



Mastery Learning Tutorial Session

Introduction

This document outlines the procedures Departments, faculty members, and students will normally follow when a student's theory course test score falls below the Mastery Learning level. Students who score below the mastery level will be required to attend a Mastery Learning tutorial session. This document is based on program classes that are facilitated in the morning. However, if the class is offered at another time of the day, then the Mastery Learning tutorial session will also be scheduled at a different time of the day. The intent should always be to offer the tutorial session as soon as possible after daily tests and final exams. Students who are not successful in raising their mastery learning test score during the tutorial session will be required to attend a makeup tutorial session, normally later in the same week.

Departments may choose to utilize this document to re-assess students enrolled in lab-based courses.

The Mastery Learning tutorial sessions include the following activities.

1. Students will receive or have access to a copy of this document prior to the tutorial session.
2. Mastery Learning tutorial sessions are designed to enable learners, whose results fall below the identified Mastery Learning level, to raise their test mark to a Mastery level. Following the completion of a morning class all students who scored below the required Mastery Learning level will have their test results returned that identify what questions they got wrong. Each learner will review said questions and prepare to complete an individual "oral exam" that afternoon covering the number of questions that were answered incorrectly. To raise their mark up to the mastery level, learners will need to demonstrate their new level of understanding by providing the right answer to each question asked and be prepared to provide possible examples "why" this answer is the correct answer to the question(s).

Once testing results have been returned, students are encouraged to do one or more of the following, on their own or in small groups, before attending the scheduled afternoon tutorial session.

- Return to their textbooks and/or learning resources to find the correct answer to each question they got wrong.
 - Determine very clearly in their own mind why this answer is the right answer.
 - Provide tutoring assistance to classmates who need help and/or receive tutoring assistance from their classroom peers.
3. Learners are encouraged to take a break following their morning class, however; they may also find time to study between the end of the morning class and beginning of the afternoon Mastery Learning tutorial session. Students will attend the mandatory afternoon tutorial session at the time and location designated by their faculty member or the Department. Once the tutorial session commences, students may be required to remain in this classroom up to four hours.
 4. At the start of the tutorial session the faculty member will ask the learners if they have any questions regarding the Mastery Learning tutorial session or this document. They will do their best to address each students' questions. Following this, students will begin to study on their own. They may also work with and/or tutor other students quietly until they are asked to meet privately with the faculty member who will administer their oral exam. Any learner who feels ready to take their oral exam will either sit quietly or may begin working on their next homework assignment.
 5. The faculty member will meet first, in a separate part of the classroom, with the student who had the highest written test score in the morning session. If more than one learner had the same score, the faculty member will decide using a random, unbiased method to determine which student to meet with first. Once they have met with the first student, they will meet with the second highest scoring student and so on until all the learners in the tutorial session have been met. If a chosen student is not ready to meet when it is their turn, the faculty member will put their name to the back of the list and meet with the next individual.
 6. Before administering the oral exam, the faculty member will encourage the learner to breath deeply and relax as much as possible. This may enable the learner to do better on their oral exam. The faculty member will then start by identifying with the student the questions they got wrong. Following this, they will then determine the number of questions that the student must be orally examined on and correctly answer to have their test mark moved up to the mastery learning level. Next, they will ask the student what "specific questions" they wish to be orally examined on. The student will indicate the questions and

the faculty member will then choose among the list which one to orally examine first. At this point, the faculty member will have several options.

- They may start by simply reading the question from the morning test and ask the learner what the right answer is. If requested by the student, the faculty member will provide the list of optional answers listed on the morning test.
 - If the student indicates they are confused about a word(s), phrase, or sentence, the faculty member may reword the test question or any of the optional answers.
 - Once the learner gives their answer to the question, the faculty member will then ask the student to state “why” this is the right answer. This may include the student’s reason for this answer.
 - Learners may also give or be asked to give examples of when and where it may be used or not used. This will help the faculty member understand if the student has simply memorized the right answer or more clearly understands why it is the right answer. This is one of the benefits of subjective examination as it allows the faculty member to better assess in more depth and/or breadth how well the learner understands the question they got wrong and the new answer they are providing. This is also one of the benefits of oral over written exams.
7. If the faculty member is satisfied with both the answer and more importantly the reason(s) why this is the correct answer, they will adjust the learner’s mark from the morning test. If this adjustment is sufficient to move the student’s mark to a Mastery Learning level, then the faculty member will make any required notes, changes to the student’s records, congratulate them, and allow them to leave the Mastery Learning tutorial session. If the answer is wrong or does not move the student’s morning mark to the Mastery Learning level, then the faculty member will ask the learner a second question they got wrong. If the student is not able to answer sufficient questions correctly, that will move their mark to the Mastery Learning level, they will be asked to return to the tutorial session and review before engaging in a subsequent oral exam during this session period. Learners who return to the tutorial session will have their name moved to the bottom of the oral examination student order list in the tutorial session.

Please note that in a retake oral exam, a student cannot achieve a mark that is above the mastery level.

8. Once all the students have passed their oral exam, the tutorial session may be concluded. However, if one or more learners have been tested up to three times during the afternoon and have still not met the mastery learning level, the faculty member may need to meet with them individually to assess why they are not passing the oral exam. Through direct student tutoring, they may find out the cause is easier to correct and therefore spend sufficient time assisting the student(s) in correcting their misunderstanding.

In some cases, faculty members may be unable to determine how to assist the student. In this case, they will communicate on the student's status to their department head or designate. The learner will be advised to go home and wait for further instructions. The student will be expected to continue in their courses until told otherwise. Normally, a learner will be told to further review the questions that remain difficult and attend a Friday morning makeup tutorial session to be retested. If required, this will be delivered on an alternate day.