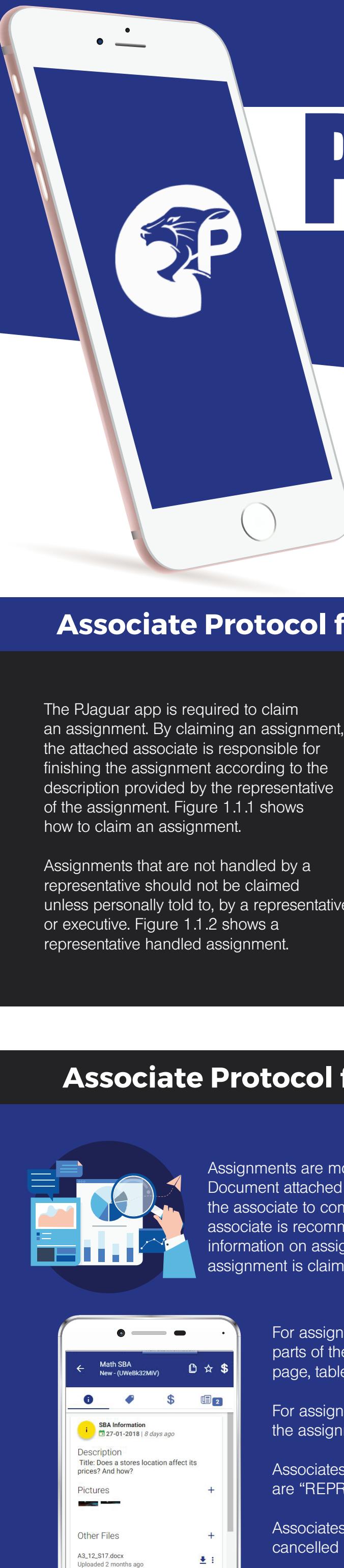


THE PJAGUAR APP

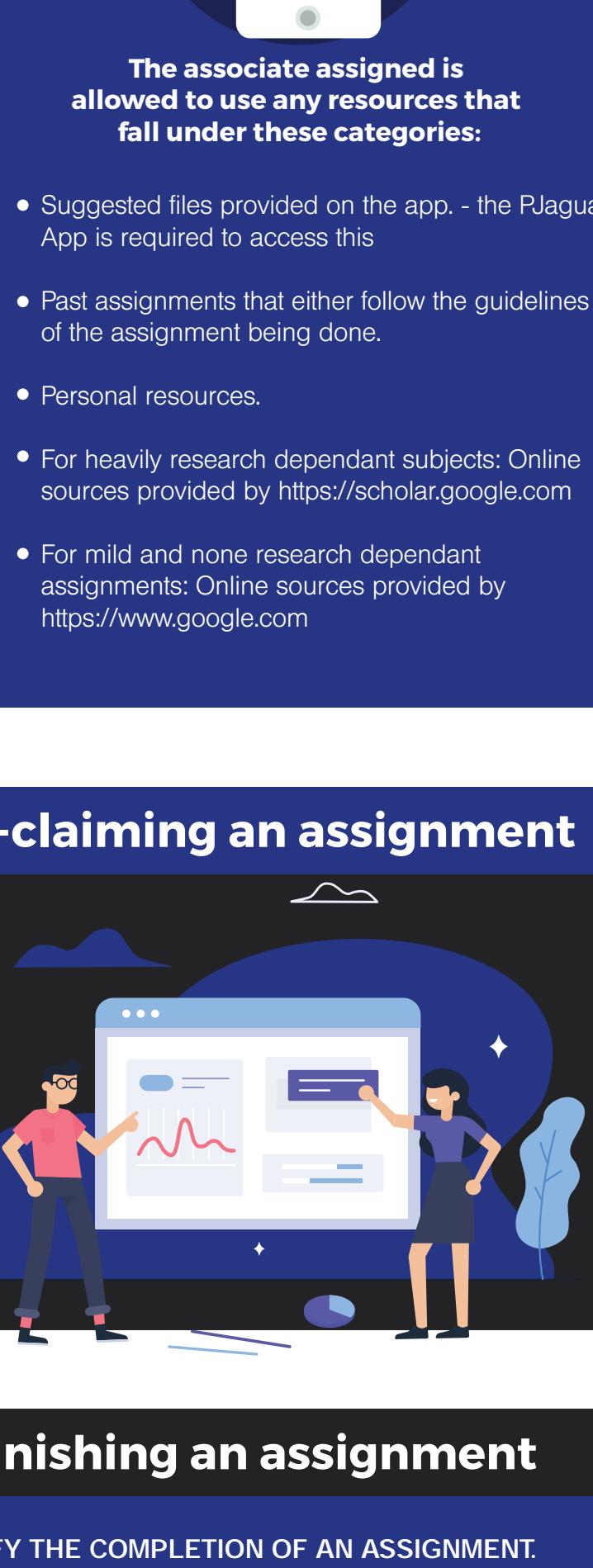


The Project Jaguar platform is created to work with Google Docs. If an associate is using the app, the Google Docs App is required for this integration to flow smoothly.

Associate Protocol for claiming an assignment

The PJaguar app is required to claim an assignment. By claiming an assignment, the attached associate is responsible for describing the assignment according to the representative of the assignment. Figure 1.1.1 shows how to claim an assignment.

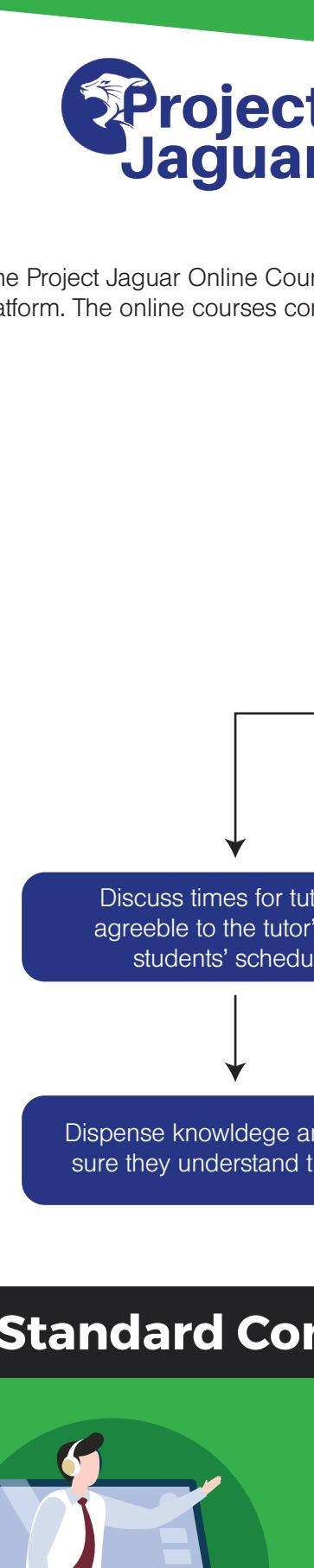
Assignments that are not handled by a representative should not be claimed unless personally told to, by a representative or executive. Figure 1.1.2 shows a representative handled assignment.



Associate Protocol for starting an assignment



Assignments are monitored according to the progress made in the Online Document attached to the assignment. This document SHOULD be empty for the associate to complete the assignment in. If this document is not empty, the associate is recommended to leave an update for the representative for more information on assignment. Leaving an update can only be done once an assignment is claimed.



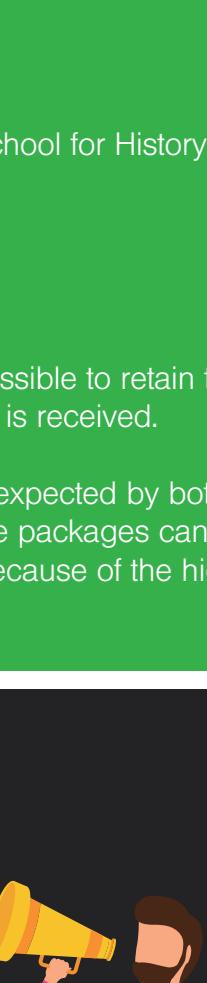
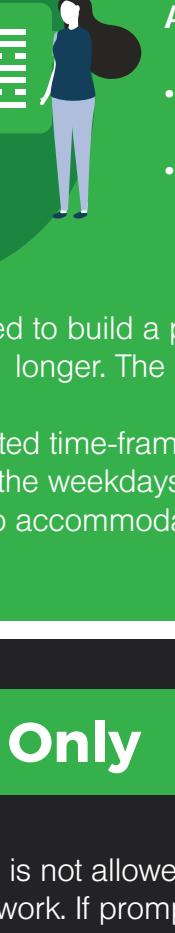
For assignments with predefined guidelines such as SBAs or IAs, ALL parts of the assignment are required to be complete - including the cover page, table of contents and bibliography.

For assignment without predefined guidelines. Do exactly and only what the assignment description specifies.

Associates will only be paid for assignments that have a due date and are "REPRESENTATIVE OWNED".

Associates may be compensated for assignments that have been cancelled depending on the amount of work done.

The following shows what an assignment SHOULD look like.



Most common reasons why the document would have existing work whilst being unclaimed:

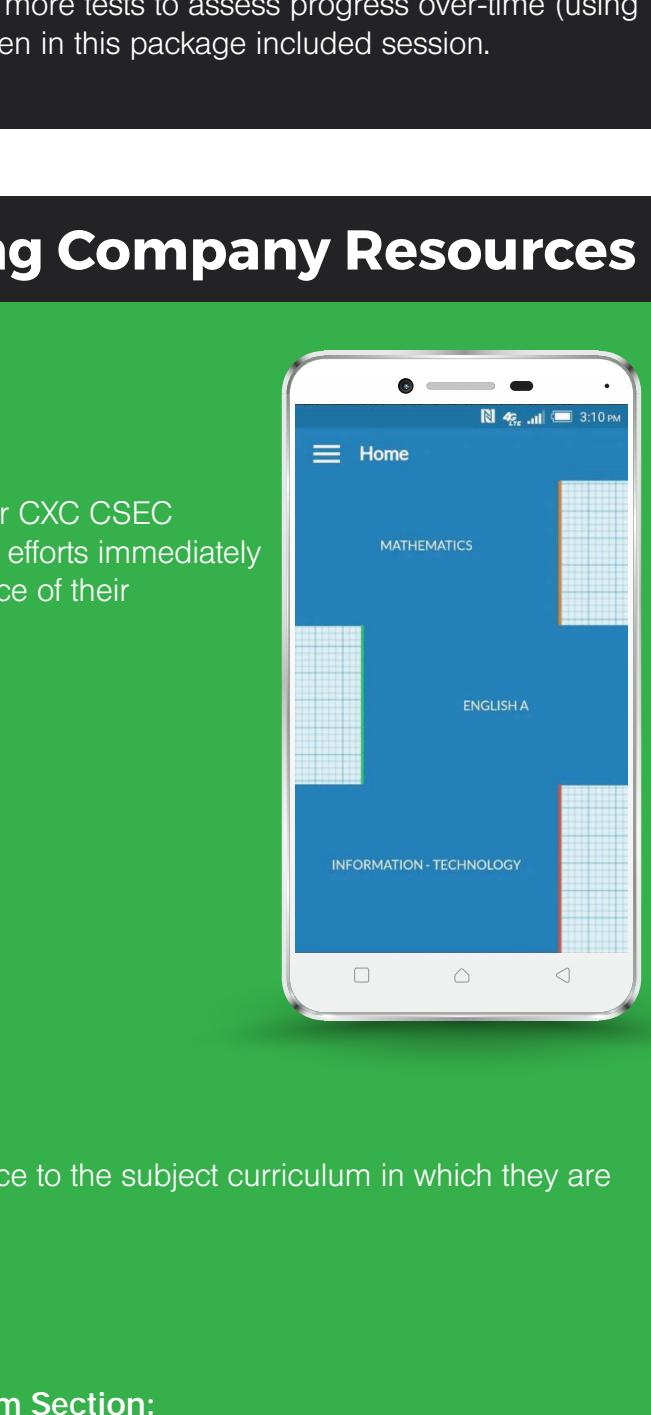
- The Associate that completed the assignment does not have the app so was unable to claim it.
- The associate who did the work was recently fired.

- Suggested files provided on the app. - the PJaguar App is required to access this
- Past assignments that either follow the guidelines of the assignment being done.
- Personal resources.
- For heavily research dependant subjects: Online sources provided by <https://scholar.google.com>
- For mild and none research dependant assignments: Online sources provided by <https://www.google.com>

Associate Protocol for un-claiming an assignment

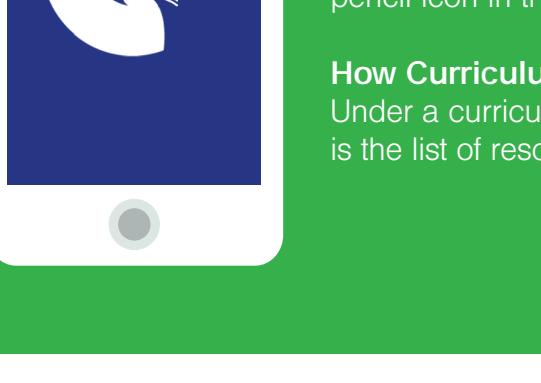
If an associate has started an assignment and decide to un-claim this assignment, the associate is allowed to do so once the associate has notified a representative or executive beforehand.

The representative or executive will determine what share an associate is entitled to depending on the amount of work completed compared to the expected workload.



Associate Protocol for finishing an assignment

ALL ASSOCIATES ARE REQUIRED TO NOTIFY THE COMPLETION OF AN ASSIGNMENT.

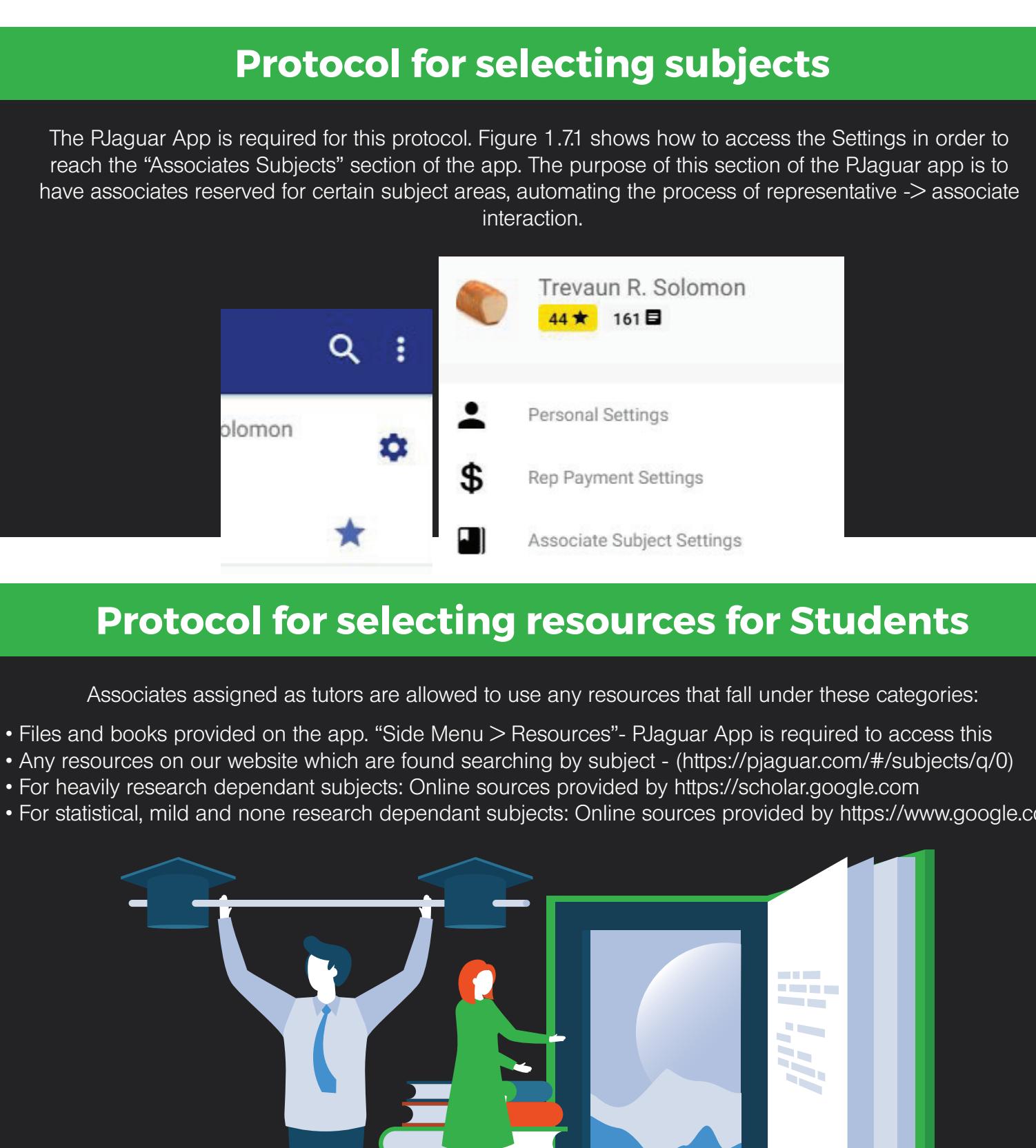


After completing an assignment, there is 1 way of notifying your completion:

- Leaving an update for the corresponding assignment.

Plagiarism is not tolerated. Any assignments caught with any hint of plagiarism will result in:

- The assigned associate not being paid in extreme cases
- The assigned associate being paid a decreased amount in mild cases
- The assigned associate asked to reword/paraphrase certain sections in small cases.
- The assignment associate being fired and replaced promptly by an executive or representative.



Standard Communication Protocol For Tutoring



INTRODUCING YOURSELF TO A CLIENT

Please use this as a template instead of making something up!

- Hello, I'm Joe Doe from Project Jaguar and I'll be your History tutor for the next month. Nice to meet you!

ASKING FOR TOPICS:

- What topics are you currently doing in school for History?
- What topics would you like to start with?

The Tutor is expected to build a personal connection with the student if possible to retain the student even longer. The less students a tutor has, the less income is received.

There is no expected time-frame for the tutoring per day. The tutoring is expected by both sides to take place ONLY within the weekdays (Monday-Friday). Assignment Assistance packages can be carried over into the weekend to accommodate homework given over the weekend because of the higher payout per student.

Tutoring Only

The assigned tutor is not allowed or required to help the student directly with homework. If prompted by the student to help with homework, The tutor should take the following steps:

- Look at the homework and identify the topic the student is having problems with.

- Tell the student the topic you'd like to work on so he/she can complete the homework in time.

- Break away from your pre-defined outline and tutor that topic related to the homework one more time.

- Notify them that in the near future, they will do a test relating to the same topic to ensure progress.

- If they persist, NOTIFY THE REPRESENTATIVE.

DON'TS

Do not tell the client they cannot receive homework help as they will feel restricted.

Assignments Only

The assigned tutor is not allowed or required to help the student with a structured tutoring routine provided in the Project Jaguar subject course outline or the tutor's course outline. The client in this situation is already aware of the "assignment only" arrangement.

Tutoring and Assignments

The assigned tutor is not allowed or required to help the student directly with homework whilst following the structured online tutoring. The tutor is expected to give more tests to assess progress over-time (using Schquiz as mentioned in Section 1.7) more often in this package included session.

Associate Protocol for using Company Resources

Schquiz

Schquiz helps secondary school students prepare for their CXC CSEC exams. This platform's purpose within PJOC is to improve efforts immediately and build academic confidence of clients with the guidance of their respective tutors.

Schquiz' usage is limited to tutors for: English, Math, Information technology

Schquiz' website and app are available for usage. (<http://schquiz.com>)

Curriculum Section

Tutors are expected to add items of interest and importance to the subject curriculum in which they are tutoring for. The App is required.

Protocol for selecting subjects

The PJaguar App is required for this protocol. Figure 1.7.1 shows how to access the Settings in order to reach the "Associates Subjects" section of the app. The purpose of this section of the PJaguar app is to have associates reserved for certain subject areas, automating the process of representative -> associate interaction.

Protocol for selecting resources for Students

Associates assigned as tutors are allowed to use any resources that fall under these categories:

- Files and books provided on the app. "Side Menu > Resources"- PJaguar App is required to access this
- Any resources on our website which are found searching by subject - (<https://pjaguar.com/#/subjects/q/0>)
- For heavily research dependant subjects: Online sources provided by <https://scholar.google.com>
- For statistical, mild and none research dependant subjects: Online sources provided by <https://www.google.com>

Project Jaguar™