

ISO School Facilitator Roles and Responsibilities

Schools that register students for Independent Study Option (ISO) courses usually appoint an ISO facilitator to act as a liaison between the student, the school, and our office.

The specific supportive functions that Independent Study Option facilitators may fulfill are:

- Ensure that students applying for an ISO course have the approval of the school principal/facilitator.
- Ensure that the student has completed the ISO application properly.
- Ensure that students have access to all related/required supplies e.g., textbooks, video tapes.
- Monitor student progress and performance e.g., regular meetings with student(s).
- Submit any assignments, tests, projects, or essays on behalf of the students.
- Return any assignments, tests, projects or essays on behalf of the ISO office.
- Requesting any examinations on behalf of students using the examination eligibility form provided, by mailing or faxing it to the ISO office after the students have submitted all required assignments.
- Assisting students in resolving any difficulties they may encounter during the completion of an ISO course.
- Ensuring that parent(s)/legal guardian(s) are aware of student progress/performance (e.g., student lagging behind target dates for course completion).
- Communicating with the ISO staff on behalf of the students (over 18 consent form).
- Providing students with encouragement e.g., monitoring deadlines for all students to complete assignments by a certain date and complete their course on time (e.g., one module per month).
- Making sure that students have sent in all their course work by the deadline dates provided by the ISO office.

We appreciate your support and commitment in working with students to make distance learning successful. Our staff is committed to supporting ISO school facilitators in this undertaking.

Please be advised that individual schools may offer more or less support services to Independent Study Option students. These are recommended guidelines.