



EPSOM COLLEGE IN MALAYSIA - PREPARATION GUIDELINES

1. Objectives of Prep

- To encourage students to develop the discipline and practice of independent study.
- To encourage creativity and personal reflection.
- To enable students to practise skills and consolidate understanding.
- To provide challenging extension activities for more able pupils.
- To develop research skills drawing on resources outside the classroom – library, internet, newspapers, etc.

2. General Points

- Prep should be set according to each Year Group's Prep timetable issued at the beginning of each academic year: 3 subjects per night for KS3+4 with each subject requiring 15 minutes to complete for Y7 and Y8, 20 mins for Y9 and 25 mins for Y10 and 11.
- Sixth Formers should receive approximately 4 hours prep per subject per week.
- Students are given a minimum of 48 hours to complete a prep, excluding Sundays.
- Prep should not be set over exeats and holidays bar revision for internal exams.
- Tests should not be set for the first day back after an exeat or holiday.
- Students warned of end of unit tests ten days in advance and given a revision checklist

3. Setting the Work

Prep should be set according to the homework timetable issued by the timetabler at the beginning of the school year. All pupils should have a copy of this timetable in their Study Planner. Prep is not normally set over exeats and holidays. Holiday work for examination candidates should normally be confined to reading, research and revision.

If 'Prep' is not set in class, work should be emailed to them in time for day pupils to see before they go home.

Preps should be given clearly and concisely. The teacher should ensure that pupils copy the prep into their Study Planner with a note of the deadline for completion of the work. Sufficient time should be allowed for pupils to ask questions about the work. Assessment criteria should be shared with pupils. Where possible, differentiation and challenge should be offered by homework tasks.

4. Collecting the Work

Deadlines should be respected. Teachers should take action if work is not submitted, in accordance with the Behavioural Management Policy. Where problems persist, the Head of Department, HOKS and HMM should be made aware.

5. Marking and Assessment

Teachers should follow their Department Marking and Feedback Policy (in line with the College Marking and Feedback Policy).

Marks should be recorded in a markbook or on a spreadsheet/database and used to inform academic reporting.

Verbal feedback may be given to the class as a whole, highlighting areas where there were common areas of difficulty or success, but pupils should receive regular individual feedback outlining the nature of the achievement represented by particular pieces of work. Where possible, comments should identify areas for further development.

Students must be given sufficient time and support to respond to the feedback received.

6. Praise and Reward

Students should be constantly encouraged to submit their best work, and substandard, shoddy work should be challenged and, where appropriate, re-done and improved. The Merit and Distinction system should be used to encourage excellence in prep.

7. Returning Prep

Preps are often at their most effective when they are marked and returned by the next lesson, but if a teacher cannot return a prep within the week, pupils should be informed of the date when their work will be returned. Students must be given time to respond to the areas for improvement.

8. The Role of Heads of Departments

Departmental guidance on the setting of prep should be included in the departmental handbook. Programmes of Study should include guidance for the assessment of prep – for examination courses assessment criteria should reflect those of the examination syllabus.

The Head of Department should encourage the development of shared resources – exemplar tasks and moderated work - to support the setting and marking of prep for particular units and programmes of study. There should be opportunities for members of the Department to share ideas and approaches to the setting and marking of prep.

Departments should review the quality and effectiveness of prep for particular programmes of study at appropriate intervals.

Heads of Department are responsible for monitoring the setting and marking of prep. Where teachers are struggling to keep up with the volume of marking, Heads of Department should offer supportive advice on task setting and time management – and, where there are serious workload difficulties, alert the Deputy Head (Academic).

9. The Role of Parents

Pupils are expected to be responsible for the organisation of their own work but parents are encouraged to take an interest in their son’s or daughter’s prep and to check their Study Planners from time to time. Where a parent has concerns about the time taken over a particular prep, or where family circumstances have prevented the completion of a prep, a brief note in the Study Planner is appreciated. More general concerns about workload should be referred to the HMM.

10. The Role of Housemasters and Housemistresses and Tutors

Study Planners should be checked regularly (at least weekly) to ensure that prep has been recorded consistently. Where prep is completed in the House, the tutor on duty should sample and scan preps occasionally to take an overview of the quality of the work. Any concerns about the setting of prep should be communicated by the HMM to the relevant HoD.

11. Exemplar Prep Timetables

ECiM Prep Outline 2019/20 (Years 7 - 13)

Year 7 – 15 mins per subject – 1 hour prep per night				
Monday	Tuesday	Wednesday	Thursday	Friday
Geography A Geography B	Music A Music B	English ALL	DT A Art B	Mathematics ALL
Mathematics ALL	History A History B	Science ALL	Mandarin ALL	English ALL
Bahasa Malay EAL	Computer Science A	Maths ALL	Science ALL	Art A Drama B
Computer Science B	English ALL	Drama A DT B		

Year 8 – 15 mins per subject – 1 hour prep per night				
Monday	Tuesday	Wednesday	Thursday	Friday
French B Mandarin B	English ALL EAL	History B Music A	English ALL	Geography B DT A
Computer Science A Music B	Mathematics ALL	Bahasa Malay A	Science ALL	Mathematics ALL
Geography A	Drama A Art B	History A Drama B	Mathematics ALL	DT B
Science ALL	Spanish B	Art A Computer Science B		

Year 9 – 20 mins per subject – 1 hour 20 minutes prep per night				
Monday	Tuesday	Wednesday	Thursday	Friday
Computer Science A DT B	DT A Art B	Biology 2 Chemistry 3 Physics 1	Mathematics ALL	Biology 2 Chemistry 2 Physics 3
Music A Computer Science B	Music B	English ALL	Art A	Drama A Geography B
English ALL	Mathematics ALL	French Mandarin	English ALL	Biology 3 Chemistry 1 Physics 2
Mathematics ALL	History A Drama B	Bahasa Malay Spanish	Geography A History B	

Year 10 – 25 mins per subject – 1 hour 40 minutes prep per night					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
English	Block A	Biology 1 Chemistry 3 Physics 2	Block D	Block C	Biology 1 Chemistry 3 Physics 2
Block B	Block C	Biology 3 Chemistry 2 Physics 1	Block A	Biology 3 Chemistry 2 Physics 1	
Biology 2 Chemistry 1 Physics 3	Block D		English	Mathematics	
Mathematics ALL			Biology 2 Chemistry 1 Physics 3	Block B	

Year 10 Blocks			
Block A	Block B	Block C	Block D
Bahasa Malay	Business Studies B	Art C	Business Studies D
Computer Science A	DT	Computer Science C	History
EAL A	Geography B	Geography C	Mandarin D
Mandarin A	Mandarin B	PE	Music
Drama			

Year 11 – 25 mins per subject – 1 hour 40 minutes prep per night					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Biology 3 Chemistry 2 Physics 1 Physics 4	Biology 2 Chemistry 1 Physics 4 Biology 4	Block B	Block A	Biology 1 Chemistry 3 Physics 2 Chemistry 4	Biology 3 Chemistry 2 Physics 1 Physics 4
Biology 1 Chemistry 3 Physics 2 Chemistry 4	Mathematics	English	Mathematics	Block C	
English	Block C	Block D	Block B	Block D	
Block A				Biology 2 Chemistry 1 Physics 3 Biology 4	

Year 11 Blocks			
Block A	Block B	Block C	Block D
Art A	Business Studies B	Art C	Bahasa Malay
Computer Science A	Computer Science B	Geography C	Business Studies D
DT A	DT B	Mandarin C	EAL D
History	Geography B	Music	French
Mandarin A		PE	Mandarin D
		Drama	Spanish