

## End of Course Exam Entry Policy

Students enrolled on an Academic Year Programme must take an external examination at the end of their course.

- All Academic Year Programme fees include an exam registration fee. You will be sent an invoice for your programme fees (including tuition and exam registration) when you apply for a course. These fees must be paid in full in advance of your course.
- In accordance with INIS (Irish Naturalisation and Immigration Service - [www.inis.gov.ie](http://www.inis.gov.ie)) these exams are run by an approved external examiner. Grades are authenticated by the approved external examiner. See below for the list of courses and corresponding entry levels, minimum exit levels and the required external exit examination.
- On the first day of your course your language level will be assessed and you will be advised on the external examination option which best suits your level. You can discuss the exam with academic staff who will answer any questions you may have.
- You will be asked to sign an external exam agreement with Babel Academy of English.
- Babel Academy of English academic manager, Roisin Keane ([roisin@babelacademy.ie](mailto:roisin@babelacademy.ie)) will enter you for the end of programme exam, and pay the exam fee on your behalf.
- Examination requirements are displayed on the student noticeboards in the school.
- 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.
- We encourage students to attend our additional exam information session outside of class time. Please ask at reception for information about upcoming exam preparation sessions.
- The result of the exit exam will be recorded digitally by academic staff on the school computer data system and may be shared with Babel Academy of English staff.
- Babel Academy of English are required to provide, on request, a record of your grade to INIS.

### List of Academic Year (25 Week) Programmes and Corresponding Exit Exams

<b>Programme Title</b>	<b>End of Programme Exam</b>	<b>Recognition Authority</b>	<b>Tuition hours per week</b>	<b>Entry Level</b>	<b>Exit Level</b>
General English Morning (A1/A2)	TIE A2	ACELS	15	A1	A2
General English Morning (B1/B2)	TIE B2	ACELS	15	B1	B2
General English Afternoon (B1/B2)	TIE B2	ACELS	15	B1	B2
General English Afternoon (B2/C1)	TIE C1	ACELS	15	B2	C1

## External Examination Agreement for Academic Year (25 Week) Programme Students

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

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

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

I understand that Babel Academy of English has registered me for this exam and will inform me of the exact date of the examination in advance of 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  
*(CEFR Grade)*  
the GNIB to extend my visa for a subsequent period.

I agree that the result of my external examination can be shared with all Babel Academy of English staff and the Garda National Immigration Bureau.

Signed: \_\_\_\_\_ (student)

Print name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Signed: \_\_\_\_\_ (Babel Academy of English staff)

Print name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_