

# International TEFL Academy

## Teaching Test Prep Skills: A Teacher's Guide to Standardized Proficiency Tests Course Syllabus

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International TEFL Academy's Teaching Test Prep Skills Course is an interactive course taught by a seasoned university-level professor with an advanced degree in TESOL or a related field and international teaching experience. The course is designed for students who are looking to prepare students to take standardized tests of English proficiency.

Teaching Test Prep Skills can improve your ability to prepare test-takers for any English proficiency exam, but the course is centered around some of the most popular tests, with information about and examples of their content, strategies for taking them, and practical classroom activities that can be used to deliver quality test-preparation instruction.

This course will be delivered entirely online through the course management system Moodle. In Moodle, students will access online lessons, course materials, tasks, and resources.

### **Course Hours:**

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The course consists of 30 hours of online coursework, which includes readings, videos, and tasks.

### **Course Objectives**

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By the end of this course, students will be able to:

- Describe test structures for major standardized proficiency tests.
- Identify the most important test-taking skills for major standardized proficiency tests.
- Identify language skills and subskills for major standardized proficiency tests.
- Plan structured activities and lessons that target specific standardized test prompts and sections.

### **Part 1: Chapter Outline**

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**Important Note:** Refer to the course calendar for the specific task due dates. Course activities and tasks will be explained in detail within each corresponding step. If you have any questions, please contact your course Instructor.

This 30-Hour certification course is two weeks long and consists of four chapters:

- Chapter 1 – Introduction to Standardized Testing
- Chapter 2 – Improving Student Scores in Reading and Writing
- Chapter 3 – Improving Student Scores in Listening and Speaking
- Chapter 4 – Additional English Proficiency Exam Factors

## **Part 2: Textbook and Technology**

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### **Required Text**

There are no required textbooks for this course. All of your reading material is available online within Moodle. Purchase of the book is completely optional and not a requirement to take the course. You can find access to purchase the book at the following link:

⊕ *Teaching Test Prep Skills* by International TEFL Academy Press

### **Required Technology**

To complete this course, you must have the ability to edit a Word or Google Document as well as the ability to interact with the course online using the internet and a web browser (Chrome or Firefox preferred).

It is the responsibility of the student to ensure that they meet this requirement prior to enrollment. Extensions on tasks will not be given to students because of technology problems.

## **Part 3: Assignments and Tasks**

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### **Tasks**

Each week contains its own set of tasks (assignments). Tasks will be completed by writing or pasting text into a forum or uploading/linking a document for submission.

You can access the task(s) through the main course page of your course. The Course Calendar outlines the number of tasks that are to be completed for each week.

Tasks are due by 11:59:59 pm Central Standard Time on the specified due date visible on the Course Calendar.

### **Late Work Policy**

Be sure to pay close attention to deadlines. Tasks that are submitted late will receive an automatic grade of "Fail". It is the responsibility of the student to ensure that homework tasks are submitted appropriately.

### **Peer Participation**

Each week your course instructor will post a discussion topic in the forum labeled *Peer Participation*. To receive a passing score, you must post a minimum of three posts per discussion. You will post an initial response to the instructor's discussion post by the end of Friday and then post a response to at least two peers' posts by the end of Sunday. Posts are due by 11:59:59 pm Central Standard Time on the specified due date. Credit will not be given for posts made outside of the due dates.

***To pass the course and receive your 30-hour Teaching Test Prep Skills Certificate, students are required to complete all tasks successfully (Pass score).***

**Pre-Course Task**– In the course, there is an assessment titled *Pre-Course Task*. The purpose of this task is to ensure that you are familiar with the course resources and format before you get started. Once you complete this assessment with a score of 100%, the course readings and tasks will automatically appear under the sections for each week of the course. There is no limit on the number of times you can take this assessment.

**Final Evaluation**– At the end of your course, you will be asked to complete a course evaluation (titled *Final-course Evaluation*). The evaluation covers the course material and course instructor. The evaluation should only take up to 10 minutes.

**Viewing Grades in Moodle**– Your instructor will mark each task you complete with either Pass/Fail as the “grade”. To view this determination, as well as feedback from your instructor, click on the Grades link in the left navigation bar. To view written feedback from your instructor, click on the task and scroll past the directions. If you have any questions about your grades, reach out to your instructor.

Your instructor will update the online grades within 5 days of the due date of the task.

## **Part 4: Tasks Outline**

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Below is an outline of the course tasks that are to be completed for each chapter. Some tasks will be completed by pasting or writing text into the appropriate forum. Other tasks will be completed by uploading completed documents.

### **Course Calendar & Due Dates**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Chapters 1 and 2 Reading				Week 1 Peer Participation Initial Post Due		Week 1 Task Due  Week 1 Peer Participation Response Posts Due
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Chapters 3 and 4 Reading				Week 2 Peer Participation Initial Post Due		Week 2 Task Due  Week 2 Peer Participation Response Posts Due  Final Evaluation Due

## **Part 5: Grading Scale**

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Your overall grade in the course will be determined on a Pass/Fail score. Each task in the course will be determined by your instructor to meet expectations (Pass) or not (Fail). You must pass each task to be

eligible for a certificate.

**Students must complete each of the course tasks with a Pass grade in order to be eligible for a certificate.**

*It is the student's responsibility to check grades and instructor feedback throughout the duration of the course.*

## **Part 6: Course Policies**

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### **Instructor and Student Expectations**

As a student enrolled in this course, your success is dependent on your ability to engage with the course content and tasks, as well as interact with your peers and your instructor. With that said, ITA's instructors take their role as your instructor very seriously, and they care about how well you do in this course and that you have a satisfying, rewarding experience.

To that end, it is the commitment of ITA's instructors to you to respond individually to your emails, posts, and the work you submit in this class and to provide feedback in a timely manner. Peer participation posts will not always receive a response each week, as the instructor will work to engage with the entire class and also allow for student-led discussions in those fora. Weekly task submissions will receive timely feedback within 5 days of the due date or 5 days after a late submission within the allotted extension period.

The instructor will host weekly office hours and usually prefers to have attendance in those for questions but will also communicate via email to any clarifying or support requests. If you have any questions, please do not hesitate to contact your instructor at your convenience. Please remember that instructors have 48 hours to respond but will try to respond before that time period. With that said, please do not wait until the last minute to email with requests for assistance, as your instructor may not have the opportunity to respond as quickly as you would like.

### **Participation**

Students are expected to participate in all online activities as listed on the course calendar. To stay on track, you **MUST** log in to the course at least once a day. If not, you may miss important announcements, date changes, etc. You will not be docked any points if you do not log in to your course every day, but it is highly recommended.

### **Build Rapport**

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise so that we can help you find a solution.

### **Transferring or Withdrawing from Your Course**

Students who are unable to complete the course must contact the Student Affairs Department at International TEFL Academy. Please refer to your ITA Terms and Conditions for a description of the transfer and withdrawal processes and contact Student Affairs with any questions – [StudentAffairs@InternationalTEFLAcademy.com](mailto:StudentAffairs@InternationalTEFLAcademy.com).

## Commitment to Integrity

As a student in this course you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class, and also integrity in your behavior in and out of the classroom. Cheating and plagiarism will not be tolerated in this course. Cheating is defined as “an act of lying, deception, fraud, trickery, imposture, or imposition. Cheating implies the breaking of rules.”

Plagiarism is defined as “the wrongful appropriation, close imitation, or purloining and publication, of another author's language, thoughts, ideas, or expressions, and the representation of them as one's own original work.”

Students who are caught cheating and/or plagiarizing on course assignments will receive an automatic grade of Fail on their assignment with no chance of redoing the assignment for credit. If the student continues to plagiarize, he or she will be automatically withdrawn from the class.

## Questions about Course Guidelines and Policy

If you have any questions regarding the assignment policies, due dates, etc. please contact your instructor.

Continuing with the course assures International TEFL Academy that you are aware of your role as a student and what is required of you throughout this course.

## Who to Contact

The following steps outline who to contact with a question, concern, or complaint (note that only enrolled students – not family members or third-party representatives – are permitted to contact ITA instructors or staff regarding course performance or grades):

**Step 1.** Look for answers in this Syllabus, Frequently Asked Questions, Video Tutorials, and Pre-Course Task.

**Step 2.** If you cannot find the answer to your question or have a complaint to make, use the information in the table below to proceed.

**Step 3.** Once you contact your Instructor or Student Affairs, they will get back to you within 48 hours.

Contact <i>Student Affairs</i> with questions related to...	Contact your <i>Instructor</i> with questions related to...
<ul style="list-style-type: none"><li>● Job search guidance</li><li>● Log-in issues</li><li>● Course transfer or course withdrawal</li><li>● Course textbook ordering</li><li>● Moodle navigation questions</li></ul>	<ul style="list-style-type: none"><li>● Course work/homework</li><li>● Grades &amp; feedback</li><li>● Peer participation</li><li>● Working ahead in the course</li><li>● Office hours</li><li>● Textbook/video questions</li></ul>

## Universal Design for Learning & Accommodation of Needs

International TEFL Academy is committed to the principle of universal learning. This means that our course, our virtual spaces, our practices, and our interactions strive to be as inclusive as possible. Mutual respect, civility, and the ability to listen and observe others carefully are crucial to universal learning. It is the policy of International TEFL Academy to provide flexible and individualized accommodation to students with documented disabilities that may affect their ability to participate in course activities fully or

to meet course requirements. If you are a student who will need accommodations in this class, please contact me to discuss your individual needs. Any accommodation must be discussed in a timely manner.

### **Third-party Tools/Privacy**

Please note that this course may require you to use third-party tools (tools outside of the Moodle learning management system), such as Google Meet and others. Some of these tools may collect and share information about their users. Because your privacy is important, you are encouraged to consult the privacy policies for any third-party tools in this course so that you are aware of how your personal information is collected, used, and shared.

### **Copyrighted Course Materials**

Please do not share material from this course online, in print, or via other media. Course material is the property of the International TEFL Academy. Materials authored by third parties and used in the course are also subject to copyright protection. Posting course materials on external sites (commercial or not) violates copyright law. Students who share course content without the International TEFL Academy's express permission, including with online sites that post materials to sell to other students, could face appropriate disciplinary or legal action.