



MANCHESTER LEARNING ACADEMY

ASSESSMENT POLICY & PROCESS

REVIEW DATES:

15/01/2014
15/01/2015

Manchester Learning Academy- Assessment Policy and Process

ASSESSMENT POLICY and Process

Students come directly to the College and are referred to the administrator for document checking. Before enrolment, original documents are taken and copied, which include;

Passport

Proof of address

Two photograph

These are copied and attached to the application form . Students are given an application form for checking and signature. After completion, students are enrolled.

Assessment takes place after the enrolment.

Students complete the Assessment form with a qualified assessor. There are sections that cover speaking and listening and reading and writing. At the end of the assessment the assessor states the level of the student and enrolls on the appropriate level and a StJdy programme is agreed to cover the English language requirement.

In addition to the assessment the student has an individual Learner plan which is a live document used to track the process of the student throughout the course. This is agreed between the student and the assessor. (see attached)

In relation to the examination of students Please find testing Policy for further details. No teacher will examine their own students.

Manchester Learning Academy will work within the guidance of the awarding body at all times.