



TILDEN PREPARATORY SCHOOL

ALBANY & WALNUT CREEK

ONLINE INDIVIDUALIZED INSTRUCTION POLICIES 2021-2022

Thank you for choosing Remote Learning through Tilden for your student. We have outlined important policies related to remote learning below in order to provide your student with an engaging and successful distance learning experience.

TESTING

You may either choose to have your student test in class with the instructor at the regular rate of class instruction or you can select to proctor exams at home for your student.

If you select for your student to test **in class** with the teacher, please note that this will add additional time for course completion. Testing in class does not fall within our estimated course lengths from our handbook.

If you will be proctoring **at home**, the test will be sent to you as a PDF, and you will be agreeing to do the following:

1. Print the test.
2. Administer and supervise your student while testing to ensure exam integrity. This includes not allowing any unapproved aides.
3. Scan and send the test back as a PDF to the teacher and adminalbany@tildenprep.com or adminwc@tildenprep.com
4. Agreeing to proctor assumes you will keep the test confidential, and will not reprint as well as shredding the exam once the teacher confirms that it was received.

Please note that tests must be completed and returned within one week of being assigned or they will be administered in class with the teacher.

CLASS

In order to ensure the best possible experience for your student's class, it is essential that your student have a working computer with camera and microphone as well as stable internet access. Your student should have a quiet, focused space to work; it is the expectation that remote students are meeting from a stable, stationary location with as few distractions as possible. Students will need to come to class appropriately attired.



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TRANSCRIPTS

Our courses are fully approved by the UC system for online instruction. Please note that in selecting the remote option for your student, it will be noted on the transcript that their courses were taken through online instruction.

TRANSITIONING TO AN IN PERSON OPTION

We understand that families may relocate to our local area or decide that they would prefer to have their student attend in person rather than continue remotely. Please note that we require 4 week (20 school days) notice to make arrangements to transition to in-person instruction. It is possible that an instructor who is available for remote instruction may not be available in person.