



The Noah Webster Center for Independent Studies

TUTOR REGISTRATION FORM

PERSONAL DATA

Name _____
 Address _____

 Phone _____
 Email _____

ORGANIZATION (IF ANY):

SUBJECTS:

EDUCATION & EXPERIENCE

| | School Name | Location | Year of Graduation | Degree | Major / Field of Study |
|---|-------------|----------|--------------------|--------|------------------------|
| <input type="checkbox"/> College or University | _____ | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> Graduate Studies | _____ | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> Certifications (other than below) | _____ | _____ | _____ | _____ | _____ |

CERTIFICATIONS

Are you a state certified teacher Yes No If yes, Certificate No. _____ Type _____

GUIDELINES FOR APPROVED TUTORS AND TUTORIAL ORGANIZATIONS

As an approved tutor for instructing students in the Noah Webster Center for Independent Studies (NWC), you are a vital part of our adjunct faculty. It is important that we maintain some level of consistency in the testing and grading of our students. In the interest of maintaining the integrity of the Center we have established certain guidelines for participation in our accreditation program. Our accrediting agency requires that we administer (usually in conjunction with the home teacher) a content test at the end of each course. As a general practice, we proctor quarterly tests rather than a single content test at the end of the course. In order to accomplish these requirements through a tutor, NWC works directly with the parent/home-teacher for planning and curriculum advice, and adopts the teaching and testing of the tutor after approval and agreement between the tutor and the Center on certain required guidelines.

We require that all tutors hold a bachelor's degree in order to be included in our list of approved tutors.

In order for a course to earn an academic credit for high school, a minimum of 150 class hours or 75 hours per semester is required. Tutors for courses of study lasting less than 15 weeks per semester should ensure that sufficient hours are spent in class or home study. A minimum of 120 hours for a summer semester course is sufficient for credit. In addition, we require the tutors to follow our testing guidelines:

For purposes of an accredited transcript, **tests must represent the retained knowledge of the student.** Therefore, while open-book tests might otherwise be used in the course of a study, NWC requires that the grades provided through a tutor be based on **at least two graded tests during each semester**, completed without books or notes. In the instance of a test requiring the **use** of several formulas, a 3x5 note card list of the formulas may be allowed. In upper level Math and Science courses such as Geometry, Algebra 2, Chemistry, Pre-Calculus, or Physics, the use of a calculator or graphing calculator such as the TI-83 is acceptable. No other use of calculators or other helps is allowed. We ask that tutors **provide a grade sheet showing a numeric grade for each semester, identifying the student, the tutor, the course title, and the grading period.**

STATEMENT OF UNDERSTANDING AND AGREEMENT OF THE TUTOR/ORGANIZATION.

Testing is an important part of teaching. It is how we measure our progress and that of the student. For the purposes of providing grades in coordination with the Noah Webster Center for Independent Studies, I understand that the testing is to be performed in the manner described in the foregoing paragraph. I agree to provide semester grades based on two objective based tests each semester.

I have read, understand and agree to comply with the guidelines as stated above.

Signature of Teacher/Tutor

Date