



ATC Language Schools

End of Programme Exam Entry and Recording of Grades Policy

Introduction:

This policy relates to non-EEA students on work/study visas required for the Academic Year Programme. ATC Language Schools offer and administrate end-of-programme exams to all non-EEA visa students on 25 week study visas. These exams are mandatory.

Exams Available:

- All non-EEA students on 25 week study visas are offered the TIE exam free of charge along with three hours of assisted exam preparation per week in the four weeks leading up to the TIE exam.
- Alternatively, non-EEA students on 25 week study visas can pay the difference in fees to take the following exams at the end of their programme:
 - ✓ Academic IELTS
 - ✓ Cambridge First Certificate in English
 - ✓ Cambridge Advanced Exam

Obligations and Procedures:

- All non-EEA students on 25 week study visas must read and sign an agreement on their first day stating they understand their obligation to sit an end-of-programme exam as listed above. This document is kept on file in the Director of Studies' office and a copy is given to the student.
- The Director of Studies or Assistant Director of Studies is responsible for collating lists of students due to take their end of programme exams and informing the students via email and letter of the exam date and preparation course (if applicable). This information is recorded in the Exam Candidates spreadsheet.
- The Director of Studies is responsible for booking all students into the relevant exam.
- Certificates are sent directly to the Director of Studies from the exam centres, then distributed to the relevant students, except for IELTS certificates which are posted directly to students' addresses from the exam centres themselves.
- All exam results are kept on file in the Director of Studies' office and are available on request.