



# The Noah Webster Center for Independent Studies

## TEACHER/TUTOR DATA AND AGREEMENT

### PERSONAL DATA

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

### SUBJECTS:

\_\_\_\_\_  
 \_\_\_\_\_

### ORGANIZATION:

\_\_\_\_\_

### 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 as well as that of the several tutorial organizations with which we work, we have established certain guidelines for participation in the 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 tutorial organization, NWC works directly with the parent/home-teacher for planning and curriculum advice, and adopts the teaching and testing of the tutorial organization after approval and agreement between the tutor and the Center on certain required guidelines. We require that teachers in the tutorial organization (persons instructing, evaluating progress and grading the students' work) hold a bachelor's degree as required by our accrediting agency. 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 Geometry, Algebra 2, Chemistry and Pre-Calculus 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.

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

\_\_\_\_\_

Signature of Teacher/Tutor

Date