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**Language Proficiency Assessment Policy**

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December 10, 2015

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Name of Policy

Implementation Date

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**Student Services, Financial Advisor, Campus Director,  
Director of Operations, President**

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September 1, 2016

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Position(s) Responsible

Date of Last Revision

**Policy:**

Instruction at Brighton College is conducted in English. Students whose first language is not the language of instruction are required to undergo a Language Proficiency Assessment prior to enrolment. This is done to ensure that students 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. Evidence of English proficiency is required upon admission by meeting one of the following:

- Brighton College English Entry Assessment Test with a minimum score of 60%.
- Canadian Academic English Language Assessment Test (CAEL) with a minimum score of 50 overall and writing  $\geq 50$ . All Healthcare programs require a minimum score of 60.
- Canadian Language Benchmarks (CLB) Level 6 in each of Listening, Speaking, Reading and Writing. All Healthcare programs require a Canadian Language Benchmark Level 7.
- Completed B.C. Secondary School Grade 10 English or equivalent.
- International English Language Testing (IELTS) with a minimum overall band test score of 6.0.
- Proof of a diploma or degree from a post-secondary institution where English is the language of instruction.
- An equivalent English course taken at another institution shown in the BCCAT transfer guide.
- Completion of the required ESL Level at a qualified pathway program institution
- Test of English as a Foreign Language (TOEFL), IBT only, with a minimum score of 71 overall (17 in reading and writing, and 16 in listening and speaking). All Healthcare programs require a minimum score of 76.

**Procedure:**

1. The student may provide a copy or original of any of the documents listed above (TOEFL, CAEL, IELTS, or CLB) to their Educational Advisor at Brighton College. Documents may be submitted in person, by mail, by email or by fax.
2. The Educational Advisor will confirm with the Senior Education Administrator or Designate to ensure the applicant has met the basic requirements for English admission. Language proficiency requirements are admission requirements and may not be waived by either the institution or the student. Educational Advisors **will not** proceed with enrollment procedures before a student has submitted proof of English Proficiency.
3. The documents will be placed in the student file.
  - a. If a student does not meet the minimum English requirements the Educational Advisor will advise the following:
    - i. Take the Brighton College English Assessment Exam
    - ii. Alternative resources for English improvement with a follow-up for a later date
4. The Brighton College English Assessment Exam
  - a. Exam time limit 45 minutes
  - b. Exam content evaluation: grammar, reading comprehension, writing and speaking.
  - c. Exam Process:
    - i. The exam is administered by a Brighton College Administrative Designate.
    - ii. Upon completing the exam, the Brighton College Administrative Designate will mark and confirm results with the Senior Education Administrator or Designate.
    - iii. The exam will be signed and dated by each party to confirm results.
    - iv. If the applicant passes the exam, they are eligible to continue in the application process to attend Brighton College.
    - v. If the applicant does not pass the exam, they will be advised by the Educational Advisor to additional resources for English improvement. A second Entry Assessment Exam will be offered if the applicant chooses to continue with the application process.