

ISTANBUL GELISIM UNIVERSTY
SCHOOL OF FOREIGN LANGUAGES

Track II Report

Department of Foreign Languages

2024 - 2025

School of Foreign Languages

Fall, 2024

Abstract

This report presents the findings of all operations at the Department of Foreign Languages during TRACK II of the 2024-2025 academic year as stated in the academic calendar for the year, and provides commentary for improvement based on available data.

Date of report: March 27, 2025

Reported by:

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Vice Principal

1. Introduction

This report presents the findings of all operations at the Department of Foreign Languages during TRACK II of the 2024-2025 academic year as stated in the academic calendar for the year in sections 1-4, and provides recommendations for improvement based on available data on section 5.

These include:

- number of learners and academic staff
- number of guided learning hours instructed in the academic year
- number of tests administered
- activities by units
- recommendations

2. Department of Foreign Languages

This section provides data for all operations in programmes under the Department for TRACK II of the 2024-2025 academic year.

2.1 Learners

The table below provides the number learner statistics throughout the track for each programme.

	English Preparatory Programme
Track II	1529

** Data obtained from the Student Affairs Office*

2.2 Academic Staff

The table below provides the number academic personnel throughout the track for each programme.

	English Preparatory Programme
Track II	45

2.3 Guided Learning Hours

The table below provides the number of guided learning hours provided throughout the track for each programme.

	English Preparatory Programme
Track II	6160

** This is the total number of the classes conducted during Track II.*

NOTE: All guided learning hours are planned by the Planning and Material Development unit; based on Syllabus Documents for TRACK II, evident in weekly pacing documents. And all courses instructed are reported by all academic staff on a weekly basis and are routinely monitored by Coordinators' Office as part of the Pearson Assured requirements.

2.4 Tests Administered

The table below provides the number of tests administered throughout Track II for each programme.

	English Preparatory Programme		
	Proficiency	Quiz	Progress Test
Track II	10	5	5

2.5 Appeals to test results

The following table shows the number of appeals received and their outcomes during TRACK II.

The number of appeals for TRACK 2 PT	
Number of students whose scored changed	6
Number of students whose scores haven't changed	27
TOTAL	33
The number of appeals for TRACK 2 QUIZ 1	
Number of students whose scored changed	4
Number of students whose scores haven't changed	52
TOTAL	56
The number of appeals for ONLINE QUIZ 2	
Number of students whose scored changed	3
Number of students whose scores haven't changed	14
TOTAL	17

3. Performance

3.1 Learner Performance

Below you will find the statistics for the academic performance of English Preparatory Programme students on 2024-2025 Academic year Track II based on the Reporting Scheme as described in Syllabus document.

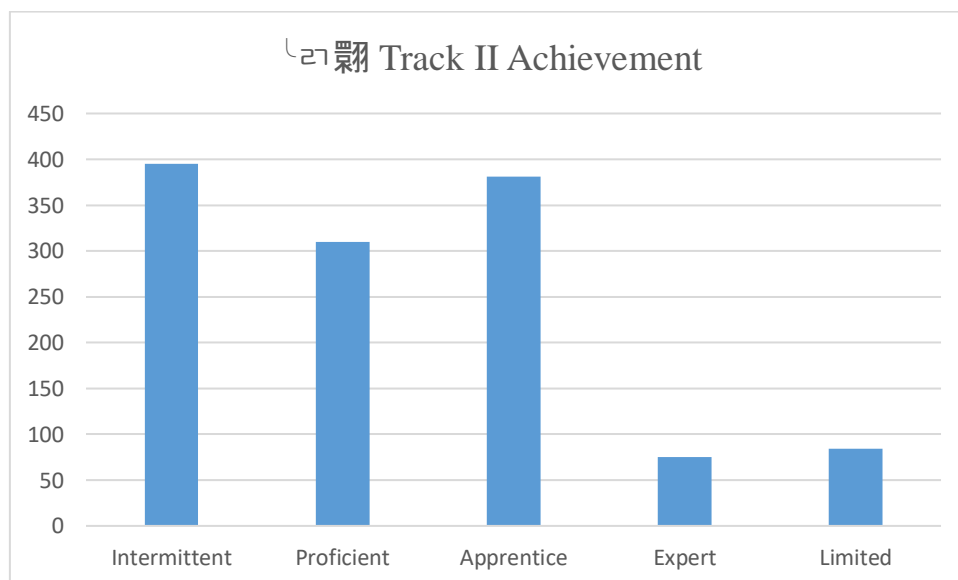
Table 1. Track II. Overall Learner Performance

Bands	Number of students
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Intermittent	395
Limited	84
Apprentice	381
Proficient	310
Expert	75
Total Number of Active Students*	1024
Total Number of Registered Students*	1245

Table 1 shows the performance of the students who took T2 exams during the 2024-2025 academic year. It can be seen that majority of the students' level is INTERMITTENT ($N_{proficient}= 395, 32\%$). The second crowded group is APPRENTICE level students with scores varying between 60-70 ($N_{proficient}= 381, 30\%$). The following groups are considered as PROFICIENT ($N_{intermittent}= 310, 25\%$), AND LIMITED ($N_{limited}= 84, 7\%$).

Chart 1. Overall Learner Performance



The learners who have 70 or above scores are presented as PROFICIENT and EXPERT in the chart. APPRENTICE, LIMITED and INTERMITTENT bands are below 70 and represent the quantities of BELOW PASS band in the chart. According to the dataset in Chart 1, 385 learners are in the PASS band, while 860 learners are below the PASS band. More than half of the students are reported that they are in PASS band.

4. Units

This section details the activities of all units during TRACK II of the 2024-2025 academic year as well as data provided by units in regard to activities during this time period.

3.1 Academic Activities

No activities/workshops were conducted during Track II.

3.2 Assessment and Evaluation

December:

- For a group specifically assigned for new registered students, the so-called Late Bloomers, Track 1 Quiz and PT exams were prepared and the exam announcement (duty list, exam dates, assignments) were completed.
- The Late Bloomers exams were marked and the scores were sent to the Student Affairs so that the previous scores could be suspended and re-entered.
- Regarding Track 1, we announced the results for T1 PT and sent the scores to the instructors to be entered on PERSIS.
- We went through the appeals for Track 1 Progress Tests and after, make-up exams were conducted and the papers were marked.
- For track 2, we prepared questions for T2 quiz, the questions were sent to the MATDEV unit to be reviewed. After the feedback, we edited the exams and handed them over to coordinators for a second check.
- When the exam reviews were finally over, we started the printing.

January:

- On January 5th, progress test for Late Bloomers group was conducted.
- Late Bloomers quiz results were shared with the students' affairs to be entered on PERSIS.
- On January 9th, track 2 quiz scores was sent to the instructors to be entered on PERSIS.
- On January 15th, track 2 progress test announcement was prepared and sent to the secretariat to be announced on the website.
- Track 2 progress tests were sent to the planning unit and then coordinators to be proofread and checked. After relevant feedback, the necessary changes were made and the exams were ready to be printed.

- Seating arrangements and sessions were planned by the unit and sent to the secretariat to be announced on the website and on the usual channels.
- Duty list for Track 2 progress exams were shared with the instructors and necessary changes were done upon instructors' requests.
- On January 16th, Track 1 achievement reports and charts were sent to the VPO office.
- On January 18th, a quiz session was held for the parolee and the results were shared with the students' affairs to be sent to respective teachers.
- On January 29th, track 2 progress exams were conducted. The necessary details were shared with the instructors relevant to the exam sessions.
- On January 23rd, a proficiency exam was conducted.
- Preparation for an 'Exam Development Calendar' started and was ongoing.

February:

- On February 1st, T2 PT WRI 3rd checks were completed.
- On February 5th, we sent the Track 2 PT scores to the instructors to be entered on PERSIS.
- On February 5th, a general report for Track 1 and Track 2 statistics report was asked and the preparations commenced. On February 7th, the finalized reports were sent to the VPO.
- On February 1st and 5th, proficiency exams were conducted.
- The appeals for the YET exam conducted on Jan. 23rd was checked and sent to the Students Affairs.
- On February 9th, we finalized the 'Exam preparation Calendar' and sent it to the relevant units. After the feedback, the final report form of the calendar was uploaded onto Google Drive on Feb. 21st.
- On February 12th, we conducted a YET exam.
- On February 19th, we sent the Track 3 quizzes to MATDEV for them to proofread the questions and provide feedback.
- On the same day, another proficiency exam was completed.
- On February 23rd, make-up exams for Track 2 progress exams were completed and the scores were announced.
- On February 26th, a YET exam was conducted.

3.3 E-Learning

December:

- The online assignments have been sent for both Alpha and Beta levels for Track II. The contents assigned for Alpha and Beta levels were opened for access on 12.12.2024 and will be closed for access on 23.01.2024. To make it easier for students to complete the content, the

exam period has been extended to six weeks and the content list has been relaxed by removing the last few units.

- As a result of the unit meeting held at the beginning of December, the student list of the Make Up Class was forwarded to Macmillan and the list for that class along with the class codes were prepared. Access to the content assigned for this additional class, for which the class code is provided, is between 19.12.2024 and 02.01.2024. According to the warning from Macmillan, no students from this Make Up class have accessed the online content. Following this warning, I sent a reminder e-mail to the teachers teaching this class. Although the content completion date has passed, Macmillan has not provided any grade information yet.
- As a result of the objections made for the assignments for Track 1, only one student out of three completed the make-up exam content. This student's grade was updated by contacting Student Affairs.

January:

- Alpha and Beta assignments for Track II were available between the dates of 12th December 2024 and 23rd January 2024. As requested by the director, the assignments have been reduced by removing the last two units of Language Hub and the duration of the assignments have been extended from four weeks to six.
- Excluding the last two units out of the assignments have led students to believe that there might have been an error with the assignment content in their account. A significant number of students have reached out to E-learning with the aforementioned concern. Regarding this matter, Track III assignments are going to involve all units to avoid confusion.
- The appeal requests for Track II Online Assignments were open from 31st January to 7th February. Five students have applied. One student had their score corrected and another student's appeal was accepted. The student is going to have a window of one week (19th-25th January) to redo all the assignments.

February:

- The appeal requests for Track II Online Assignments were open from 31st January to 7th February. Five students have applied. One student had their score corrected and another student's appeal was accepted. The student whose appeal was accepted did not participate in the make-up. Therefore, no changes were made.
- Due to technical problems, student named İdris Utku DAĞDELEN was given an additional day to retake the assignments. After completing the content, his Track 2 Main Course Quiz 2 score was updated as "89".
- The online assignments for Track III has started on 28th February and are going to conclude on 10th April. The aforementioned dates are applicable to Alpha and Beta groups.
- There is a new group formed in class A12. They have completed the assignments for A2 level between the dates of 28th of February to 13th March 2024. There were no students who appealed for the scores of A2 assignments. B1 level assignments are going to start on 28th March and are going to conclude on 17th April 2024.

3.4 Extracurricular Activities

December:

- The monthly Bulletin was prepared.

- The announcements of the school on Instagram and posts for special days were made.
- A movie session was planned and a request form was sent on EBYS due to this event. Unfortunately, we could not make it.

January:

- The monthly Bulletin of SOFL was prepared.
- The monthly Bulletin covers the school's performance during January including all news of the English preparatory program of IGU, the Academic activities of lecturers, and all the activities related to the school's social media accounts and Extracurricular activities.

February:

- The monthly Bulletin of SOFL was prepared.
- The monthly Bulletin covers the school's performance during February including all news of the English preparatory program of IGU, the Academic activities of lecturers, and all the activities related to the school's social media accounts and Extracurricular activities.

3.5 Foreign Language Courses

December:

- Mid-term make-up exams for Advanced English I (YDL 103) and Yabancı Dil I (YDL 101) were done.
- Grades were announced.
- Final exam questions for Advanced English I (YDL 103) and Yabancı Dil I (YDL 101) were approved.
- The top-performing students' final and make-up exams for Advanced English II (YDL 104) were prepared.
- Appeal forms have been reviewed.

January:

- Final make-up exams for Advanced English I (YDL 103) and Yabancı Dil I (YDL 101) were done.
- Final exams for Advanced English I (YDL 103) and Yabancı Dil I (YDL 101) were done.
- Grades were announced.
- Appeal forms were reviewed.

February:

- Proficiency exams for Yabancı Dil I (YDL 101) and Yabancı Dil II (YDL 102) were done.

- The top-performing students' final and make-up exams for Advanced English (YDL 103) and Yabancı Dil I (YDL 101) were prepared and done.

3.6 Planning and Material Development

December:

As MATDEV, we checked Track II Quiz and submitted a report to TESTING. Additionally, we checked Track I Quiz and Progress Test for Latecomers and submitted a report to TESTING.

We are currently working on finalizing B2 pacing guide documents. In the following days, we will update B1+ pacing guide documents and prepare pacing guide documents for Newcomers.

Furthermore, we will check the Progress Test for Track II and send a report to TESTING.

January:

As MATDEV, we checked the Track II Progress Test and submitted a review report to TESTING.

Additionally, we submitted Track III (Alpha and Beta) and Track I (Newcomers) pacing guide documents to COORD for feedback. Furthermore, we shared the Reading and Writing booklets (Track III) and the Reading booklet (Track I) with VPO. We then shared all pacing guide documents with the instructors.

We are currently checking the Speaking and Writing quiz for Track III, then we will submit a review report to TESTING.

February:

As MATDEV, we checked the Track III (Main Course, Reading, Listening, Speaking and Writing) quiz and submitted a report to TESTING. Additionally, we shared the Track II and Track III (Newcomers) pacing guide documents with COORD for feedback. We then sent the Track II (Newcomers) Reading Booklet to the VPO and then shared the Track II (Newcomers) pacing guide documents with the instructors. At the end of the month, we shared the Track IV (Alpha and Beta)

pacing guide documents with COORD for feedback. In addition, we checked the Progress Test for Track III and submitted a report to TESTING.

3.7 Professional Development

December:

- All of our faculty members completed their class observation tasks.

January:

- A training entitled "Generation Z" was conducted at our school.

February:

- As Professional Development, we are organizing training sessions. Last week (19th of March) a training titled "Fillers and Energizers" was conducted at our school conference hall. The next training session will be in June.

3.8 Quality Assurance

- Regular meetings were held to make sure all the decisions made are in line with university's Quality Assurance criteria.

5. Conclusion

This section interprets data presented in previous sections as well as other reports submitted, meetings held during TRACK II of the 2024-2025 academic year, and provides recommendations for future.

ASSESSMENT	As time passes, students are becoming more familiar with the structure of the book and the exams. Therefore, a considerable growth can be seen in their exam achievement.
FACILITIES	Infrastructure-related problems (such as sounds system problems, projectors not working, broken windows/benches, etc.) are reported by instructors on a regular basis in their weekly reports, and the corresponding/responsible units are informed and the problems are solved as soon as possible.
QUALITY ASSURANCE	Regular meetings were held to make sure all the decisions made are in line with university's Quality Assurance criteria.

References

- Class, Course, and Programme Reports for T2 Weeks 1-8
- Unit Activity Reports for December, January, and February 2024-2025