Term Planner: Assessments

A Term Planner provides an overview of all your assessments across both units for the term. You can plot due dates, assessment details and start dates for the tasks required to prepare your assessments. Complete your planner at the start of term, preferably during O Week.

**Step 1:** Note unit titles or codes at the top of each column and then write in the due dates and times, word or time limits and weighting for each assessment for each unit.

**Step 2:** Consider the tasks required to complete the assessment and how long these tasks will take. Work backwards from the due dates to plot start dates for each task.

|  |  |  |
| --- | --- | --- |
| **Term Week** | **Unit:** | **Unit:** |
| **O Week** |  |  |
| **Week 1** |  |  |
| **Week 2** |  |  |
| **Week 3** |  |  |
| **Week 4** |  |  |
| **Week 5** |  |  |
| **Week 6** |  |  |
| **Week 7****Assessment & grading week** |  |  |

Term Planner - example

This example shows how to organise your time to work on assessments in a term. Keep in mind that you will have additional tasks and study commitments each week. See the Weekly Planner to help allocate time to these.

**We recommend for each unit you allocate 20 hours per week of independent study in addition to any class time.**

|  |  |  |
| --- | --- | --- |
| **Term Week** | **Unit: TOUR2014****Managing the Visitor Economy** | **Unit: COMM1004****A Culture of Enquriry** |
| **O Week** | Open all tabs in learning site to viewassessments, readings and modules | Open all tabs in learning site to viewassessments, readings and modules |
| **Week 1** | Understand Discussion Paper task and rubric,research, plan and draft | Read Quiz instructions, gather information from lecture and tutorials, readings andModule/s |
| **Week 2** | Proofread and submit to Turnitin, final edits | **DISCUSSION PAPER DUE Friday** **500 words** **20 %** | Understand Case Study taskand rubric, plan | Make notes to prepare for Quiz | **QUIZ DUE Sunday****18 questions****1 hr****20 %** | Organise group meeting: Understand taskand rubric, plan |
| **Week 3** | Research, write, practice,edit Case Study Presentation |  Research, write, edit and share contribution |
| **Week 4** | Record Presentation | **CASE STUDY DUE****RECORDED PRESENTATION** **Friday****6 mins****40 %** | Understand Research Reporttask and rubric, research, plan | Proofreadsubmit to Turnitin, final edits. | **CRITICAL REVIEW DUE GROUP TASK Friday** **600 words 30 %**  | Understand SWR task and rubric, research, plan and draft  |
| **Week 5** | Write Report and submit to Turnitin | Write Short Written Response and submit to Turnitin |
| **Week 6** | Final edit and proofread Report | **REPORT DUE**  **Friday** **1200 words** **40 %** | Final edit and proofread SWR | **SHORT WRITTEN REPONSE DUE****Friday****1000 words** **50 %** |
| **Week 7****Assessment & grading week** |