

Assessing English Language Proficiency of International Students Procedure

1. PURPOSE

Adequate English language ability is central to a student's chances of success in their chosen course. This procedure sets out the English language proficiency requirements and assessment for admission to JMC Academy's undergraduate and vocational courses.

2. SCOPE

This procedure applies to all international applicants seeking entry into any of the undergraduate or vocational programs delivered by JMC Academy.

The procedure does not apply to postgraduate program, professional and continuing education programs or other non-award short courses delivered onshore and offshore.

3. DEFINITIONS

Please refer to *JMC Academy Glossary*.

4. PROCEDURE

4.1 SUMMARY

Adequate English language ability is central to a student's chances of success in their chosen course. JMC Academy's core English proficiency requirement may be demonstrated by a variety of means as detailed below.

Students from the following countries may be exempt from evidencing English language proficiency: England; Fiji; Ireland; Kenya; Papua New Guinea; Singapore; Solomon Islands; South Africa; United States of America; Zambia. The final decision on granting exemptions lies with the Director of International Services, who may also from time to time modify this list based on feedback from academic staff about student academic performance. In order to receive the exemption, students must have successfully completed senior secondary school or one year of tertiary studies in one of these countries, where the language of instruction was English.

4.2 ENGLISH TEST SCORE REQUIREMENTS

| | |
|------------------------|--|
| IELTS | Academic: Overall score of 6.0 with no single band score below 5.5 |
| TOEFL | iBT: 80 overall; minimum 20 in Writing |
| Pearson English Test | PTE: 57 |
| Cambridge English Test | CAE with no band below 169 |

4.3 ALTERNATIVE EVIDENCE: PATHWAY REQUIREMENTS

Students may provide evidence of successful completion of, or achieving a minimum standard, a pre-academic English courses delivered by one of JMC's pathway provider partners.

- **Ability Education (MEL, SYD) Students**
Achievement of a Grade 3 overall score, with no band score below 2, in Ability's EAP course.
- **Discover English (MEL)**
Successful completion of one of the following: CAE program (plus a letter of recommendation from the Director of Studies); 5 weeks Advanced EAP; 5 weeks English Excel; 10 weeks IELTS Pass A.
- **ELS Universal English College (SYD)**
Achievement of a B grade in ELS AE4 course or an A grade in ELS AE3 course.
- **Embassy English (BNE, MEL, SYD)**
Successful completion of the EAP3 program.
- **English Language Company (SYD)**
Achievement of EAP2 certificate following minimum 10 weeks EAP program OR completion of IELTS stream with internal assessment of reaching EAP2 level.
- **Holmes English Language College (BNE, MEL, SYD)**
Completion of the HELC EAP course with a result of 60% or higher.
- **ILSC Education Group (BNE, MEL, SYD)**
Completion of 12 weeks of any of the following programs: IELTS Mastery Program (Target 6.0), Academic Preparation Program (I4 level), or English Communication Program (I4 level).
- **Impact English Language College (BNE, MEL)**
Completion of CAE; OR 10 weeks (min) IELTS/EAP Advanced (less weeks required for more advanced students); OR 10 weeks IELTS/EAP Upper Intermediate + min 5 weeks IELTS/EAP Advanced Level; OR FCE + min 5 weeks IELTS/EAP Advanced.
A letter of recommendation from the Principal or Director of Studies must also be provided.
- **International House Sydney (SYD)**
Achievement of 85% in the EAP 2 program.
- **Langports English Language College (BNE, SYD)**
Achievement of 66 in Langports EAP program.
- **Macquarie Education Group Australia (MEGA) (SYD)**
Achievement of 60% in the EAP 3 program.
- **Navitas English (BNE, MEL, SYD)**
Achievement of a Pass in the Academic English Level 3 program.
- **Shafston International College (BNE)**
Achievement of A grade in IELTS B program, and/or result of 60% or higher in Shafston's Internal Test of Academic English.
- **Sydney College of English (SYD)**
Completion of CAE with no band below 169 or result of 60% in the SCE EAP3.
- **Swinburne College (MEL)**
Achievement of 70% in the EAP4 program, with attendance and achievement certificate provided.

Where a student has studied at another Australian ELICOS school and requests direct entry into a JMC Academy course on that basis, the Director of International Services will make a decision on whether that ELICOS course satisfies JMC Academy's requirements.

4.4 ALTERNATIVE EVIDENCE: OTHER

JMC Academy also recognizes the following as having satisfied the normal English proficiency requirements for admission to our courses:

- Completion of one year of full-time university study in an English-speaking country or where the language of instruction was English,
- Completion of one year of full-time study in a tertiary education program in Australia where the minimum entry requirement was evidenced to be an overall IELTS band score of not less than 5.5 (or equivalent),
- Completion of the final two years of senior high school in an English-speaking country or where the language of instruction was English,
- Program-specific and country-specific alternatives. Please refer to the table below. These alternatives are reviewed at the time of application.

| Program | English language requirements |
|----------------------------------|---|
| GCE A Levels | C grade or higher in the General Paper |
| International Baccalaureate (IB) | Completion of IB program where the language of instruction was in English OR where the language of instruction was not in English, completion of English A2 or A1 |

| Country | English language requirements |
|-------------|---|
| Denmark | Grade 8 in final year English |
| Finland | Completion of high school with grade of 8 in English unit |
| Germany | Minimum English score of 3.0 in English |
| Hong Kong | HKDSE: Level 3 in English OR HKALE levels: C pass in English OR English Level 4 |
| Malaysia | GCE A Levels: C Grade or higher in the General Paper OR STPM English (1119) C6 |
| Netherlands | Overall score of at least 7 in English |
| Norway | IEC – 4 or higher |
| Sweden | VG or grade 4 in final year English or a C grade in English 6 |

4.5 VERIFICATION OF ENGLISH PROFICIENCY RESULTS

The JMC Academy International Admissions and Inquiries Officer uses [the ielts.uct.ac.za](https://ielts.uct.ac.za/) portal to verify all IELTS results and ETS online TOEFL score verification system.

If English requirements have been met by participating in an English for Academic Purposes course delivered by an ELICOS package partner, they are required to confirm that the student has satisfied all requirements of the pathway course.

4.6 STUDENT INTERVIEWS

The JMC Academy International Admissions and Inquiries Officer interviews all applicants who have entered the admissions process by video facility, such as Skype, or in person. This process gives JMC Academy an additional opportunity to check students' English verbal and aural proficiency. If, despite evidencing satisfactory English proficiency in an internationally benchmarked test, the student displays difficulty communicating in English, they will be referred to an ELICOS pathway partner for further testing. Interview details are noted on an Interview Form.

4.7 STRATEGIES TO ENSURE ENGLISH TESTING RESULTS WERE NOT FRAUDULENTLY OBTAINED

The JMC Academy International Admissions and Inquiries Officer conducts the following:

- Cross-check passport and IELTS results photos (online and on paper results),
- Checking language proficiency in the mandatory interview,
- Conducting all interviews on Skype or in person.

4.8 ACTION WHERE FRAUD IS DETECTED

In such cases two course of action are taken:

- The applicant will not be offered a place in JMC Academy,
- We will report the fraud to DoHA within five (5) business days.

4.9 ARRANGEMENTS FOR ENSURING THAT ENGLISH TEST SCORES ARE RECORDED ON THE CoE

IELTS scores are recorded on the CoE in the appropriate place. Test scores other than IELTS, such as those from ELICOS pathway course graduates and other measures of English proficiency, are identified on the CoE as: "Student meets alternative English language requirements."

4.10 STRATEGIES TO ENSURE THAT INTERNATIONAL STUDENTS CONTINUE TO DEVELOP ENGLISH LANGUAGE PROFICIENCY DURING THEIR STUDIES.

All international students are initially placed on JMC Academy's Support and Intervention Strategy. This strategy seeks to identify in the early part of a student's course any language difficulties or other learning obstacles that may impact on their ability to succeed in their course of study. Any identified language obstacles are then initially addressed through consultation sessions with the Academic Support Officer as part of a Support and Intervention Strategy. The Academic Support Officer's role is to provide substantial remedial support to struggling students and to regularly deliver learning support workshops.

International students who fail to overcome language difficulties after participating in one-on-one academic support sessions may then be referred to part-time ELICOS programs outside of the Academy. In extreme cases JMC Academy will consider suspending the student's enrolment for one trimester while they undertake full-time English for Academic Purposes study.

5. COMPLAINTS and APPEALS

Students may access the Student Complaints and Appeals Policy and its associated procedures to appeal against any decisions made under this procedure.

6. POSITIONS RESPONSIBLE FOR IMPLEMENTING PROCEDURE

- Campus Managers
- Director of Education
- Director of International Services
- Chief Executive Officer
- International Admissions and Inquiries Officer
- Academic Support Officers

7. RELATED DOCUMENTS

- Assessing English Language Proficiency of International Students Policy
- Diversity Equity and Inclusion Policy
- Admissions to Master of Creative Industries by Coursework Program Policy
- Selection of Students into Undergraduate Courses Procedure
- Selection of Students into Undergraduate Courses Policy
- JMC Academy Glossary

8. RELATED LEGISLATION

This Procedure supports JMC Academy's compliance with the following legislation:

- Education Services for Overseas Students (ESOS) Act 2000 (Cth),
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
 - ESOS National Code 2018 Part B, Standard 2

9. PROCEDURE REVIEW DATE

11th October, 2021

10. VERSION CONTROL TABLE

| Title | <i>Assessing English Language Proficiency of International Students Procedure</i> | | | |
|---------------------|---|--|---------------|---|
| Maintained By | International Division | | | |
| Approving Authority | Governing Council | | | |
| Approved Date | 11/10/2018 | | | |
| Version Number | Modified By | Modifications Made | Date Modified | Status |
| 2.0 | S. Stanford | Updated to new format. Renamed positions | 01/12/2017 | Superseded |
| 2.1 | G. Jedlinska | Reformatted, added related documents and related legislation sections | 08/09/2018 | Approved by the Governing Council on 11/10/2018 Superseded |
| 2.2 | M. Hafda | Edited section 5, Complaints and Appeals, to reference its new policy and procedures | 8/10/2018 | Current |