ARDEN UNIVERSITY QUALITY ASSURANCE DOCUMENT QA 29 - TUTOR GUIDANCE NOTES FOR FACE-TO-FACE SUPPORT OF PROGRAMMES DELIVERED BY FLEXIBLE AND DISTRIBUTED LEARNING

TUTOR GUIDANCE NOTES

1.   If you have not acted as tutor for us before then it is important that you read these notes carefully before providing support to students studying Arden University courses. The programme on which you are tutoring is a Flexible and Distributed Learning programme which is awarded by Edexcel or the University of Wales. The learning and assessment addresses all learning outcomes as defined within the module. If the material is followed in accordance with the guidelines given in the learning support documentation then we can reasonably be assured that there is equivalency of learning experience with other students studying on these programmes.

2.   As a tutor supporting students who are using these learning materials then it is important that you strictly follow the guidelines given in the course and student handbooks. The ilearn website is the principal reference source for learning material and if you have not already done so you should access ilearn and familiarise yourself with the student handbook and the learning material, as it will be presented to students throughout the academic year. Within ilearn details of all assessments and their timing is given. It is your role to prepare students for these assessments using the learning material provided.

3.   To log into ilearn visit www.ilearn.rdi.co.uk and enter your ilearn username and password. Alternatively you can access ilearn from the Arden University homepage www.rdi.co.uk and following the link to Student Login and selecting ilearn.

YOU SHOULD

4.   Encourage your students to, log onto ilearn, to follow the guidelines, and to use the materials for independent study. Remind them their activity will be monitored and remedial action taken as necessary.

5.   Guide students through the learning material offering them support as appropriate to reinforce concepts and help in their understanding of the learning process. You can do this by:

      –   Providing lectures using the learning material as it is presented within ilearn. (but NOT substituted with your own materials)
      –   Holding tutorial sessions to discuss and reinforce concepts with your students.

     – Working through example exercises, which may help prepare students to answer assignments.

6.   Refer students to appropriate reference and reading material in support of the learning material presented within ilearn.

7.   Identify those students who are having difficulties or who are not keeping up with the learning process – counsel them and give them additional support and guidance as necessary

8.   Explain and provide support for the assessment process and in particular reinforce issues relating to as explained within ilearn.

YOU MUST <u>NOT</u>

9.   Substitute any of the learning materials with those of your own – the materials as they are presented are important to prepare students and to support the assessment process. Equally the indicative study time and the order in which the learning materials are presented is important so that students have adequately covered material in due time for the assessment to take place – this does not mean that you should not produce support materials or direct the students towards further reading providing it is relevant and is not instead of the ilearn materials provided.

10.   Work through self-assessment questions on behalf of groups of students. It is important that students have the opportunity to work through these by themselves and answer questions as guided.

11.   Give the students any direct support with an assignment to the extent it may give your students an advantage compared with those undertaking the same assignment independently elsewhere. You should of course give the student guidance on how best to approach the work and on how to best use the learning materials and other reference material in order to get the best possible chance of achieving a good mark.

PLAGIARISM

12.   The assessment process is designed to test individual ability and it is important that you do not encourage or support students to work in groups when undertaking an assignment. All assessment will be subject to scrutiny using the "turn-it-in" software (see Student Handbook). Additionally tutors marking the assignments will look for evidence of copying in for example spreadsheets or illustrations. Any plagiarism is easily detected and will be dealt with strictly in accordance with the rules specified in the Student Handbook.