

ISTANBUL GELISIM UNIVERSTY  
SCHOOL OF FOREIGN LANGUAGES

# **Track IV Report**

Department of Foreign Languages

2024 - 2025

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**School of Foreign Languages**

Spring, 2025

## **Abstract**

This report presents the findings of all operations at the Department of Foreign Languages during TRACK IV 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:** July 7, 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 IV 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 IV of the 2024-2025 academic year.

## 2.1 Learners

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

	<b>English Preparatory Programme</b>
Track IV	1045

*\* 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.

	<b>English Preparatory Programme</b>
Track IV	45

## 2.3 Guided Learning Hours

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

	<b>English Preparatory Programme</b>
Track IV	6160

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

**NOTE:** All guided learning hours are planned by the Planning and Material Development unit; based on Syllabus Documents for TRACK IV, 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 IV for each programme.

	<b>English Preparatory Programme</b>		
	Proficiency	Quiz	Progress Test
<b>Track IV</b>	2	5	5

## 2.5 Appeals to test results

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

<b>The number of appeals for TRACK 4 PT</b>	
Number of students whose scored changed	0
Number of students whose scores haven't changed	189
TOTAL	189
<b>The number of appeals for TRACK 4 QUIZ 1</b>	
Number of students whose scored changed	4
Number of students whose scores haven't changed	25
TOTAL	29
<b>The number of appeals for ONLINE QUIZ 2</b>	
Number of students whose scored changed	0
Number of students whose scores haven't changed	0
TOTAL	0

## 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 IV based on the Reporting Scheme as described in Syllabus document. During Track 4, five quizzes and five progress tests-one for each skill- were conducted. Here are the overall learner performance in accordance with the scores obtained from the exams conducted during the track:

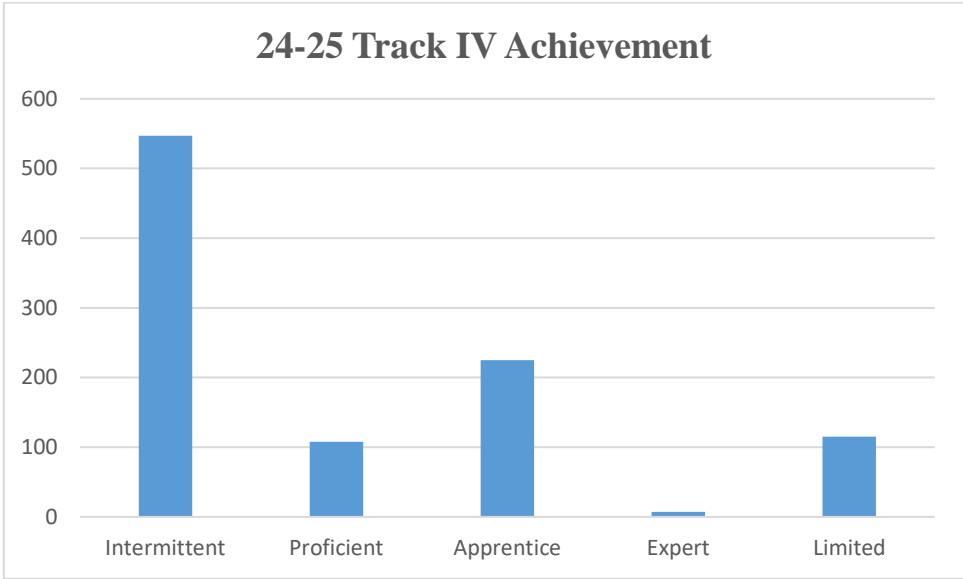
**Table 1.** Track IV Overall Learner Performance

	<i>Bands</i>	<i>Number of students</i>
Intermittent		547

Limited	115
Apprentice	225
Proficient	108
Expert	7
<b>Total Number of Registered Students</b>	<b>1047</b>
<b>Total Number of Active Students</b>	<b>691</b>

Table 1 shows the performance of the students during 2024-2025 academic year. It can be seen that majority of the students' level is INTERMITTENT ( $N_{intermittent}= 547, 55\%$ ). The second crowded group is APPRENTICE level students with scores varying between 60-70 ( $N_{apprentice}= 225, 22\%$ ). The following groups are considered as PROFICIENT ( $N_{proficient}= 108, 11\%$ ). & LIMITED ( $N_{limited}= 115, 11\%$ ).

Chart 1. Overall Learner Performance



The learners who have 70 or above scores are presented as **PROFICIENT** ad **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, 340 learners are in the PASS band, while 707 learners are below the PASS band. Less 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 IV 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 IV.

### **3.2 Assessment and Evaluation**

#### **April:**

- T3 PT exams were prepared and checked by MATDEV followed by COORDs.
- Everything related to T3 PT exams (announcements, duty lists, exam conduct, evaluation, grade announcements) were prepared and conducted.
- Newcomers T2 Quizzes were completed.
- Make-up exams were completed.

#### **May:**

- Newcomers T2 PT exams were completed.
- T4 quizzes were completed and evaluated and announced.
- T3 PT appeals were completed.
- Newcomers T3 quizzes and PT exams were completed.

#### **June:**

- Everything related to T4 PT exams (announcements, duty lists, exam conduct, evaluation, grade announcements) were prepared and conducted.
- Get exam was prepared, member checked, printed and conducted.
- Newcomers T4 quizzes were completed.

### **3.3 E-Learning**

#### **April:**

- Track 3 online assignments have closed. Scores were received from UES and shared with the lectures.
- Track 3 appeals have stayed opened for two weeks due to various reasons such as earthquake and national holidays. A detailed appeal form results document has been shared with Student Affairs. The report includes a personalized answer for each applicant. Students may inquire Student Affairs regarding the status of their application if they desire to do so. 80 students have filed for appeals. 3 of those needed their scores updated since the original value was not accurate. 4 students have been permitted to take the make-up exam. The make-up exam is going to commence on 06.05.2025 and conclude on 13.05.2025.
- Track 4 assignments have been decided with the guidance of pacing documents. Students are going to be able to access the content starting from 05.05.2025. Access is going to expire on 12.06.2025 midnight.
- Track 3 assignments for Group A10 (Newcomers) have been selected and students are expected to complete their online assignments between the dates of 05.05.2025 and 29.05.2025. The dates as well as the content were selected with the guidance of the pacing documents.
- With the recent decision to reduce the number of questions asked as a part of the online assignments, the number of questions asked went from 2250 to 1289. The feedback has been positive. Yet, the tendency of students to complete their task during the last week remains unchanged.

### **May:**

- Track 4 assignments for Alpha, Beta and Newcomer groups have concluded in the month of April. Scores have been sent to Main Course teachers. All scores have been announced.

### **June:**

- The department had limited time for appeals due to the duration of the exam availability. Therefore, no appeal process occurred for track 4. The deadlines are going to be in consideration for next year's track 4 and enough time for appeals is going to be allocated.

## **3.4 Extracurricular Activities**

### **April:**

- The monthly bulletin was prepared.
- The announcement of the school on Instagram and posts for special days were made.

### **May:**

- The monthly bulletin was prepared.
- The announcement of the school on Instagram and posts for special days were made.

#### **June:**

- The monthly bulletin was prepared.
- The announcement of the school on Instagram and posts for special days were made.

### **3.5 Foreign Language Courses**

#### **April:**

- Mid-term make-up exams for Advanced English Skills (II) and Yabancı Dil (II) were prepared and done.

#### **May:**

- Final exams for Advanced English Skills (II) and Yabancı Dil (II) were prepared.

#### **June:**

- Final exams for Advanced English Skills (II) and Yabancı Dil (II) were done.
- Make-up exams for Advanced English Skills (II) and Yabancı Dil (II) were prepared.

### **3.6 Planning and Material Development**

#### **April:**

- In April, the pacing guide documents for Track 3 and Track 4 (Newcomers) were submitted to COORD for evaluation and feedback. Additionally, the pacing guide documents for Track 3 (Newcomers) and Track 4 (Alpha and Beta) were shared with the instructors. Furthermore, the Progress Test for Track 3 was reviewed, and a corresponding report was submitted to TESTING. Moreover, four copies of Language Hub (C1 level) and four copies of Skillful: Listening and Speaking (C1 level) were distributed to eight instructors.

#### **May:**

- In May, the quizzes for Main Course, Reading, Writing, and Listening, as well as the progress test for Track 4, were reviewed, and the corresponding review reports were

submitted to TESTING. Track 4 Pacing Guide documents for Newcomers were also shared with the instructors.

**June:**

- In June, the progress test was reviewed, and a report was submitted to TESTING.

### **3.7 Professional Development**

**April:**

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**May:**

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**June:**

### **3.8 Quality Assurance**

**April:**

**Within the scope of Istanbul Gelişim University's 2024–2028 Strategic Plan, evaluations regarding the data achieved by academic units as of the end of 2024 have been carried out, and strategic plan meetings have been continued accordingly. A member from the education and training commissions of each academic unit offering instruction in English has been designated, and based on these appointments, the stakeholder list of the School of Foreign Languages has been established. A shortage of personnel in the Student Affairs Unit, which is responsible for tracking student notifications and inquiries, has been identified; consequently, a request for**

**additional staff has been submitted to the relevant unit, yet the deficiency has remained unresolved.**

**May:**

**Preparations for the 2024–2025 Academic Year End-of-Year Report of the English Preparatory Program at the School of Foreign Languages have been started. It was also decided that the Track 4 End-of-Term Report for the 2024-2025 academic year will be written in June. Additionally, self-evaluation surveys have been sent to the relevant departments, and the feedback collecting has been initiated.**

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**June:**

**Henüz yazılmadı**

# 5. Conclusion

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

<b>ASSESSMENT</b>	
<b>FACILITIES</b>	
<b>QUALITY ASSURANCE</b>	

## References

- Class, Course, and Programme Reports for Track IV (weeks 1-8)
- Unit Activity Reports for April, May and June 2024-2025