

Certificate of Higher Education in International Foundation Studies

Assessment Guidelines

To pass the course students have to pass **90 credit points**. Students must achieve 40% **overall** and cannot fail more than two modules.

The following grades are used:

Pass Grade = 40% - 59%

Merit = 60% - 69%

Distinction = 70%+

Continuous Assessment

Assessment for Integrated Skills 1 and 2 is part continuous and part final outcome.

Integrated Skills 1 = 30% Continuous/ 20% Final in Semester 1

Integrated Skills 1 = 20% Continuous/ 30% Final in Semester 2

Integrated Skills 2 = 50% Continuous / 50% Final in semester 1

Integrated Skills 3 = 100% Continuous in semester 2

Project

You will hand in the projects at an assigned date in semester one and two. You must submit two copies. One copy is marked and handed back to you along with the appropriate criteria sheet which contains a percentage mark. The other copy is kept by the Course Leaders so that a sample can be sent to the External Examiner. Written projects are double marked.

Number of words: Minimum 1500

Maximum 2000

Presentation

In the presentations, the students summarise the main findings from their project work. Students work in the same groups but each student presents their own part of the research. Presentations should be between 8 and 10 minutes each. All presentations are recorded on video. Students are given a criteria sheet that contains a percentage mark. Final presentations take place at the end of each semester.

All Skills Assessment – Semester 1 and 2

Continuous assessment of all the four skills will be given in semester 1 during 'The International Student' course - Integrated Skills 2. There will be regular assessments both in and out of the class as well as assessment given to the final outcome of the International Student Newsletter. Tutors will inform students when these assessments will take place. Each assessment during the course will be worth 10%, so continuous assessment for all the four skills will amount to 40% and the final outcome 60%.

This is only for students who take the **Language Skills Development** module in semester 2. These tasks are usually completed at various times during the semester. Students complete a Listening, Reading, Writing and Speaking Task in class time. Continuous assessment will be 100% of the module outcome.

Preparation for the Error Analysis is done throughout the semester. Written work, completed as homework, is marked using a system of Error Correction Symbols. In written work, the error is underlined by the tutor and the correct symbol is used to identify the type of error. The students then correct the errors.

Essay Exams

Students complete 2 x 1 1/2 hour exams, one in the middle of the semester and one at the end of the semester. The exams consist of 5 questions and students have to choose 1.

Lecture Notes

Students make lecture notes from a series of 8 British Culture lectures. These notes are handed in at the end of the semester for marking.

Independent Learning Portfolio

Students complete an Independent Learning Portfolio for the module **Independent Learning Module**. The portfolio typically includes a needs analysis, a reflective learning log, grammar and vocabulary exercises, tasks completed in the Languages Resource Area and other evidence of independent learning.

Assessment

Continuous Assessment

This means doing assessments during class time, as the course progresses. On the International Foundation Studies course, continuous assessment gives you useful feedback about your progress. You will have assessments in speaking, reading, writing and listening during the course and after each assessment; you will receive feedback from your teacher(s).

Final Assessment

At the end of each semester, there will be a series of final assessments. These will include group and individual projects, oral presentations and the production of a group Newsletter.