

# Candidate Agreement

Please read the following to give you a better understanding of the expectations on Delta to help you better manage the course. This will also serve to make you aware of additional requirements and conditions which you need to know. This also gives you an opportunity to let us know anything of which we should be aware as tutors (and a centre).

Please read, then sign (name) and date the end of the document and submit by email. If you have any questions about the information here that you would like to discuss, please address these to your tutor/s directly.

- 1) I understand that tutors are there to help. When in doubt about anything, I can consult them.
- 2) I understand that upon payment and registration, I have agreed to and am bound to all the payment terms and conditions as stated in the Application Form.
- 3) I understand that I am expected to attend the Delta course every day for the course duration except where otherwise stated in the timetable.
- 4) I understand that there is a significant amount of work I need to do outside of contact hours and that I will not have time to manage other major commitments.
- 5) I will comply with all *Cambridge English* assessment requirements and will complete the required portfolio documentation in order to be considered for the award, consisting of:
  - a) the Professional Development Assignment (including the Diagnostic Lesson, the Reflection and Action document as well as the Experimental Practice)
  - b) all four Language Skills Assignments (including the Background Essay, Lesson Plan, and Post-Lesson Evaluation)
- 6) I understand that I must keep my portfolio up to date and have to meet the deadlines set by course tutors for submission of essays, lesson plans and other documents.
- 7) I have read and understood the LSA Submission and Resubmission Policy provided attached with this agreement.
- 8) I understand that there may be a small amount of unassessed and unobserved teaching that I will need to share with other candidates.
- 9) I understand that a high level of independence, professional and personal responsibility is expected of a candidate on a Delta course. As an experienced teacher, course tutors are here to help candidates reflect on and extend their own professional practice. Tutors are not there to tell candidates what to do, but to advise and consult. Candidates are expected to behave professionally with other candidates, learners, tutors and other staff at all times.
- 10) I understand that I will be responsible to deciding on my own areas of research for my LSAs, conducting that research, writing up my findings and applying this to my learner group appropriately and planning lessons accordingly. Tutors are not there to tell candidates what to do, but to advise and consult. I understand that I must also timetable the learners' course of study

collaboratively and liaise with the other candidates to provide a balanced programme for the students as part of our collective collegial responsibilities.

11) I understand that it is the tutors' role to make assessment requirements transparent to candidates and that where something is unclear I will ask my tutor/s. I understand that I will be assessed in accordance with:

- a) *Cambridge English Delta* assessment standards which are linked to specific criteria
- b) how well my essay, planning, teaching and reflection/evaluation demonstrate that assessment criteria
- c) how well and how appropriately I have applied my chosen area of research to my learners and delivered what I had intended to deliver on

12) I understand that writing must be in academic prose, accurate, appropriately referenced and in accordance with appropriate style guidelines which can be found on pg. 62 of the *Cambridge Delta Handbook* attached with this agreement. I also understand that plagiarism is not acceptable in any form and can result in dismissal from assessment and a 3-year ban upon re-entry into any UK accredited qualification. I have read and understood the guidelines below on what constitutes plagiarism from the *Cambridge Delta Handbook*.

- “- copying another's language or ideas as if they were your own
- unauthorised collusion
- quoting directly without making it clear by standard referencing and the use of quotation marks and/or layout (e.g. indented paragraphs) that you are doing so
- using text downloaded from the internet without referencing the source conventionally
- closely paraphrasing a text
- submitting work which has been undertaken wholly or in part by someone else.”

Delta Handbook 2015, Guidance on Completing the LSA, pg. 62

13) I understand that it is the tutors' role to present a course timetable at the beginning of the course in accordance with the Delta Syllabus Specifications but that adjustments to this can and will be made in response to candidates' emerging needs and performance on the course, and/or in response to the learners' emerging needs and performance.

14) I understand that stress may form part of the Delta experience, but that candidates are expected to manage this as part of their own personal and professional responsibility and as part of the Delta experience. If I feel I am unable to cope with the pressures of the course at any point, I need to consult with the tutors as soon as possible to see how I can be supported.

15) I understand that assessment on the course is entirely professional and is based on performance in an individual lesson rather than a judgment of an individual as a teacher. As such, assessment is neither intended nor should it be taken, personally. Assessment reflects performance on a particular day in a particular place. No assessment of an individual lesson is a complete statement of you as a teacher, and certainly not of you as a person.

16) I understand that the Delta course is an opportunity to reflect on professional practice and grow rather than for candidates to display how competent they already are (candidates demonstrate that competence by getting onto the course in the first place). The best way to manage the course is to embrace it as facilitating a learning curve where you get to draw on your tutors' expertise as well your colleagues' diverse range of teaching experience, strengths and ideas. Make the most of other people on the course as part of your collegial responsibilities.

17) I have read and understood the centre Grievance and Complaints Procedure. I understand that any issue must go through this internal procedure before escalating to *Cambridge English*.

18) If I have any special requirements regarding learning support that may impact on my performance which tutors should be aware of, I specify these here:

19) If I have any special requirements regarding my physical or psychological health that may impact on my performance and which tutors should be aware of, I specify these here:

20) If I anticipate any planned or anticipated activities or engagements that may not allow me to meet 100% attendance, I specify these here:

21) If I think there is there any other information I think is worth mentioning, I specify this here:

**I have read and accepted the above conditions:**

**Signed:**

**Date:**