



ACE Online Steps of Enrolment:

1. All enrolling students are to be provided with a *Student Application Form*.
2. Applicants must complete the *Student Application Form*, sign and date where required and attach verified evidence of their age. Offers must not be made to students who will be less than 18 years of age at the proposed commencement date.
3. The **Enrolment Officer** must review the student's application and check that
 - the student has provided verified evidence of age (e.g. passport, or driver's licence)
 - all parts of the application form have been completed
 - the student has signed and dated the application
4. If the **Enrolment Officer** determines that the student can be admitted, they must prepare and email the student/agent a copy of the Letter of Offer and Student Agreement accompanied by a link to the English Placement Test (<https://forms.gle/cfzrpMzV51fveqv27>).
5. The Student Agreement must be completed, signed, and returned to Australian Centre of English **along with evidence of payment (e.g. a screenshot of a successful bank transfer)**.
6. The *English Placement Test* will be automatically sent to **[Josh]** on completion, who will determine which level is most appropriate for the student.
7. A copy of the completed and marked test will be provided to the **Enrolment Officer**, alongside codes to the *Google Classroom* and *English File 4e Online Practice* for the student's level.
8. The **Enrolment Officer** creates a student record folder on SMMS and *Nsw_DiskStation/Datafiles_NSWIEC/Student Files/*Ace Online Student Files* (in the same way that the process is done for face-to-face students).
9. **Once payment is received**, The **Enrolment Officer** emails the student the *ACE Online Get Started* guide, with their *Google Classroom* and *English File 4e Online Practice* codes filled in.

Assessment Recording

- The teacher double checks the auto-marked sections of each weekly assessment, and marks those that require manual marking.
- Completed assessments are sent to **Student Services** to be filed under the student's folder on *Nsw_DiskStation/Datafiles_NSWIEC/Student Files/*Ace Online Student Files*.

Course Completion

- If the student has passed at least 75% of their assessments (9 for Elementary and Pre-Intermediate; 8 for Intermediate and Upper-Intermediate), then a Statement of Attainment may be issued.
- If the student has not passed at least 75% of their assessments, then a Confirmation of Enrolment may be issued instead.