

## 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 Enquiry		
O Week	Open all tabs in learning site to view assessments, readings and modules			Open all tabs in learning site to view assessments, 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 and Module/s		
Week 2	Proofread and submit to Turnitin, final edits	<b>DISCUSSION PAPER DUE Friday</b> 500 words 20 %	Understand Case Study task and rubric, plan	Make notes to prepare for Quiz	<b>QUIZ DUE Sunday</b> <b>18 questions</b> <b>1 hr</b> 20 %	Organise group meeting: Understand task and rubric, plan
Week 3	Research, write, practice, edit Case Study Presentation			Research, write, edit and share contribution		
Week 4	Record Presentation	<b>CASE STUDY DUE RECORDED PRESENTATION Friday</b> <b>6 mins</b> <b>40 %</b>	Understand Research Report task and rubric, research, plan	Proofread submit to Turnitin, final edits.	<b>CRITICAL REVIEW DUE GROUP TASK Friday</b> 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	<b>REPORT DUE Friday</b> 1200 words 40 %		Final edit and proofread SWR	<b>SHORT WRITTEN RESPONSE DUE Friday</b> 1000 words 50 %	
Week 7 Assessment & grading week						

