

Tutify – Screening Guidelines

About This Document

This document is a translated version of the Screening Guidelines used by corona-school.de. These guidelines are handed out to new screeners joining our screening team, and explains the screening processes in more depth. This is meant to serve as a starting-point for platforms that want to build up their own screening processes.

The Screening Team: volunteers, who agree to help with the verification process. The Corona School f.e. has about 50 people actively screening. They are coordinated with a scheduling tool, and sign up to on-call times. In these, they sit in front of the screening tool, and have screening interviews with the students who come online.

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The Principle

Social commitment is important and we value everyone who gets in touch with us. Therefore the screening process only serves the following purposes:

- 1) Is the person a real and living person?
- 2) Is the person a student?
- 3) Does the person have the basic professional skills necessary to support students?
- 4) Is it possible - using basic common sense - to rule out that the person is spreading any form of abuse on the platform?

If the answer to all questions is "yes", then we welcome the person as a student in the tutoring community!

The Procedure

Abstract

The screening at corona-school.de runs over a digital queue, the source code for which is available on our github. After confirming their email address, students automatically receive an invitation link to the queue tool, where they log in using their email. The screening team then works through the queue, conducting video-chats with everybody in it. The queue is open for a few hours a day (at corona-school.de for 6-12hrs, depending on the demand) and manned by 1 - 3 screeners at a time.

How to get Screening as a Screener

1. **Enter your availability into the scheduling tool.** (Corona School: tried Oncehub, Doodle and then switched to a Google spreadsheet for convenience). Of course, you can also screen spontaneously.
2. **At your registered screening time, log into the screening tool.** The screening tool can be reached under [link], it is important that you use Google Chrome, or another Browser based on Chromium. We strongly discourage the use of tablets or mobile phones, since the Webapp was developed with desktop users in mind.
3. **Select the student who has been waiting the longest.** Click on the "Verifying" button next to their name, after which a button "start the Call" should appear. Clicking this button will redirect you to a meet.jit.si call. Simultaneously a popup-form in the screening tool will appear, where you can put in the result of the screening call.
4. **Executing the Screening Call.** For more information see "The Screening Call" (next page)

5. **Putting in the Result of the Call.** Please put into the popup-form the grades that the student feels comfortable teaching in, any comments/feedback the student had, any comments that you have about the student and most importantly: whether or not the student has passed the screening procedure.

Executing a Screening Call

1) Is the Person Real and Living?

To answer this question, it is important that you are able to see and communicate with the person. Should the person not be in possession of a working webcam, unfortunately a screening call cannot be conducted. You could try and ask them to do the call over their phone, using the jitsi app.

- iOS: <https://apps.apple.com/us/app/jitsi-meet/id1165103905>
- Android: <https://play.google.com/store/apps/details?id=org.jitsi.meet>

Should this not be possible, or take too long, please return to the screening tool, close the popup-form, and click on the little trashcan next to the person's name. This will remove them from the queue, without rejecting or accepting them for the platform, allowing them to come back again at a later point.

2) Is the Person a Student?

Here we require proof that the person has been a student either this, or the previous semester. This proof can be in the following forms:

- Student ID (with picture)
- Student ID (without picture) + other forms of ID (with picture)
- Enrolment Certificate + some form ID (with picture)

3) Can be Ruled Out That The Person Poses a Risk to Tutees?

Unfortunately, you can only rely on your common sense for the answer of this question. If you are in doubt: it's better to say no, than to expose our tutees to any risks.

4) Is the Person Qualified for Tutoring?

A good idea is to simply go through all the subjects that the person registered for, ask them what grades they want to teach in, and why they feel qualified to tutor in it. If the explanation is too thin, feel free to ask a bit more about it. This part of the call is also important to get a better sense of the person, essential for answering question 3).