📝 Quality Review Flag Comments (with Subcategories and Flag Recommendations)

🔧 SETUP VIOLATIONS

Subcategories: [Camera Quality, Microphone Quality, Environment, Internet Quality, Dress Code]

Recommended Flag Level: Red Flag if repeated or severe, Yellow Flag if first-time and minor

Camera Quality

- [Flag Color] - Camera Quality: The camera remained off throughout the session. Please keep the camera on to support effective communication.

- [Flag Color] - Camera Quality: The instructor turned off the camera during the session. Please ensure your camera remains on throughout to maintain visual engagement. [Duration]

Microphone Quality

- [Flag Color] - Microphone Quality: The instructor's voice was difficult to hear. Kindly improve the microphone quality to ensure clear communication. [00:30-01:45]

Environment

- [Flag Color] - Environment: The instructor failed to use the official iSchool virtual background. Please ensure the official background is used to maintain consistency and professionalism.

- [Flag Color] - Environment: The instructor used a virtual background that displayed an incorrect grade level. Kindly ensure the background matches the assigned grade. [Could be just a comment for the first time]

- [Flag Color] - Environment: The session was conducted in a public place. Please attend sessions from a quiet, private space to avoid interruptions.

- [Flag Color] - Environment: Background noise or disturbances were present throughout the session. Please ensure a quiet environment suitable for learning.

- [Flag Color] - Environment: The instructor used a mobile phone, which affected session stability and delivery. Please use a laptop or PC for a better session experience.

- [Flag Color] - Environment: Eating or chewing gum was observed during the session. Kindly avoid eating on camera to maintain a professional appearance.

Dress Code

- [Flag Color] - Dress Code: The attire worn by the instructor was inappropriate (e.g., sportswear). Kindly adhere to the dress code and wear semi-formal clothing.

💬 ATTITUDE VIOLATIONS

Subcategories: ["Voice Tone & Clarity", "Language Used", "Session Initiation & Closure", "Friendliness"**]**

Recommended Flag Level: Red Flag if repeated/offensive, Yellow Flag if first-time or minor

Voice Tone & Clarity

- [Flag Color] - Voice Tone & Clarity: The instructor's tone came across as too intense for students. Please maintain a calm and supportive tone to foster a positive learning environment.

Language Used

- [Flag Color] - Language Used: Political or religious topics were introduced during the session. Such topics should be avoided to maintain a neutral and inclusive learning environment. [Duration]

- [Flag Color] - Language Used: Some words used during the session were inappropriate or informal. Please maintain professional and age-appropriate language. [Duration]

- [Flag Color] - Language Used: Feedback was shared using harsh or disrespectful language. Kindly use supportive and constructive language in all interactions.

Session Initiation & Closure

- [Flag Color] - Session Initiation & Closure: The instructor harshly communicated the rules, making negative comparisons to another class (e.g., *"don't be like them"*). This approach may come across as mocking or blaming students, which is not appropriate for their age group and can hinder the development of a positive and respectful classroom environment.

Friendliness

- [Flag Color] - Friendliness: Shouting or intimidating behavior was observed. Please handle misbehavior calmly and professionally. [Duration]

- [Flag Color] - Friendliness: The instructor's responses were overly strict or harsh. Provide constructive feedback with supportive language. [Duration]

- [Flag Color] - Friendliness: The instructor asked personal or intrusive questions. Kindly avoid questions that invade student privacy. [Duration]

🗐 PREPARATION VIOLATIONS

Subcategories: ["Session study", "Project software & slides", "Knowledge About Subject"**]**

Recommended Flag Level: Red Flag if repeated or severe, Yellow Flag if first-time and minor

Session Study

- [Flag Color] - Session Study: The instructor did not adequately review the content beforehand, resulting in a lack of structure during the session. Please ensure all material is reviewed in advance.

Project Software & Slides

- [Flag Color] - Project Software & Slides: Internal platforms such as [LMS/Dashboard/Slack] were displayed. Please avoid showing internal tools during sessions. [Duration]

Knowledge About the Subject

- [Flag Color] - Knowledge About Subject: Incorrect information was provided in response to student questions. Please review lesson content thoroughly before sessions.

📃 CURRICULUM VIOLATIONS

Subcategories: ["Slides and project completion","Tools used and Methodology", "Homework"**]**

Recommended Flag Level: Red Flag if repeated or severe, Yellow Flag if first-time and minor

Slides and Project Completion

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- [Flag Color] - Slides and Project Completion: The session content was delivered using student resources instead of official slides. Kindly use the official material to ensure consistent quality.
- [Flag Color] - Session Synchronization: Key components like Q&A, recap, or attendance were skipped. Ensure all essential elements are included to maintain structure. (Mention which part and duration)

Tools Used and Methodology

- [Flag Color] - Tools Used and Methodology: A video was played during the session without sharing audio. Kindly ensure the audio is shared to support understanding.

- [Flag Color] - Tools Used and Methodology: Unapproved external resources were shared. Please only use pre-approved materials to stay aligned with the curriculum.

- [Flag Color] – Tools Used and Methodology: Please ensure that the student's screen sharing is paused after project implementation to avoid confusion during the remaining explanation. This allows all students to view the slides and follow along with the content. [duration]
- [Flag Color] - Tools used and Methodology: The instructor used the Zoom platform for personal purposes unrelated to the iSchool during the session. Kindly ensure that the platform is used strictly for educational and professional objectives within the scope of the program.

Homework

- [Flag Color] - Homework: Homework was not reviewed during the session. Reviewing assigned work helps reinforce concepts and track student progress.

- [Flag Color] - Homework: Students were not informed about their homework tasks. Always provide clear instructions by the end of the session.
- [Flag Color] - Homework: Please note that it is mandatory to check students' homework by sharing their screen, not by reviewing it through the chat. Screen sharing allows for clearer feedback and ensures proper evaluation.

⍰ TEACHING VIOLATIONS

Subcategories: ["Class Management", "Student Engagement", "All Students' Involvement", "Session Synchronization", "Project Implementation & Activities"
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Recommended Flag Level: Yellow Flag if first-time, Red Flag if repeated or severe

Class Management

- [Flag Color] - Class Management: The instructor answered personal phone calls or texts during the session. Please avoid using your phone for personal matters while teaching.

- [Flag Color] - Class Management: Students were not muted during the break, causing background disruptions. Kindly mute all students during breaks to preserve session quality.

- [Flag Color] - Class Management: Students were allowed to exchange personal contact details. Kindly maintain safe and professional communication boundaries.

- [Flag Color] - Class Management: The instructor used marks as a threat to manage student behavior, which is inappropriate. Classroom management should be handled with positive reinforcement and respectful communication. [Duration]

- [Flag Color] - Class Management: Using inappropriate language, such as threatening to remove a student from the session, is unprofessional and may contribute to a hostile learning environment.[Duration]

- [Flag Color]- Class Management: Student screen sharing should be stopped while the instructor is explaining to avoid distractions among students.

- [Flag Color] - Class Management: During attendance, please ensure that you call out students' names at least twice, rather than relying solely on raised hands for confirmation. This helps ensure accurate attendance and encourages direct engagement with each student.
- [Flag Color] - Session Synchronization: Attendance after the break was skipped. Even if students did not appear to leave, some may have taken the break away from their screens. It is important not to proceed with the session until attendance is confirmed to ensure all students are present and following the flow. [02:29:48]

Project Implementation & Activities

- **[Flag Color] – Project Implementation & Activities:** The project was explained, but students did not actively implement it nor share their screens. Live implementation and screen sharing are essential to ensure engagement and understanding.

- [Flag Color] - Project Implementation & Activities: The project was introduced, but students were not reminded to upload their work or shown the steps. Please guide students through the process.

- [Flag Color] - Project Implementation & Activities: The instructor implemented the project but did not allow students to do the same. Kindly ensure students actively build at least a portion of the project during the session.

- [Flag Color] - Project Implementation & Activities: The instructor sent the entire code to students to copy. Kindly avoid this practice and guide students to implement code step by step themselves.

- [Flag Color] - Project Implementation & Activities: The instructor kept screen sharing for extended periods, encouraging students to copy instead of implementing. Please pause and allow time for hands-on participation.

- [Flag Color] - Project Implementation & Activities: The instructor did not check student implementation during the session. Kindly request students to share their screens while working and provide guidance and support.

Session Synchronization

- [Flag Color] - Session Synchronization: Key components like Q&A, recap, or attendance were skipped. Ensure all essential elements are included to maintain structure.

- [Flag Color] - Session Synchronization: The session exceeded the allocated time without a valid justification. Please manage time effectively to remain on schedule.

- [Flag Color] - Session Synchronization: The instructor joined the session late. Please make sure to enter at least 15 minutes before the scheduled start time for preparation and readiness.
- [Flag Color] - Session Synchronization: Attendance after the break was skipped. It must be taken both at the beginning and after the break to ensure proper session structure and student tracking. [01:46]
- [Flag Color] – Session Synchronization: The tutor did not follow the planned session sequence by addressing parts of the homework after the break, which was not the designated time for this activity. Please ensure each component of the session is delivered in its scheduled order to maintain clarity and flow.

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