

End-of-Programme External Examinations

Students enrolled on one of the UCD ELA programmes listed on the **ILEP¹ Register(s)** are required to attend external examinations (IELTS or Cambridge).

- Students are required to take an external examination (IELTS or Cambridge).
- UCD ELA will enrol these students on a suitable examination session at an appropriate exam centre in Dublin.
- Students are required to sign an agreement with UCD ELA stating that they will attend the examination.
- In return UCD ELA is obliged to arrange and register the student for their exam.

UCD ELA will hold regular information sessions to explain details of this process. These sessions will cover the topics below and give specific information including brochures, sample materials and tests (prepared and readied by the academic team):

- Exam format and structure
- Available exam dates
- Recognition of the exam
- Grading system
- Brief overview and examples of their chosen exam's core characteristics:
 - Reliability
 - Validity
 - Objectivity
 - Usability

The nominated UCD ELA staff member for exam queries is:

Natalie Wiertel

Senior Operations Executive

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¹ ILEP or *Interim List of Eligible Programmes for Student Immigration Permission*

ILEP Programme and End-of-Programme Examinations

- Academic Year student visas allow students to study a 25-week English language programme during a 33-week period in Ireland and requires them to complete the programme within the first 8 months of their stay in Ireland.
- Students may only attend one of the recognized ILEP programmes and once they have registered with GNIB, they are not permitted to make any changes to their programme (conditions apply as per ILEP²).
- At the start of the course, once students have been placed at the right level, they will receive a course timetable with content. A breakdown of weekly learning goals will be provided by the teacher at the start of each week with daily learning aims and outcomes at the start of each lesson ('lesson menu').
- Students will be given a timetable with the pre scheduled breaks. UCD ELA schedules holidays in advance in accordance with the academic UCD ELA course timetable.
- Students are required to sit an external examination at the end of their programme. This is a requirement of your Work & Study visa (AY students) and a prerequisite for any potential visa extensions following the first Academic Year course.
- The Exams Administrator will manage all UCD ELA students' examination enrolment.
- The results of students examination must be available to UCD ELA and to the Immigration Service (INIS).
- For further information please consult the UCD ELA Exams Administrator.

² ILEP Student Info /Policies

Students may not change their agreed course details after their enrolment date. This means that they cannot transfer to other courses or change the details of their start/finish dates or holidays once these have been agreed and presented to GNIB. UCD ELA will provide ongoing support throughout the student study stay and will advise on examination preparation at the appropriate time for each individual. For students who are undertaking the IELTS or the Cambridge suite of examinations (FCE or CAE), UCD ELA will assist and provide information on how to register, and pay for these examinations. For students who are undertaking IELTS, the UCD ELA Examinations Office will provide assistance and information on how to register and pay for the examination