

## **Teaching and Learning Center's Guidelines for Tutor Assistance on Quizzes and Tests:**

While we want our tutors to help students with their course work, we also want to comply fully with instructors' practice regarding online quizzes and tests. Therefore in order to avoid confusion or mistakes, our policy will be as follows:

Tutors are strictly prohibited from assisting students with quizzes or tests unless:

- The instructor has provided specific information in Online Campus relating to assistance on quizzes or tests.
- The student provides the instructor's syllabus to the TLC coordinator, showing specific quiz and test-taking procedures.
- The student provides written permission in an e-mail from the instructor. The e-mail must be addressed to TLC coordinators Gena Ryan or Anne Reeves.
- For students receiving accommodations for quiz and test taking, permission can be obtained from Disability Services through e-mail or phone call.