

# **Welcome to TutorChamps - Be An Expert Tutor & Help Students Flourish**

If you're looking to join TutorChamps to help students enhance their academic skills, we welcome you in our highly skilled and talented team. When it comes to offering quality education to our students, the name of TutorChamps stands out from the crowd. Offering quality education to students is a huge responsibility and a matter of expertise. Before you start with our platform, it's vital to know about it.

Continue reading to know more about the TutorChamps platform. For any queries or further help, feel free to get in touch with our team.

## **Tutor Work**

We offer two main types of work to the experts who wish to help students with valuable education.

- Deadline Session
- Live Session

### **Deadline Session**

- Queries related to assignments, homework, lab reports or other projects.
- On the basis of the specific requirements of each student, a time limit is decided. You can even opt for a fixed time.

### **How Do We Assign Deadline Work To Any Tutor?**

Take a look at the steps you need to follow to access the deadline work.

- You can use our website to check out the assignments at your dashboards. We will notify you on your registered email or in your dashboard regarding the floated assignments.
- Once you've found your assignment, your next step is to read it thoroughly. Analyze the complete details and check out if you can complete the task adequately.
- After analyzing, you will get two options - accept it and start the task or reject the given assignment.
- If you feel you can't complete the task within time or you feel you've less knowledge about the topic, you can click on the reject button.
- Conversely, if you are sure about your skills and knowledge and can complete the task within the set time, click the accept button.
- Wait for the time until we ask our students and let them confirm your request. Once they confirm it, we will send you a confirmation message and will ask you to start the assignment.
- Be sure you follow our guidelines and rules to get good ratings.
- As a professional tutor, it's your responsibility to submit your work on time. Late submissions can impact your score negatively and can affect the work we assign you.

In case of an emergency situation, be sure you inform our team with the honest reason.

## **Live Session**

In live sessions, the tutor needs to solve the doubts of the students immediately.

- Video sessions aren't conducted
- You will get a fixed time to solve the queries like one hour session from 11:30pm to 00:30am
- Live problem solving in fixed time period

## **How Do We Assign a Live Session To Any Tutor?**

- Prior to assigning you a live session, we will send you the reference material related to the topic and the time of the session.
- You need to check out the reference material thoroughly. If you are fully sure about the topic given and the reference materials provided, you can accept it.
- If you are 100% sure about the reference materials and you're available on the decided time, click on the accept button.
- Reach on WhatsApp 5 minutes before the session starts. In case of delayed or canceled sessions due to unavoidable circumstances, we will inform you through Email or WhatsApp.
- The material you use during the session (graphs, notations and tables) should exactly match the reference materials. Do not include irrelevant materials, internet materials or internal resources until you're asked to.
- Do not use any Internet resources or we will ban your Tutor account for the future.
- In case you aren't sure about a particular answer during the live session, avoid attempting it. Instead, reach out to the admin for the same.

**Note :-** After accepting the live session, be sure you're present during the whole live session.

## **Some Other General Guidelines**

- For any legitimate answer you provide on the platform, you will be paid/compensated.
- If you aren't sure about the answer, try not to attempt it. We strictly prohibit the submission of wrong answers.
- Plagiarism, late submission of questions or assignments and wrong answers are prohibited.
- We strive hard to offer legitimate and valuable answers to our students. This is why our team of highly skilled and zealous members will constantly monitor your answers to ensure that they are accurate and thoroughly explained.

## WhatsApp Contacts

To help you know about the details of the live session or to assign you an assignment, we will contact you through WhatsApp. Be sure you save our numbers to ensure that you don't miss any notification from our team. In some instances, we will send you the complete notifications via email. Keep an eye out on the WhatsApp messages and dashboard notifications to avoid missing anything.

## Answering Guidelines

- Give a thorough read to the question before you attempt any answer
- While explaining the answer, be sure your answer is clear and well-explained
- Include the things like charts, graphs or tables to make the concept clear and simple
- Explain the whole question in parts and box the final answer
- Be sure you write the answer in bold letters that is clearly visible
- Avoid completing the question in small space, instead, complete it in the spacious manner to ensure that it looks well-organized

## What is Plagiarism?

Plagiarism is pretending someone's work as yours in any way. We strictly prohibit the use of plagiarized answers on the app. In case of plagiarized content, we will ban your Tutor account.

### DO(s)

- Be sure your answer isn't copied and you write in your own language
- Include relevant examples and other explanation methods to explain the concept

### DON'T(s)

- Avoid the submission of work that is altered slightly

- Avoid using the explanation items (like graphs, tables, charts, etc) that aren't made by you, if it's needed, seek our permission