

End of Programme 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) 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 Clare Language Centre.
- Clare Language Centre will enter you in for the end of programme exam and the fees will be paid 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 Clare Language Centre staff.
- Clare Language Centre are required to provide, on request, a record of your grade to INIS.

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

Programme Title	Title of Award/ End of Programme exam	Examining / Awarding Body	Number of tuition hours per week	Duration (number of weeks per year)	Entry Level	Exit Level
General English IELTS	IELTS	British Council	15	25	A1	B1-C1

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

I _____ understand that I must take an external examination
(student name)
of my English level at the end of my Academic Year English programme with Clare Language Centre.

I confirm payment for the _____ exam and that I will sit the exam at
the end of my course. (Name of exam)

I understand that Clare Language Centre will register 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 the GNIB to extend my visa for a subsequent period.

I agree that the result of my external examination can be shared with all Clare Language Centre staff and the Garda National Immigration Bureau.

Signed (student): _____

Date: ____/____/____