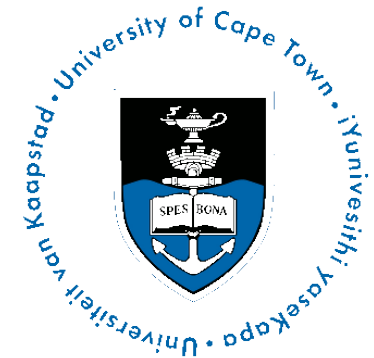# Tutor Training

Department of Computer Science Policies and Procedures

Hussein Suleman <hussein@cs.uct.ac.za>

Department of Computer Science
School of IT
University of Cape Town

March 2021

Last edited: 3 March 2021
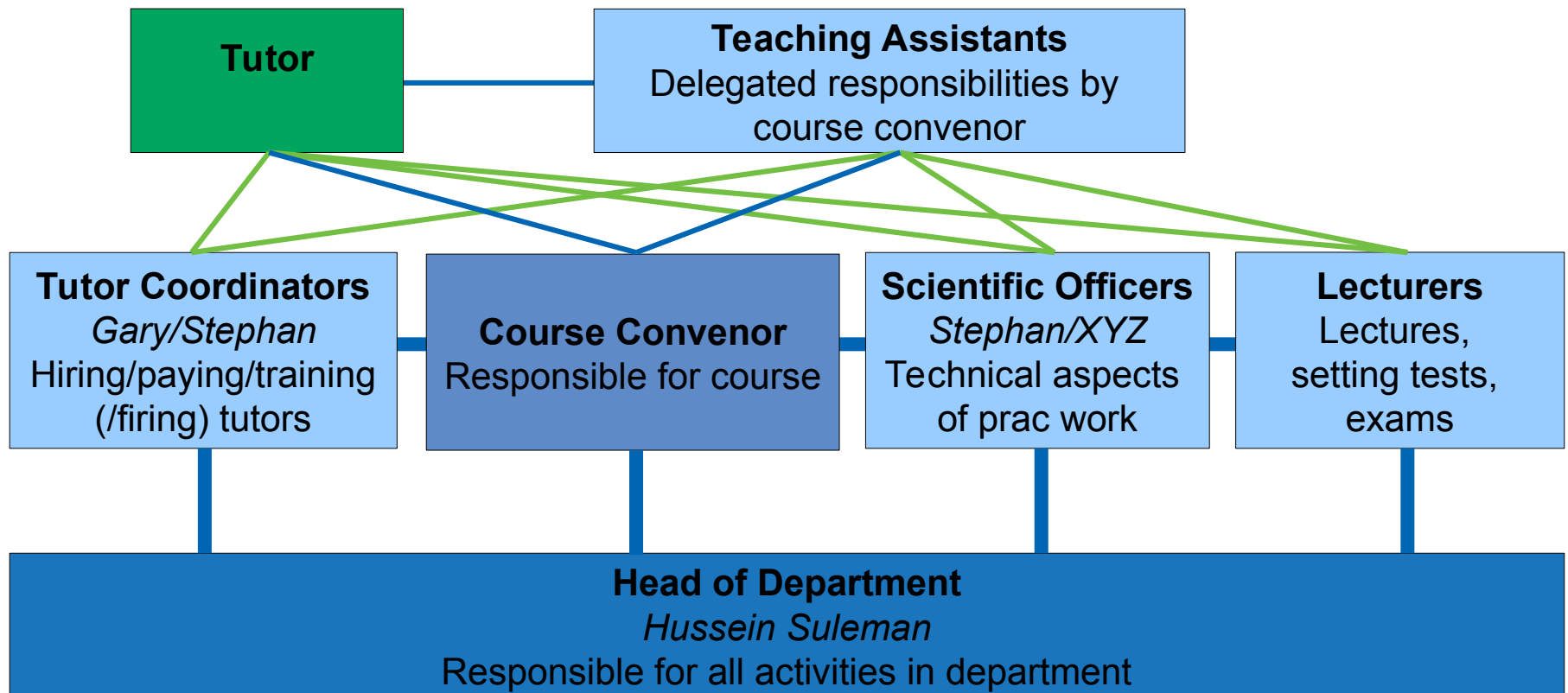
Slide count: 7

Course Outline

☐ Procedures and policies for a given course.

☐ On Vula
- **Resources** section or **Course outline** section.

☐ Key logistics
- Staff: Course convenor, lecturer(s) and teaching assistant(s).
- Lab session and tests: details/timetable.
- Course schedule/topics.
- Assignments: release date, due date and marking deadline.

Staff responsibilities and interactions

Practical work / test procedures and policies

□ Practical release
  - Expect to be briefed by TA/SSO/Lecturer.

□ Standard department late hand-in policy (except IT Masters)
  - 10% deducted per day late.
  - Work more than 5 days late is not accepted.

□ Marking procedure
  - May be briefed by lecturer.
    - □ Feel free to ask lecturer questions about marking.
  - Expect to receive mark scheme/guidelines/model answers.
  - Marks will be moderated.

UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

IT | SCHOOL OF IT

Practical work / test procedures and policies

□ Marking Sessions
  - Organised by the teaching assistant.
  - Usually for class tests, but could be for assignments too.
  - We provide some snacks for on-campus sessions.

□ Feedback
  - May be required to scan documents to return marking to the students (Returner tool on Vula).
  - May be required to enter marks into Vula.
  - Do not "Release marks" - the TA and CC will do this.

Decisions and Appeals

☐ Course content queries in chat room/forum

  ■ Everyone should engage with students!

☐ Queries about course/marks/etc.

  ■ Only the CC or TA should respond.

☐ Complaints, appeals, etc.

  ■ Only the CC should respond.
  ■ Students may then appeal to HoD, and then Dean.

☐ Plagiarism detected

  ■ Report to TA and CC - only the CC can decide this.

Thank you for listening!

Questions are welcome...

Contact me at: *hussein@cs.uct.ac.za*

Department of Computer Science
School of IT
University of Cape Town