



WOLSEY HALL OXFORD  
THE HOMESCHOOLING COLLEGE



HOW YOU WILL BENEFIT  
FROM A WOLSEY HALL COURSE

## INTRODUCTION

Before applying for a Wolsey Hall course we want you to understand just how the Wolsey Hall's online learning system works. Below we set out what you can expect on a Wolsey Hall course and the support you will receive.

At Wolsey Hall we support our students as **independent learners**. Our system is based on over one hundred years of experience helping students of all ages gain qualifications successfully while studying at home.

### 1. SUPPORT



#### Your Student Progress Manager

When you enrol on one of our courses, you will be allocated to a Student Progress Manager (SPM). The SPM will call you via Skype soon after enrolment and will be in regular contact with you to help you to stay on track with your studies. She will prepare an Assignment Schedule for you and will liaise with you regularly as you progress through your course(s) to ensure that all is running smoothly.



#### Your Tutor(s)

For each subject you study with Wolsey Hall, you will have a designated Tutor who will work with you through the course. He or she will be responsible for grading and providing full feedback on your assignments and answering any course-related questions you may have along the way. We send you each Tutor's profile when you enrol, so you will know quite a bit about them before "meeting" them in your Skype call.



#### Our Exams Officers

If you are taking an exam course, our Exams Officers are here to help you with any queries you may have about registering for your exams, such as

finding a convenient exam centre.

#### Additional Support Services

In addition to the support above we also offer the following two services for an additional fee:

#### Learning Support Manager

If you have a special educational need, require extra support in your studies or feel a lack of motivation to study, we offer a variety of options. These include:

- study skills coaching;
- mentoring;
- advice and specialist support for specific learning difficulties.



These services are all delivered via Skype and complement the work of our Tutors in helping you succeed in your studies. If you feel you would benefit from any of these services, please ask for more information.

### University Advisor

Our University Advisor can help you:

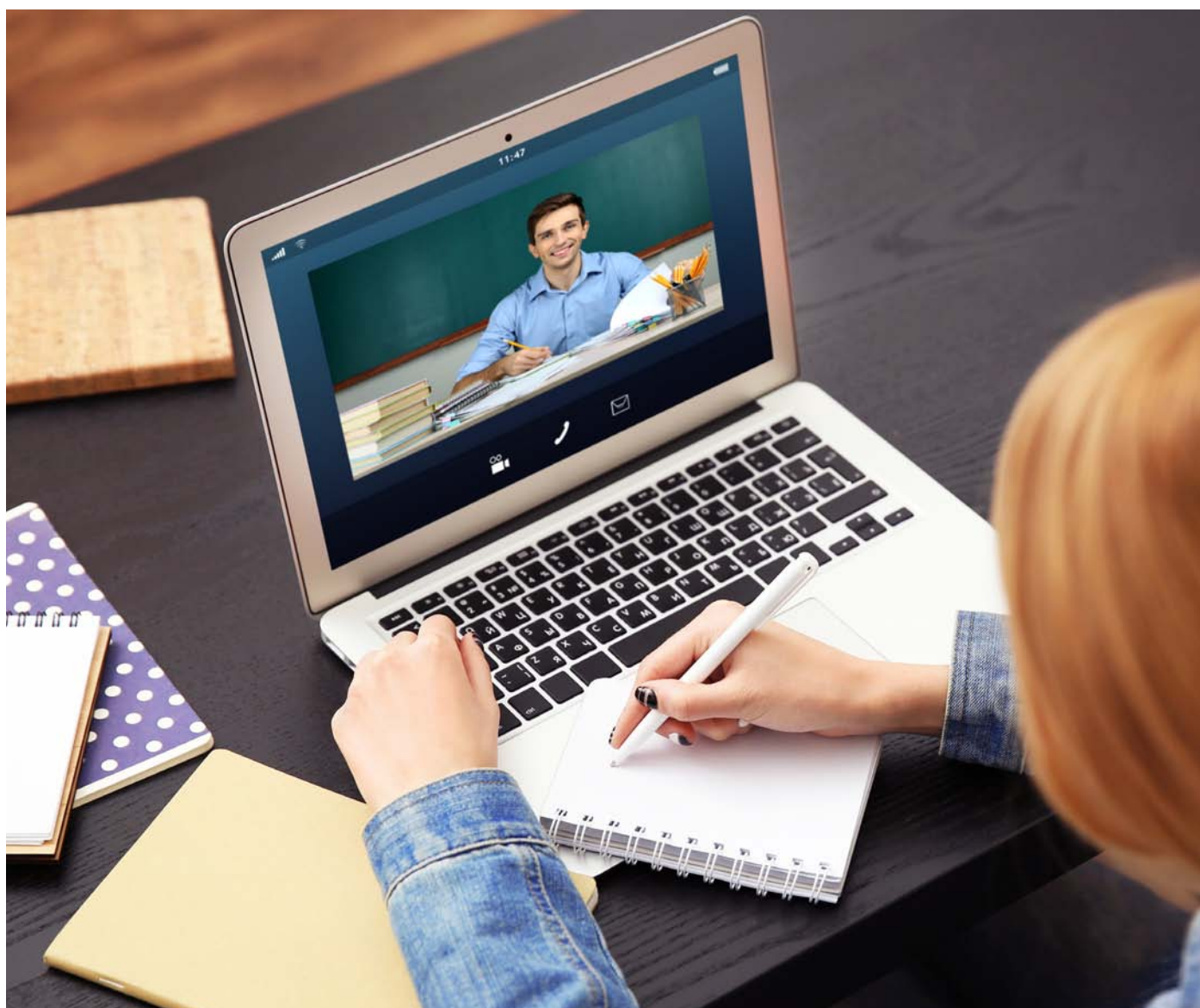
- select your GCE A Level subjects;
- choose a UK or international university that's right for you;
- prepare for your university application and interviews;
- write your personal statement;
- navigate the "Clearing" process (for UK universities) should that be necessary.



If you aim to attend university after completing an A Level course and would like help along the way, you should contact our Advisor as early in the process as possible.

## 2. CANVAS – OUR ONLINE LEARNING PLATFORM

You will access all of your course materials and submit assignments via Canvas, our friendly online system. This is where you will find the key course documents, materials, resources and assignments. You will find detailed instructions about how to use Canvas in the [Canvas Guide](#), sent on enrolment. You should read through this Guide **before** you begin your studies.



### 3. THE PROGRAMME OF STUDY (POS)

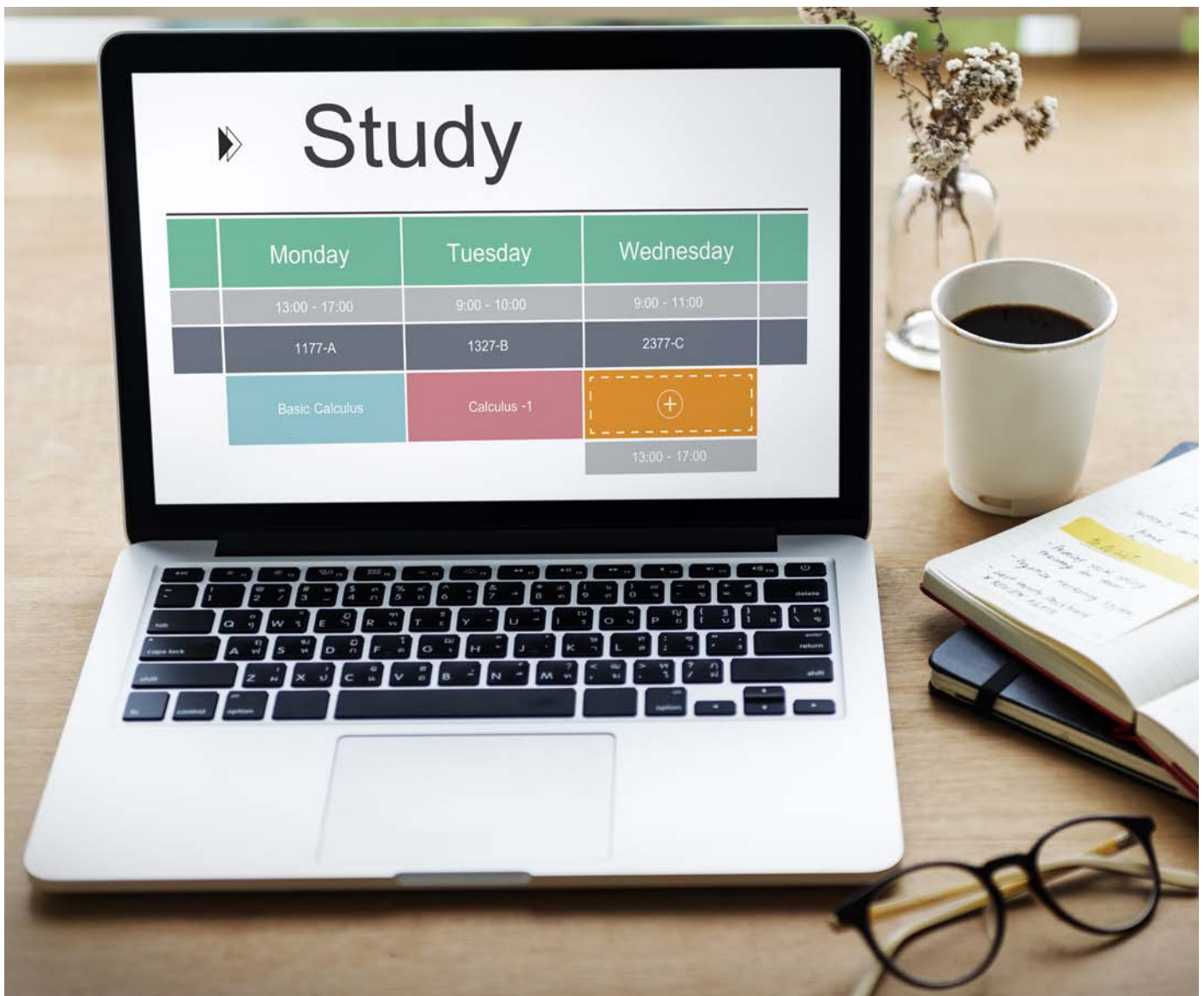
At the beginning of every Wolsey Hall course on Canvas is a POS which gives an overview of the subject material you need to cover to complete the course. This is the single most important document on any course and you should follow it closely throughout. It will act as your friendly guide throughout the course.

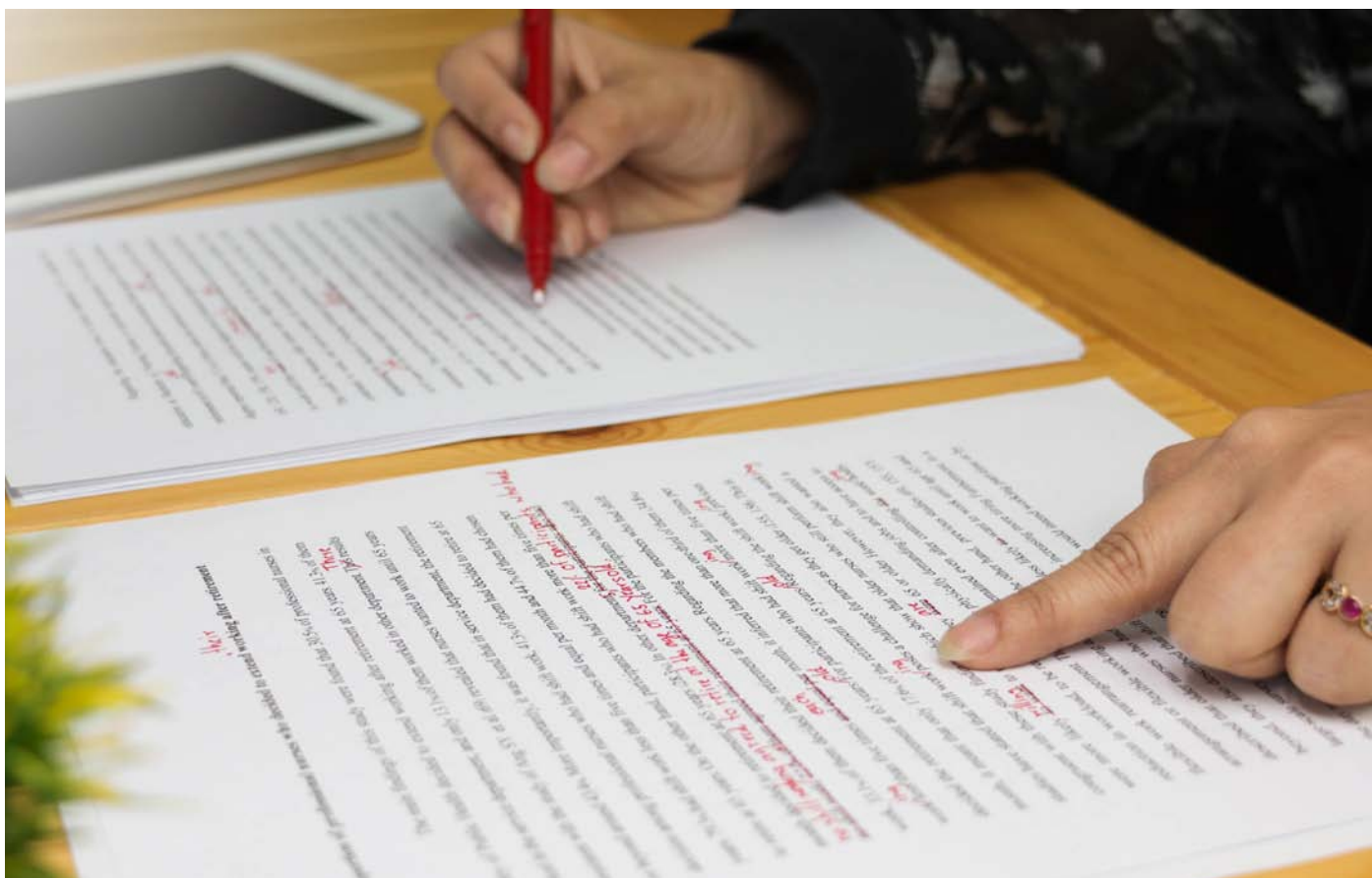
### 4. TEXTBOOKS AND RESOURCES

#### TEXTBOOKS

Every Wolsey Hall course includes one or more textbooks. For IGCSE and A Level courses, these are often endorsed by the relevant exam board. The POS will show you which pages to read for each topic. We recommend that you get to know the textbooks well and complete any activities that are included.

Each course will contain additional resources to supplement the textbook. These may be online resources, such as useful websites, online articles, YouTube videos, online tutorials, games, quizzes, podcasts and revision aids. There may also be specific documents created by our Tutors.





## MARK SCHEMES AND SPECIMEN ANSWERS

Learning by example is an invaluable part of Wolsey Hall's online learning courses. Exam courses all contain mark schemes so you can see how an examiner would grade your response. Many of our courses also contain specimen answers, which are examples of high-scoring work from other Wolsey Hall students. You will have access to both mark schemes and [specimen answers](#) once each marked assignment has been returned by the Tutor. Make sure that you read these through carefully to pick up advice and ideas on how to improve your grades.

## SUBSCRIPTIONS

Many of our courses also come with subscription access to educational websites. Where this is the case, you will be given a username and password. The [Programme of Study](#) (POS) explains when to use these websites, and you will find links to them in the corresponding modules on Canvas.

## 5. THE WELCOME EMAIL AND INITIAL SKYPE CALL

On enrolment you will receive profiles of your Student Progress Manager and your Tutors. You will then receive welcome messages from both your SPM and your Tutor(s), inviting you to arrange an introductory Skype call with each of them. This is your chance to meet and get to know your SPM and your Tutor(s) and to ask them any questions you may have about the course.

If you prefer not to have the webcam on during the call, that is fine – SPMs/ Tutors will be happy to have an audio-only call.

## 6. THE ASSIGNMENT SCHEDULE

At the time of enrolment your Student Progress Manager (SPM) will prepare an Assignment Schedule for you, showing when each of your assignments is due. The schedule is based on the time available to complete your course, and it will allow time for revision before any exams at the end of the course.

You should check over the Assignment Schedule on receipt to make sure that it suits your study plans, and then you should try to stick to it as closely as you can. If you fall behind this schedule for any reason, such as work commitments, illness or holidays, you should contact your SPM so that either you or they can adjust the schedule as necessary.

## 7. ASSIGNMENTS

At the end of each module on your course, you will submit an assignment to your Tutor online via the Canvas online system. This is a chance for you to consolidate your understanding of the learning material covered to date.

## 8. TUTOR FEEDBACK

Tutors will mark and return assignments within **3-5 working days**. You will be alerted via Canvas when a marked assignment is ready to view. **You should go carefully through your Tutor's annotations on the assignment itself, as well as the overall comments in the right hand box.** If the Tutor has left audio feedback, you should listen to this carefully, too.

For online learning students, this feedback is a major part of the 'tutoring' on the course. It is vital that students reflect on it carefully and take on board the advice for improvement. You should assimilate this advice into your next assignments, which is why we ask that you **do not submit a new assignment until the last one has been marked.**

**Please note that our Tutors do not teach online or via Skype. We have students in over 90 countries and across many time zones. We therefore do not offer online classes or one to one tutorials. Your contact with your Tutor(s) after the initial Skype will be via email. Most students find that this gives them more study flexibility, as they don't need to attend classes at fixed times. But if you feel that you require online teaching then the Wolsey Hall system may not be suitable.**

