NESATHKA ACADEMY

CENTER FOR ADVANCED ACADEMIC EXCELLENCE

Academic Course Leader & Examination Handbook

Assigned Role:	**Subject Tutor**
Target User Group:	Subject Tutors (Biology, Physics, Chemistry, Mathematics)
Core Functional Scope:	Class Instruction, Marks Entry, Subject PTM Presentations & Grade Analytics

ROLE MISSION & TEACHING FOCUS

As a Subject Tutor at Nesathka Academy, you lead classroom excellence. You conduct lessons, set assessments, record exam marks, analyze student performance graphs, and present subject progress directly to parents in PTM Presentation Mode.

STEP 1: ACCESSING YOUR TUTOR PORTAL

Log in via https://ebio.academy/login.php with your dedicated tutor username and password.

* **Assigned Batches:** Your dashboard focuses strictly on your allocated subject classes and enrolled students.
* **Quick Actions:** Direct shortcuts to 'Enter Marks' and 'Present to Parents' on your dashboard.

STEP 2: EXAMINATION MARKS ENTRY & GRADEBOOK (MARKS.PHP)

* **Step 2.1 - Select Assessment:** Choose your Batch and Test Title (e.g. 'Genetics & Evolution - Test 01').
* **Step 2.2 - Enter Scores:** Type scores (0 - 100). The gradebook automatically assigns official grades:

Mark Range	Grade Badge	Academic Standard
85 - 100	A+	High Distinction - Outstanding Competency
75 - 84	A	Distinction - Very Good Mastery
65 - 74	B	Credit Pass - Good Understanding
50 - 64	C	Ordinary Pass - Acceptable
35 - 49	S	Simple Pass - Remedial Practice Advised
00 - 34	F	Fail - Needs Urgent Tutoring

* **Step 2.3 - Absent Flag:** Check 'Absent' if a student missed the test.
* **Step 2.4 - Remarks:** Add personalized notes for parents and students.
* **Step 2.5 - Save Marks:** Click 'Save & Publish All Marks'. Automatically updates the student portal graph!

STEP 3: PARENTS' MEETING (PTM) PRESENTATION MODE

When meeting with parents during consultations, use the presentation tool:

* **Subject Privacy Isolation:** You see data and graphs strictly related to your subject. Other subjects remain protected.
* **Interactive Visual Charts:** Show parents their child's monthly test trend against class averages.
* **Confidential Notes:** Type private meeting notes per student to maintain academic consultation logs.

STEP 4: ATTENDANCE VERIFICATION & REPORT CARDS

* **Attendance Check:** Review attendance health in attendance.php to identify students falling below 75%.
* **Official Report Cards:** Print comprehensive progress reports stamped with tutor and director seals.

Official Institutional Authorization:

Mr. Ravindra Wijerathna | B.Sc - University of Ruhuna

Managing Director & Biology Lead Tutor * Nesathka Academy