

ACADEMIC GUIDE

English for Academic Study



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**INSWORLD
INSTITUTE**
GLOBAL ACADEMIC EXCELLENCE

Insworld Institute

Insworld Institute teaches a specially adapted British curriculum leading to internationally recognized qualifications. We can provide all you need to progress to leading universities in Singapore and worldwide through teaching only in small class sizes, focusing on the needs of each individual student and offering extensive personal and academic support.

Insworld teaches courses leading to Pearson Edexcel International GCSE (O-Level) and International A-Level exams. These qualifications are recognized in Singapore and internationally as having the same academic weight as all other versions of GCSE and A-Level exams and are acknowledged and accepted by universities as valid and reliable indicators of academic achievement and potential.

Our Vision

To be internationally recognized for the provision of British Education provided in Singapore.

Our Mission

To provide the highest standards of British Education whilst caring for the needs of the individual.

Our Corporate Values

- Leadership
- Social Responsibility
- Integrity
- Diversity

Our Culture

Fulfillment of individual potential through hard work and mutual respect.

Academic Matters

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Insworld teaches courses leading to Pearson Edexcel International GCSE, GCE Advanced Level and International Advanced Level exams. These qualifications are recognized in Singapore and internationally as having the same academic weight as all other versions of GCSE and A-Level exams and are acknowledged and accepted by universities as valid and reliable indicators of academic achievement and potential.

Assessment Reviews

You will be formally assessed at the end of each term, and the results of these assessments will form part of your end-of-term report, together with information on your academic achievement in relation to specified performance targets, your attendance and your general conduct in and out of the classroom.

Each end-of-term assessment will take into consideration: course work, homework assignments, weekly test results, attendance and punctuality, effort in class, and exam results.

Original Work

Academic integrity is becoming increasingly important in international education. Acts of academic dishonesty, including plagiarism in its different forms as well as cheating and other forms of deception will be severely dealt with. Any student who is found to have cheated, attempted to cheat or to have helped someone to cheat in an internal or exam a test or an assignment will receive a zero (0) mark for that evaluation.

Cheating in external exams will be managed according to protocols published by the exam board.

Grading

You will be given a grade each week in each of your subjects. The grade will take into consideration work completed in class, during study sessions and homework, as well as effort, attendance and punctuality. The grades form part of the monitoring process and will be included in each end of term report.

Term aggregates are calculated based on 40% of weekly test results and 60% end of the term results.

Rescheduling of Cancelled Classes

Insworld reserves the right to cancel or reschedule classes for any reason. When possible, advanced notice will be given, and alternative arrangements will be put in place to minimize disruption and loss of teaching time. Whenever necessary, missed lessons will be made up at a later date.

Academic Term

There are four academic terms each year:

- January to March
- March/April to June
- July to September
- September to December

Each academic term is of 10-12 weeks duration, making a total of 44 academic weeks per annum.

There will be internal exams scheduled during the last one or two weeks of each term. Students will receive term reports which consist of reports from all subject teachers and a comment from the Principal not more than three weeks after the end of the term.

Course Graduation

The student will receive a Certificate of Completion, which will include the student's record of attendance, upon completion of the course.

English for Academic Study

English for Academic Study is a course designed to help students acquire the English language skills required for successful participation in an Insworld Institute academic programme.

The course consists of six modules taught in three levels:

- ❖ **Elementary Level** (Modules 1A and 1B)
- ❖ **Intermediate Level** (Modules 2A and 2B) and
- ❖ **Advanced Level** (Modules 3A and 3B).

The student enters at the appropriate level following diagnostic testing. Each module is taught over six (6) weeks. Within each module, there are three main areas of study:

- **Language Skills**
Through studying texts from various academic disciplines, students will learn the principles of paragraph organization, writing functions, register and style. They will also develop the skills needed to formulate and express opinions and participate actively in discussions and formulating.
- **Communication Skills**
Students develop confidence in all four language areas – reading, writing, speaking and listening – appropriate to communicating in oral presentations, essays, and other subject- appropriate forms.
- **Study Skills and Examination Preparation**
Students prepare for all types of testing and examination: understanding different question forms and assessment methodologies, time management, revision, preparation and appropriate answering strategies.

All students are assessed at entry and placed in the appropriate level of the modular course:

- **Elementary (Modules 1A, 1B)**
 - My life and my circumstances
 - My plans for the future
- **Intermediate (Modules 2A, 2B)**
 - My education and other experiences
 - Resources and Research

Students develop basic use of grammatical structure and functions. Lexical resources are expanded greater syntactic complexity is introduced. Students participate actively in class, applying their knowledge in discussions, listening activities and reading and writing assignments, including notetaking.

Students continue to expand and extend their knowledge and understanding of communicative and academic English. They are also expected to produce and deliver oral presentations and develop research techniques including visiting libraries, using the internet and other sources of authentic information.

- **Advanced (Modules 3A, 3B)**
 - Interviewing and Learning
 - My Academic Programme

Advanced students learn how to write academic essays in response to different task demands across a range of subjects. Further work is done on presentation skills and articulating ideas in discussion and debate. There is an emphasis on reading quickly and accurately and on the quality and accuracy of written expression.

Regular weekly diagnostic testing also enables students to work through the programme at their own pace, until they are ready to transfer to an academic – International GCSE or Level programme. Students normally take between 12 and 36 weeks to complete an **English for Academic Study** programme.

What are the benefits of taking the course?

The EAS programme is designed to help you acquire the skills you will need to take full advantage of Insworld academic programmes. It will enable you to participate more in class, to feel confident about writing essays, to be able to formulate and share opinions, to be more productive when studying and revising and to be more successful in examinations. **English for Academic Study** will help you to realise your academic potential at International GCSE Level, A Level, and in Diploma and Degree courses.

Students who do not require the full nine (9) months of English for Academic Study, may be assessed for admissions to the following 3 levels of the programmes:

- ❖ Certificate in English for Academic Study (Elementary Level) - 3 months
- ❖ Certificate in English for Academic Study (Intermediate Level) - 3 months
- ❖ Certificate in English for Academic Study (Advanced Level) - 3 months

Internal Weekly and Termly Examinations Schedule

Intake: Jan, Mar, Jul and Sep

Intakes may be at the beginning of any term, but dependent on the course that will be started and the desired date of taking examinations.

Course duration depends on the individual requirements, ability and age of the student.

English for Academic Study	9 months	3 terms
Certificate in English For Academic Study (Elementary)	3 months	1 term
Certificate in English For Academic Study (Intermediate)	3 months	1 term
Certificate in English For Academic Study (Advanced)	3 months	1 term

The standard courses are either 3, 6 or 9 months.

Internal End of Term Examination Schedule

Term 1	Two (2) weeks before the end of the term
Term 2	Two (2) weeks before the end of the term
Term 3	Two (2) weeks before the end of the term
Term 4	Two (2) weeks before the end of the term

Weekly Assessments

There will be a maximum of 9 weekly assessments per term.

Insworld Weekly and Termly Grading System

Week	1	2	3	4	5	6	7	8	9	10	Average Weekly Test (%)	Exam (%)	*Term Aggregate (%)	Attendance (%)
Grade														
Attainment										Effort				
A =	Outstanding									1 =	Outstanding			
B =	Good									2 =	Good			
C =	Satisfactory									3 =	Satisfactory			
D =	Poor									4 =	Poor			
E =	Unacceptable work and/or No work completed									5 =	No real effort and/or Absent without authority			

Term Aggregate: 40% of Weekly test results and 60% end of term results.

Sample of daily timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
0900 hr to 0945 hr					
0945 hr to 1030 hr					
1030 hr to 1115 hr					
1115 hr to 1200 hr					
1200 hr to 1245 hr					
1245 hr to 1330 hr					
1130 hr to 1415 hr					
1415 hr to 1500 hr					
1500 hr to 1545 hr					
1545 hr to 1630 hr					
1630 hr to 1715 hr					

All students are expected to collect their new timetable at the beginning of each term.

- ECA is usually scheduled on every Tuesday and Thursday from 1545 hr to 1715 hr.
- First lesson usually starts at 0900 hr whereas the last lesson usually ends no later than 1715 hr.
- On some days, test sessions may end at 1645 hr.
- The school reserves the right to amend the timetable and a new timetable will be given to the students as and when changes are made.

Internal Assessment and Appeals – End of Term Examination Results

The end of term examination results will be released by the last week of the term before term break. Any students who wish to make an appeal for results must submit the appeal within seven (7) working days after the release of the term results.

To appeal, student must submit a fully complete an Appeal of Results form which may be download from the school's website www.insworld.edu.sg or Student's Portal and submit to Student Services by email to studentservices@insworld.edu.sg.

The deadline for submission of any appeal is within seven (7) working days after release of results. The outcome of the appeal will be released within seven (7) working days upon receipt of the Appeal Results form. Any changes in the results will be reflected in the end of term report.

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