Officer:** Communicates policy requirements, provides visa compliance advice, and supports appeals.
- **Compliance Consultant:** Reviews assessment and intervention records for regulatory compliance.

8 Legislative Background

This policy and procedure align with the following legislation and standards:

- Standard P4 of the ELICOS Standards 2018 under the Education Services for Overseas Students Act 2000 (ESOS Act).
- Standards 8.6, 8.13 – 8.15 as well as standards 2 & 3 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) under the Education Services for Overseas Students Act 2000 (ESOS Act).

9 Monitoring and Improvement

This policy is reviewed annually or earlier in response to changes in regulatory requirements or audit outcomes. Review activities including, audit findings, and student, staff as well as industry feedback.