Talent Academy 2023
Preparation Notes and Checklist for Year 1 Literary Arts
Applicants DSA-Secondary (PSLE Applicants)
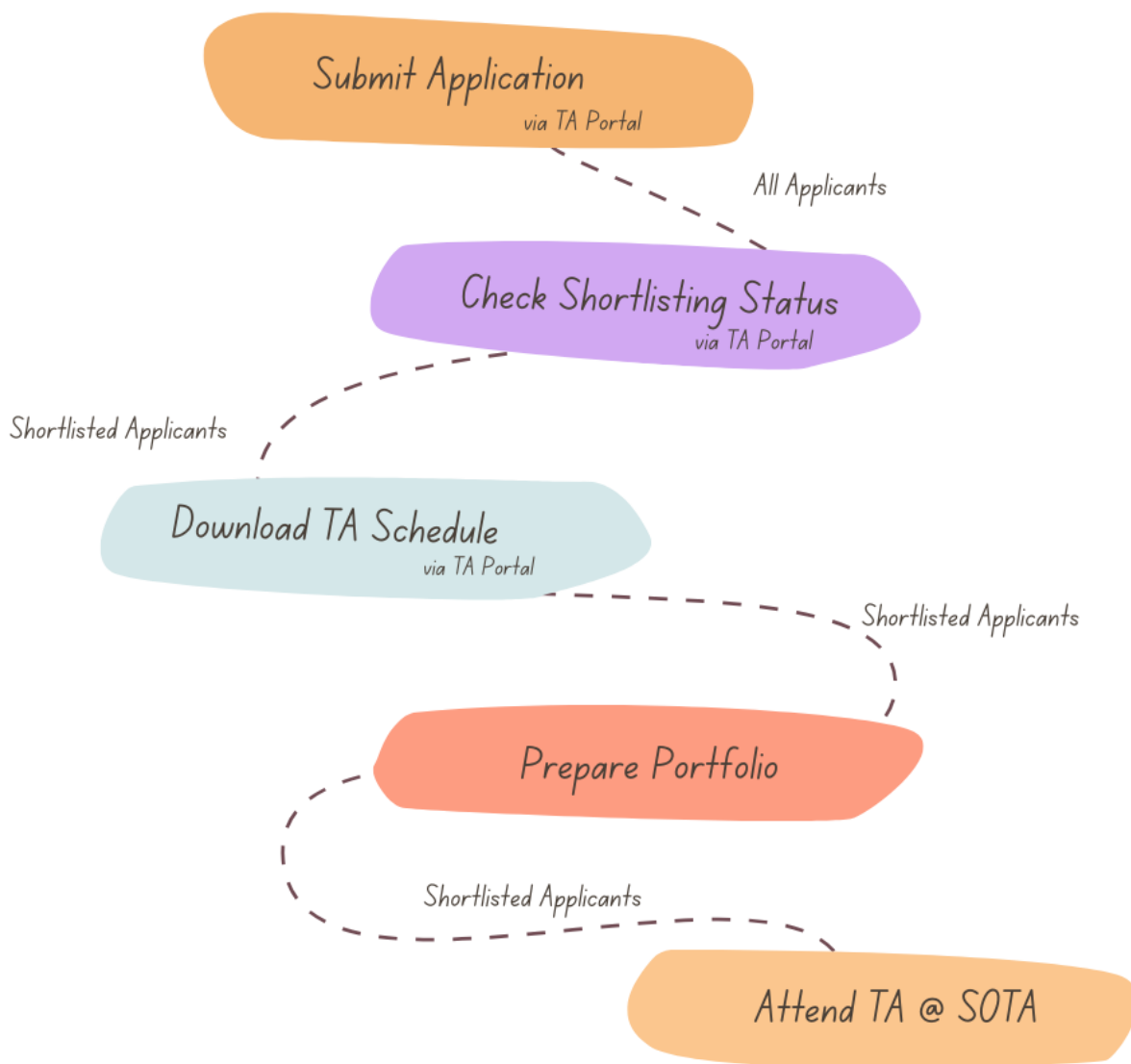
TALENT ACADEMY 2023

(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 <u>not</u> be considered.

S/N	Category	Document Title
1.	DSA-Sec (Primary 6 applicants)	(1) Applicant's Identification Document <table><tr><td>Singaporeans</td><td>Birth Certificate or Citizenship Certificate</td></tr><tr><td>Singapore Permanent Residents</td><td>Passport and Re-Entry Permit</td></tr><tr><td>Foreigners residing in Singapore</td><td>Passport and Dependant or Student Pass</td></tr></table> (2) 1 Recent Passport-Sized Colour Photograph • Should be taken against plain white background. • Do not upload a full-length photograph. (3) Academic Results • Primary 5 End-of-Year results. (4) Mother Tongue Language In-Lieu Letter issued by MOE (if applicable) (5) Mother Tongue Language Exemption Letter issued by MOE (if applicable) **Instructions:** • **Upload** items (1) and (2) directly in the online application form via the TA Portal. • **Save** documents for Items (3), (4) if applicable and (5) 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.
2.	DSA-Sec (Non-MOE) (Grade 6 /home-schooled applicants)	(1) Applicant's Identification Document <table><tr><td>Singaporeans</td><td>Birth Certificate or Citizenship Certificate</td></tr><tr><td>Singapore Permanent Residents</td><td>Passport and Re-Entry Permit</td></tr><tr><td>Foreigners residing in Singapore</td><td>Passport and Dependant or Student Pass</td></tr></table> (2) 1 Recent Passport-Sized Colour Photograph • Should be taken against plain white background. • Do not upload a full-length photograph. (3) Academic Results • Grade 5 End-of-Year results. • Any Latest Results if any. • All original transcripts not in English must be accompanied with a translated document. **Instructions:** • **Upload** items (1) and (2) directly in the online application form via the TA Portal. • **Upload** Item (3) 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.

(A.2) Important Milestones for Literary Arts Applicants

Literary Arts

Submit Application
via TA Portal

All Applicants

Check Shortlisting Status
via TA Portal

Shortlisted Applicants

Download TA Schedule
via TA Portal

Shortlisted Applicants

Prepare Portfolio

Shortlisted Applicants

Attend TA @ SOTA

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(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	● **4-6** original literary works (excluding non-fiction, argumentative or expository pieces) completed within the last 12 months. 　○ 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. *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. <u>Instructions:</u> ● Each submitted literary work should be clearly labelled with the following information: 　○ **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	● **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	● **Complete and Sign** the 'Annex A: Declaration of Authenticity' Form. ● Name it this way: <Full name_Annex A>.

How to Submit	**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	- All documents submitted for shortlisting will be retained for the school's records. - Certificates, achievement records, testimonials, recommendation letters are **not** required.

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(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	- 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: a) Dark blue or black ballpoint pens b) The original creative writing portfolio, personal statement, and Annex A you have submitted via the TA Portal.
1 Individual Interview	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 1 (Page 8)	• 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 audition attire (Annex A). You may wear a sweater/jacket and skirt/pants over your audition attire as you will be in air-conditioned venues.
TA Schedule 2 (Page 8)	• A copy of your TA Schedule. • Student Concession Card (if you're studying in Singapore) or a copy of your Passport (residing overseas) . • Wear comfortable clothing. Bring a sweater/jacket as you will be in air-conditioned venues. No shorts/short skirts, singlets, sandals or slippers are allowed.
Note	**Food** • The canteen will be operating from 21 June to 23 June. • At least 1 halal stall and 1 drink stall will be operating (vegetarian stall not opened). • You may bring packed food and drink. **Movement & Safety** • A group of SOTA students will be accompanying you throughout your day in SOTA. • You will also be with a group of other candidates and assigned a buddy. • Always remain with your group and buddy and look out for each other. • Always inform one of the SOTA students if you need to use the restroom or if you have left any items at the previous venue. Most importantly, have fun and make friends. **Release from SOTA** • Candidates who have completed all scheduled activities for the day will return to the assembly hall. • You will need to WhatsApp or text message your parents/relatives to arrange for a pickup place (level 2 or nearby places around SOTA). **Candidates with Mobile Phone** • You will only be released once your parent/guardian have replied to your message and confirmed a pickup place/meeting spot. • Show the WhatsApp/text message and present your TA Schedule to the SOTA staff at the counter. • The SOTA staff attending to you will stamp and date your release time on your TA Schedule. • Make your way to the level 5 gantry to exit the school. You will be asked to show your TA schedule by the security officer at the gantry for proof of stamp and release time. • You are strictly not allowed to use your mobile phone for the entire duration of the TA. **Candidates without Mobile Phone** • Inform the SOTA staff at the counter and provide them with your parent's or guardian's contact details. A text message will be sent to them at the following number '93852286'. • You will be released once we have received a confirmation text from your parent/guardian. • Present your TA Schedule to the staff. • The SOTA staff attending to you will stamp and date your release time on your TA Schedule. • Make your way to the level 5 gantry to exit the school. You will be asked to show your TA schedule by the security officer at the gantry for proof of stamp and release time. The mobile number 93852286 will only be available from 20 June to 23 June. The number is not connected to a mobile phone and will only be able to receive text messages (no WhatsApp). Any calls or messages made/sent to this number before or after these dates will not be received.

(C.4) How to Read Your Dance TA Schedule

Below is a sample of the downloaded TA Schedule.

<div style="border:1px solid">

Talent Academy 2023 Schedule

Name   :

Index No :

TA Schedule 1	
Date	
Reporting Time	
Release Time	
Warm-Up Time (Music performance only)	
Solo Performance Time (Music performance only)	

TA Schedule 2	
Date	
Reporting Time	
Release Time	
Group	
Panel	

TA Schedule 3 (Not Applicable)	
Date	
Reporting Time	
Release Time	
Warm-Up Time (Music performance only)	
Solo Performance Time (Music performance only)	

TA Schedule 4 (Not Applicable)	
Date	
Reporting Time	
Release Time	
Group	
Panel	

SAMPLE

A. How to Read Your Schedule

TA Schedule 1
- Dance: Group activities, performance and interview. Wear your dance attire.
- Literary Arts: Group activities, portfolio presentation and interview. Bring your portfolio.
- Music (Creating): Group activities and interview.
- Music (Performance): Group activities, solo performance and interview. Bring your instrument.
- Theatre: Group activities, monologue presentation and interview.
- Visual Arts: Group activity. Bring the original artwork of the art task submitted. Online Questionnaires. No preparations required.

TA Schedule 2
- Dance, Literary Arts, Music, Theatre: Panel interview and Online Questionnaires. No preparation required.
- Visual Arts: Portfolio presentation and interview. Bring your portfolio. Panel interview. No preparation required.

B. What to Bring for Verification of Candidates
- Candidates studying in Singapore – Student Concession card (school issued ezlink card).
- Candidates studying overseas – a copy of your passport.

C. Things to Note
- Refer to the TA Notes for more information on what to prepare and bring.
- Check the 'Announcement' page via the TA Portal for more information about your TA.

D. Reporting Venue
- Level 2 (Ground Floor) in front of the escalator.

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Annex A

TALENT ACADEMY 2023
LITERARY ARTS
DSA-SEC/DSA-SEC (NonMOE) APPLICANTS

<div align="center">

DECLARATION OF AUTHENTICITY

</div>

<u>**Instructions**</u>
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: _____
<div align="center">(As per birth certificate/Re-Entry Permit/Passport/Student Pass)</div>

	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 <u>works submitted</u>* 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 4 and 5 of the <u>Preparation Notes and Checklist for Literary Arts</u> DSA-Sec and DSA-Sec (Non-MOE) applicants.

Parent/Guardian's Full Name: _____

Parent/Guardian's Signature: _____

Annex B

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

1. 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

2. 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

3. 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