



International Student Interview and Assessment Process

Purpose

This process outlines how Ruawai College assesses the suitability of prospective international learners to ensure they can safely and successfully participate in the School's educational programmes.

Scope

This process applies to all prospective international learners applying to enrol at Ruawai College

1. Application Review

Upon receipt of an application, the School will review:

- completed application form
- recent academic reports and transcripts
- passport and identification documents
- any additional supporting information (e.g. references, personal statements)

The purpose of this review is to determine initial suitability and identify any areas requiring further clarification.

2. Pre-Interview Assessment

The School will consider:

- learner age and appropriate year level placement
- previous educational experience
- intended study pathway (e.g. NCEA, University Entrance)
- any declared learning needs or wellbeing considerations

3. Interview Process

All prospective international learners will participate in an interview (typically online via video call).



The interview will be conducted by the Principal or delegated senior staff member (e.g. International Dean).

Interview areas may include:

- communication ability in English
- motivation for studying in New Zealand
- understanding of the School and programme
- academic goals and expectations
- willingness to engage in school life and community
- wellbeing and support needs

Where required, a parent or legal guardian may also be involved in the interview.

4. English Language Assessment

English language proficiency will be assessed using a combination of:

- interview communication and comprehension
- written communication during the application process
- previous schooling in English (if applicable)
- formal English language test results (if available or required)

Where English language levels are developing, the School will consider whether appropriate ESOL support is available.

5. Decision Making

Following the assessment process, the School will determine whether:

- the learner is suitable for enrolment
- the learner requires additional support (e.g. ESOL)
- the proposed programme and year level are appropriate

An Offer of Place will only be issued where the School is satisfied that the learner can participate safely and successfully in the programme.

6. Communication of Outcome



The outcome will be communicated to the learner and/or their agent, including:

- Offer of Place (if successful)
- any conditions of enrolment (if applicable)
- further information required (if necessary)

7. Record Keeping

Ruawai College will maintain records of:

- application documents
- interview notes
- assessment decisions
- communication with the learner and/or agent

All records will be stored securely in accordance with the Privacy Act 2020.

8. Review of Process

This process will be reviewed periodically to ensure it remains effective, fair, and aligned with the Code.