



ACADEMIC TUTORING SESSION PREPARATION TEMPLATE

Secondary School Students



GENERAL SESSION INFORMATION

Date: _____ Time: _____ Duration: _____

Student: _____ Grade: _____

Student contact: _____

Parent/Guardian contact: _____

Subject/Course: _____

Format: ☐ Individual ☐ Group (____ students)

Platform: ☐ Zoom ☐ Google Meet ☐ Other: _____



ASSESSMENT AND TRACKING

Current Student Status

Prior knowledge level: ☐ Basic ☐ Intermediate ☐ Advanced

Areas of strength:

-
-

Areas for improvement:

-
-

Predominant learning style: ☐ Visual ☐ Auditory ☐ Kinesthetic ☐ Reading/Writing

Session Objectives

Main objective:

Specific objectives:

- 1.
- 2.
- 3.
- 4.

Connection to previous session:

Goal for next session:



CONTENT PLANNING

Topics to Cover

Main topic: _____

Subtopics:

- 1.
- 2.
- 3.
- 4.
- 5.

Key Concepts

Concept 1: *Definition:*

Example:

Concept 2: *Definition:*

Example:

Concept 3: *Definition:*

Example:

Concept 4: *Definition:*

Example:

Concept 5: *Definition:*

Example:

Prerequisites Needed

-
-
-

Anticipated Challenges

-
-
-



METHODOLOGY AND ACTIVITIES

Session Structure (Schedule)

Time	Activity	Method	Resources
0-5 min	Greeting and review		
5-15 min			
15-30 min			
30-45 min			
45-50 min	Synthesis and wrap-up		

Teaching Strategies

- ☐ Direct instruction
- ☐ Discovery learning
- ☐ Problem-solving
- ☐ Case studies
- ☐ Mind mapping
- ☐ Analogies and metaphors
- ☐ Gamification
- ☐ Other: _____

Planned Interactive Activities

1. Opening activity:

2. Development activity:

3. Practice activity:

4. Closing activity:

Resources and Materials

- ☐ Digital presentation
- ☐ Educational videos
- ☐ Online simulators/tools
- ☐ PDF documents
- ☐ Printed exercises
- ☐ Digital whiteboard
- ☐ Calculator
- ☐ Other: _____

Specific links and resources:

-
-

EVALUATION AND MONITORING

Assessment Methods During Session

- ☐ Oral questions
- ☐ Practical exercises
- ☐ Interactive quiz
- ☐ Problem solving
- ☐ Student explanation
- ☐ Self-assessment

Success Criteria

-
-
-

Notes During Tutoring

Student participation:

Concepts well understood:

Concepts requiring reinforcement:

Questions that arose:

Behavioral/attitude observations:

Homework and Exercises

1.

2.

3.

Due date: _____

Recommended Study Materials

-
-
-



PARENT/GUARDIAN COMMUNICATION

Progress Summary

Session achievements:

Areas needing attention:

Attitude and participation:

Recommendations for Home Support

-
-
-

Study Schedule Suggestions

Recommended daily time: _____ minutes Best study times: _____

NEXT SESSION PLANNING

Tentative date: _____ Topics to cover:

-
-

Materials to prepare:

-

Necessary follow-up:

TUTOR REFLECTION

What worked well in this session?

What could be improved for next time?

Necessary adaptations for the student:

Session satisfaction level: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

CONTACT INFORMATION

Tutor: _____ Email: _____ Phone: _____
_____ Available hours: _____

Template created to optimize preparation and tracking of online academic tutoring sessions for secondary school students.