

Senior Tutor Calendar

Throughout the year

- Monitor failures to submit coursework or programming and poor performance in assessments. Discuss the problems individually with the students and refer them to the college services if appropriate.
- Contact students failing to attend.
- Track progress of special needs students and make appropriate arrangements for them.

September

- Allocate personal tutors, ppt groups and pmt groups. Check staff availability with HoD and DoS.
- Email staff with the ppt/pmt/pt allocations and remind them about the meetings in week 1.
- September exam board. Inform students of the outcomes through the exams website.

Autumn Term

- Week 1: Welcome Lecture
- Week 1: Check to see if any special exam arrangements are required for the lexis test. Set up data base of students with special exam requirements.
- Week 2: Email staff about meeting tutees in week 3. Include information on the role of personal tutoring and confidentiality.
- Week 8: Announce “meet your tutor week”
- Week 9: Contact group project supervisors to check that all students are participating.

Spring Term

- Week 1: Check with tutors that they did see all their tutees last term. Remind them again about the confidentiality.
- Week 2: Announce “meet your tutor week”.
- Week 6: email staff and students about special exam arrangements.
- Week 8: Announce “meet your tutor week”.
- Week 9: Request cases for mitigating circumstances in relation to assessments carried out to date.
- Week 9: Send information to students about the revision and examination period.

Summer Term

- Week 1-3: Exam troubleshooting.
- Week 1: Inform first year students and MSc students about the exam process.
- Week 3: Encourage 3rd and 4th year students to begin project work.
- Week 4: Request cases for mitigating circumstances with respect to the exams.
- Week 4: Announce “meet your tutor week”.
- Week 4: Check with supervisors about project students’ attendance.
- Week 5: Inform staff and students about the release of exam results.
- Week 6: Preliminary examiner’s meeting and mitigating circumstances meeting.
- Week 8: Announcement of results to students.

Summer Vacation

- Contact students on interruption of studies to confirm their return

Documentation on Procedures

- Data Protection: <http://www3.imperial.ac.uk/legalservicesoffice/dataprotection>
- Autism: <http://network.autism.org.uk/welcome>