## Tutor Self Evaluation of a Tutoring Session

Tutor’s Name: ____________________      Supervisor’s Name: _____________________    Date: ___________

<table>
<thead>
<tr>
<th>Question</th>
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</thead>
<tbody>
<tr>
<td>1. How would you rate the overall quality of the tutoring help you provided?</td>
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<td>2. How well did you help the student feel comfortable during the tutoring session?</td>
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<td>3. How well did you explain what was going to happen in the tutorial?</td>
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<td>4. Did you initially focus on the big picture stressing how their question or problem fits into the overall process or idea, rather than just the problem or question at hand?</td>
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<td>5. How well did you address the student’s question(s)?</td>
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<td>6. How well did you discuss and explain problems that the student was having rather than just correcting the student’s mistakes?</td>
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<td>7. Did you make positive and constructive comments to reinforce student learning and understanding?</td>
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<td>8. How well did you review key points of the session?</td>
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<td>9. How would you rate the student’s preparedness for this tutoring Session (attending class, reading relevant material, making a first attempt, etc.)?</td>
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<td>10. How would you rate your preparedness for this tutoring session (subject knowledge, use of polished tutoring skills, etc.)?</td>
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<td>11. I conducted the session in a friendly professional manner.</td>
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<td>12. At the end of the session, how would you rate the student’s understanding of the concept(s) covered?</td>
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<td>13. How well did your explanations compliment the teacher’s instructions or assignment?</td>
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<td>14. How would you asses the student/tutor talking ratio?</td>
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<td>15. Do you feel that the talk time ratio between you and the student was…</td>
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</tbody>
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If you have additional comments or wish to provide additional information to the items above, please feel free to use the space below. If you are referring to specific items or questions above, please reference the number of the item. You may attach additional pages if needed.
PEER EVALUATION
There must be at least two weeks between peer and supervisor evaluations.

Tutor ______________________________  Student _______________________

Evaluator __________________________  Date ___________  Subject ___________

1. TYPE OF TUTORING  ☐ LAB  ☐ GROUP  ☐ INDIVIDUAL

2. OBSERVES TUTOR ETHICS AND STUDENT RIGHTS

   Strengths _____________________________________________________________

   Recommendation ____________________________________________________

3. USES EFFECTIVE TUTORING STRATEGIES  Able to explain, demonstrate, etc., so student understands concept. Stressing concepts, not memorization of facts.

   Strengths _____________________________________________________________

   Recommendation ____________________________________________________

4. OBTAINS FEEDBACK FROM STUDENT  Open ended questions: giving student time to answer, make sure student asks, summarizes, demonstrates, etc., so his/her grasp of concept can be determined.

   Strengths _____________________________________________________________

   Recommendations _____________________________________________________

5. ARRANGES THE PHYSICAL ENVIRONMENT  Noise level in tutoring area; tutor-client setting; lighting, etc.

   Strengths _____________________________________________________________

   Recommendation _____________________________________________________
6. TUTOR STUDY SKILLS Discussing time management, textbook reading, note taking, STUDY habits, etc., where appropriate.

Strengths 

Recommendations 

7. ENCOURAGES ACTIVE LEARNING Student working (writing, reading, questioning, explaining, summarizing, etc.) at least 1/2 the time.

Strengths 

Recommendation 

8. USES GOOD LISTENING/COMMUNICATION SKILLS Actively listening to student, responsive to student needs, giving both positive and constructive feedback to student.

Strengths 

Recommendation 

9. CONSIDERS LEARNING STYLES Using a variety of approaches to accommodate different learning styles.

Strengths 

Recommendation 

10. TUTOR KNOWLEDGE OF SUBJECT MATTER

Strengths 

Recommendation
# Supervisor Evaluation of a Tutoring Session

**Tutor's Name:** ______________________  
**Supervisor's Name:** __________________  
**Date:** _________

1. How would you rate the overall quality of the tutoring help provided?  
   1. Excellent  
   2. Good  
   3. Poor  
   4. Very Poor  
   5. Unacceptable

2. How well did the tutor help the student feel comfortable during the tutoring session?  
   1. Excellent  
   2. Good  
   3. Poor  
   4. Very Poor  
   5. Unacceptable

3. How well did the tutor explain what was going to happen in the tutorial?  
   1. Excellent  
   2. Good  
   3. Poor  
   4. Very Poor  
   5. Unacceptable

4. Did the tutor initially focus on the big picture stressing how their question or problem fits into the overall process or idea, rather than on just the problem or question at hand?  
   1. Excellent  
   2. Good  
   3. Poor  
   4. Very Poor  
   5. Unacceptable

5. How well did the tutor address the student's question(s)?  
   1. Excellent  
   2. Good  
   3. Poor  
   4. Very Poor  
   5. Unacceptable

6. How well did the tutor discuss and explain problems the student was having rather than just correcting the student's mistakes?  
   1. Excellent  
   2. Good  
   3. Poor  
   4. Very Poor  
   5. Unacceptable

7. Did the tutor make positive and constructive comments to reinforce student learning and understanding?  
   1. Excellent  
   2. Good  
   3. Poor  
   4. Very Poor  
   5. Unacceptable

8. How well did the tutor review key points of the session?  
   1. Excellent  
   2. Good  
   3. Poor  
   4. Very Poor  
   5. Unacceptable

9. How would you rate the student's preparedness for this tutoring session (attending class, reading relevant material, making a first attempt, etc.)?  
   1. Excellent  
   2. Good  
   3. Poor  
   4. Very Poor  
   5. Unacceptable

10. How would you rate the tutor's preparedness for this tutoring session (subject knowledge, use of polished tutoring skills, etc.)?  
    1. Excellent  
    2. Good  
    3. Poor  
    4. Very Poor  
    5. Unacceptable

11. The tutor conducted the session in a friendly professional manner.  
    1. Excellent  
    2. Good  
    3. Poor  
    4. Very Poor  
    5. Unacceptable

12. At the end of the session, how would you rate the student's understanding of the concept(s) covered?  
    1. Excellent  
    2. Good  
    3. Poor  
    4. Very Poor  
    5. Unacceptable

13. How well did the tutor explore the teacher's method(s) of instruction for this problem or assignment?  
    1. Excellent  
    2. Good  
    3. Poor  
    4. Very Poor  
    5. Unacceptable

14. How would you assess the student/tutor talking ratio?  
    1. Mostly tutor  
    2. Equal  
    3. Mostly student

15. Do you feel that the talk time ratio between the tutor and the student was…….  
    1. Too much tutor  
    2. Just right for optimal learning  
    3. Too much student

If you have additional comments or wish to provide additional information to the item above, please feel free to use the space below. If you are referring to specific items or questions above, please reference the number of the item. You may attach additional pages if needed.