
Assessment Validation and Moderation Procedure - ELICOS

Procedure

Greenwich English College Pty Ltd will adhere to the following assessment moderation and validation procedure.

In-class assessment (ELICOS)

- Progress in General English is assessed by weekly tests (consisting of a grammar test, a writing test and a speaking test) and also on an on-going basis.
- Set tasks and homework, prepared by teachers, assist assessment, consolidation and feedback. Each 4-week study period, this formative assessment is used to monitor course progress. (monthly reports)
- Test results and examples of language learning progress across the four macro skills are collected and collated in separate student files for reference. (bi- monthly school tests)
- This information is used to inform decisions regarding academic performance and class-level promotion. A pass of 80% is required to move between levels.
- Progress in the IELTS/ Cambridge/ English for Business programs is assessed by weekly tests and also on an on-going basis.
- Set tasks and homework, prepared by teachers, assist assessment, consolidation and feedback. Each 12-week study period, this formative assessment is used to monitor course progress.
- In designing these tasks, teachers take into account the types of tasks and assessment criteria typically confronting students in the IELTS/Cambridge and BULATS exam.
- The practice tests consist of a speaking test, a writing test (Use of English for Cambridge), a reading test and a listening test, and also play a key role in the ongoing assessment process and involve an ongoing process of teacher evaluation and feedback.
- Results of students' language learning progress across the four skills are collected and collated in separate student academic files for reference.

- Movement between classes is dependent on the results of the practice tests

1. Identify any Discrepancies

Where discrepancies in assessment are identified, they will be acted upon immediately. If this involves amendments to results or candidate records, this amendment will be noted in the minutes as well as being raised at the next staff meeting to ensure that all trainers are aware of the problem and can therefore avoid any recurrence.

2. Recommend Improvements

Any recommendations for improvement to assessment procedures or any assessment instruments will be recorded in the minutes. Recommendations will be discussed with the trainer/assessors by Greenwich English College Pty Ltd prior to amendment of procedures.

3. Implement Amendments

Once amendments are agreed upon, these should be implemented by staff and followed up to ensure that they are the most appropriate solution. The outcomes of the amended assessments should be reviewed once they are put into practice. These amendments will also be noted for inclusion in the Continuous Improvement process of Greenwich English College Pty Ltd.

4. Validation

Once amendments have been planned, these will be validated by liaising with the appropriate industry representatives annually.

Authorising Officer: _____ Date: _____ Review Date: _____

This policy is to be reviewed twelve (12) months from this date.