

Satisfactory Academic Progress Policy

Kaplan International measures student progress using the following methods:

1. Weekly progress quizzes
 - Used to monitor a student's progress in mastering the performance descriptors specified in the global curriculum
 - Instructor-developed assessments, comprised of grammar, vocabulary, reading, writing, and listening tasks as appropriate
 - Based on performance descriptors in the global curriculum, plus course book content and class work
 - Instructor records results and provides feedback to students
2. Individual Student Report "ISR"/ Student Assessment
 - Used to indicate whether the student is performing at, above, or below the expectations for the level, also provides guidance to students and other stakeholders on areas of strengths, weaknesses and suggested actions
 - Includes class attendance percentage; average score for weekly progress tests; assessments for grammar, vocabulary, reading, writing, listening, speaking fluency, and pronunciation and Instructor or Academic Manager comments as identifying areas of strength, weaknesses, and suggested actions for improvement
 - Distributed to all students every 5 weeks via email
3. Progress tests
 - Used to determine if the student has mastered skills and language at current proficiency level and is ready to progress to the next level
 - Based on the Global Performance Descriptors from the global curriculum for relevant level
 - KI developed computer adaptive test (KITE), includes listening, reading, grammar, speaking, and writing sections.
 - A student has passed the test when they demonstrate proficiency in both receptive and productive skills. Students must meet the following requirements to be moved to the next level:
 - ✓ The student's "main flight" score (a combined score for listening, reading, and grammar) falls within the top half of the range for their level.
 - ✓ The student's speaking score must be at or above their level.
 - ✓ The student's writing score must be at or above their level.
 - ✓ None of the main flight, speaking, and writing scores fall below the student's level.
 - It is important to note that the KITE progress test is a proficiency test and not an achievement test. If students have mastered the skills based on the Global Curriculum at their level, then they are ready progress to the next level. A more detailed explanation of the test along with information equating studies is available in the KITE operations manual.
 - Students **must** take the progress test after completion of 10 weeks in a level; school academic staff will track how long each student has been in a level and when students have been in their levels for 10 weeks; national academics also provides oversight for tracking student progress. In some cases, students may take the level test earlier with a recommendation from their teacher and academic staff approval.

- Students are allowed to take the level test even if they do not meet the minimum 80% cumulative attendance requirement. If a student has less than 80% attendance, school staff will issue attendance warnings and record these in the student file. Normal attendance warning procedures will apply.
- Results are available the same week students take the test.
- Students may **not** take level tests on the final week of their course. Students may instead opt to take an Exit Test; results of the Exit Test may not be used to change the Certificate level (if applicable) nor will they be used for acceptance into KI partner institutions.

*Please note that all students with **gaps in studies exceeding 4 weeks** will be required to re-take the placement test upon return.

Students who do not pass the progress test / fail to make academic progress

If a student does not pass the Progress Test, it indicates they have not yet mastered the required language skills at their level. The student will remain in his/her current level for two additional weeks. During this time, the student may also work closely with the Academic Manager or an Instructor to identify where improvement is needed and an informal individual study plan will be developed. Students are able to retake the level test every two weeks.

ISRs, Specific Skills, and/or K+ Club class performance are also taken into consideration as part of reviewing academic progress, particularly when a student fails the level test by a small margin. In this case, these factors and test performance will determine whether the student advances. The Academic Manager will consult directly with the student's Instructors for more information regarding the student's progress and performance in classes and meet with the student to offer guidance.

Note: If a student is advanced to the next level without the requisite passing Progress Test score, the Academic Manager is responsible for adding notes in the student record indicating why the student was allowed to progress.

Students who repeat a level or test prep course more than once (i.e. are in the same level for more than 20 weeks) will be placed on a formal, documented, Individual Learning Plan (ILP) utilizing the KI ILP template. If a student continues to make insufficient progress in their level after being placed on a formal study plan for at least 10 weeks (i.e. student is in the same level for 30 weeks), **the student/ student's course will be terminated.** Students may not repeat the same test prep courses more than three times.

Exceptions can be made by Senior Operations Management upon receipt of a formal, written appeal from the student. The request should be submitted to the Academic Manager within five (5) business days of receiving the termination notice. Senior Management will review the individual case by analyzing the student's ISRs, Specific Skills / K+ Club performance, and in individual sections of the KITE test. All terminations, exceptions, and the reasons/explanation will be documented in the CLASS database by the School Director. The final decision will be communicated to the student within 5 business days.

Student Progress Appeals

If a student wishes to appeal their Progress Test score, the information on the Individual Student Report (ISR), or termination due to failure to make satisfactory academic progress, the student should submit the request in writing to the Academic Manager within five (5) business days of receiving the test score/ ISR or termination notice.

Within five (5) business days, the Academic Manager will:

- Speak with the student's instructor about in-class performance in the four skills areas: Reading, Writing, Listening and Speaking;
- Check the student's quiz scores, attendance, and completion of assignments as applicable; and
- Review the overall test score/ ISR information to determine if the student qualifies for a conditional pass on the test or an amendment on the ISR.
 - If the student does not qualify for a conditional pass on the test, they will remain in the same level for a further two (2) weeks. During this time, they will work with the Academic Manager and/ or their instructor on areas needing improvement.
 - If the student does qualify for a conditional pass on the test, the instructor for the new level will be informed that while the student needs extra practice in some areas (which will be disclosed), they are considered ready for the next level and will be placed in the class.
 - If the student does not qualify for an amendment on the ISR, no changes will be made.
 - If the student does qualify for an amendment on the ISR, a new ISR will be produced and provided to the student.
 - The Academic Manager will provide detailed notes in the student record indicating amendments made to the ISR and/or reasoning for a conditional pass on the level test.

Exceptions can be made by Senior Operations Management upon receipt of a formal, written appeal from the student, who will review the individual case by analyzing the student's ISRs, Specific Skills / K+ Club performance, and in individual sections of the KITE test. Senior Management will document all terminations, exceptions, and the reasons/explanation in the CLASS database. The decision will be communicated to the student within 5 businessdays.