

ACADEMIC GUIDE

English for Academic Study



²
**INSWORLD
INSTITUTE**
GLOBAL ACADEMIC EXCELLENCE

Contents

Introduction	3
Academic Matters.....	4
Assessment Reviews	5
Rescheduling of Cancelled Classes	5
Grading	6
Sample of daily timetable	6
Academic Term	7
English for Academic Study	8
Internal Weekly and Termly Examinations Schedule	10
Internal Exam.....	10
Assessment Results, Awards and Appeal Process	11

Introduction

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 Advanced Level exams. These qualifications are recognized in Singapore and internationally as having the same academic weight as all other versions of International GCSE and A Level exam 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

English for Academic Study

The Insworld English for Academic Study (EAS) course is an integrated language and Academic Skills programme that focuses on developing the English Language skills and study skills that are essential for academic progress at Insworld Institute and at university. This course is conducted full-time, delivered face-to-face, and assessed through examinations.

1. Who is it for?

The Insworld EAS programme is intended for students who have not achieved the minimum English Language level required to join an EITP, International GCSE or A-Level programme. The EAS programme places equal emphasis on the four key skills of reading, writing, listening and speaking. The EAS on academic content means that it provides solid preparation for externally assessed English Language exams such as IELTS and TOEFL. It also teaches practical academic skills which will help students to study more effectively.

2. What will I study?

These include:

- Making effective presentations
- Listening for detail and note-taking
- Using subject-specific academic vocabulary
- Writing in an appropriate academic register
- Organising and planning written assignments
- Essay structure and planning
- Developing techniques for reading academic texts quickly and accurately
- Developing independent learning strategies

3. Course Graduation

Students who successfully complete above programme will be awarded a Certificate of Completion. This Certificate will be made available within 14 working days after the completion of the course.

4. Entry Requirements

Completion of Primary school. Students are required to take the English Placement Test to determine the appropriate duration of study for the programme. The school will review the test results and recommend a suitable course length.

5. Average Teacher Student Ratio: 1-12

Other Programmes

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, 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.

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.

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.

Grading Legend

Grade	Percentage
A	75% to 100%
B	60% to 74%
C	45% to 59%
D	30% to 44%
E	0% to 29%

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.

Weekly Report

The weekly report lists the subjects you are studying. The SMART target is the grade you have agreed with your Personal Tutor that you should be achieving. Your weekly test score, and the teacher's evaluation of your effort are recorded in column 'G.' For example, a score of B2 means that your test score was good, and that your effort exceeded expectations. The column 'P' records attendance as a percentage (i.e., 100% means that you attended all classes on time for that subject in that week).

Academic Term

Intake: January, April, July and October

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.

There are four academic terms each year:

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

The course is a 3 term (9-month) programme. Each academic term is of 11 weeks duration, making a minimum total of 33 academic weeks per course.

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.

English for Academic Study

English for Academic Study is a full time 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)
- ❖ **Advanced Level** (Modules 3A and 3B)

The student enters at the appropriate level following diagnostic testing. Each module is taught over five to six (5-6) 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

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.

- **Intermediate (Modules 2A, 2B)**
 - My education and other experiences
 - Resources and Research

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.

Internal Weekly and Termly Examinations Schedule

Weekly Assessments

The weekly report lists the subjects you are studying. The SMART target is the grade you have agreed with your Personal Tutor that you should be achieving. Your weekly test score, and the teacher's evaluation of your effort are recorded in column 'G.' For example, a score of B2 means that your test score was good, and that your effort exceeded expectations. The column 'P' records attendance as a percentage (i.e., 100% means that you attended all classes on time for that subject in that week). There will be a maximum of 9 weekly assessments per term.

Weekly Report Term 1 2025



Student ID:
Tutor:

Course:
Term:

Subjects	Smart Target	ACADEMIC WEEK																							
		Week 1		Week 2		Week 3		Week 4		Week 5		Week 6		Week 7		Week 8		Week 9		Week 10		Week 11		Week 12	
		G	P	G	P	G	P	G	P	G	P	G	P	G	P	G	P	G	P	G	P	G	P	G	P
Maths (A42 MATHS P1, P2 A)																									
Physics (A42 PHYSICS)																									
Chemistry (A42 CHEMISTRY)																									
Biology (A42 BIOLOGY)																									
Statistics S2 (A42 STATISTICS 2 A)																									

Grade	Percentage	Attainment	Effort	Release Date
A	75% to 100%	Outstanding	1 Outstanding	*G Weekly Grades
B	60% to 74%	Good	2 Exceeds Expectations	*P Weekly Attendance Percent
C	45% to 59%	Satisfactory	3 Meets expectations	
D	30% to 44%	Poor	4 Unexcused absence or work not submitted	
E	0% to 29%	Unacceptable work and/or No work completed	5 Unexcused absences and work not submitted	

Internal Exam

In addition to weekly tests, you will have to take internal exams in your different subjects at the end of each term.

Internal End of Term Examination Schedule

Term 1	Two (2) weeks before the end of the term	March
Term 2	Two (2) weeks before the end of the term	June
Term 3	Two (2) weeks before the end of the term	September
Term 4	Two (2) weeks before the end of the term	December

An internal exam timetable will be published about four weeks before the end of each term. It will be uploaded onto the website, posted on the Student Portal and sent to all stakeholders by email as well as being displayed prominently on noticeboards around the school. It will also be emailed to students and parents/guardian(s).

Internal exams take place in the last week of each term. Internal exams are managed under the same strictly controlled conditions as external exams. Any attempt to cheat will be regarded as a serious disciplinary offence.

Assessment Results, Awards and Appeal Process

The procedures for communicating assessment results and handling the appeals process are shared with students during the orientation program and are available on the school's website.

Internal Assessment Results

Teachers will usually return the exam scripts to students on the last two days of the term. The marks are entered into the MIS with teachers' comments on every subject the student takes, as well as an overall report written by the school Principal.

The end of term report will be sent by email within two weeks of the last day of the exam. Results are communicated to students by emailing term reports to the student/parents/guardian.

Appeals Process

Students are informed of the appeals procedures for internal examinations before exams, with details available on:

- School website
- School Notice Board
- Student Handbook

Internal Assessment Appeals:

Exam scripts are usually distributed to the students and discussed with their subject teacher during the last week of the term. Students who are not satisfied with the results may appeal with the Examination Officer within 7 days of receiving the exam results.

The Examination Officer will raise the appeal with the Examination Board and the script will be reviewed before a decision is made. The Examination Board's decision is final and will be communicated to the student (and parent/guardian if required).

If you fail to take an internal exam for a legitimate reason, you will be allowed to sit the exam at a later date without penalty. The criteria that determine if your reason for missing a scheduled exam is legitimate will be the same that determine if an absence from school is authorised or non-authorised. If you cannot provide evidence to show that you missed the exam session for good reason you will not be allowed to take the exam at a later date and will be awarded the minimum mark.

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GST Reg No: 200008126N

PEI Registration No: 200008126N from 20/05/2026 to 19/05/2031

EduTrust Cert No: EDU-2-2059 from 18/02/2023 to 17/02/2027