KAPLAN INTERNATIONAL LANGUAGES

Satisfactory Academic Progress Policy

Kaplan International (North America) measures student progress using the following methods:

1. **Weekly Quizzes**
    - Used to monitor a student's progress in mastering the performance descriptors specified in the Global Curriculum.
    - Comprised of test objectives as deemed appropriate by the teacher, focusing on performance descriptors in the Global Curriculum, course book content, and class work.
    - Assessment feedback and review provided on a weekly basis.
    - Results used to inform overall student performance.

2. **Individual Student Report (ISR)**
    - Used to indicate whether the student is performing at, above, or below the expectations for the level. Provides guidance to students and other stakeholders on areas of strengths, weaknesses, and suggested actions for improvement.
    - Includes class attendance percentage, overall weekly quiz performance, and assessments for grammar, vocabulary, reading, writing, listening, speaking, and pronunciation.
    - Distributed to students every five weeks via email.

3. **Progress Assessment**
    - Used to determine if the student has mastered the skills and language at their current proficiency level and is ready to progress to the next level. Based on the Global Performance Descriptors from the Global Curriculum at the relevant level.
    - Academic Managers are responsible for reviewing and determining student readiness for progression to the next level based on KTE test performance and instructor assessments. Listening, Reading, and Grammar skills are assessed through Kaplan's Test of English (KTE) resulting in a 'main flight' combined score; this score must fall within the top half of the range at the student's current level. Speaking and Writing are assessed in-class on a weekly basis by teachers using the Global Performance Descriptors in the Global Curriculum. Recorded speaking and writing performance should indicate a general week-on-week progression, with a majority 'at' or 'above'

level assessment in both skills during the previous 5-weeks of study in that level. Students who demonstrate regression or who have a majority 'below' level assessment in one or both skills may not be ready to move onto the next level.

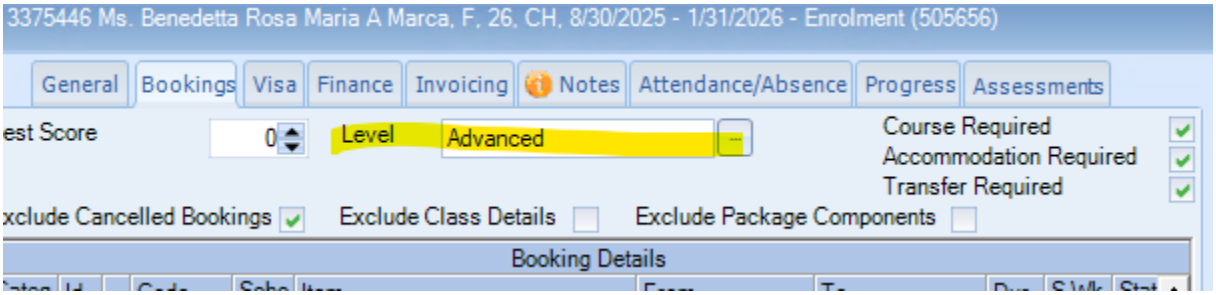
- ISRs, Specialist Skills, and Language in Action Workshop class performance may be taken into consideration as part of reviewing academic progress, particularly when a student fails the KTE progress assessment by a small margin. The Academic Manager may also issue separate speaking and writing assessments to further determine readiness, at their discretion.
- Students must take the KTE progress test after completion of 10 weeks in a level; school academic staff are responsible for tracking how long each student has been in a level and when students have reached their 10th week.
- Students may request to take the KTE progress test on their 5th week of studies. In some cases, students may be recommended to test early based on academic staff and instructor feedback.
- Students are allowed to take their KTE progress test even if they do not meet the minimum 80% cumulative attendance requirement. If a student has under 80% attendance, school staff will issue attendance warnings per the usual attendance policy procedures.
- Students may not take their KTE progress test on their final week of studies. 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.
- Academic Managers should include notes on student placement levels in the student's CLASS record if the student was placed into a class that does not align with their most current KTE main flight result.
- Student progress is additionally supported through access to online independent learning materials on K+ Learning Space, optional private or small-group lessons available for additional purchase, and academic advising provided by school support staff on an as-needed basis.

Please note that all students with gaps in studies exceeding four weeks will be required to re-take a KTE test upon return.

Central academic operations will audit SAPP compliance at least once per year for every school, and more frequently as needed.

Failure to Make Academic Progress

If a student has repeated a level once and remains unable to progress to the next level, they will be issued a formal, documented Individual Learning Plan. If a student has repeated a level twice and is still unable to progress to the next level, then their KI course will be terminated. Students who are in blended classes will have their weeks in level tracked based on their latest KTE progress score, which should be added into their student record under the Progress field.



Students who wish to repeat their test-preparation course must be given approval by the Academic Manager or School Director. Students may not repeat their test-preparation course more than three times.

Exceptions may be made by Sr. Operations staff upon receipt of a formal, written appeal from the student. The request should be submitted to the Academic Manager or School Director within five business days of receiving the termination notice. Sr. Operations will review the individual case by analyzing the student's ISRs, Specialist Skills/LIA Workshop, weekly in-class performance, and individual sections of the KTE progress assessments. All terminations and exceptions will be documented in the CLASS database by the School Director or Academic Manager. The final decision will be communicated to the student within five business days.

Student Progress Appeals

If a student wishes to appeal their progress assessment, the information on their Individual Student Report, or termination due to failure to make satisfactory academic progress, the student should submit the request in writing to the Academic Manager/School Director within five business days of receiving the assessment, ISR, or termination notice.

Within five business days, the Academic Manager will:

- Speak with the student's instructor(s) about in-class performance.
- Review the students in-class performance, attendance, and completion of assignments as applicable

- As applicable, re-evaluate the overall progress assessment and/or review the ISR information to determine if the student qualifies for a conditional pass to the next level or an amendment on the ISR.
    - If the student does not qualify for a conditional pass on the progress assessment, the student will remain in the same level for a further two weeks. During this time, they may work with the Academic Manager or other academic staff on areas needing improvement.
    - If a student does qualify for a conditional pass after AM re-assessment, the student will be placed in the next level.
    - 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 conditional pass on the progress assessment after re-evaluation.

Students may further escalate by submitting a formal, written appeal to the Sr. Operations team, who will review the individual case by analyzing the student's entire academic record and speaking with local academic staff as needed. Sr. Operations will document any changes in the student record. Final appeal decisions will be communicated to the student within five business days.

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