

SUPPLEMENTARY INTAKE EXERCISE (SIE) 2023
Preparation Notes and Checklist for Year 1 Literary Arts
PSLE Applicants

No.	Items	Page
1.	Checklist of Submission of Supporting Documents via the TA Portal	2
2.	Preparation Notes for Portfolio Submission via the TA Portal	3
3.	Audition Details for Shortlisted Applicants Only	4 – 5
4.	Annex A – Declaration of Authenticity	6
5.	Annex B – Guide to uploading and compressing videos and/or documents for submission via the TA Portal	7

SUPPLEMENTARY INTAKE EXERCISE 2023

(A) Checklist

(A.1) for Submission of Supporting Documents to be uploaded via the TA Portal

- It takes about 45 minutes to 1 hour to complete the entire application for **ONE** (1) artform, provided that the portfolio submission and all supporting documents have been prepared in advance.
- Submit your applications early, as the TA Portal may experience slower connectivity due to high traffic towards the close of the application period.
- There will be no extension of deadline for submission of application. Incomplete applications will be disqualified. Appeals for late submissions will not be considered.

S/N	Document Title						
1. Applicant’s Identification Document	<table border="1" data-bbox="475 584 1485 696"> <tr> <td data-bbox="475 584 938 618">Singaporeans</td> <td data-bbox="938 584 1485 618">Birth Certificate or Citizenship Certificate</td> </tr> <tr> <td data-bbox="475 618 938 651">Singapore Permanent Residents</td> <td data-bbox="938 618 1485 651">Passport and Re-Entry Permit</td> </tr> <tr> <td data-bbox="475 651 938 696">Foreigners residing in Singapore</td> <td data-bbox="938 651 1485 696">Passport and Dependant or Student Pass</td> </tr> </table> <p>Instruction:</p> <ul style="list-style-type: none"> • Upload directly in the online application form via the TA Portal. 	Singaporeans	Birth Certificate or Citizenship Certificate	Singapore Permanent Residents	Passport and Re-Entry Permit	Foreigners residing in Singapore	Passport and Dependant or Student Pass
Singaporeans	Birth Certificate or Citizenship Certificate						
Singapore Permanent Residents	Passport and Re-Entry Permit						
Foreigners residing in Singapore	Passport and Dependant or Student Pass						
2. Recent Passport-Sized Colour Photograph	<ul style="list-style-type: none"> • Should be taken against a plain white background. • Do not upload a full-length photograph. <p>Instructions:</p> <ul style="list-style-type: none"> • Upload directly in the online application form via the TA Portal. 						
3. Academic Results	<p>(A) For applicants who are submitting their application during the Indication of Interest period (before the release of the PSLE result)</p> <ul style="list-style-type: none"> • Primary 6 prelim results • Mother Tongue Language In-Lieu Letter issued by MOE (if applicable) • Mother-Tongue Language Exemption Letter issued by MOE (if applicable) • PSLE result slip <p>Instructions:</p> <p>Part 1: To submit during Indication of Interest Period</p> <ul style="list-style-type: none"> • Save document 1 with documents 2 and 3 (if applicable) into 1 folder • Upload folder to Google Drive. Ensure that the privacy setting is set to ‘Anyone with the link’. • Paste the shared link on the TA Portal in the ‘Paste the Link Here’ field. <p>Part 2: After release of PSLE result and eligible for Posting Group 3</p> <ul style="list-style-type: none"> • upload a copy of your PSLE result slip (item no.4) into the same Google Folder in Part 1. <p>(B) For applicants who are submitting their application during the SIE application period</p> <ul style="list-style-type: none"> • Primary 6 prelim results • PSLE result slip • Mother Tongue Language In-Lieu Letter issued by MOE (if applicable) • Mother-Tongue Language Exemption Letter issued by MOE (if applicable) <p>Instructions:</p> <ul style="list-style-type: none"> • Save documents 1 to 4 (if applicable) into 1 folder • Upload folder to Google Drive. Ensure that the privacy setting is set to ‘Anyone with the link’. • Paste the shared link on the TA Portal in the ‘Paste the Link Here’ field. 						

SUPPLEMENTARY INTAKE EXERCISE 2023

(B) Preparation Notes for Portfolio Submission in Literary Arts (for all applicants)

Literary Arts is the integrative discipline of literary appreciation and creative writing. Literary Arts students will have the opportunity to appreciate and learn the creative process behind literary and non-literary forms such as the short story, poetry, the play, the novel, non-fiction, and multimodal texts.

To apply to Literary Arts, you will need to demonstrate a strong interest in writing and a willingness to experiment with different writing forms. You are expected to be skilled in writing and expressing yourself in English. You should also have a love for reading and a curiosity to discover more about yourself, others, and the world you live in. The auditions are structured to allow you to express your passion for writing as well as to demonstrate your potential and suitability for the Literary Arts Programme.

Knowledge of, and an appreciation for, different writing forms would be an advantage. You should have explored writing either in your primary school, or on your own.

(B.1) What to Submit for Literary Arts Portfolio

3 Items to Submit	Description
1. Creative Writing Portfolio	<ul style="list-style-type: none"> ● 4-6 original literary works (excluding non-fiction, argumentative or expository pieces) completed within the last 12 months. <ul style="list-style-type: none"> ○ Personal creative writing produced outside of school and workshops/courses is encouraged. ○ English Language compositions done in primary school are acceptable, up to a maximum of 2 pieces. ○ Works produced during writing courses/workshops are acceptable. ● Works that cover a wide range of writing forms* and genres** are preferred. ● Portfolio must comprise a maximum of 10 pages. Only the first 10 pages will be assessed. ● All works must be typed, 1.5 spaced, 12 pt, in Times New Roman font. <p>*Examples of writing forms include the short story, poetry, play. **Genres refer to the sub-categories of the writing forms, e.g., realist, fantasy, science fiction, horror, mystery.</p> <p><u>Instructions:</u></p> <ul style="list-style-type: none"> ● Each submitted literary work should be clearly labelled with the following information: <ul style="list-style-type: none"> ○ Title of work and date completed. ○ Source (e.g., English Language Primary 6, personal creative writing, Creative Writing Course conducted by XXX). ● Combine all literary works into one document and name it this way: <Full name_creative writing portfolio>. ● Include page numbers on the bottom right of each page. ● Document type: .pdf, .doc or .docx. Google Docs are NOT allowed.
2. Personal Statement	<ul style="list-style-type: none"> ● In not more than 300 words, write a personal statement elaborating on how reading has made you a better writer. ● Personal Statement must be typed, 1.5 spaced, 12 pt, in Times New Roman font. ● Name it this way: <Full name_personal statement>. ● Document type: .pdf, .doc or .docx. Google Docs are NOT allowed.
3. Annex A	<ul style="list-style-type: none"> ● Complete and Sign the 'Annex A: Declaration of Authenticity' Form. ● Name it this way: <Full name_Annex A>.

How to Submit	<ul style="list-style-type: none"> • Save portfolio, personal statement and Annex A into 1 folder. • Name the folder using this format: <Full name_DSA Sec>. • Upload the folder to Google drive. • Privacy Setting: ensure that it is set to 'Anyone with the link'. • Paste the shared link on the TA Portal in the 'Uploaded to External Site URL' field.
Note	<ul style="list-style-type: none"> • All documents submitted for shortlisting will be retained for the school's records. • Certificates, achievement records, testimonials, recommendation letters are not required.

SUPPLEMENTARY INTAKE EXERCISE 2023

(C) Audition Details for Shortlisted Applicants

(C.1) What You Will Experience During the Talent Academy

You will be required to participate and complete the following compulsory activities in SOTA:

1. Panel Interview and Online Questionnaires (no preparations required)
2. Literary Arts Auditions:
 - a. 2 Individual Writing Tasks
 - b. 1 Individual Interview

(C.2) How to Prepare for Literary Arts Audition

Activity	Description
2 Individual Writing Tasks	<ul style="list-style-type: none">• Be prepared to complete 2 writing tasks.• You will receive instructions for the tasks prior to the start of the activities.• You will need to bring the following:<ol style="list-style-type: none">a) Dark blue or black ballpoint pensb) The original creative writing portfolio, personal statement, and Annex A you have submitted via the TA Portal.
1 Individual Interview	<ul style="list-style-type: none">• You will have a conversation with the interview panel comprising teachers from the Literary Arts Faculty, who will ask questions to find out more about you, your strengths, and interests.

(C.3) What to Bring

TA Schedule	<ul style="list-style-type: none">• A copy of your TA Schedule.• Student Concession Card (if you're studying in Singapore) or a copy of your Passport (residing overseas).• The original creative writing portfolio, personal statement, and Annex A you have submitted via the TA Portal.• Dark blue or black ballpoint pen.• Come in your school uniform.
Note	<p>Release from SOTA</p> <ul style="list-style-type: none">• You will need to WhatsApp or text message your parents/relatives to arrange for a pickup place (level 2 or nearby places around SOTA).• You will only be released once your parent/guardian has replied to your message and confirmed a pickup place/meeting spot.• If you do not have a mobile phone, inform the SOTA staff for loan of mobile phone.

Annex A

**SUPPLEMENTARY INTAKE EXERCISE 2023
LITERARY ARTS**

DECLARATION OF AUTHENTICITY

Instructions

- a) To be completed by the applicant’s parent or legal guardian
- b) **Complete and sign** Annex A: Declaration of Authenticity
- c) **Save** portfolio of writing, personal statement and Annex A into 1 folder
- d) Name the folder according to this format: <full name_DSA Sec>
- e) **Upload** folder to Google drive
- f) **Privacy Setting:** ensure that it is set to ‘Anyone with the link’
- g) **Paste** the shared link on the TA Portal in the ‘Uploaded to External Site URL’ field

Applicant’s Full Name: _____
(As per birth certificate/Re-Entry Permit/Passport/Student Pass)

Creative Writing Portfolio (4 to 6 original works)			
SN	Completion Date	Title of Work	Source (Composition task for school/ writing course/ personal creative writing, etc)
1			
2			
3			
4			
5			
6			

I hereby declare that the following works submitted* for my child/ward’s application via the TA Portal were 100% written and completed by my child/ward.

Works Submitted:

- Creative Writing Portfolio Personal Statement

*as described on page 3 and 4 of the Preparation Notes and Checklist for Literary Arts SIE applicants.

Parent/Guardian’s Full Name: _____

Parent/Guardian’s Signature: _____

Annex A

Guide to uploading and compressing videos and/or documents for submission via the TA Portal

How do I upload videos and files to Google drive?

You may refer to the [Google Support page](#) for assistance

Direct Link:

<https://support.google.com/drive/answer/2424368?co=GENIE.Platform%3DDesktop&hl=en>

Google Search Engine

In google search engine, type the following keywords: How to upload files or folders to google drive

How do I upload videos to YouTube?

You may refer to the [YouTube Support page](#) for assistance

Direct Link:

https://support.google.com/youtube/answer/57407?hl=en&ref_topic=7505892

Google Search Engine

In google search engine, type the following keywords: How to upload video to YouTube

How do I convert, compress or merge documents to PDF?

There are many free online websites you can use. Below are a few suggestions. Please note that SOTA is not affiliated to any of these sites. The links below will bring you to an external website not hosted by SOTA.

Convert word document to pdf document

- a. www.freepdfconvert.com
- b. <https://smallpdf.com/word-to-pdf>

Compress / Resize pdf documents

- a. http://www.ilovepdf.com/compress_pdf

Merge individual pdf documents into 1 document

- b. http://www.ilovepdf.com/merge_pdf