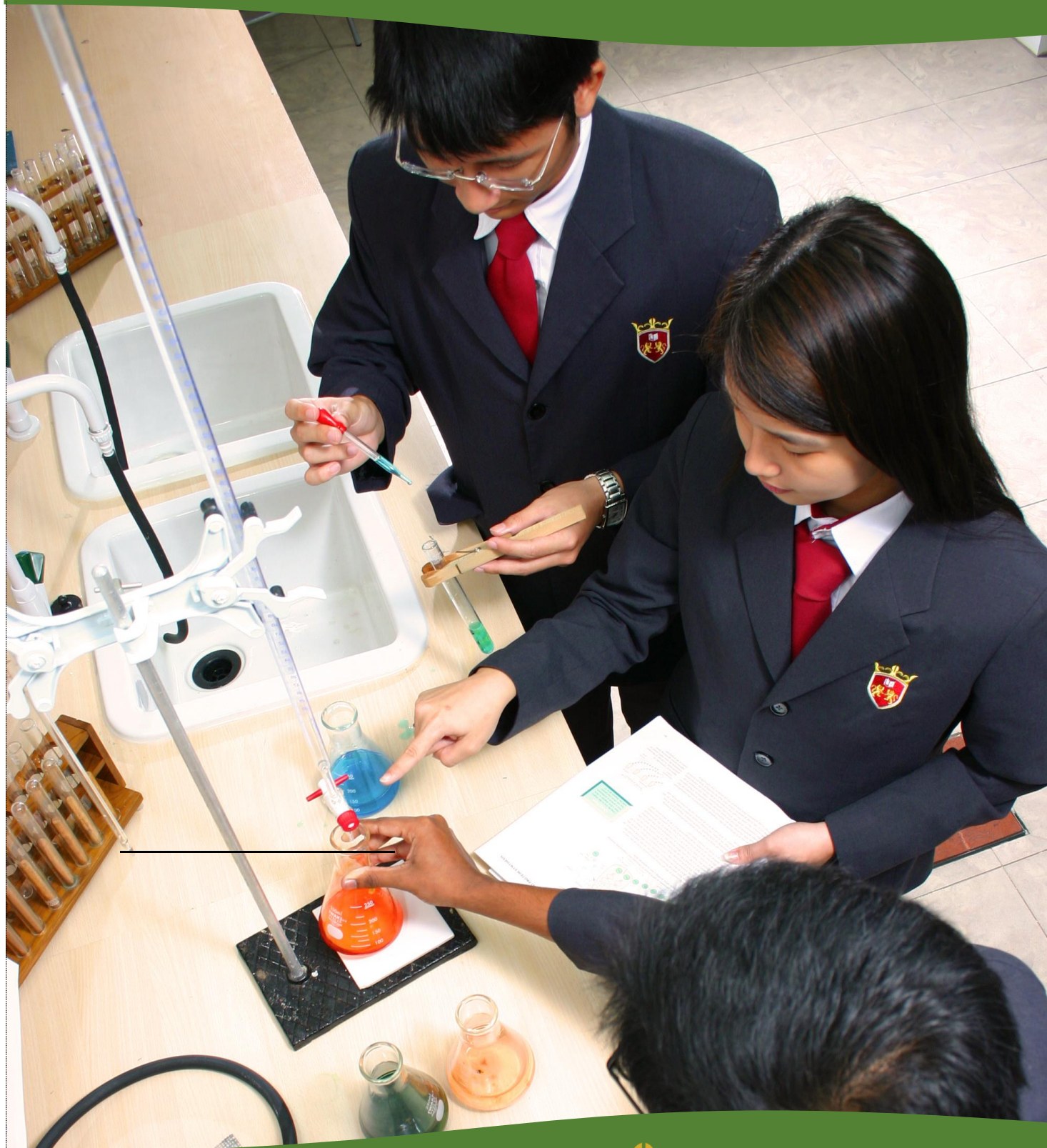


# ACADEMIC GUIDE

## Edexcel International Tuition Programme



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**INSWORLD  
INSTITUTE**  
GLOBAL ACADEMIC EXCELLENCE

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## **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.

All our courses are conducted full-time, delivered face-to-face, and assessed through examinations.

### ***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

## ***Insworld Institute***

Insworld Institute teaches a specially adapted British curriculum 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.

We teach in small class sizes, focusing on the needs of each individual student and offering extensive personal and academic support.

Insworld teaches courses

## ***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***

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

### ***Sample of daily timetable***

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
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:** 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.

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

The standard courses is 18 months.

## **Course Graduation**

Students who successfully complete the Edexcel International Tuition Programme will be awarded a Certificate of Completion. This Certificate will be made available within 14 working days after the completion of the course.

# Edexcel International Tuition Programme

The Edexcel International Tuition Programme is an intensive single phase, full-time course that is intended for students who have at least six (6) years of primary education school in an overseas country, and who aim to further their education in Singapore. This course is conducted full-time, delivered face-to-face, and assessed through examinations.

The main aim of the course is to prepare students thoroughly for entry onto a Pearson Edexcel International GCSE programme. The course provides students with the opportunity to acquire both the subject knowledge and the academic skills they will require to progress to the next level of their studies.

The EITP comprises four compulsory modules: Mathematics, English Language, Combined Science (Biology, Chemistry and Physics) and Humanities (Geography or History). In addition, there are optional modules in Chinese, Art and Global Perspective.

These subjects have been selected as they cover a broad range of academic disciplines which provide essential training for further studies. Students on the EITP develop a high level of numeracy, have a good grounding in Science, can communicate their ideas effectively and accurately, and have a good understanding of the world in which they live in.

## Aims of the Edexcel International Tuition Programme

1. To provide a thorough grounding in the knowledge and skills that will be necessary for progress to further secondary education taught in English and based on the British system.
2. Offer overseas students who have no experience of a British-based system an opportunity to develop the language skills and academic foundations needed to progress to International GCSE (O-Level) programmes.
3. To identify and address any weaknesses or gaps in the prior education of the students, notably in oral and written communication, Mathematics and study skills.
4. To provide a supportive learning environment, including pastoral support and welfare back-up, for the students during their time on the Course.
5. To provide a solid foundation in the following key subject areas, all of which are essential if students are to meet the challenges of further education:

<b>Numeracy:</b>	The programme aims to provide students with a wide range of basic mathematical skills which are essential for further studies in this subject.
<b>Analytical skills:</b>	The programme aims to develop students' analytical skills through encouraging an enquiring and critical attitude towards learning in the classroom. Students are challenged to engage and connect with what they are learning.

<b><i>Social, cultural and environmental awareness:</i></b>	The programme aims to generate a real awareness and interest in the world in which the student lives.
<b><i>Language skills:</i></b>	The programme aims to equip students with essential communicative and academic skills in English. Students will learn how to frame their ideas in order to communicate directly, clearly and accurately. Lessons in Chinese (optional) will also help learners to improve their effective communication skills in spoken and written Mandarin
<b><i>Study skills:</i></b>	The programme aims to help students to develop productive methods of studying by teaching effective skills of notetaking, reading accurately and quickly and basic approaches to independent research.

## **Entry Requirements**

In addition to having successfully completed your Primary Level Education or equivalent, you need to fulfill our English Language Entry requirement. Insworld recognizes IELTS. To enter this programme, you must have a minimum of 4.0 in IELTS. As an alternative, you can take the Insworld English Language Entry Test which is equivalent to IELTS.

If you do not meet the minimum English Language proficiency, you may study the English for Academic Study for three (3) to nine (9) months and upon successful completion, you may then be offered a place in this programme.

## **Average Teacher Student Ratio 1:12**

## **Enrolment Period**

There are 4 intakes per year in January, April, July and October.



## Course Structure

The EITP is an 18-month, full-time programme of study that is taught over six terms. Each term comprises 11 weeks. It is to be noted that the final week of each term is an assessment week during which no formal classes are timetabled. Over the duration of the course, students will study 4 core modules and one or two optional modules

Core Module:           English Language  
                              Mathematics  
                              Science (Biology, Chemistry)  
                              Science (Physics)  
                              Humanities (History and Geography)

Optional Modules:    Chinese, Art

## Mathematics

### Phase 1 to 3

1. Quadratic Equations;
2. Factorisation;
3. Pathagarus' Theorem;
4. Index Numbers;
5. Logarithms;
6. Surds;
7. Scales/Ratios;
8. Inequality;
9. Graphs (Linear); and Transformations.

### Phase 4 to 6

1. Sets,
2. Functions,
3. Linear Law,
4. Trigonometric Identities and Equations,
5. Circular Measures,
6. Linear Inequality,
7. Quadratic Graphs and Applications,
8. Navigation and Simple Trigonometry.

### Rationale

To provide students with the fundamental numerical skills necessary to cope with the higher-level demands of the Pearson Edexcel International GCSE Mathematics. In particular, the course aims to build up a thorough understanding of arithmetic, algebra and geometry, as well as introduce students to the use of graphs and the application of trigonometry.

## ***English Language***

**Listening/Speaking:** Students, at the end of the course should be able to:

1. Understand spoken English in a variety of in-school and out-of-school situations.
2. Develop spoken English skills that allow effective communication across a range of contexts.
3. Understand and use the more familiar speech conventions of spoken English.
4. Converse fluently on topics appropriate to their level of maturity and personal interests.
5. Read aloud with fluency and accuracy.

**Reading:** Students, at the end of the course should be able to:

1. Recognise the main ideas/themes of a text.
2. Follow narrative sequences and other discourse structures in a range of texts.
3. Understand explicit information and infer indirect information in texts.
4. Make sense of a text where some words are not known.
5. Understand information presented in non-verbal form – e.g., diagrams, charts, etc.

**Writing:** Students, at the end of the course should be able to:

1. Write clearly and accurately.
2. Select relevant material and present it in an ordered and logical manner.
3. Use written language accurately and appropriately across a range of contexts.

**Knowledge:** Students, at the end of the course should be able to:

1. understand the principles of word-type and word formation.
2. have an appropriate range of grammatical expression to allow effective communication in spoken and written English.
3. understand how written texts are structured (phrases, clauses, sentences and paragraphs), and apply this to their own writing
4. have good spelling strategies
5. use punctuation accurately and effectively to aid communication in written texts
6. understand the principles of genre and register, and the importance of audience and function.

**Two contrasting examples of text/language will be studied in detail:**

### **Terms 1 to 3**

1. Novel or selection of short stories,
2. Magazine articles.

### **Terms 4 to 6**

1. Selection of poetry,
2. Newspaper articles or reports.

## **Rationale**

To provide students with the reading and writing skills necessary to cope with the higher-level demands of the Pearson Edexcel International GCSE level syllabus in English Language. In particular, the course aims to develop the students' ability to use English clearly and accurately.

## ***Science (Physics, Chemistry and Biology)***

### **Phase 1 to 3**

1. Human Systems & Function,
2. Health/Disease,
3. Drug/Drug Abuse,
4. Atoms and Molecules,
5. Acids and Alkalis,
6. Metals and Non-Metals,
7. Solutions & Suspensions,
8. Heat/Heat transfer and Effects of Heat,
9. Optics (Reflection/Refraction) Colours of Light,
10. Sound/Echo/Quality of Sound.

### **Phase 4 to 6**

1. Cell structure and reproduction method
2. Animal & Plant cells
3. Simple Organic Chemistry
4. Chemical reactions and Equations
5. Common Chemicals and uses
6. Mechanics (Velocity/Acceleration)
  - i. (Density/Mass/Weight)
  - ii. (Force and Motion)
7. Energy and Work Done (P.E/K. E/friction)
8. Thermic (Temperature Measurement)
9. Electricity (Ohm's law and simple circuits)
10. Simple Electronics (Electronic Components)

## **Rationale**

To provide students with the scientific knowledge and skills necessary to cope with the higher-level demands of the Pearson Edexcel International GCSE level syllabuses in Physics (4PHO), Biology (4BIO) and Chemistry (4CHO). In particular, the course aims to develop the students' understanding of the basic principles of Physics, Biology and Chemistry, and an appreciation of scientific methodology, so that students may be able to specialise in one or more of these disciplines at the next level of their education.

## ***History***

The attainment targets for History cover the following strands.

1. Knowledge and Understanding

This involves the analysis of major changes and events within history and the key causes and consequences of historical events. Students also learn about the role of key individuals who had a decisive influence on the course of events. Significant turning points in the history at a national, regional and global level are also studied, with a particular emphasis on how much the shape of the present is determined by the events of the past.

2. Historical Skills

This focuses on various techniques for interpreting historical events and the use of sources to provide historical evidence. Emphasis is placed on distinguishing the quality and reliability of sources and identifying bias and subjectivities. Students are encouraged to appreciate why some sources are more valuable than others and understand why historians must use a wide range of primary and secondary sources in order to write effectively about the past.

Citizenship themes are also highlighted, emphasizing how the study of history helps a student become aware of both their rights and duties as a citizen. The accurate use of language is also emphasized with students being encouraged to write coherently using key terminology, well-structured sentences and effective discourse strategies.

### **Terms 1 to 3**

British History

1. Chapter One (1066 to 1500)
2. Chapter Two (1500 to 1750)
3. Chapter Three (1750 to 1900)

### **Terms 4 to 6**

1. European study before 1914
2. A world study before 1900
3. A world study after 1900

## ***Geography***

### **Terms 1 to 3**

#### **Finding your way around the World**

1. Continents & Countries
2. Oceans & Seas
3. Rivers & Lakes
4. Capital Cities & other Important Cities & Towns
5. Landforms & Landscapes
6. Land Use: Settlement, Industry & Agriculture
7. Weather & Climate
8. Atlas-Use & Map-Reading Skills

## **Terms 4 to 6**

### **World Geography**

1. Communications
2. Travel & Tourism
3. Soil & Soil erosion
4. Lakes, Rivers and Seas
5. Desertification & Drought
6. Vegetation
7. Population & Migration

### **Rationale**

To provide students with the geographical knowledge and skills necessary to cope with the higher-level demands of the Pearson Edexcel International GCSE level syllabus in Geography (4GEO). In particular, the course aims to develop the students' appreciation of their immediate environment and that of the world in which they live.

### **Chinese (optional)**

## **Terms 1 to 3**

### **History of China**

1. Qin Dynasty (221 – 205 B.C.): Qin Shi Huang Di (246-210B.C),
2. Three Kingdoms (220 – 265 A.D.): Wei Wen Di <Cao Pi> (220 – 227 A.D.),
3. Shu <Liu Bei, Guan Yu, Zhang Fei> (221-263 A.D.),
4. Qing Dynasty (1644-1911 A.D.): Qing Shi Zu <Shun Zhi> (1644–1662 A.D.),
5. Qing De Zong <Guang Xu> (1875-1909 A.D.)

## **Terms 4 to 6**

### **Chinese Culture**

1. Chinese Characters and Culture (how to understand, appreciate and remember Chinese Characters)
2. Confucian Classic (selection from the Analects)
3. Mencius (selections from the Mencius)
4. The Art of War (Sun Tzu's)
5. Chinese Food (using chopsticks)

### **Rationale**

To provide students with the reading and writing skills necessary to cope with the higher-level demands of the Pearson EDEXCEL International GCSE level syllabus in Chinese. In particular, the course aims to develop the students' ability to use the language precisely and accurately, as well as develop in students an understanding of Chinese history, culture and geography.

# Internal and External Assessment

## 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

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																									

## External Examination

Students have the option to register and take the External Examination in Pearson Edexcel International Lower Secondary which is available only in every May/June. For more information on the external examination, please check with school.

## 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.

### External Examination Results

External examination results are typically released within 3 months from the last day of the Examination Series. Moderated results are posted by EDEXCEL on [www.edexcel.com](http://www.edexcel.com).

The original results slip is delivered to the school by courier service.

Results are communicated to students by:

- Emailing results slips, or
- Self-collection of the Edexcel Results Slip from Student Services (students may nominate someone to collect results on their behalf, provided the school is informed in advanced in writing of the identity of any person nominated to collect results).

### Appeals Process

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

- School website
- School Notice Board
- Student Handbook

The outcome of each enquiry will be confirmed by Pearson Edexcel in the case of external assessments and by the school in the case of an internal assessment. Where there is a change in the grade, a new results slip will be issued to the student within 1 week to reflect the new grade.

## ***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).

### **External Examination Appeals:**

Students may request a copy of an exam script within 14 working days of results release date, or request a re-mark and a copy of the reviewed marked script within 20 days, by submitting Form FMACD70 (External Assessment Post Results Service ) and paying any applicable fees. The form can be downloaded from the school website [www.insworld.edu.sg](http://www.insworld.edu.sg) or Student Portal and submitted to Student Services either by email or in person.

### **Forms for External Appeal**

<b>Form</b>	<b>Purpose</b>
JCQ Candidate Consent Form	Form issued by JCQ must be signed by the candidate before the exam centre (Insworld) can process the appeal and request a copy of the marked exam script.
Form FMACD70 External Examination Post Results Service	For candidates who want their paper to be re-marked. There is a fee for this service.

A student who appeals a result must complete and sign the Candidate Consent Form with the understanding that there are 3 possible outcomes from the appeal process:

- The original mark is lowered, so the final grade may be lower than the original grade awarded
- The original mark is confirmed as correct and there is no change to the final grade
- The original mark is raised, so the final grade may be higher than the original grade awarded. If the final grade is higher than the original grade, the re-mark fee is waived.



The awarding body (Pearson Edexcel) has an 'Enquiry about Results Services' provision. A fee is payable for these services. The following options are available for post-results service after the exam results have been received.

- Clerical re-checks

This service will include the following checks:

- That all parts of the scripts have been marked
- The totaling of marks
- The recording of marks

The re-check should be completed within 1 month of receiving the request.

- Post-results review of marking

This is a post-results review of the original marking, to ensure that the agreed mark scheme has been applied correctly.

### Outcome of Enquiry

The outcome of each enquiry will be confirmed by Pearson Edexcel in the case of external assessments and by the school in the case of an internal assessment. Where there is a change in the grade, a new result slip with the new grade will be issued to the student within 1 week.

### **INSWORLD INSTITUTE PTE LTD**

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