

## Policy for Students Joining Examination Classes

### Context

Currently WISE offers one closed examination courses: \*Cambridge B2 First and Cambridge C1 Advanced. These courses have a duration of 36 weeks with classes taking place twice a week, 2 hours per class. The courses start in September and end in July. Students sit the Cambridge exam at an external examination centre at the end of the course.

### Requirements

In order to join an exam course, students need to show that they have the correct CEFR level in English. To determine this, students have to sit the WISE Entrance test. The results of the test indicate a student's current level according to the CEFR. If students have the correct level, they can progress onto the closed exam course. If they do not have the correct level, they will be advised of alternative options.

### Restrictions

Here at WISE we do impose certain restrictions on students who wish to take a full-time examination course:

- Students will only be able to join examination courses up to two weeks after the start date, provided they have the required level of English and are willing to catch up on the previous two weeks' work.
- If the teacher does not feel a student is progressing in the class, he/she will arrange a one-to-one meeting with the student to discuss possible targets and expected outcomes (in addition to the tutorial). If both the teacher and student feel they are not well suited to the class or are unable to reach the specified targets, they may be able to change to a General English course of their level.
- If a student begins to show poor attendance, the teacher will speak to the student in order to offer extra support or to advise the student to join a General English course.

### Expectations

- The work load on these courses is quite high. Students are expected to study a minimum of 3 hours per week at home.
- Students will be advised to enrol for the exam subject to the teacher deeming them sufficiently prepared. Students will receive information about how and when to enrol from their teacher.
- Students are expected to take mock tests throughout the course. These results will be recorded by the teacher and will be compared to the actual exam results. These statistics will inform the development of our examination procedure and provide us with information about student achievement.