OXFORD SCIENCE STUDIES

ONLINE TUITION COURSE – STUDENT GUIDE

Staff will only be available to contact on Teams during tuition hours.
Please see the below contact details for the OXSS team:

Timetable queries	Via natasha.berger@oxford-education-online.com or Teams
Missing tutor/student running late or absent and general questions for students	Via james.blencowe@oxford-education-online.com 01865 240637 or Teams

Online platforms should be considered an equivalent to the classroom environment and as such students are expected to conduct themselves as they would in the classroom. Online tuition remains a professional environment – although it is online, it is not social media: dress, speak, act and situate appropriately.

Students undertaking online tuition, by their participation in the programme, agree to adhere to the following rules of conduct:

- Students will not share passwords or log in details for any reason.
- Students will ensure that communication with tutors and fellow classmates is appropriate, considering their choice of wording and language, speaking and acting in a correct manner, being patient and respectful. Anyone passing through that may be heard by others should also consider their choice of language.
- Students will ensure that no inappropriate content is uploaded/downloaded or shared via the online platform (Microsoft Teams). Students will ensure that any such actions are reported to an OXSS staff member immediately.
- Students will not take any screenshots or recordings that include visuals of their tutors or fellow classmates.
- Students will dress appropriately for a tuition environment, ensuring that any clothing is deemed appropriate, considering the choice of wording/any images.
- Students will consider their surroundings, ensuring that they are in an appropriate working environment, i.e. not sitting on a bed/in a bedroom. An appropriate environment is also one

that is free of unnecessary distraction, e.g. a television or a mobile phone.

- Students should be on time. We expect them to be online on time for all sessions, as we would do on a face-to-face course. If they are in a group class, the tutor will start without them and it is therefore their own time that they are wasting.
- Students will ensure that are attentive and interactive during lessons. Students will complete all work set to the best of their ability and remember to ask questions if they are unsure or do not have enough work to complete.
- Students understand that lessons will be recorded, that includes the video/audio and chat history. As on our face-to-face courses, intimidation, harassment or other forms of bullying are not tolerated. We expect students to treat each other with mutual respect, showing consideration and cooperation towards others.

As advised on application, we find that tuition works best if the tutor and student can see each other. The tutor can then read the student and see if they are confused, concentrating, happy etc. Although it is possible to provide tuition without the student being seen, it is preferable for all parties to be visible. If the student is hidden, we believe that an important element of the online tuition is lost.

Please be online and available on Teams before your first session starts to ensure that your account and internet is working. One of the OXSS staff members will check in with you prior to your first session to ensure that you are ready to go. Before the course you will receive account log in details, as well as calendar invites for the sessions. Should you experience any difficulties, please report to the OXSS team immediately.

At the end of each class on your timetable there are 2 or 3 letters, these are the initials for your tutor. Your tutors name will be confirmed to you in advance of your classes.

Exam Practice Sessions

If your timetable states 'Exam Practice', this is your opportunity to put your learning into practice. Please complete all work set to the best of your ability and remember to ask questions, if you are unsure. If you do not have enough work, please contact James (james.blencowe@oxss.co.uk) for extra exam papers.

Feedback

Once you have completed your course, you will be sent a feedback link - please complete this to provide feedback on your course and tutors. This should only take approximately 3 minutes and will be completely anonymous. In terms of other feedback, you will receive an electronic report form from each of your tutors, this will detail topics/areas covered, recommendations for further study as well as some general comments on effort/attitude etc.

If you have any questions regarding the above or the running of the online course, please contact us.