

Assessment and Progression Policy

1. Introduction

The programmes offered by **Academic Bridge Ltd** are periodically assessed to ensure that the needs of learners are met and that the quality of education remains high. Our curriculum is aligned with the **Common European Framework of Reference for Languages (CEFR)** and is annually reviewed to ensure that it reflects current language teaching methodologies and learning outcomes.

Assessment at Academic Bridge is designed to support student development through a combination of formative and summative evaluation methods.

2. Assessment

Students are assessed through a variety of methods that monitor both their ongoing progress and their overall achievement.

Daily Informal Feedback

Teachers provide continuous feedback during lessons through:

- Error correction
- Feedback on speaking activities
- Written assignments
- Classroom participation

This ongoing feedback supports the **formative assessment process**, helping students develop their communicative competence and improve their language skills throughout the course.

Weekly Quick Tests

Students complete **weekly quick tests every Monday**, based on the content covered in the previous week from the coursebook. These tests:

- Assess students' understanding of grammar and vocabulary
- Align across classes of the same level
- Are recorded by teachers in a shared academic record system
- Contribute to the student's overall academic performance

Teachers provide feedback on these tests to help students identify areas that require

further improvement.

Weekly Skills Development Assessment

To prepare students for exit examinations such as **Test of Interactive English (TIE)** or **Trinity College London Integrated Skills in English**, one core language skill is assessed each week.

Skills assessments take place on the **final day of each week** and follow the syllabus cycle:

- Week 1: Speaking
- Week 2: Listening
- Week 3: Reading
- Week 4: Writing
- Please refer to the cycle schedule to see the following weeks:

 [Cycle Schedule 2026](#)

These assessments help students progressively develop exam-relevant skills while allowing teachers to monitor performance across all language competencies.

3. Level Progression

At the end of each **12-week cycle**, teachers submit progression recommendations to Academic Management.

To be **considered for progression**, students are normally expected to meet the following academic indicators:

- **Minimum 85% attendance**
- **Active participation in class**
- **An overall average of at least 85% in weekly quick tests**
- **Completion of at least four weeks of skills development assessments with an overall score of 85% or higher**
- **Demonstrated effort and engagement throughout the course**
- **Completion of assigned coursework**

Students should note that **test results alone are not the sole criterion for progression**.

Teachers' professional judgement plays a central role and considers:

- Language development
- Communicative competence
- Classroom participation

- Effort and engagement
- Overall academic performance

Progression decisions are therefore based on a **holistic evaluation** of each student's performance.

At the end of the cycle, teachers provide **individual written feedback** outlining the student's strengths and areas for improvement.

Student Feedback Form - Week 12

4. Assessment Appeals

Assessment Appeal

If a student disagrees with the progression decision, they may submit an appeal to Academic Management.

The appeal will be reviewed by the **Director of Studies (DOS)** who will conduct a comprehensive investigation.

Appeal Investigation Process

The investigation may include:

- Review of all learner assessments and examinations
- Verification of test and assessment scores
- A meeting between the student and the DOS
- Discussion with the student's teacher
- Documentation of the concerns raised in the appeal
- Consideration of any extenuating circumstances affecting the student's performance

Outcomes

Following the investigation, the DOS will prepare a report outlining the findings.

Possible outcomes include:

- Confirmation of the original decision
- Adjustment of the student's grade
- Permission for the student to progress to the next level

The final decision will be communicated to the student **by email**, and a meeting may be arranged if further clarification is required.