

## Tracking progress at WISE Policy

At WISE, we believe it's important to track the progress of our students. Our learners need to see for themselves that they are progressing throughout their journey with us. We monitor progress in the following ways:

1. When enrolling, all students regardless of level are required to take an entrance test. The mark of this test informs us of their current CEFR level. During enrolment, it is stressed to the student that WISE are committed to supporting the student's progress.
2. Each month at WISE, students take a progress test. These results are recorded and monitored carefully. If the student is consistently getting low marks, the teacher will arrange a meeting with the student to discuss possible options/reasons e.g. potentially moving down a class, providing extra support / homework or advice on how to answer exam type questions.
3. Each term students have a one-to-one tutorial with their teacher where they can discuss their progress test results and set themselves SMART targets to improve certain aspects of their English.
4. If a teacher notices that a student has progressed beyond the current CEFR of the class, the teacher informs the student and he/she is given the opportunity to move up a class level. Ideally, the student will move up a class level at the beginning of a new term or half term (and not during the middle of term).
5. When leaving WISE, students complete an Exit test. The mark of this test is then recorded and compared with the Entrance test result. The student is given details of how they have improved and their previous and current CEFR levels. On occasions, due to unforeseen circumstances a student might leave the school without notice. In this case WISE will attempt to contact the student via email in order to fulfil the Exit test criteria and provide the progress information.
6. An academic report can be made for each student (on request) at the end of each course. The report can give details on the progress the student has made with evidence from entrance/exit test results and the monthly progress tests.

Originator: Katie Mansfield  
Written: Oct 2018  
Reviewed: Oct 2019 & Oct 2020  
Next reviewed: Oct 2021