



Policy	Placement test	Reference	OM. Comp.1
		Policy Ref.#	1.6
		Version	2023

Policies & Procedures

Fair and consistent assessment at the beginning of the course

Procedure Purpose

- To place the learners in the appropriate level.
- To be able to meet the overall language learning needs of our clients.
- To assess the learner's active (spoken) use of the language.

Staff Involved

QA/LIS, Director, teaching staff, CC

Procedure Method

Monitoring Process

•Preparation – Preparing for Oral Placement

-Placement is usually done during the Admission & Registration stage of the Sales Interview by the Communication Consultants.
 -Assessing learners at the beginning of the course could be conducted online, face to face, phone calls and written test.
 -The online placement test assesses the Learner's vocabulary and grammar but not the speaking skills. Therefore, an Oral assessment is important. A written assessment could also give some but not a full indication of the Learner level.
 -Berlitz conducts Online Placement Tests for English, French, Spanish, German and Italian which place up to Berlitz Level 8.
 -Shortly before moving into the oral placement the learner needs to be informed of how placement will be conducted and by whom to identify the program which best suits their needs.
 The person conducting the face-to face placement will need the Oral Placement Sheet and an Illustration book.

-Conducting the oral placement

The placement tests are made up of questions which use and / or elicit grammar, structures, fluency, and functional abilities that are expected at each level. There are usually 4-8 questions per level. Next to the questions, there is a table displaying the different marking abilities. The applicant should answer at least six answers in the "5" category to move to the next level (for L1-4), 5 at least for L5, 3 at



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least for L6, 4 at least for L7, L8 and must always respond in a complete statement. Questions or the topics related to the questions are linked to the LO for each level.

Berlitz can help learners to improve:

- ⌘ grammar
- ⌘ vocabulary
- ⌘ fluency
- ⌘ comprehension
- ⌘ questioning skills.
- ⌘ accuracy
- ⌘ confidence
- ⌘ flow of speech
- ⌘ near-native speaking skills
- ⌘ functions & situational abilities
- ⌘ skills and competencies

Timeline

- The placement test can take between 5 and 45 minutes, depending on the level and the variation of testing.
- Communication Consultants will inform the learners of their results within 3 working days.

Additional Notes

Roles & Responsibilities:

- 1- Communication Consultants interview for needs analysis and Placement.
- 2- Instructors conduct the Placement Test and report to CC for results.
- 3- Learners being informed of their levels and admission will be carried out by the CC.



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