

ELICOS Assessment, Grading and Reporting Policy

Provider	The Bright College RTO 45752 CRICOS 03945D
Campus	Level 2, 440 William Street, Perth WA 6000
Policy version	3.1
Regulatory review	15 September 2026
Applies to	ELICOS students and ELICOS staff
Policy owner	CEO / Academic Manager
Next review	15 September 2027

Regulatory framework

- National Vocational Education and Training Regulator Act 2011 (Cth).
- National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 (effective for RTOs from 1 July 2025).
- Education Services for Overseas Students Act 2000 (Cth) (ESOS Act).
- Education Services for Overseas Students Regulations 2019 (current compilation).
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (current compilation F2026C00148, including the 2026 education-agent commission amendment).
- ELICOS Standards 2018.
- Migration Act 1958 (Cth) and Migration Regulations 1994 (Cth), where student visa or welfare arrangements are relevant.

Policy and procedure

Policy Title: ELICOS Assessment, Grading and Reporting Policy

Applies to: ELICOS students enrolled with The Bright College

Responsible Officer: Academic Manager / ELICOS Coordinator

Related documents: ELICOS course guide, ELICOS assessment tools, student handbook, complaints and appeals policy, student support policy, CRICOS course progress policy, certificate and record of results template.

1. Purpose

The purpose of this policy is to provide a clear and consistent approach to assessment, marking, grading and reporting for ELICOS students at The Bright College. The policy ensures that assessment outcomes are recorded transparently, that students receive clear feedback about their English language progress, and that any certificate or record of results issued by The Bright College includes a plain English explanation of grades and scores used.

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2. Scope

This policy applies to all ELICOS courses delivered by The Bright College and to all staff involved in ELICOS teaching, assessment, moderation, student progress monitoring, issuing of results, and issuing of certificates or records of results.

This policy applies to ELICOS assessment and reporting only. It must not be used to record competency outcomes for nationally recognised VET qualifications or units of competency.

3. Policy Statement

The Bright College will assess ELICOS students using clear, criteria-based assessment tasks that measure English language skills relevant to the course level and learning outcomes. Assessment will include formative assessment to support learning and summative assessment to confirm achievement at relevant points in the course.

The Bright College may use numerical marks and grades for ELICOS reporting. Numerical scores must be supported by assessment evidence and assessor judgement. The final result must be explained to students in plain English and recorded consistently in the student record.

4. Assessment Components

ELICOS assessment may include the following components, depending on the course structure and level:

Component	Description
Listening	Evaluates the ability to understand spoken English in everyday, academic and/or workplace contexts.
Speaking	Assesses the ability to communicate clearly and effectively in spoken English, including fluency, pronunciation and interaction skills.
Reading	Measures comprehension of written texts, including the ability to identify main ideas, details and inferences.
Writing	Evaluates the ability to produce coherent, organised and grammatically accurate written texts for different purposes and audiences.
Grammar, Vocabulary and Pronunciation	Assesses accurate use of grammar and vocabulary and, where relevant, clear and intelligible pronunciation.

5. Grading System

The Bright College will use the following ELICOS grading scale when numerical marks are reported. The scale must be included in, or provided with, the student's Record of Results so that the meaning of each grade is clear.

Grade	Score Range	Description
High Distinction	80-100%	Excellent performance. The student demonstrates very strong English skills and goes beyond the task requirements.
Distinction	70-79%	Very good performance. The student clearly understands the task and uses English accurately and effectively.
Credit	60-69%	Good performance. The student meets the task requirements and demonstrates solid English skills.
Pass	50-59%	Satisfactory performance. The student completes the basic task and has enough English to communicate.
Fail	0-49%	Unsatisfactory performance. The student does not meet the task requirements and requires further development and practice.

The numerical score for each component and the overall result must be calculated according to the approved assessment tool, marking guide or ELICOS course assessment plan. Where weighted assessment is used, the weighting must be documented and applied consistently.

6. Marking and Feedback Procedure

Teachers/assessors must use the approved ELICOS assessment tasks, marking criteria, rubrics and feedback records provided by The Bright College.

Students must be informed before assessment of the assessment task, assessment conditions, due date, marking criteria, and how grades or numerical marks will be used.

Assessment feedback must identify areas where the student has performed well and areas requiring improvement.

Where a student receives a Fail result, very low component score, or repeated unsatisfactory performance, the teacher/assessor must refer the student for progress monitoring and support intervention.

All marks, grades, feedback and relevant assessment evidence must be recorded and retained in the student file or approved student management system.

7. Moderation and Consistency

The Academic Manager or ELICOS Coordinator must ensure that ELICOS marking is monitored for consistency across classes, teachers and course levels.

Moderation activities may include review of marked samples, comparison of teacher judgements, review of grade distributions, assessment mapping and discussion of borderline results.

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Moderation outcomes, required changes and continuous improvement actions must be recorded in meeting minutes, moderation records or the Continuous Improvement Register.

8. Reporting to Students

Students must receive regular information about their progress. This may include verbal feedback, written feedback, progress reports, component scores, overall grades, intervention letters or other approved reports. Students must be given the opportunity to seek clarification about their results and to access the complaints and appeals process if they disagree with an assessment outcome.

9. Certificate of Completion and Record of Results

Where The Bright College issues an ELICOS Certificate of Completion and/or Record of Results, the document must accurately reflect the ELICOS course completed and must not describe the course as a nationally recognised VET qualification unless the course is separately recognised as such and is on The Bright College's scope of registration.

The Certificate of Completion and/or Record of Results should include, where applicable:

- student full name and student ID;
- date of birth, where used for identification;
- name of the ELICOS course and course level;
- CRICOS course name and/or CRICOS course code, where applicable;
- dates of study, course duration and completion date;
- component results such as Listening, Speaking, Reading, Writing, and Grammar/Vocabulary/Pronunciation;
- overall score and grade, where a numerical grading system is used;
- plain English explanation of grades and score ranges;
- The Bright College provider details, including RTO Code 45752 and CRICOS Provider Code 03945D;
- certificate or document number, issue date and authorised signature.

Certificates and Records of Results must be checked for accuracy prior to issue and retained according to The Bright College's Records Management Policy.

10. Appeals and Review of Results

Students who disagree with an ELICOS assessment result, grade or reported mark may request a review in accordance with The Bright College's Complaints and Appeals Policy. The review must consider the approved marking criteria, assessment evidence, moderation outcomes where relevant, and any reasonable adjustment or support arrangements that applied to the student.

11. Responsibilities

Role	Responsibility
CEO	Approves the policy and ensures adequate resources are available for implementation.
Academic Manager / ELICOS Coordinator	Oversees implementation, moderation, records, certificate checking and continuous improvement.
ELICOS Teachers / Assessors	Conduct assessment, provide feedback, record results and identify students requiring support.
Administration / Student Services	Maintain student records, issue approved certificates/records of results and support student access to results.

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Role	Responsibility
Students	Complete assessment honestly, meet assessment requirements, seek support where needed and use the appeals process where appropriate.

12. Review and Continuous Improvement

This policy will be reviewed annually or earlier where there are changes to ELICOS regulatory requirements, course design, assessment tools, student outcomes, complaints, appeals, moderation findings, audit outcomes or management direction. Approved changes must be recorded in the Continuous Improvement Register and communicated to relevant staff and students where applicable.