

ENGLISH PROFICIENCY POLICY

Updated May 26, 2023

Since all instruction at InFocus Film School is conducted in English, it is essential that all students possess strong writing, reading and speaking skills in English. Students must prove their English proficiency, which can be done by any of the following means:

1. Submission of high school transcripts showing completion of BC English 10, 11, or 12 or Communications 11 or 12 with a grade of at least 65%
2. Completion of at least 1 year of full time study at post-secondary institution where English is the primary language of instruction. Students must submit transcripts showing an average grade of at least 70%.
3. Submission of official test scores from any of the standardised tests listed below. Test scores must meet or exceed:
 - TOEFL score of 68 internet-based (IBT) or 520 paper based (PBT);
 - TOEIC score of 700;
 - IELTS band 5.5, Academic Level;
 - CEFR Level B2;
 - Cambridge English scale equivalency of 165;
 - CAEL CE score of 60;
 - CELPIP (General or LS) level 7;
 - LPI level 4, or
 - Duolingo English Test score of 100.
4. Submission of proof that the student has been employed in a job or profession where their main working language was English. The student must:
 - Submit a record of employment (ROE) showing that the student has been employed in a full time position for a minimum of 24 consecutive months, with an end date of employment no more than 12 months prior.
 - Submit an official letter of recommendation from their employer. The letter must attest that the student's speaking, writing, reading, and comprehension of English is equal to that of a native English speaker. The letter must also contain the employer's current contact information including phone number and email address.
5. If a student is fluent in English but does not otherwise meet any of the other proficiency requirements listed in this policy, the student may request an internal assessment of their English proficiency by InFocus Film School. To pass this assessment, the student must meet all of the following requirements:

- a. Demonstrate clear English writing ability by submitting a written letter of interest. This letter must be written by the students without assistance and be a minimum of 250 words. The admissions advisor will use this letter to complete the “Writing” section of the English Assessment Form, where the student must score 8 or more.
- b. Demonstrate clear English speaking ability by completing an interview with an InFocus admissions advisor, either in person or via video conference. The student must demonstrate clear communication and comprehension skills while speaking in English. The admissions advisor will use this letter to complete the “Speaking” section of the English Assessment Form, where the student must score 8 or more.
- c. Demonstrate clear English reading comprehension ability by completing the InFocus English Reading Exam included with the English Assessment Form. The student must complete this exam without assistance and following any conditions set forth by the admissions advisor to ensure a fair test environment. The student must score 8 or more, and this score will be recorded on the English Assessment Form in the “Reading” section.

Upon completion a copy of the English Assessment Form will be added to the student’s file and, if the student has met the above criteria, will be deemed to met the terms of this policy.