

Requirements for Online Tutors

Category: requirements | Required: Yes

Technical, environment, and delivery requirements for remote sessions.

| Field | Value/Notes |
|------------|-----------------------------|
| Objectives | Enter SMART objectives |
| Resources | List links/files |
| Assessment | Quiz/Observation/Assignment |
| Follow-up | Homework/Next steps |

Technical Baseline

- Device: Laptop/desktop with webcam (720p+) and microphone/headset.
- Connectivity: ≥10 Mbps down / 3 Mbps up (test before session).
- Software: Approved video platform + LMS; whiteboard/screen share capability.
- Backup: Secondary device or phone hotspot for contingencies.

Environment & Privacy

- Quiet, well-lit space; neutral/professional background.
- Use headphones in shared spaces; avoid identifiable personal items in view.
- Follow data protection; lock screen when away; use institution accounts only.

Delivery Standards

- Start on time; camera on where policy permits.
- Agenda posted in chat; check understanding every 5–7 minutes.
- Use interactive features (polls, annotations, breakout rooms) where appropriate.
- End with a recap, next steps, and where to find resources.

Checklist (Pre-Session)

- Connection test done ■ Slides/resources uploaded ■ Attendance sheet ready
- Safeguarding reminder in first slide ■ Recording policy stated