FAQ

How Long Will it Take Me to Complete the Course?

This depends largely on how much time you can commit to study on a week by week basis. Everyone who registers for the 100-hour course is allotted one year to complete it from the first day of their face to face training. Most of our trainees need nowhere near that amount of time and on average usually finish the course within four to six weeks. As a rule of thumb, twenty hours study per week, all being well, should ensure completion within five weeks.

How is the Course Structured?

The course comprises ten mandatory modules, each of which examines a different aspect of EFL teaching. To pass the course each candidate must successfully complete eight assignments (module one and ten are not assessed but contain shorter, reflective activities and materials that trainees will find useful).

What Form do the Assignments Take?

The eight assessed assignments cover a range of activities, from lesson planning, to short essays, resources development and an online grammar exam.

How do I Submit the Assignments?

Instructions are given on how to upload your work within the individual assignments. Unfortunately we are unable to accept assignments submitted by post or other formats.

What Grades do I Need to Achieve to Pass the Course?

Marking structure:

- Fail: 0%-44%
- Pass: 45% - 64%
- Merit: 65%-84%
- Distinction: 85%+

Once all the assignments have been completed an average will be taken of the grades awarded throughout the course to ascertain a final grade for the course as a whole. Candidates need to have achieved a grade average of 45% in order to pass.

If the overall average grade falls short by a margin of less than 3% your work will be remarked and the higher grade may be applied if extra points are awarded.

Can I Re-submit an Assignment if I Fail to Reach the Required Grade?

The online marker will grade each assignment and provide feedback on how they could be improved. Candidates can resubmit assignments if they have failed to
receive a pass mark. Candidates cannot resubmit work that is awarded a pass or higher.

Can I Submit Draft Assignments to the Online Tutors for Feedback Before I Upload the Finished Copy?

This is one of our most frequently asked questions. Whilst we acknowledge that some candidates may require reassurance that they are ‘on the right track’ or haven’t ‘got the wrong end of the stick’, uploading an assignment for marking amounts to the same thing as submitting a draft copy. As stated above, all assignments will receive a grade and feedback plus clarification of any misunderstandings so there is still an opportunity to resubmit if the first assignment fails.

I Am Struggling with the First Assignment and I Have Been Using Some of the Information from the Course Materials. Am I Allowed to do This?

Most of the assignments require candidates to apply what they have been studying so referring to aspects of the course materials is an essential requirement of successfully completing the course. Cutting and pasting large sections of text in response to a task is not acceptable and our assignment markers are adept at spotting plagiarism from other sources.

Is There a Required Word Length for the Written Assignments?

An indicative minimum word length is given in the assignment descriptions (e.g. 1000 words). We expect candidates to stick to this word length as near as possible. Whilst nobody will be marked down for going over the word length by a couple of hundred words or so, our assignment markers will probably take a dim view of long, rambling, unstructured assignments that could have benefitted from some judicious editing and redrafting.

Is There a Specific Format You Would Like the Assignments to be in? e.g. Paragraph Form or are Bullet Points Okay?

In module one we have included a style sheet and guidelines for submissions. As the range of assignments varies, specific guidelines will be given for individual assignments but as a general guide we advise you to familiarise yourself with The TEFL Academy guidelines. As teachers of English you are expected to display correct language usage and we would hate to be seen to be encouraging you to get into bad habits.

Do the Assignments Get Marked Straight Away or do They Get Marked on the Completion of the Whole Course?

Once uploaded on to our system, assignments are immediately transferred to the allocated marker. We take every care to mark and return assignments as soon as possible. Please allow 24-72 hours for work to be marked.

Do I Have to Pass an Assignment Before Moving on to the Next Module?

No, you can continue with the course whilst waiting for previous assignments to be marked.
What Form is the Grammar Test?

The grammar test is an online timed skills test in a multiple-choice format and is designed to test the candidate’s knowledge of essential grammar every EFL teacher needs to know. Don’t panic, however, as a quick grammar guide and revision/practice exercises are included in the grammar module to build your confidence and prepare you fully for the test.

Can I Retake the Grammar Test if I Fail it?

Unfortunately as the test is strictly timed it is not possible to retake it once the scores have been saved and uploaded. It is advisable to prepare for the test diligently using the materials provided on the course and only undertake the test when feeling confident in your knowledge of essential grammar.

My File is Too Large and Will Not Upload onto the Online Course.

The maximum file size for assignments is 1 megabyte, this should be more than ample space to cover the required word length and additional materials. If you have an assignment that exceeds the maximum file size, try and reduce the number of images or photographs supplementing the text or resize visual images in alternative file formats such as jpegs or gifs. Your online tutor is concerned primarily with the textual content of the assignments and not desk top publishing or graphic design skills.

There is No Word Count for Assignment X. How Many Words Should I Use?

Most assignments have a stipulated word count. However, the lesson planning assignments are open-ended with models provided to indicate the level of detail required.

When Does Enrolment to the Course End and When Must All Assignments be submitted?

Please be aware enrolment to the course ends 12 months from the start date of the course. All assignments must have been submitted no later than 2 weeks before the enrolment end date. Students who have not completed the course before their enrolment end date, who wish to apply for an extension, may incur additional fees.

My Contact Details (Address, Telephone, email, etc.) Have Changed, Who Should I Speak to?

For all administration matters please contact The TEFL Academy course administrators on 0800 689 9190 or email info@theteflacademy.co.uk. We kindly request that you do not send queries about anything other than assignment feedback to our online tutors as they will simply refer you to our team of course administrators and this takes up valuable time and causes delays in assignment marking and feedback.