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## Policy on Students Joining Exam Courses

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Our courses and teaching are designed to provide effective training for students who need English for their work, study or travel/life. As a charitable educational organisation, The English Language Centre exists to give all of our students the best teaching and learning facilities we can. We are committed to providing students with excellent courses in a warm, friendly and professional environment, as well as caring for every aspect of their stay.

### Principles

ELC supports and encourages students requiring English language qualifications for their current or future career, future study at university in the UK and independent verification of their general English language proficiency by offering dedicated closed group examination preparation courses, afternoon electives focussed on a particular exam and/or the possibility to take external examinations at ELC. ELC is a test centre for BULATS, LCCI English for Business, Cambridge BEC and Trinity GESE and runs advertised courses preparing for Cambridge First, Advanced and Proficiency, IELTS, TOEIC and LCCI English for Business. ELC further supports students by arranging their exam booking with the appropriate test centre.

Students on our long-stay 'Study Year Programme' who meet the entry requirements are encouraged to join suitable examination preparation courses. The cost of 1 external exam is included in their course fees.

ELC has an inclusive policy on examination courses. All students are offered the opportunity of joining an examination preparation course provided they meet the criteria which will allow them to participate and contribute fully, to the benefit of both the individual student and the other students in the class. On occasion, we will allow a student to join an exam preparation course even if we think they may not pass the exam because we believe that that student is capable of learning a lot from the course and by being in an exam preparation class they will be more motivated and focussed. We will always provide students with an honest assessment of their possibilities to successfully pass the exam through academic counselling both before and during the course.

For the fixed-date, closed group exam preparation courses, we normally expect students to book for the full duration of the course as advertised. In the case of the long 9 to 12 week Cambridge FCE, CAE and CPE courses, we will allow a student to book for shorter time periods on a case by case basis, taking into account the student's level and the class level.

### Exam courses and entry requirements

#### 1. Closed group, fixed date exam preparation courses

- **Cambridge First, Advanced and Proficiency**  
ELC runs separate closed group classes to prepare for these exam (Proficiency = Brighton only). All students (both external and internal candidates) must take the exam specific entry test which is marked by an academic manager against clear, objective criteria. For internal candidates, the academic manager will also ask the student's teacher for their



advice on motivation and aptitude. We then communicate the decision to the student giving their marks and advice for study.

- **IELTS preparation**  
The minimum level required for entry onto the IELTS preparation course is B1. There is no entry test but in the case that there is doubt about the student's level, we will use a placement test such as the Oxford Quick Placement test to check they are at B1 level.
- **Introduction to Business English (LCCI English for Business Exam)**  
We offer the exam at Level 1 and Level 2. The minimum level required for LCCI Level 1 is low B1 (borderline A2/B1). The minimum level for LCCI Level 2 is B2. There is no entry test but in the case that there is doubt about the student's level, we will use a placement test such as the Oxford Quick Placement test to check they are at B1 or B2 level.

## 2. General English afternoon exam focus electives, no fixed dates

- **TOEIC preparation (Brighton only)**  
The minimum level required is B1. There is no entry test but in the case that there is doubt about the student's level, we will use a placement test such as the Oxford Quick Placement test to check they are at B1 level.
- **IELTS preparation**  
The minimum level required is B1. There is no entry test but in the case that there is doubt about the student's level, we will use a placement test such as the Oxford Quick Placement test to check they are at B1 level.
- **Cambridge exam preparation**  
The minimum level required is B1. There is no entry test but in the case that there is doubt about the student's level, we will use a placement test such as the Oxford Quick Placement test to check they are at B1 level.

In accordance with our Quality Assurance Policy, the academic managers study exam results and compare entry test and final exam results. This information is used to inform the development of our courses and testing procedures.

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