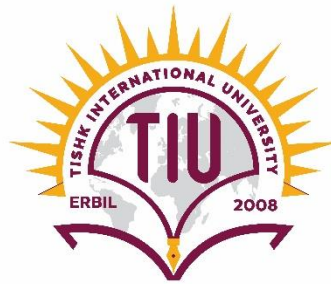



Prep School Procedure

Process Definition



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1. SUMMERY

- 1.1. This document defines some processes held at the Prep School of Tishk International University.
- 1.2. The relationship between this process and the other processes within the Tishk International University management system is illustrated in the process flow map included in the [Quality Manual Doc IU.QM.IN.001E].

2. REVISION AND APPROVAL

This procedure is prepared, reviewed and approved as follows.

Prepared by	Reviewed by	Approved by
Rasha Alkabbanie	Dr. Mehmet Ozdemir	Dr. Idris Hadi Salih


#	Date of Issuance	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	15/05/2015	0	3 years	Original Release	Rasha Alkabbanie	Dr. Mehmet Ozdemir	Dr. Mehmet Ozdemir
2	01/11/2017	1	3 years	The format has been changed, other items has been added to the content	Rasha Alkabbanie	Dr. Mehmet Ozdemir	Dr. Idris Hadi Salih

3. PROCESS DEFINITION

- 3.1. The purpose of this process is to conduct both Placement Test and Proficiency Test to determine the English level of the students.

4. PROCESS OBJECTIVES AND METRICS

- 4.1. Process objectives for this process are defined in the "Quality Objectives of Tishk International University" document.

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- 4.2. In addition, each objective has at least one metric (or KPI) with which management can measure the effectiveness of the process. These are also defined in the “Quality Objectives of Tishk International University” document.
- 4.3. The targets of each objective are determined in October of every academic year.
- 4.4. The achievement of the quality objectives are discussed in the Management Review Meeting.

Quality Objective	Key Performance Criteria (KPI)	Other process contributes to the final target
Ensuring that the students enrolled at the study programs have a satisfactory level in English Language Skills.	Survey results filled by the Instructor s of the English Courses at the Fists Grade	-

5. PROCESS OWNERS AND RESPONSIBLE PARTIES

- 5.1. The owner of this process is the **Director of Prep School**
- 5.2. **Staff of Prep School** will ensure proper fulfillment of the requirements of this process.
- 5.3. The **University Council** will ensure proper resources are provided for this process.

6. TYPICAL PROCESS INPUTS AND RESOURCES


- 6.1. Technical Information Needed.
- Tishk International University Academic Calendar.
 - Students Handbook.
- 6.2. Resources/Facilities and Techniques needed:
- PBS System
 - SIS System
- 6.3. Resources/Personnel needed:
- Prep school Staff.
- 6.4. Special training needed
- -

7. SUP-PROCESSES WITHIN THIS PROCESS:

- Prep School Placement Test
- Prep School Proficiency Test

8. TYPICAL PROCESS OUTPUTS

- 8.1. Service produced:
- Students English Level Determined.

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8.2. Records produced:

- Exam Results

9. RELATED RISKS AND OPPORTUNITIES

Risk	Likelihood	Severity	Assessment Method	Mitigation

10. STEPS

10.1: Prep School Placement Test

- At the beginning of the academic year students who take the proficiency test and wish to study at Tishk International University Prep School take the Oxford Placement Test on the computer in a computer lab at Tishk International University.
- According to the results, students are placed in A1, A2, B1 and B2 level classes.
- The exam consists of Listening and Use of English questions.
- Students who take the proficiency test and get less than 65 are called and given a placement exam date.
- The assistant principal of the prep school is responsible for conducting the placement test.

10.2 : Prep School Proficiency Test

- At the beginning of the academic year, students who wish to study at Tishk International University have to take the proficiency exam on the computer in a computer lab at Tishk International University.
- If a student gets 65 or above at this exam, he/she doesn't have to study at the prep school.
- The exam consists of Listening, Use of English and Writing questions.
- Students register for this exam at the Student Affairs. They take the exam on the day of registration if possible or they are given another date to take the exam.
- The assistant principal of the prep school is responsible for conducting the proficiency test.