

1. Policy Statement

TLGC (The Language Gallery Canada) is committed to a high quality of English language learning experience for all students enrolled in the program. The Language Gallery Canada School has fair, transparent and effective process to monitor student progression and to identify students who may need additional assistance or are ready to progress to the next level faster as well as to facilitate approved transfers of student studies and to enable the graduation of successful students.

2. Purpose

To detail the process by which the academic progress of each student is monitored so that students can be provided with advice and support to ensure successful course completion whenever possible, to enable the transfer of studies, and to detail confirmation of student course completion and eligibility to receive a Certificate of Attendance.

3. Scope

This policy applies to all students and staff involved in any of TLGC's operations. This policy is applicable to all students or prospective students of TLGC (Toronto, and Online).

4. Staff Responsibilities

It is the responsibility of the Academic Manager/s to monitor the progress of students every 4 weeks of study.

4.1 Students have assignments every week: y Canada's Coursework Archive.

- Weeks 1, 3, 5, 7: Challenge Tests (vocabulary, grammar, listening, reading);
- Weeks 2, 4, 6, 8: Unit Tests (monitors the progression of language competence);
- Weeks 1, 3, 5, 7: Speaking Assignments (presentations, debate, book report, etc.)
- Weeks 2, 4, 6, 8: Writing Assignments (paragraphs, essay, research essay, etc.)

4.2. Test/Assignment result and feedback:

- Results are given to students on the following Monday, and progress reports are forwarded to the Academic Manager/s;
- Tests are a combination of language skills, grammar and vocabulary, students' ability to use English and understand its structures.
- The Unit test should not last longer than two hours for each level.
- It is the responsibility of ESL instructors to transfer the grades onto a progress report spreadsheet and provide feedback and make comments based on the observations taken during the course.
- Progress Reports are generated by the Academic Department whose responsibility is to ensure that the satisfactory requirements are completed and the suggestions for progression are correct;

- Progress Reports will be sent to the students on the following Monday after every 4 weeks. The Progress Report should be kept by the student throughout their time at The Language Gallery Canada;
- A copy of the Progress Report will be saved in The Language Gallery Canada's Coursework Archive.

5. Criteria for Progression

Progression Criteria:

- 80% average on all assignments (speaking, writing, challenge/unit tests) after 8 weeks
- Attendance 80% or above;
- A minimum of 8 weeks of study should be completed.

6. Misplaced Participants

If a student happens to be placed in the wrong level, it is addressed as follows:

- To move a student up:
A student can move up within the first 5 days after a recommendation of the teachers;
- To move a student down:
A student can move down within the first 5 days after a recommendation of the teachers.

In both cases, changes are made in the academic database and a new attendance sheet is printed.

New students who want to change their class may apply to do so on Thursday in their first week of studies. The above process applies, and students will not be permitted to change class mid-week.

Note: Teachers should send any problematic cases to see the Academic Manager/s.

7. Student Certificates

At the end of their course, students will be given a certificate by the Student Services Coordinator. Students need 80% attendance to receive a certificate and a passing score as pointed out above.

8. Conditions under which students may be asked to leave the course

- Consistently not adhering to any part of the student code of conduct;
- Repeated poor attendance;
- Using abusive or threatening behaviour with other students or staff;
- Non-payment of fees;
- Students will be asked to leave the course at the discretion of the Campus Manager;
- All conditions listed in the TLGC Dismissal Policy apply.

9. Graduation.

It is the responsibility of the Academic Manager/s to ensure that records of student progression, achievement and completion are verified and that a student has satisfactorily completed all course requirements before a Certificate of Achievement is issued.