

Last updated by: Charlotte Fisher

On: 21st Jan 2025

Policy renewed at least annually, or as required according to changes in procedures or legislation.

Responsibility for this Document: Charlotte Fisher

Responsibility for implementation: Matic Gortnar, Richard Wedderburn-Clarke

Procedure for Changing Levels at Europa School of English

1. Placement Test:

Students are required to take an online placement test before their arrival to determine their initial English language proficiency.

2. Initial Assessment:

Upon arrival, students will have a brief chat with a teacher or the Director of Studies (DOS) to double-check their speaking ability.

3. Student Self-Assessment:

Students are encouraged to speak with their teacher as the first point of contact if they believe that their assigned level is too difficult or too easy for them.

4. Escalating Level Concerns:

If a student's concerns about their English level persist or if they are not satisfied with their teacher's response, they should escalate the matter to the DOS or ADOS.

5. Review and Decision:

The teacher and the DOS will collaboratively review the student's performance, their initial placement test, and any concerns raised.

Together, they will make a decision regarding whether the student should be moved to a different level.

6. Decision Announcement:

A meeting will be scheduled with the student to discuss the decision. During this meeting, the following will be covered:

The decision to stay at the current level or move to a different one.

Clear and specific reasons for the decision.

An explanation of the benefits of the chosen path.

7. Implementation of the Decision:

If the decision is to change the student's level, the necessary adjustments will be made promptly, and the student will be provided with information on the schedule and classroom location for their new level.

8. Monitoring and Feedback:

Regular check-ins with the student will occur following the level change to ensure their progress and comfort in the new level.

9. Ongoing Support:

Students who have successfully transitioned to a new level will continue to receive support from their teachers, and any concerns or issues will be addressed promptly.

This procedure ensures that students' concerns about their English language levels are addressed systematically, aiming to provide them with the best possible learning experience at the Europa School of English.