# Requirements for Online Tutors

Category: requirements | Required: Yes

Technical, environment, and delivery requirements for remote sessions.

|  |  |
| --- | --- |
| Field | Value/Notes |
| Objectives |  |
| Resources |  |
| Assessment |  |
| Follow‑up |  |

## 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