

## End of course exam entry policy

1. Students from Non-EEA countries, studying on courses of 25 weeks or more which appear on the Interim List of Eligible Programmes for Student Immigration Permission are required to do an external examination at the end of their course.
2. All exams are run by an external examiner approved by the **Department of Justice and Equality Irish Naturalisation and Immigration Service** and grades are authenticated by the approved external examiner.
3. **Appendix A** below shows a list of courses and corresponding entry levels, minimum exit levels and the required external exit examination.
4. When you apply for an 'Academic Year English' programme at ISI an Examination Registration fee of €160 is automatically added to your invoice and must be paid in full, in advance, together with your tuition fees. This examination registration fee covers the following exams:
  - Trinity ISE - all levels
  - ACELS TIE - all levels

If you wish to take the Cambridge FCE, CAE, CPE or IELTS exam, you will have to pay a supplementary exam fee of between € 20 - € 50 (depends on exam centre and possible increase in fees in 2016). You will be advised of this during your first week.

5. On your first day at ISI you will take a Level Test and your Entry Level will be recorded. You will be advised by our Academic staff on the External Examination which suits your level and your career or study path. The Academic staff member can answer any questions you may have about the exam.
6. Once you have chosen which examination to do you will be required to sign an External Examination Agreement with ISI. See **Appendix B** below. This agreement will be held by ISI and can be inspected at any time by the Garda National Immigration Bureau.
7. ISI will record your Entry Level and your Minimum Exit Level on your file, in Class Infospeed Software. You will be placed in a class corresponding to your Entry Level.
8. Our Academic staff, Jennifer Diaz Green or Pamela Wildman will register you for your exam and pay your fee on your behalf. Their contact details are [jennifergreen@isi-ireland.ie](mailto:jennifergreen@isi-ireland.ie) and [pamela@isi-ireland.ie](mailto:pamela@isi-ireland.ie)
9. Examination dates and locations are displayed on the student noticeboards around the school.
10. 2 months before the exam date, your teacher will discuss your level and which exit examination level you should sit. For example, if you have progressed very quickly from your Entry Level and you are capable of doing an examination at a higher exit level, you will be advised accordingly.
11. The result of the exit exam will be recorded on your file, in Class Infospeed Software and on a separate External Examination Excel Sheet, held by the Academic Department. Under your visa conditions, ISI may share the result of your External Examination with ISI staff, the Garda National Immigration Bureau and with Inspectors from ACELS/QQI.

## Appendix A

### List of Academic Year English Courses and corresponding exit exam options.

Programme Title	Title of Award/ End of Programme exam	Examining / Awarding Body	Title of English Language Services Recognition Authority (where relevant)	Number of tuition hours per week	Duration (number of weeks per year)	Entry Level	Exit Level
Academic Year English 15 ISE Foundation	ISE Foundation	Trinity College London	ACELS	15	26	A1	ISEO Pass, A2
Academic Year English 20 ISE Foundation	ISE Foundation	Trinity College London	ACELS	20	26	A1	ISEO Pass, A2
Academic Year English 15 TIE A1/A2	TIE A1	ACELS	ACELS	15	26	A1	A2
Academic Year English 15 ISE 1	ISE 1	Trinity College London	ACELS	15	26	A2	ISEO Pass B1
Academic Year English 20 ISE 1	ISE 1	Trinity College London	ACELS	20	26	A2	ISEO Pass B1
Academic Year English 15 TIE A2/B1	TIE	ACELS	ACELS	15	26	A2	B1
Academic Year English 15 ISE 2	ISE 2	Trinity College London	ACELS	15	26	B1	ISEO Pass B2
Academic Year English 20 ISE 2	ISE 2	Trinity College London	ACELS	20	26	B1	ISEO Pass B2
Academic Year English 15 TIE B1/B2	TIE	ACELS	ACELS	15	26	B1	B2
Academic Year English 20 FCE	FCE	Cambridge ELA	ACELS	20	26	B1	Pass C B2
Academic Year English 20 IELTS 6.0	IELTS 6.0	Cambridge ELA	ACELS	20	26	B1	6.0 B2
Academic Year English 15 ISE 3	ISE 3	Trinity College London	ACELS	15	26	B2	ISEO Pass C1
Academic Year English 20 ISE 3	ISE 3	Trinity College London	ACELS	20	26	B2	ISEO Pass C1
Academic Year English 15 TIE B2/C1	TIE C1	ACELS	ACELS	15	26	B2	C1
Academic Year English 20 CAE	CAE	Cambridge ELA	ACELS	20	26	B2	Pass C C1
Academic Year English 20 IELTS 7.0	IELTS 7	Cambridge ELA	ACELS	20	26	B2	7.0 B2+/C1
Academic Year English 15 CAE Advanced	CAE	Cambridge ELA	ACELS	15	26	C1	Pass B C1+
Academic Year English 20 CAE Advanced	CAE	Cambridge ELA	ACELS	20	26	C1	Pass B C1+

## Appendix B

### External Examination Agreement for Academic Year students

I (\_\_\_\_ student name\_\_\_\_), date of birth (\_\_\_\_/\_\_\_\_/\_\_\_\_) understand that I must take an external examination of my English level at the end of my Academic Year English programme with ISI.

I confirm that I have already paid for the \_\_\_\_\_ examination with a minimum exit level of \_\_\_\_\_ and that I will sit this exam before the end of my course.

I understand that I cannot change my course, my timetable or my chosen examination after signing this document.

I understand that ISI has registered me for this exam and will inform me of the exact date of the examination at least 2 months before the exam.

I understand that this examination is mandatory. I also understand that it is my responsibility to attend all my classes, to study outside of class and to prepare myself for the exam.

I understand that my failure to do this exam or to reach the required minimum exit level of \_\_\_\_\_ is a breach of my visa conditions and could result in a refusal by the GNIB to extend my visa for a subsequent period.

I agree that the result of my external examination can be shared with all ISI staff, the Garda National Immigration Bureau and with ACELS/QQI inspectors.

Signed: \_\_\_\_\_ (student) Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (ISI staff) Print name: \_\_\_\_\_ Date: \_\_\_\_\_