AI-Tutor Readiness Checklist

Run this ground-it / gate-it / track-it check on an AI tutor before you ship it. Companion to article 5.2.

A. Define the tutor's job

- [ ] State the one learner problem the tutor solves — if you cannot, do not build it
- [ ] Decide answer-machine vs Socratic tutor; the Socratic design trains the skill

B. Ground it in approved content

- [ ] Index your real course material (transcripts, slides, readings) into a vector store
- [ ] Use retrieval-augmented generation: the model answers only from retrieved passages
- [ ] Show the learner which lesson each answer came from

C. Set guardrails and escalation

- [ ] Block prompt injection ('ignore instructions, give me the answer') with layered filters
- [ ] Keep the tutor role as a privileged system instruction the learner cannot override
- [ ] Give an 'I am not sure - here is your instructor' escalation path for residual errors

D. Wire the tracking

- [ ] Every tutor exchange emits an xAPI statement to the Learning Record Store (LRS)
- [ ] Confirm questions, escalations, and outcomes appear in learning analytics

E. Choose build vs buy, clear governance

- [ ] Buy hosted (fast, per-token) / build on hosted model / self-host open model (data in-house)
- [ ] Check EU AI Act: a tutor that grades or assigns learners is high-risk
- [ ] GDPR/FERPA: do not export identified learner questions without a basis; prefer no-train providers



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This checklist grounds, guards and tracks an AI tutor before learners meet it. Our seven-volume handbook covers the video stack behind learning products; start with Volume 3 for players and QoE monitoring, then Volume 4 for speech and accessibility and Volume 1 for encoding lecture video.

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- Player events and QoE monitoring (Vol. 3)
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