

Attendance rules for students

If you are on a student visa, the Irish government has stated that you need to attend a **minimum of 85%** of your lessons.

This is important for many reasons:

- 1) To help you focus fully on your studies in English
- 2) To avoid visa problems with the Irish Department of Justice
- 3) To allow you to be able to renew your visa

In school, it is important that you follow these rules as set out by the **Irish Government**.

Monitoring your attendance

Every day, your teachers will check your attendance in each class segment. On Wednesday and Friday every week, teachers report attendance to our student welfare officers, **Louise Rooney** or **Lujan Chaluat** If you have attended less than 50% of your lessons by Wednesday, Louise/Lujan will contact you to check the reason for your absence.

Your attendance each week will be recorded on our school database and will be available to the Department of Justice on request.

Punctuality

Class starts punctually at **09.00** every morning. If you have a problem arriving for **09.00**, you can enter the class until **09.15**. **After 09.15**, you **may not** enter the class (you must wait until the second lesson at 11.30) and the teacher will mark you **absent**.

Absenteeism

We understand that sometimes, students have problems and are unable to attend class. However, if you do not have a good reason for your absence, this may affect your attendance and cause problems with your visa.

There are certain legitimate reasons for absence, including, but not limited to:

1. Illness

If you are ill, we understand that you can't come to class. On the first day you are ill, you must email reception at attendance@ihdublin.com. If you do not have access to email, you may text our emergency phone on 086-8225543 to inform us that you are ill and that you can't come to school.

If you are ill for more than 2 days, you must provide a doctor's certificate to prove the reason for your absence. In this situation, your attendance **will not be affected**.

2. Serious illness of a family member

In the case of serious illness of a close family member (mother, father, brother or sister), the following procedure must be followed:

- Email the student welfare officers at reception@ihdublin.com. If you are unable to access email, you may text the emergency phone number (086-8225543)
- You must provide some evidence of the family member's illness
- The student welfare office will take the situation into consideration and respond to your request as soon as possible, depending on the nature and seriousness of the illness.

Please note

- Requests must be made by the student in question and not by a third party
- Requests made to staff members other than the student welfare officers will not be considered
- You must contact **Louise Rooney** or **Lujan Chaluat** by email to reception@ihdublin.com or by texting the emergency phone (086-8225543)

Requests made on social media or by any other means will not be considered.

“Freezing your course”

If it is necessary for you to return home due to the illness of a family member, the following procedure must be followed:

- Follow the steps above regarding illness of a family member.
- Request temporary leave from your course to be with your family member during their illness.

The student welfare officer will email the enrolments office to request that your course is “frozen” meaning that, you may take the remainder of your course at a later date.

If your request is accepted, your course will be *frozen* from the following Monday, for example, if your request is accepted on Wednesday 15th July, then your course will be *frozen* from Monday 20th July. This means that you will not lose any tuition and you will be able to complete your course at a later date.

3. Bereavement

In the unfortunate event of the death of a close family member, we understand that you will not be able to attend school. Please email reception reception@ihdublin.com or text the emergency phone on 086-8225543 to inform us of your bereavement and that you can't come to school.

In the case of an immediate family member's death (a spouse, parent, child, a person in a relationship of domestic dependency including same sex partners, brother or sister, a person who acted in loco parentis or was a guardian) 3 days' bereavement leave will be allowed.

In the event of an extended family member's death (a grandparent, parent-in-law, spouse-in-law) 1 days leave will be allowed.

No leave is allowed in any other circumstances.

Please note

- Requests must be made by the student in question and not by a third party
- Requests made to other staff members will not be considered
- You must contact **Louise Rooney** or **Lujan Chaluat** by email to reception@ihdublin.com or by texting the emergency phone (086-8225543)
- Requests made on social media or by any other means will not be considered

Important: Please note that it is **only** in these circumstances that your attendance will **not** be affected. If you do not provide a legitimate reason for your absence, then Louise Rooney or Valeria Dimatteo will follow the steps below.

Problems with attendance

If you can't provide a legitimate reason for your absence (see above), then you will be marked absent for your lesson and your attendance level will be reduced.

Warnings

First 6 weeks of your course

If you have more than 25% uncertified absence in the first 6 weeks of your course, this will be reported to GNIB/ INIS for their consideration. If your attendance is less than 75% immediately following the third week of your course, you will receive an email from Valeria Dimatteo/ Louise Rooney notifying you of this, so that you may work on improving your attendance and meet the required final minimum attendance of 85%

Every week

In a one week period, if you have attended less than 50% of your classes, Valeria Dimatteo/ Louise Rooney will send you an informal warning by telephone, text or by email.

Every Monday, **Louise Rooney** or **Lujan Chaluat** monitors attendance for all students requiring visas. This process takes account of each student's current attendance and projected final attendance. Please note that if your projected attendance falls below 85% **your case will be referred to the Garda National Immigration Bureau/ INIS for their consideration and the expulsion process will be initiated**

You will also receive your first warning, stating the following:

- your current attendance percentage
- your projected final attendance
- the steps that have been taken by IH Dublin to inform you of this problem

- the consequences (including expulsion) of having projected attendance of less than 85% at the end of your programme

Problems with attendance – expulsion process

Week 0- 1 Your projected attendance is calculated to be less than 85%

GNIB/ INIS is informed

You are informed by email that you are in danger of being expelled by **Louise Rooney** or **Lujan Chaluat**

Week 1- 3 You must respond formally, by email to attendance@ihdublin.com within 10 working days of receiving this notification.

In your email, please include the following:

- information about any exceptional circumstance which has affected your attendance.
- Attach documents such as doctor's certificate/ reports.
- The reasons why you believe you should not be expelled

If you wish to discuss your case in person, may request a meeting with Valeria Dimatteo/ Louise Rooney and Carmel Hickey.

Week 4 The final decision to expel you or not will be at the discretion of the Director of International House Dublin, Mr Pdraig Hourigan. This decision will be issued in writing, by email in week 4 of the expulsion process.

If you are expelled from International House Dublin, you must stop attending classes immediately.

If you accept the reason for expulsion and agree to leave the school, your expulsion is reported to GNIB/ INIS, your agent/ family members and embassy. You will not receive a certificate for your course of study.

No refund of fees will be issued to you.

Appeals

If you do not accept this decision, you may appeal it in writing by emailing the Chairman of IH Dublin, Mr Donagh Barry at donagh@ihdublin.com within 5 working days of receiving notification of expulsion.

The final decision to expel or not will rest with Mr Barry.

Final decision

In each student's case, the final decision to expel them or allow them to return to school will be made within 5 working days of their appeal. The student will be informed in writing of this final decision.

Appeal Successful

If your appeal is successful, you may resume your course on the Monday immediately following this decision. Your course dates will be extended so that you may recoup the lessons that you missed during the period of appeal.

Appeal Unsuccessful

As part of the expulsion process, your expulsion is reported to GNIB/ INIS, your agent/ family members and embassy. You will not receive a certificate for your course of study.

No refund of fees will be issued to you.

No further appeals will be considered.

Holidays and breaks

As a student on a course of 25 weeks of study, you will be entitled to ten weeks of holidays.

These holiday periods must be decided in advance of registering with the GNIB/ INIS and agreed with your school.

Procedure for scheduling breaks

- In the first week of your course, you will attend an induction for long term students which outlines your visa requirements
- The induction tutor will advise you about the best exam for you to take and the dates on which this can be taken
- Together with the induction tutor, you will select an exam and exam administration
- Together with your induction tutor, you will schedule your holidays
- The induction tutor will then email the student welfare officers with this information
- The student welfare officers will prepare your letter, outlining clearly your course, exam and holiday schedule.
- You may collect your letter the following day, and use this to register with GNIB / INIS

Please note that it is **not possible** change holiday periods outlined on your visa letter.

Unscheduled breaks

Please see absenteeism policies for details of unscheduled breaks. Leave due to illness of the student or illness or death of a family member are the only unscheduled breaks that will not affect attendance on the 25 week course provided the steps under the absenteeism policy are followed.

Complaints Procedure

We want to help you if you are not happy with any aspect of your experience at International House Dublin. If you have a complaint, please come to reception at lunch time 13.30 – 14.30 and ask to speak to the appropriate manager:

Your Language Course

Examples of Legitimate complaints relating to your Language Course:

- You feel that you are in the wrong level
- You have received consistently incorrect information about language
- You have not had the opportunity to discuss your interests or language/ skills needs
- You have not been active enough in your lesson.
- Your lesson appears unplanned and chaotic
- You have focused on one aspect of language learning to the exclusion of everything else, for example you have only covered grammar lessons.
- Your teachers have consistently repeated material and appear not to be co-operating together.

Head of Education

Carmel Hickey: carmel.hickey@ihdublin.com

Phone: 01 8773911

Head of Teacher Training and Exams

Patricia Cordelle: patricia.cordelle@ihdublin.com

Phone: 01 8773912

Assistant Director of Studies

Lisa Bell: lisa.bell@ihdublin.com

Phone: 01 8773920

Your accommodation

If you are unhappy with any aspect of your accommodation which has been provided to you by the school, you can speak to our Accommodation Officer, Sean Newman.

Accommodation officer

Examples of Legitimate complaints relating to your Accommodation:

Host families

- Your house is consistently unclean
- Your host family do not speak to you
- Your host family do not include you in family activities
- The food you receive is substandard

Apartments

- The facilities are broken/unclean
- Your room is unclean
- Your bed linen is unclean

Sean Newman: homestay@ihdublin.com

Phone: 01 6355841

Social Programme

Examples of Legitimate complaints relating to your Social Programme:

- You do not receive information about the social programme on a daily basis
- The co-ordinators are not available to meet you at break time
- The tours are consistently badly organised
- Your input in the programme is not considered and not asked for.

Head of Education

Carmel Hickey: carmel.hickey@ihdublin.com

Phone: 01 6355838

Procedure for complaints

You can request to have a private meeting with the appropriate manager and your complaint will be recorded on a Client Service Action form by the manager. The manager will take notes and will read notes back to you to confirm the content of your complaint.

If possible, the manager will address the issue immediately.

If not, the manager will request another meeting with you the following day to discuss the situation and possible solutions.

It is the policy of International House Dublin that the vast majority of the complaints are dealt with within two working days of the complaint being made.

Grievance procedure

As part of our commitment to the fairness, dignity and respect to all staff and students of International House Dublin, IH Dublin will not tolerate any form of bullying or harassment. The aim of this policy is to identify what bullying and harassment is and what action IH Dublin will take if they need to deal with an offence of this nature.

Bullying

This has been defined as repeated inappropriate behaviour. This can be direct or indirect, and verbal or physical. The behaviour can be conducted by one or more people against one person, or more than one person, and can be considered as having a negative impact on their right to dignity at work or in their course of study. Note that the behaviour must be repeated to be considered as bullying: one isolated incident may have a negative impact on the dignity of the individual, but is not considered bullying.

Harassment

This is any form of unwanted conduct related to any of the following grounds:

- Gender
- Marital status
- Family status
- Sexual orientation
- Religion
- Age
- Disability
- Race
- Membership of the travelling community

Sexual Harassment

This is unwanted conduct of a sexual nature or conduct based on sex which affects the dignity of people at work or in their course of study. It includes unwelcome, non-verbal, verbal or physical conduct based on the gender of a recipient which is offensive to the recipient or which cause the recipient discomfort, humiliation or interferes with their job or studies.

Victimisation

This occurs when a person is treated less favourably than another because he/ she has made a complaint to IH Dublin in relation to harassment or bullying behaviour.

This policy is applicable to all IH Dublin staff and students. This policy is also applicable to business contacts, contractors, suppliers or other business contacts of IH Dublin.

As part of IH Dublin's Code of Conduct, it is imperative that all staff, students and suppliers respect the dignity of all members of IH Dublin. Please remember to consider equality grounds such as a person's gender, marital status, race, religion, age, sexual orientation, membership of the travelling community and disability.

Bullying or harassment may take the following forms:

Non-verbal abuse

Inappropriate looks or gestures, displaying emblems on clothing, exclusion, whistling, isolation at lunch breaks or social events are all considered as non-verbal abuse.

Physical abuse

Hitting, bodily contact that is abusive in nature, shaking fists in an angry way, damaging a member of staff or students' possessions.

This list is not complete and just serves as a guideline to staff and students. Each case will be taken in isolation and dealt with in an appropriate way.

Informal procedure

IH Dublin is aware of and recognises the effects that bullying and harassment can have on its staff and students. However, IH Dublin is of the view that an informal approach to solving matters can often be effective. In the first instance, an attempt should be made to address an allegation of bullying on an informal basis, set out through the informal procedure described below.

If a student believes that he/she is being bullied, he/she should explain clearly to the alleged harasser or bully that he/ she finds their behaviour unacceptable.

If the student feels that this may be too difficult, s/he may then seek the advice or assistance of the student welfare officer, Ms Louise Rooney or Substitute Student Welfare officer, Ms Lujan Chaluat (reception@ihdublin.com) If it is inappropriate for the Student Welfare Officer to be involved, the issue should be raised with the Head of Education, Ms Carmel Hickey (carmel.hickey@ihdublin.com)

If the staff member feels that this may be too difficult, s/he may then seek the advice or assistance of the Head of Education, Carmel Hickey (carmel.hickey@ihdublin.com) If it is inappropriate for the Head of Education to be involved, the issue should be raised with the Director of International House Dublin, Mr Pdraig Hourigan.

The student or staff member may also discuss this issue with a contact person. The contact person may be a classmate or colleague or other person representing the students or staff. The student or staff member may request the assistance of the contact person in discussing the issue with the alleged harasser or bully. Any discussion with the alleged harasser or bully must be confidential, non-confrontational and see to resolve the matter in an informal, calm manner.

If the student or staff member decides that it would not be appropriate to approach the alleged harasser or bully either personally or through a contact person, they should then proceed to the formal procedure.

If the student or staff member has attempted to discuss the matter with the alleged bully or harasser and is not happy with the results, they should then proceed to the formal procedure.

Formal Procedure

In the situation where the informal complaint has failed and the harassment is repeated, the student or staff member should proceed to the formal procedure. International House Dublin takes this situation very seriously and confirms the following in this regard:

- Where possible, all complaints will be investigated and appropriate action taken within 5 working days of the complaint being made
- The situation will be treated with the greatest confidentiality
- The situation will be investigated discreetly and sensitively by a competent person
- The investigator will examine the situation carefully and objectively with a view to deciding the best course of action.

Procedure

- An initial complaint should be made in writing to the Student Welfare Officer(reception@ihdublin.com) or Head of Education (carmel.hickey@ihdublin.com) or if it is inappropriate for these people to be involved the matter should be raised with the Director of International House Dublin Mr Pdraig Hourigan (padraig@ihdublin.com)
- Precise details of the alleged incidents of bullying or harassment and the names of any witnesses there may have been to those incidents should be included in the written complaint
- The alleged harasser or bully will be notified in writing that an allegation of bullying and/or harassment has been made against him/her and he/she will be given a copy of the complainant's written statement
- The alleged harasser or bully will also be told that he/she will be given a fair opportunity to respond to each and every allegation made against him/her

- All complaints will be treated in the strictest confidence possible to comply with the requirements of a fair investigation
- Only individuals necessary to the investigation will be involved from the initial stages
- A designated member of management or, if appropriate, a third party will be assigned to carry out an initial investigation into the complaint
- If the complaint relates to harassment on grounds of age, race, religion, family status, marital status, disability, sexual orientation or membership of the traveller community or relates to sexual harassment, a team of at least two people will be appointed to investigate the complaint where possible
- Where possible, the investigator or investigation team will try to agree terms of reference and a time frame with the complainant and alleged harasser or bully in advance of the investigation
- Interviews will be held with both the complainant and any witnesses to establish a thorough understanding of the facts of the alleged complaint, and a record of the meetings will be held
- The complainant and the alleged harasser or bully may be accompanied to investigative meetings by any of the contact persons referred to above
- All material received will be treated with the highest level of sensitivity
- Where necessary, parties to the procedure may, in some cases, be sent home with pay to enable parties to investigate the complaint
- It may be necessary to interview other persons. If so, the importance of confidentiality will be stressed to them. Any statements from witnesses will be circulated to both the person making the complaint and the alleged harasser or bully for their comments before any conclusion is reached in the investigation
- When the investigation has been completed, the investigator or investigation team will present a written report to management
- Both the complainant and the alleged harasser or bully will be informed in writing of the findings of the investigation and will be given the opportunity to comment on the findings before any action is decided upon by IH Dublin
- If IH Dublin decides that the complaint is well founded, management will meet with the alleged harasser or bully to establish what action is to be taken
- Action can and may include counselling, monitoring, mediation and/or disciplinary action
- Any disciplinary action will be taken in accordance with IH Dublin's Disciplinary Procedure
- Where a complaint is upheld against a non-staff, the investigation report may recommend appropriate sanctions against the non-staff or his/her colleague which could extend where appropriate in the circumstances to exclusion of that individual from IH Dublin's premises, suspension or termination of service, suspension or termination of a supply service or other contract

- In cases where it is discovered that the complainant made a false accusation of bullying and/or harassment, IH Dublin may undertake counselling, monitoring, mediation and/or disciplinary action including dismissal (see malicious complaints below)
- Any party to the investigation who is unhappy with the outcome of the investigation is entitled to appeal
- Any appeal should be made in writing and directed to the Director of International House Dublin, Mr Padraig Hourigan, within 10 working days of the conclusion of the investigation
- The Board of Directors may nominate a third party to work with them on the appeal and will aim to notify the appellant of IH Dublin's decision within a further 10 working days

Malicious complaints

Malicious complaints (complaints which have no basis and are intended to impugn the integrity of another staff member) are considered a very serious matter and will be treated under the disciplinary procedure and may lead to dismissal. A complaint that is not upheld by the formal investigation is not necessarily considered to be malicious without fear of ridicule or reprisal.

End of Programme Exam entry

Exam courses at International House Dublin

- **Cambridge Main Suite (PET, FCE, CAE and CPE)**
IH Dublin is an official exam centre for these Cambridge exams
- **IELTS**
Can be taken at a centre nearby
<http://www.ieltsdublin.com>
- **TIE (Test of Interactive English)**
Can be taken locally or in IH for groups <http://www.tie.ie>

Key Staff

Director of Teacher Training and Exams:	Patricia Cordelle
Email:	patricia.cordelle@ihdublin.com
Phone:	01 8773912
Assistant Director of Studies	Lisa Bell
Email	lisa.bell@ihdublin.com
Phone:	018773920

Induction

In the first week of their course, you will take part in an induction which introduces you to the school, to Dublin and which advises you on the requirements of their visa. This induction is held by Lisa Bell, Assistant Director of Studies.

Lisa Bell then contacts reception to inform them of the exam that each student should take, so letters for GNIB/ INIS may be appropriately prepared.

You, the student, along with Lisa Bell, on behalf of IH Dublin, sign an agreement confirming the following:

- That you understand that the exam is obligatory
- That you will sit the exam
- That IH Dublin will prepare you for this exam
- That IH Dublin will help you register for this exam
- That IH Dublin will store your results securely
- That your results may be accessible to IH Dublin staff members and also to INIS.

Registering for your exam

When you have started your exam course, the director of Teacher Training and Exams will come to your class to explain the procedure for registration and payment of any additional exam fees.

Cambridge Main Suite Exams

PET, FCE, CAE, CPE

International House Dublin is an Authorised Cambridge Exams centre. You will be asked to complete an exam registration form and to submit this form to reception, along with payment of any additional fees necessary. You will receive confirmation of your exam entry directly from Cambridge English Language Assessment. You will receive the timetable for your exam from Patricia Cordelle.

TIE

You will be asked to complete an exam registration form and to submit this form to reception, along with payment of any additional fees necessary. You will receive confirmation of your exam entry and timetable from Patricia Cordelle.

IELTS

You may register for your IELTS exam online and your teacher will give you guidance on how to do this. As you have paid €100 exam fee with your course registration and International House Dublin is not an IELTS centre, you may request a refund of this payment, only in the circumstances that you wish to do IELTS. To request a refund, please go to reception. They will co-ordinate with the accounts department on this matter

Cambridge English Exams security:

- **Exam papers** are prepared, printed and despatched under **secure conditions**.
- **All Cambridge English authorised exam centres follow a detailed code of practice** which ensures the highest standards of security throughout the testing process, from registration to the recording of results.
- **All Cambridge English exam centres** are subject to regular unannounced **inspections** to ensure adherence to the code of practice and maintenance of security.
- **Speaking examiners** undergo regular assessment and observation.
- **Photographs of all candidates** are taken on the day of the exam using Identica software and these can be viewed through the [online Results Verification Service](#)*.
- **All papers are marked in Cambridge** to further ensure security and quality. Sophisticated analysis techniques are used to guard against malpractice.
- **Certificates are printed on security-enhanced paper** and include other concealed features to prevent forgery and malpractice.

Organisations such as universities and immigration authorities are specifying requirements for recognition which include verification measures additional to the security procedures that are already in place for Cambridge ESOL exams. In response Cambridge developed the Results Verification website and Test Day photos.

This website enables organisations that need to, to authenticate Cambridge ESOL examination results. In addition to showing details of the session, the candidate's name and the result, this site will also display a test day photo of the candidate. The candidate gives permission for the result to be verified by providing access details to the verifier. These details are included on the Confirmation of Entry.

The Results Verification website can be used for verifying the results of candidates for the following exams: KET, PET, FCE, CAE, CPE (including the 'for schools' versions)

Exam results

Cambridge Main Suite Exams

On your confirmation of entry form, you will receive a code which will allow you to access your results online. Your results will also be sent directly to our exams department. Your exam results will be stored electronically by IH Dublin. 6 – 8 weeks following your exam results being issued, you will receive a certificate from Cambridge English confirming your grade.

TIE Exam

Students' results will be emailed by TIE to the Director of Teacher Training and Exams (patricia.cordelle@ihdublin.com). The Director will then forward your exam results to you by email. Your results will be stored on our database.

IELTS exams

Your results will be available two weeks after the exam. Your results will be accessible online and you will receive your certificate by post. Please forward a copy of your certificate to our exams department: patricia.cordelle@ihdublin.com.

Protection for Enrolled Learners

In the **highly unlikely** event that International House Dublin ceases trading during your course here, you have a guarantee that you will be able to complete your course at another school in Dublin.

How?

International House Dublin is a member of MEI or Marketing English in Ireland.

All Marketing English in Ireland member schools **MUST** adopt **Learner Protection**.

This is a **condition** of being a **member of MEI**.

Learner protection **guarantees** that you will be able to complete all language courses that you have **enrolled for**.

Who are Marketing English in Ireland?

Marketing English in Ireland (MEI) is an association of 52 recognised English Language Institutions in Ireland. With origins dating back to the 1960s and a membership that includes small, medium and

large schools, this association offers a high level of service and a wide range of English Language Programmes to over 100,000 students from all over the world each year.

The member schools of MEI are inspected and recognised by Accreditation and Co-ordination of English Language Services (ACELS) through the service of Qualification and Qualifications Ireland.

MEI schools also adopt **Learner Protection** and in this way guarantee students that they will be able to complete all language courses they have enrolled for. This process **ensures** that the facilities and the programmes on offer are of a **superior quality** as they are provided by **ACELS recognised** schools only.

MEI contact details

Address

Marketing English In Ireland

1 Lower Pembroke Street

Dublin 2

Phone

Phone: 00 353 1 6180910

Email

Email: info@mei.ie

Emergency Procedures

We hope that you will have an enjoyable and problem-free experience in Ireland and in International House Dublin.

We understand, however, that sometimes student have problems and need help.

We hope that you understand that if you have a serious problem during your course at International House Dublin, we are here to help you.

Office hours

Our office is open from 09.00 – 17.00 every day. During office hours, you can call our main reception on 01 6355850 and they will transfer to the department that can help you best.

Problems with Accommodation: Homestay officer – Sean Newman

Problems with your language course: Head of Education – Carmel Hickey

Problems with Exams: Head of Teacher Training and Exams – Patricia Cordelle

General Problems: Student Welfare officer – Lujan Chaluat or Louise Rooney

Outside of office hours and at the weekend

We understand that sometimes people have serious problems outside of school opening times.

If you have a serious problem during the evening, or at weekends, we are here to help you.

You can contact our **emergency phone** number: **00 353 86 8225543**

An experienced member of the International House Dublin team has this phone **24 hours a day and 7 days a week**.

They will answer your call and assist you with your problem.

Health Insurance

International House Dublin emails students details of health insurance that is available to them to purchase as part of their trip to Ireland. The health insurance policy is not provided by International House Dublin but we provide information to students as part of the enrolment process on a third party insurer and the policies they offer to students.

Admissions criteria for courses

International House Dublin offers courses from A1 to C2 levels and as such welcomes students for all of these levels for General English courses.

As a student on a course of 25 weeks, however, you will be required to sit an examination.

Each examination requires an entry level of language proficiency:

TIE:	A1
PET:	A2
FCE:	B1
CAE:	B2
CPE:	C1 +
IELTS(Academic)	A2

On your **first day**, you will do a placement test. The result in this test will help us decide which exam is best for you:

Placement test result/ Admission criteria	Exam
0 – 30/A1	TIE
20 - 40/ A2	PET
40- 55/ B1	FCE
55- 70/ B2	CAE
70 -100/ C1+	CPE
30-/ A2+	IELTS Academic

Pre-exam assessment

You will also complete an assessment before your exam course starts that will help you understand your language and skills strengths and areas to work on. This will be a useful foundation for your study on this course