



CURRICULUM DELIVERY POLICY

INTRODUCTION

COA International is committed to providing high-quality education to young people around the world. As an independent online programme, our objective is to deliver world-class instruction that prepares students for a productive, fulfilling, and meaningful future.

In an era where students, families, and educators increasingly seek flexible learning options, COA International ensures that quality education is accessible from home, regardless of location. Our structured, standards-based approach supports students in achieving academic excellence while developing the skills required for lifelong learning.

AIMS AND MISSION

The central aim of COA International is to teach students how to learn independently for both understanding and application, while fostering an environment conducive to intellectual growth and personal development.

We are committed to helping students become productive, self-reliant adults with the knowledge, skills, and abilities necessary to achieve their goals. Our mission is to unlock the vast world of knowledge available today, cultivating a generation of individuals who continue learning throughout their lives.

CURRICULUM

COA International delivers the curriculum designed by Cambridge Assessment International Education. The Cambridge Curriculum Framework for each year group outlines the essential skills and knowledge to be acquired by students by the end of that academic year for each subject taken.

A core principle of the school is that each student is unique and may progress at a pace different from their peers. A student's ability to understand and apply the material may vary significantly from that of others. Accordingly, COA International adopts an individualised approach to teaching, ensuring that every student fully grasps the required material – whether

through teacher-led lessons or independent study courses designed to guide the student through their programme of study.

CURRICULUM DELIVERY

COA International operates on the basis of home-schooling through independent study courses. Students are expected to study at home using textbooks, workbooks, and other assigned resources. These courses do not include scheduled live lessons as part of their core delivery.

Each teacher must review the Cambridge Syllabus, Cambridge Scheme of Work, and Cambridge Teacher Guide provided by COA International. Based on these documents, teachers plan their courses to ensure that the syllabus is fully covered within the allocated time frame.

Teachers are responsible for:

- Sending a welcome message to each new student enrolled in the courses they monitor. This message must be friendly, include the teacher's name, qualifications, and a short professional biography, explain that the teacher is available via Canvas chat, and encourage students to send messages with any questions or requests for assistance.
- Creating their own courses in accordance with the **"Instructions for Creating and Managing Independent Study Courses on Canvas"** policy, available at <https://certifiedonlineacademy.com/school-policies>. If a teacher is assigned a course that has already been created, they must review each module of the course and add to each module any additional resources (such as worksheets, PowerPoint presentations, videos, etc.) that, in their professional opinion, would benefit their students.
- Tracking each student's progress through the course.
- Setting assessment submission deadlines on Canvas.
- Marking all submitted assignments promptly.
- Providing clear, constructive feedback to help students improve both subject understanding and examination performance.
- Responding to all messages sent by students on Canvas and providing timely academic support.

Although courses are designed for independent study, students may book optional One-to-One live lessons with teachers for personalised support. These lessons are separate from and additional to the independent study courses.

Teachers must make every effort to ensure that students are well prepared for their end-of-module assessments, complete them to a high standard, and achieve strong marks that demonstrate understanding of the subject. Teachers should also monitor whether students are applying feedback from previous assignments to improve their performance in subsequent work. **It is the teacher's responsibility to ensure that students are making measurable progress and achieving better results as they move through their independent study courses.** If a teacher has concerns that a student is struggling with independent study, they must inform the Headteacher promptly so that additional support – such as booking live One-to-One lessons – can be arranged.

STUDENT ABSENCES

As COA International delivers independent study courses, students work through their learning materials at their own pace within the deadlines set by their teachers. Absences do not affect scheduled live classes, as no such classes are included in the core course delivery. However, students remain responsible for meeting all assignment submission deadlines and for maintaining steady progress through their courses.

If a student experiences illness or other circumstances that may prevent them from keeping up with their studies, they must notify their teacher via Canvas as soon as possible. The teacher will provide guidance on how to catch up and may adjust deadlines where appropriate.

Students who have booked live One-to-One lessons must inform the Student Administrator in advance if they are unable to attend, so the lesson can be rescheduled to a mutually convenient time.

TEACHER ABSENCES



As COA International delivers independent study courses, there are no scheduled live lessons to reschedule in the event of a teacher's absence. However, teachers are still responsible for maintaining communication with students and ensuring that all assignments are set, marked, and returned with feedback in a timely manner.

If a teacher is unable to fulfil their duties due to illness or other reasons, they must:

- Notify the Student Administrator as soon as possible.
- Inform students via Canvas if there will be any delay in marking work or responding to messages.
- Catch up on all pending marking, feedback, and student queries as soon as they are able to resume duties.

If the absence is prolonged and affects the delivery of the course, COA International will arrange for an alternative teacher to oversee the student's progress until the original teacher can resume work.

Teachers who are unable to attend a scheduled live One-to-One lesson must inform the Student Administrator in advance, so the lesson can be rescheduled to a mutually convenient time for both the student and the teacher.

ACADEMIC SUPPORT

Because we operate on the basis of independent study, students are expected to work through their courses using the provided resources. If they encounter difficulties or have questions, they must contact their teacher directly via Canvas Messages. Teachers must check Canvas daily (except on public or school holidays) and respond to all student messages within 24 hours.

Optional One-to-One lessons can be booked if the student requires more in-depth, real-time assistance.



LIVE ONE-TO-ONE LESSONS

Live One-to-One lessons are available as an optional service in addition to COA International's independent study courses. These lessons are scheduled at times that are mutually convenient for both the student and the teacher.

If either the student or the teacher cannot attend a scheduled lesson, the Student Administrator must be informed as soon as possible. The lesson will then be rescheduled to another mutually convenient time.

Teachers are expected to prepare for these lessons based on the student's current progress, areas of difficulty, and any specific topics the student wishes to address. Students should come prepared with questions or topics they would like to cover.

USE OF VIDEOS IN LIVE ONE-TO-ONE LESSONS

If videos are watched during live One-to-One lessons, they should generally not exceed 5 minutes in length. However, longer videos may be used if they are paused frequently for discussion or other interactive activities between the teacher and student. The key priority is that a live One-to-One lesson remains interactive. **Students must not be required to spend extended periods watching long videos during a live lesson without meaningful interaction with the teacher.** Any such long videos should instead be assigned as homework to be watched outside of lesson time.

CAMBRIDGE PATHWAY

Cambridge pathway consists of four stages: Cambridge Primary, Cambridge Lower Secondary, Cambridge Upper Secondary, Cambridge Advanced. Each stage builds on the learner's development from the previous one, but can also be offered separately in the case of students who do not join the COA International at the beginning of this pathway.

Although we are an international online school and teach students from all over the world, we are based in the UK and follow the UK education system. In the UK, students have 13 years

of schooling. Primary education starts with Year 1 for children who are 5 years old and goes all the way to Advanced level education (Year 13 for students who are 16-19 years old).

At the end of Year 11 (at age 15 or 16, depending on their birthdays), our students take International General Certificate of Secondary Education (IGCSE) exams. For students who do not pursue academic qualifications until the end of Year 13, these qualifications are roughly equivalent to the completion of high school in many other countries or high school graduation in the United States and Canada.

The A-Level (Advanced Level) is a subject-based qualification with the exam taken at the end of Year 12 and Year 13. A-Levels are typically worked towards over two years. Usually, students take three or four A-Level courses. This is because university offers are generally based on three A-level grades. A-Levels have no specific subject requirements, so students have the opportunity to combine any subjects they wish to take. However, students typically pick their courses based on the degree they wish to pursue at university: most degrees require specific A Levels for entry.

A-Levels are split into two parts, with students within their first year of study pursuing an Advanced Subsidiary qualification, commonly referred to as an AS-Level, which can either serve as an independent qualification or contribute 40% of the marks towards a full A-Level award. The second part is known as an A-Level (sometimes called A2 Level), which is generally more in-depth and academically rigorous than the AS. The AS & A-Level marks are combined for a full A Level award.

The following table details how we deliver Cambridge Curriculum from Year 3 to Year 13.

Year Group	Age of Students	Cambridge Pathway	Examination	Textbooks
3	7-8	Primary	Cambridge Primary End of Year Online Assessment marked by class teacher	Cambridge University Press Year 3 books

4	8-9	Primary	Cambridge Primary End of Year Online Assessment marked by class teacher	Cambridge University Press Year 4 books
5	9-10	Primary	Cambridge Primary End of Year Online Assessment marked by class teacher	Cambridge University Press Year 5 books
6	10-11	Primary	Cambridge Primary End of Year Online Assessment marked by class teacher	Cambridge University Press Year 6 books
7	11-12	Lower Secondary	Cambridge Lower Secondary End of Year Online Assessment marked by class teacher	Cambridge University Press Year 7 books
8	12-13	Lower Secondary	Cambridge Lower Secondary End of Year Online Assessment marked by class teacher	Cambridge University Press Year 8 books
9	13-14	Lower Secondary	Cambridge Lower Secondary End of Year Online Assessment marked by class teacher	Cambridge University Press Year 9 books
10	14-15	Upper Secondary (IGCSE)	IGCSE Mock Exam marked by class teacher (no official qualification)	First half of Cambridge University Press IGCSE books
11	15-16	Upper Secondary (IGCSE)	Official IGCSE Exam taken at the official Examination Centre	Second half of Cambridge University Press IGCSE books
12	16-17	Advanced Subsidiary (AS-Level)	Official AS-Level Exam taken at the official Examination Centre	First half of Cambridge University Press AS & A Level books

13	17-18	Advanced (A-Level)	Official AS-Level Exam taken at the official Examination Centre	Second half of Cambridge University Press AS & A Level books
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TEXTBOOKS AND STUDY RESOURCES

We use the textbooks and study resources provided by Cambridge University Press. All our students are asked to purchase textbooks and study resources before they start studying our courses. The study resources usually consist of a textbook and a workbook. COA International provides the same resources to each teacher.

Teachers must assign work using all of the resources provided (textbooks and workbooks). Teachers can also use any additional resources at their discretion if they feel that would be beneficial for students' progress. However, any other resources must be used as **an addition** to the textbooks and workbooks provided by COA International and **must not** be used to replace the Cambridge University Press materials provided.

ASSESSMENT, MARKING AND FEEDBACK

For our assessment, marking, and feedback policies, please visit

www.certifiedonlineacademy.com/school-policies

TECHNICAL REQUIREMENTS TO TEACH ONLINE LESSONS

It is the teacher's responsibility to procure and use the following tools in order to provide the best experience possible to the students:

- A fast and reliable computer (at least a 1Ghz processor and a minimum of 1GB of RAM).
- Broadband/high-speed internet (at least 400 kbps).
- HD-Webcam (the webcam must be always switched on for the teacher to be visible to the students).
- Microphone.
- Quiet distraction-free environment or noise-cancelling headset with a microphone.

- Microsoft Teams software installed on the teacher's computer (no other video chat software, such as Zoom, Skype, etc., is allowed to conduct online lessons without the prior written consent of the COA International).

Vladimir Krasniakov
Headteacher

Date Reviewed	Approved By
19 February 2022	Headteacher
20 April 2022	Headteacher
28 May 2022	Headteacher
01 October 2022	Headteacher
14 August 2025	Headteacher