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**Pacific Link College**

**Language Proficiency Assessment Policy**

November 1, 2014

Name of Policy

Implementation Date

**Campus Coordinator, Student Advisor**

**Program Head**

March 31, 2018

Position(s) Responsible for Administering this Policy

Date of Last Revision

**Policy:**

Instruction at Pacific Link College is conducted in English. Students are required to undergo a Language Proficiency Assessment prior to enrolment in order to ensure they have the language abilities necessary to successfully complete the program of their choice, if they do not have evidence of IELTS score or equivalent, or evidence of at least Grade 10 English in a Canadian secondary school.

**Procedure**

1. The Student Advisor informs the students of the specific language proficiency requirement for an individual program.
2. Students provide acceptable test results (TOEFL, iBT or IELTS).
3. The Campus Coordinator schedules the test for the students if needed.
4. The Program Head or Campus Coordinator conducts the test, and marks the test paper; they inform the student of the test results within 2 days of the test time.
5. The test results will be kept in the student's file as part of student records.