

## Monitoring and Reporting Students' Academic Progress Policy and Procedures

### Policy Overview

This Policy document guides Yorkshire English School (YES) in all matters relating to students' academic progress monitoring and reporting, including procedures adopted and written documents involved in the process.

YES monitors students' progress regularly throughout the programme. The teachers are required to report their students' progress to the Director of Studies at the end of each semester.

### Procedures for Progress Reporting

1. The teachers are expected to interact with students, which will help them to monitor students' progress.
2. The teachers will always keep a written note of any difficulties encountered by students.
3. The teachers will also monitor the students who are not progressing because of their personal problems.
4. The Director of Studies will keep the records of the students who are appearing at the final examinations, and will assess their performance on the basis of the results.
5. If the failure is due to any academic or administrative fault, the matter should be immediately reported to the Administrator along with suggestions as to how to remedy the situation.
6. Once the students have made successful progress in their course, the progress must be recorded in the central database and a copy of the progression must be supplied to the students.
7. If any student fails to achieve a pass mark, the teacher will sit with the student to discuss his or her problems, and will also prepare a report setting out the reasons for the situation.
8. The Teachers are required to keep records of all kinds of performances
9. To assess the overall progress of a student.

### Students' Progress Report - Contents

For each student of YES, a Progress Report is kept in both hard-copy and student database. An individual student's progress is recorded in the Progress Report and at the same time.

YES Students' Progress Report contains the following information (record):

1. Name of the Student
2. Student Reference Number
3. Enrolment Date of the Student
4. Name of the Programme
  1. Programme Start Date
  2. Programme End Date
  3. Level of the course on which student is enrolled
  4. Modules on which the student is enrolled
  5. Duration of the course
  6. Continuous Cumulative Attendance
  7. Personal Tutor's Comments at each level of monitoring.

8. Punctuality of the Student
9. Final Attendance for the term
10. Class Preparation and Participation
11. Writing Skills
12. Communication Skills
13. Overall Academic Performance
14. Personal Tutor's Comment and suggestions for the next step

### **Strategies to Monitor and Record Students' Progress**

- Academic progress is monitored through each student's personal record (file) and assigned task/test/Mock Examination record etc. Module Tutors/Teachers are also mandated to monitor the academic progress of their students and to make reports on Director of Studies for further action.
- To implement progress monitoring, the student's current levels of performance are determined and goals are identified for learning that will take place over the time ahead. The student's academic performance is measured on a regular basis. Progress towards meeting the student's goal is measured by comparing expected and actual rates of learning. Based on these measurements, teaching and other support is adjusted as needed. Thus, the student's progression of achievement is monitored and instructional techniques are adjusted to meet the individual student's learning needs.

Identifying students who may be "at risk" and who may require additional support to complete their studies successfully is the responsibility of all teaching staff at YES. Teaching staff must ensure that these students are identified at the early stage of their programme. Monitoring student progress and providing them with the capacity to succeed in their studies is a critical component of the academic affairs at YES.

Effective students' progress monitoring is maintained at YES through:

- Personal Tutoring
- Informal Monitoring
- Early Monitoring by tasks or activities undertaken early in the subject/course.
- Early Feedback by the course teachers based on these activities.
- Mid-Term Monitoring by tasks or activities undertaken.
- Mid-Term Feedback by the course teachers based on these activities.
- Term Final Progress.

### **Teachers**

Students are allocated a teacher who is responsible for offering guidance in their academic work, monitoring progress and initiating the provision of additional support where this may be required. Teachers must be prepared to fulfil a more generally supportive role and to discuss any matters affecting their academic work which students may wish to raise with them. In cases where personal difficulties are affecting students' academic work, tutors should consider initiating appropriate consultation with the student and/or the Director of Studies.

### **Informal Monitoring**

- Keeping an eye on the overall conduct of the student.

- Informal discussions with students.
- Students' participation in the Class
- Students' motivation towards their studies.

### **Early Monitoring**

Early monitoring in a programme enables teachers to gain an early indication of students' current knowledge and/or experiences and any other factors that might have subsequent impact on learning and the successful completion of the subject and/or course.

Early indicators may include:

- poor attendance in the class;
- lack of motivation;
- difficulties with language and literacy etc..

Strategies are identified to support the students who are at risk and those strategies are implemented according to student needs. Examples of strategies may include:

- continuous assessment;
- regular feedback, examples/model answers etc.

### **Designing an Assignment/Task/Mock Test**

In designing an Assignment/Task/Mock Test, the following factors should be taken into account. The Assignment/Task/Mock Test should

- be designed so that the student can complete it in a short period of time.
- be based on what has been covered in the programme so far.
- focus on a particular skill set or key area in the unit of study.
- clearly state the criteria against which it will be assessed (if it is to be assessed).
- engage the student with skills and knowledge that will provide information about potential areas of difficulty.
- be supported by the provision and discussion of worked examples or models on completion of the Assignment/Task/Mock Test

### **Providing feedback on the Assignment/Task/Mock Test**

To support students in their learning and to provide on-going encouragement and advice, it is critical that students receive constructive and timely feedback that extends beyond ticking a box or providing a mark. To assist students to improve their learning feedback must be:

- specific and detailed so that students can clearly see their strengths and weaknesses and what they can do to improve on their learning;
- based on the criteria used for assessment;
- provided in a timely way so that students can use the feedback to build on their learning towards the next Assignment/Task/Mock Test;
- provided in a number of ways such as informally, formally, directly or indirectly

### **Mid-Term Monitoring**

Mid-Term Monitoring includes Assignments/Task/Mock Tests based on the topics that have been covered until the Week 9/10 of the programme. The task is assessed in week 11/12 of the programme and feedback is given after the assessment. The purpose of Mid-Term Monitoring is to identify students who continue to be at risk. Mid-Term indicators may include poor attendance, lack of motivation, difficulties in following the programme, dissatisfaction of the teachers etc. Mid-Term Monitoring enables the teachers to gain an indication of students' current knowledge and/or experiences and in particular, whether the students have been able to make any progress after the Early Monitoring.

### **Term Final Progress**

Term Final progress includes the Examinations/Assignments conducted by the school. Each student will complete and if successful will receive a certificate of course completion.

### **Procedures for dealing with students not making satisfactory Academic Progress**

#### **Stage 1**

According to the students' progress monitoring procedures of YES, the teacher identifies the students who may be at risk and who continue to be at risk from Early Monitoring and Mid-Term Monitoring. A one to one session is arranged with the student where the teacher will identify key weaknesses of the student at Early Monitoring. An appropriate strategy will be implemented for the student depending on his/her weaknesses.

At this stage, the student is expected to make some improvements. At the Mid-Term Monitoring, if the student is still traced with weakness, he/she will be issued with a warning letter. At this stage, the teacher will arrange a meeting between the student and Director of Studies. The student will be required to explain as to why he/she is facing problems in his/her course of study. The students will be reminded that if they continue to display weaknesses, it may have significant impact on their final assessments.

#### **Stage 2**

When a student fails a module or individual examination of the at the first attempt, the teacher arranges an appointment for the student with the Director of Studies. The student attends the meeting where the Director of Studies will try to identify the reasons for the unsatisfactory progress. The Director of Studies will advise the student and the teacher of the required remedial steps to be undertaken. This stage is considered very important for the student as he/she will be reminded that failure to make satisfactory progress may severely jeopardise his/her academic goal. At this stage, the student receives a further warning and is also reminded of his/her compliance to the rules and regulations of the Immigration Department.

### **Stage 3**

If a student fails a module or individual examination at the second attempt, the teacher informs the DoS and arranges an appointment for the student with them. The Director of Studies will advise the student and the teacher of the required remedial steps to be undertaken.

At this stage, the student is issued with the Final Warning Letter indicating that he/she may be terminated from YES student register due to his/her unsatisfactory progress and YES will notify the Immigration Department of the termination. This letter also advises the student to improve his/her performance.

### **Stage 4**

After sending the Final Warning Letter at Stage 3, if a student fails a module or individual examination at the third attempt, he/she is terminated from YES and immediately a Letter of Termination is sent to the student's last known address.

### **Stage 5**

The Administration will write to the Immigration Department immediately confirming that the student has been terminated from because of unsatisfactory progress. A copy of the correspondence will be kept on the student file.

## Unsatisfactory Progress - 1st Warning Letter

Date:

Name of the Student:

Address:

Student Ref:

Dear .....,

### Re: Unsatisfactory Progress, 1<sup>st</sup> Warning Letter

It has been brought to my notice that your academic progress is not satisfactory and the lecturers in YES are concerned about your progress.

Your results show that your performance is still below acceptable standards even after attending remedial sessions. I am therefore writing to issue you with a first formal warning. I have arranged a meeting for you with the Director of Studies of YES to discuss your condition.

There are a number of ways in which we can help students experiencing difficulties in their studies. YES would like all its students to have a happy and successful time while studying here at YES and we will do our utmost to help you achieve that.

I would be grateful if you could come and see the Director of Studies [**Date and Time**] so that she may discuss the situation with you.

Yours sincerely,

[**Name of Staff Member**]

Administrator

## Unsatisfactory Progress - 2nd Warning Letter

Date:

Name of the Student:

Address:

Student Ref:

Dear .....,

### Re: Unsatisfactory Progress, 2<sup>nd</sup> Warning Letter

I am writing with grave concern that your academic progress is still not satisfactory. Your results show that your performance is still below the acceptable standards. Therefore, a meeting for you with the Director of Studies of YES has been arranged by me to discuss this serious situation.

Please note that this is the second formal warning. The implication of this warning is that you must carry out all the remedial steps suggested by the Director of Studies. If your progress still remains unsatisfactory, you will be issued with a third formal warning, which could lead to the termination of your registration at this Institution.

I would be grateful if you could see the Director of Studies on [Date and Time] so that he may discuss the situation with you.

Yours sincerely,

[Name of Staff Member]

Administrator

## Unsatisfactory Progress - Final Warning Letter

Date:

Name of the Student:

Address:

Student Ref:

Dear .....

**Re: Unsatisfactory Progress, Final Warning Letter**

I am greatly concerned that despite attending remedial sessions arranged for you, your academic progress is still not satisfactory.

I am writing to give you the final warning that you may be removed from the course. If your performance is not satisfactory within the maximum timescale allowed, you will be disqualified from the course and the Immigration Department will be notified immediately.

Yours sincerely

[Name of Staff Member]

Director of Studies

## Unsatisfactory Progress - Termination Letter

Date:

Name of the Student:

Address:

Student Ref:

Dear .....,

**Re: Unsatisfactory Progress, Termination Letter**

We are writing with regret that despite our warnings and remedial actions, your academic progress is still unsatisfactory.

Under the circumstances, YES has removed your name from the school register and has decided to report the matter to the Immigration Department immediately.

Yours sincerely

**[Name of Staff Member]**

Director of Studies

## Unsatisfactory Progress - Immigration Department Reporting Letter

To

Address:

Student Ref:

Dear Sir/Madam,

**Re: Reporting about students with unsatisfactory progress.**

We are writing to inform you that we have communicated with the under-mentioned student/s in order to ensure their academic progress; however the student/s fail to address the issue with due care. Remedial steps had been taken by YES and the student had been issued with several warnings. The Academic Progress of the student/s still remains unsatisfactory within the maximum timescale allowed.

Under the circumstances, YES has removed his/her name from YES Student Register. The decision of YES Management has been notified to the student's last known address.

The details of the students are as follows:

Name	D.O.B	Student Ref	Address	Contact Number

Please feel free to contact me if you have any queries regarding the above student/students.

Yours sincerely

[Name of Staff Member]

Director of Studies