



Language Proficiency Assessment Policy and Procedure Pan Canada College

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| <u>Pan Canada College</u> | <u>04370</u> |
| Name of Institution | Institution Number |
| <u>Language Proficiency Assessment Policy</u> | <u>May 1, 2018</u> |
| Name of Policy | Effective Date |
| | Revision Date |

Policy:

Since all instructions at Pan Canada College are conducted in English, students whose first language is not the language of instruction 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.

Language proficiency requirements are admission requirements and may not be waived by either the institution or the student.

For all career programs offered at Pan Canada College, applicants must demonstrate language proficiency by submitting one of the followings:

- Grade 10 English or Equivalent; or
- Two years of Post-Secondary School Education at English speaking Institution; or
- International English Language Testing (IELTS): Minimum score of 5.0; or
- Test of English as a Foreign Language (TOEFL) with a minimum score of 45 (IBT) or 180 (CBT); or
- Test of English for International Communication (TOEIC) with a minimum score of 600; or
- Successful completion of Pan Canada College ESL Level 4 or ESL level assessment test result satisfying level 4 or above.

(Note: The score is valid only for two years from the issuance date)

Procedure:

1. English Proficiency requirement is a part of admission requirements and cannot be waived by either Pan Canada College or the applicant.
2. Students will not be permitted to register until they have demonstrated the required English Language proficiency level as described above.
3. Students must submit the proof of English Language Test Score directly to the admissions office.
4. Copies of the proof of English Language Proficiency will be stored with the official student records.