

English Language Assessment Policy

CECOS College London

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Policy Name	English Language Assessment Policy	Policy Number	2:0
Effective Date	September 2026	Date of Last Revision	September 2026
Version Number	2.0	Next Review Date	September 2027

Scope

This policy applies to the applicants, students, staff and relevant College functions described within the detailed provisions below. It should be applied alongside applicable legal, regulatory, awarding-body, partner and UKVI requirements.

Policy Statement

CECOS College is committed to applying the english language assessment policy consistently, fairly and transparently. The detailed requirements and procedures below form the operational basis of this policy and must be followed by relevant staff and students.

Relevant Legislation and Regulatory Requirements

Requirement	Status
Equality Act 2010	Current
Data Protection Act 2018 and UK GDPR	Current
Consumer protection law and CMA guidance for higher education, where applicable	Current
Immigration Rules and Student Sponsor Guidance	Current version

Related Policies

Title	Status
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Admissions and Recruitment Policy	Current version
CAS Issuing Policy and Procedure	Current version
Equality, Diversity and Inclusion Policy	Current version
Data Protection Policy	Current version

Exceptions

Any exception must be permitted by the detailed provisions of this policy or authorised by the appropriate senior manager. No exception may override applicable law, regulatory requirements, UKVI sponsor duties, awarding-body requirements or contractual obligations.

Policy Detail

Scope Of Policy

All applicants wanting to study at CECOS College are required to meet the English Language Assessment. The English language entry requirements are put in place for the students when they apply for their chosen courses.

This Policy also set out:

Create a fair policy regarding the use of the English language as an assessment criteria in the CECOS College admissions process

Provide guidelines on the equivalentents and qualifications, as well as provision of the information to the applicants on the requirements

Create and fair transparent process for the English language assessment

This English language assessment policy applies to all credit bearing CECOS College programmes at the undergraduate or postgraduate level to include:

Undergraduate students

Approved partnerships

Foundation certificate students

Post graduate students (taught and research)

Students to non credit bearing programmes are encouraged to demonstrate a satisfactory level of English language in line with UKVI minimum requirements (IELTS (B2) 5.5 in each component and equivalent)).

Core Principles

Applicants whose first language is not English will be expected to provide evidence of their English language ability is of a sufficiently high standard to cope with the academic demands of the programme for which they have applied. This evidence must be in the form of a recognised valid English Language test or qualification and must meet or exceed both UKVI and programme English language requirements, whichever is higher.

The following are the core principles of the English language policy:

All applicants must have a sufficient level of academic English ability to be successful on their preferred choice of programme

It is reasonable to expect that all students will have an acceptable level of English language ability and this will be verified through graded qualifications or tests to the required level in most cases, and with a document on file

English language requirements and acceptable equivalent qualifications should be advertised transparently and applications assessed through a fair and consistent approach

The English Language policy is in accordance with all student visa sponsored and immigration compliance regulations, and outlines the appropriate evidence required for sponsored students under the student route

The Admissions team are also required to use their professional judgement and guidelines below to determine if an applicant meets the English language requirements, incorporating UKVI requirements and employing a degree of flexibility where possible and necessary.

English language tests that are accepted at CECOS College:

CECOS College accept the following English Language tests:

IELTS (Academic and UKVI approved)

Pearsons Test of English (Academic or Academic UKVI approved)

Language Cert International ESOL (UKVI approved)

Trinity ISE (UKVI approved)

CECOS College is keen to approve other English languages that would meet the recruitment criteria. These tests would be set for trials and vetted before a Panel before being implemented and accepted.

The above language tests must be taken within the last 2 years of the proposed programme start date at CECOS College. All scores will be verified by the respected provider and the results kept in the student's record.

Combined scores from two tests may be considered where all below apply:

Both tests are within the validity period

both tests are from the same test provide

there must be no more than 0.5 difference in the writing component score

there must be no more than 0.5 difference in the overall score

High school and degree level qualification

CECOS College considers high school and degree level qualifications. These qualifications must have been taken and valid within 5 years of the proposed programme start date at CECOS College to meet entry requirements.

The five year validity period will be waived for nationals of a majority English speaking country who have lived continuously in a majority English speaking country, and/or completed all secondary schooling and degree study in a majority English speaking country

High School qualifications in English language

Selected high school qualifications in English language will be considered for entry to undergraduate and foundation programmes provided that they meet programme requirements and have been completed within the validity period.

Majority English speaking countries:

Two years of A level study completed in a majority English speaking country will automatically be accepted for entry, provided that it has been completed within the validity period.

Degree study which has been taught and examined in English

Recent degree study in English may be used to satisfy the English Language requirements. In order to be considered under this category, applicants will usually be asked to provide an academic transcript or confirmation letter from the College administration, confirming that the degree was taught and examined in English and awarded within 5 years of the proposed programme start date. Applicants studying in a majority English speaking country do not need to provide this confirmation.

Majority English speaking countries

At least two years of undergraduate degree study completed at an approved institution in a majority English speaking country will automatically be accepted for entry, provided that it has been awarded within the validity period.

Other countries where English language maybe the medium of instruction:

The following countries are known to offer degree level study in English:

At least two years of undergraduate study completed at an approved institution in one of the above countries may be used to fulfil the English Language requirements if the degree was taught and examined in English and awarded within the validity period.

Degree study taught and examined in English in a country which is not listed above, will only be considered if an approved English language qualification or test was required for entry to that degree.

Degrees taught overseas but awarded by a majority English speaking institution

Degrees taught by majority English speaking institutions but delivered overseas can be used to meet the English language requirements if the language of instruction is English and the degree is awarded within the 5 year validity period. Unless specified on the transcript, applicants applying to CECOS College will be required to submit a letter to confirm that the degree was taught and examined in English.

Professional experience

Work experience may be considered to meet the English Language requirements where all the following conditions are met:

The applicant has a previous academic qualification or English Language test meets the English language requirement for the course but is out of the valid date range. If a previous language test has a score that is only marginally below entry requirements, this will be considered on a case-by-case basis.

The applicant has been employed in a role which involves daily communication in English for at least 12 months. This must either be on going, or have been completed no more than 6 months prior to the proposed programme start date

For applicants who have been employed continuously in the UK for 2 or more years, the following evidence must be supplied:

Evidence of continuous employment in the UK. This could be an official letter (on letter head and signed) from the current employer or alternative evidence such as P60 PAYE forms

For all applicants, the following evidence must be supplied:

An official letter to confirm that English is regularly used in the workplace, and the applicant has proficiency in all four components (reading, writing, listening and speaking).

Non acceptable qualifications

Formal or informal interviews, including applicant correspondence, are not acceptable for proof of English language ability.

Written work, such as essays or personal statement, are not acceptable for proof of English Language ability.

References or statements confirming an applicant speaks English are not acceptable proof of English language ability when considered solely.

Professional qualifications or English language tests aimed at professionals are not acceptable for proof of English language ability where these are considered solely.

Language of instruction letters accompanied by a more recent language test which falls more than 0.5 below our entry requirements in one component (reading, writing , listening and speaking or overall)

Professional experience letters accompanied by more a recent language test which falls more than 0.5 below our entry requirements in one component (reading, writing, listening and speaking or overall)

Evaluation process

All other qualifications will be considered on a case by case basis to show sufficient English Language capability by the Head of Compliance or delegated authority.

Qualification evaluation will be guided by equivalency services such as NARIC and benchmarked against CEFR requirements.

Flexibility

If an applicant fails to meet the published English language entry requirements, but has a strong profile of English Language ability CECOS College can make a case for a language waiver. This should include details of any language support available to the applicant and based on factors such as

Evidence of sustained use of English language in all four English language ability areas

Previous qualifications of experience in an academic setting in English

Evidence of recent English language capability

Any other relevant details in an applicant's previous history

Any request to waive the English language requirement will be reviewed by the Head of Compliance.

Approval will only be granted in cases where the applicant has clearly demonstrated language proficiency in line with standard entry requirements. Applicants requiring a student visa must also satisfy the Home Office requirements.

All confirmation thresholds of English language will be above UKVI minimum for the relevant level of study and in accordance with the Policy for student visa compliance outlined below.

Language waivers will not be made for students that fall within high risk countries

Student visa immigration compliance

As a student visa route sponsor CECOS College must ensure that all applicants are able to demonstrate a sufficient level of English ability at the relevant level to succeed on the course.

For degree course programmes applicants using an acceptable English language test must meet minimum in each component score (CEFR B2 level) in order to meet UKVI minimum requirements to be sponsored for a student visa sponsor application.

Although CEFR B2 level for English is acceptable for meeting UKVI regulations to be sponsored for a student visa application, this is the minimum acceptable level for entry. Applicants must also meet the English language requirements for the course of study many of which are higher than the minimum.

For entry to programmes below degree level (including any pre-sessional and foundation programmes), all English language qualifications must be Secure English Language Test (SELT) and must have a minimum of 4.0 in each component score (CEFR B1) in order to meet the UKVI minimum requirements to be sponsored for a student sponsor visa application.

Acceptable SELT's are only those listed on the Home Office list of approved tests.

Applicants who are nationals of a country on the Majority English speaking country list as set by the Home Office have met the Home Office's English language requirements for a student visa.

The list of Majority English Speaking countries is as follows:

Applicants that do not require a student visa, but who wish to register for programmes below degree level must meet the English language requirements for entry. They may present with a non SELT English language qualification however.

Similarly applicants who have successfully completed a course of student in the UK as a (child) students, or as a student under the rules in force before 31st March 2009 (where the course was atleast six months' long and completed no more than two years ago) may present with non SELT English language qualification.

Applicants who have completed a degree in a country on the Majority English Speaking language requirements for a student visa.

All students that require a student visa must have an approved English language test or equivalent qualification or assessment on file with the student record for audit purposes.

CECOS College will assess any means of meeting English language requirements that does not take the form of a test or qualification in line with Home Office Policy.

Ownership and Review

Policy Owner	Head of UKVI Compliance
Operational Oversight	Principal and relevant senior functional lead
Approved By	Governance Board
Review Cycle	Annual, or earlier where legal, regulatory or operational change requires
Next Review Date	September 2027

Approval and Sign-Off

Role	Name	Date
Chief Executive	Dr Mudassir Tanveer	September 2026
Principal	Chris McLean	September 2026
Governance Board Representative	Paul Jones	September 2026

Version History

Version	Approved By	Revision Date	Details of Change
1.0	Previous approval route	June 2026	Previous policy version.
2.0	Governance Board	September 2026	Reviewed and enhanced