



Phoenix Academy utilises the **Common European Framework of Reference for Languages (CEFR)** for all its assessment and reporting in all English Language Programs. The CEFR describes what a learner can do in Listening, Reading, Speaking and Writing at each level.

CEFR	General English Level
A1+	Elementary
A2	Pre-Intermediate 1
A2+	Pre-Intermediate 2
B1	Intermediate 1
B1+	Intermediate 1
B2	Upper – Intermediate
B2+	Pre-Advanced
C1	Advanced
C2	Expert

Assessment

Pre-Course Test (Offshore) (PEPT/iPEPT)

Phoenix Academy conducts pre-course tests to determine a student's level prior to course commencement. These proficiency tests are generally used for the purposes of recommending the number of weeks of English preparation required prior to entering a course which has an English proficiency entry requirement. This could include a tertiary level course such as a Bachelor or Post Graduate degree at university or an internal course such as First Certificate of English or Cambridge Advanced English. There are 2 forms of the test: Paper based:

- **Phoenix English Proficiency Test (PEPT)**
- **Internet based: Internet based Phoenix English Proficiency Test (iPEPT)**

Placement Tests (Orientation)

On commencement, students attend an Orientation Program. Students undertake placement tests in Writing, Speaking, and Grammar & Vocab. If students have done a pre-course assessment PEPT/ iPEPT or an external exam such as IELTS, the placement test and pre-course test are compared to ensure validity of the pre-course level. If there is a significant difference between the results, the student is counselled and the Registrar/s are informed of the discrepancy. Students' pathways and enrolments may need to be amended as a result and an intervention strategy is put in place.

The test results are recorded on the commencement report, an overall level is placed on the database.

Student Portfolio Data Sheet

All students have a Student Portfolio Data sheet. This is generated from the database on their commencement and follows them throughout their enrolment at the Academy. The Student Portfolio Data sheet includes important information:

- Personal information (name, age, nationality.)
- Pathway
- Orientation Placement Test results

It is each teacher's responsibility to ensure that they have a Student Portfolio Data sheet for each student. The Student Portfolio Data sheets are to be stored in the Attendance File. It is each teacher's responsibility to ensure that the data sheet information is read and noted. In particular, attention should be given to the age, especially if the student is underage and the pathway or enrolment. We have a growing number of students who are studying English for future pathways to University or colleges. It is important that the information is considered when planning teaching.

If a Student Portfolio Data sheet has been misplaced, please ensure you ask Student Services for a new Student Portfolio Data sheet. In addition, the Academic Managers are able to provide you with the commencement results from the student's placement test at Orientation. Please ensure you get this information and add this to the Student Portfolio Data sheet.

See below

Student Portfolio Data - Perth City		Commencement Date:	
Last Name: Beek		F	PELA ID: 148107
First Name: Jeongim		KOREA	Link2Web ID:
Date of Birth: 06-May-73	Age: 40	<input type="checkbox"/> VIP	Bank: 1101Star Bank: 17/03/2014
Visa Type: Other	<input type="checkbox"/> AP F&R	<input type="checkbox"/> VVP	Link: 11 Perth Bank: 25/04/2014
	<input type="checkbox"/> DIVV	<input type="checkbox"/> EIT	Enquiry Link:
<input type="checkbox"/> New Generation English PELO01104KD <input type="checkbox"/> 17-Feb-14 10:25:39+11			

Course Assessment and Progress Monitoring

In conjunction with the CEFR, Phoenix uses a combination of summative and formative assessment via **In-class assessments** and **Moderation Testing**.

In-class Assessments and Tasks

High School Preparation and General English Course (as outlined in each HSP & GEC Course Outline/Curricula)

Over the duration of a module, teachers are required to apply continuous assessment. This means being continuously 'mindful' of the competency of each student as they work through class and homework. Teachers are required to set monitored assessment tasks where official and meaningful results are recorded (**as outlined in each HSP & GEC Course Outline/Curricula**). A variety of methods are used to assess the competency of each student, such as role-plays; listening tasks; reading tasks; writing tasks; group discussions/work; oral presentations; group presentations; written tests; oral tests; reading tests; listening tests. Results are measured against the **Common European Framework of References for Language (CEFR)**. The assessments are returned to the students and the results are recorded on the Assessment record.

English for Academic Purposes

Assessment in this course conforms to competency based Vocational Education and Training (VET) guidelines. Under this system, students are assessed as being *Satisfactory* or *Not Yet Satisfactory* upon completion of a assessment task and *Competent* or *Not Yet Competent* on completion of the course. See **Assessment Guidelines for Students: Certificate IV in English for Academic Purposes** for more specific details of this course.

Moderation Testing

Proficiency tests are conducted every 6 weeks for the *General English Course (GEC)* and *English for Academic Program (EAP)* and in weeks 2 and 7 of the WACE school term for *High School Program (HSP)*. The purpose of this type of testing is to provide a measurable learning outcome for the progress of individual students of their language proficiency. The moderation tests are not level tests. All students do the same test at all levels. There are four versions of the Moderation Tests. The GEC and HSP program students undertake 5 tests in Reading, Writing, Speaking, Listening, and Grammar & Vocabulary. These tests have been produced by Phoenix Academy and have been mapped with the

- Teachers are required to submit a Student Interim Report for any student who is on a pathway. (See above)
- At the meetings, each student's progress, performance and readiness for future programs is discussed. Recommendations for intervention for "at risk" candidates are also made at this time.
- Parents and students are advised of the SPM/BoE results via

Complaints and Appeals

Phoenix Academy has a comprehensive Complaints and Appeals Process, which is documented in the Student Handbook and distributed to students at Orientation. For further information, please refer to the 'Complaints and Appeals Notice' located on the intranet.