



Initial Placement Policies and Procedures

Placement Testing Policies and Procedures

After initial contact with the school director or assistant director to determine admission eligibility, all students who have enrolled in the inlingua *English Unlimited* program must complete the initial placement test **prior to their scheduled start date** (before their first day of class) whenever possible. The *English Unlimited* placement test is a computer-adaptive test (CAT) that takes approximately 30 to 90 minutes to complete, depending on the student's current level of English proficiency. This placement test, which consists of 63 items including those that measure listening comprehension, is made available by the publisher of our course materials and is directly linked with and aligned to the levels in the program. The test maker has ensured that this placement instrument is a valid and reliable instrument for placing students into the correct starting level of the *English Unlimited* program using the National Geographic *World Link* and *World Class* materials. Placement testing generally takes place on weekdays during the afternoon.

After enrolling, new students must make an appointment with the school director or assistant director to take the test in the school on a weekday afternoon during one of the preferred following time periods:

- 1:00 p.m. – 3:00 p.m.
- 2:00 p.m. – 4:00 p.m.
- 3:00 p.m. – 5:00 p.m.

Scheduling procedures for all F-1 visa students and non-F-1 visa students who enroll at least one week prior to their scheduled start date:

F-1 visa students and non-F-1 visa students who enroll at least one week prior to their scheduled start date should take the placement test on the Monday, Tuesday, Wednesday or Thursday before their first day of class. The school director or assistant director will assist the student in making an appointment to come into the school and take the test on one of these days.

Scheduling procedures for Non-F-1 visa students who enroll less than one week prior to their scheduled start date:

Non-F-1 visa students who enroll less than one week prior to their scheduled start date must take the placement test by no later than the next available business day during one of the available time periods.

Scheduling procedures for Non-F-1 visa students who enroll the day prior to or on their scheduled start date:

Students who enroll on the business day prior to their scheduled start date, or on the same day as their scheduled start date, must take the placement test on the afternoon of their first day of class in one of the available time periods. Students in this group who wish to attend class on Monday morning will complete an oral evaluation and receive a provisional (temporary) placement for their first day of class, which may be modified based on the results of the computerized placement test administered on the afternoon of their first day of class in one of the available time periods.

Placement Test Results and Determining the Student's Starting Level in the Program

The *English Unlimited* placement test will produce a final score ranging from 0 points to 100 points, along with a recommended starting level in the program. Students with a score of 80 to 90 points will enter the program at level 5, while students with a score of more than 90 points will enter the program at level 6. Students with a score of less than 80 will be placed into level 1, 2, 3 or 4, as determined by the placement test's scoring algorithm and recommended starting level. The student's final score on the placement test, along with the recommended starting level, will be recorded in the inlingua Student Achievement Database.

Post-Test Monitoring of Students' English Language Proficiency and Correct Initial Level Placement

Although the *English Unlimited* placement test is a valid and reliable instrument for determining students' starting level in the program and has a high (greater than 90%) long-term accuracy rate, a small percentage of students may not be placed in the most appropriate level based on the placement test results for a variety of reasons (e.g., the error of measurement inherent in all standardized tests, personal factors that influenced the student's performance during testing, an atypical student's unusually strong skills and experience taking standardized tests, etc.). Consequently, inlingua instructors are instructed and trained to monitor each new student's English language proficiency and overall classroom performance during the student's first several days in class. If, based on the student's apparent English language proficiency and classroom performance, an instructor believes that a new student has been placed into the wrong level, then the instructor must inform the school director or assistant director of the misplacement and make a recommendation for a revised initial starting level. If the student is placed into a different starting level based on the instructor's recommendation, then the level change will be recorded in the inlingua Student Achievement Database and will be counted as a misplacement for the purposes of documenting, calculating and analyzing the placement test's accuracy rate.

Student Appeal of Initial Starting Level

Students who disagree with their starting level may request to be re-evaluated by taking a second placement test, provided that they inform the school director of their dissatisfaction within five (5) school days of starting their program. If the student's scores on both placement tests fall into the same score band (i.e., starting level), then those scores will establish the student's starting level. If the student's scores on both tests fall into different score bands (i.e., different starting levels), then an inlingua instructor or administrator will conduct an oral proficiency evaluation to determine the student's starting level in the program. The student's starting level as determined by these appeal procedures will be final. Evidence of all student appeals is maintained in our permanent records.

Special Procedures for Students Who Enter the Program During or After the Fourth Week of an Academic Term

At inlingua, each academic term consists of 13 weeks, with the first 12 weeks devoted to covering each level's curricular content and the last week devoted to a comprehensive course review and testing (end-of-course achievement testing and full-length simulated TOEIC testing). Because the minimum passing score on the end-of-term achievement test is 70%, students who enter the program after the third week of the academic quarter will have missed at least one quarter of the course content and may therefore be at a significant disadvantage when attempting to pass the end-of-course achievement test. Therefore, in order to ensure fairness to the student and minimize disruption to the course in progress, new students who enter the program during or after the fourth week of an academic term may be placed one level below their recommended starting level as determined by the placement test if, in the judgment of the school director, it is in the student's best academic interests to do so.