

TUTORIAL REVIEW AND PROGRESS FORM



DATE

STUDENT NAME

COURSE

STUDENT TO COMPLETE BY TICKING APPROPRIATE BOX

	EXCELLENT	GOOD	SATISFACTORY	UNSATISFACTORY BUT IMPROVING	UNSATISFACTORY
ATTENDANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MEETING WORK DEADLINES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY OF WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTITUDE TO WORK AND OTHERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOTIVATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PARTICIPATION IN GROUP WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOW IS THE PROGRAMME MEETING YOUR EXPECTATIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HAVE TARGETS BEEN MET FROM PREVIOUS REVIEW? (TICK APPROPRIATE BOX) YES NO

ISSUES CARRIED FORWARD FROM PREVIOUS REVIEW (E.G. TARGETS NOT MET):

ACTION PLAN (TO BE COMPLETED BY STUDENT AND TUTOR)

SUBJECT / ISSUE	ACTION AGREED	DATE FOR COMPLETION	TUTOR / STUDENT INITIALS

STUDENT NAME

PERSONAL TUTOR NAME

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SIGNATURE

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SIGNATURE

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DATE OF NEXT REVIEW

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DATE OF NEXT REVIEW

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