



7 STEP PLAN FOR ASSESSMENT TASKS

Download a copy of the semester planner template here:

<https://www.jcu.edu.au/students/learning-centre/getting-started>

1. Look at the subject outline for each of your subjects and record due dates of each assessment on a planner. Include type of assessment, % value and word limit.

The image shows a 'Sample Semester Assessment Planner' template. It is a grid with columns for 'Week', 'Subject 1', 'Subject 2', 'Subject 3', and 'Subject 4'. The rows represent weeks from 'Week 1' to 'Week 13'. Each cell in the grid contains details about an assessment, such as the assessment name, type, value, and due date. A legend at the bottom identifies the subjects by color: Subject 1 (blue), Subject 2 (orange), Subject 3 (yellow), and Subject 4 (green). The text above the grid explains that the planner is used to schedule important dates, personal commitments, and all assignments, including their % value and word limits.

The image shows a 'Semester Assessment Planner' template that has been filled with specific assignment data. It follows the same grid structure as the sample template. The columns are labeled 'Subject 1', 'Subject 2', 'Subject 3', and 'Subject 4'. The rows represent weeks. Each cell contains details about an assessment, including the assessment name, type, value, and due date. For example, in Week 1, Subject 1 has 'Tutorial questions (20%)', Subject 2 has 'Online Quiz (10%)', Subject 3 has 'Practical Report 1 (15%)', and Subject 4 has 'Online Quiz (10%)'. The text above the grid states: 'Use the planner to schedule all assignments (including their % value and word limits)'. A legend at the bottom identifies the subjects by color: Subject 1 (blue), Subject 2 (orange), Subject 3 (yellow), and Subject 4 (green).

2. Break tasks down into manageable sections and consider the time required for each section. There are 7 steps to assignments success!

- **Unpack the assessment** – What is the question? What does the task involve? What do I need to research? Clarify with lecturer if needed.
- **Research** – gather and synthesise background information, peer reviewed articles, data etc.
- **Plan** – write down points to cover in each paragraph along with relevant information gather during your research and from subject materials. Put references with each paragraph so it is easy for you to locate information during the writing stage.
- **Write first draft** – Use the plan you have created to write your first draft.
- **Have your assessment critiqued by a peer** – give your writing to someone else to read. This can be a colleague, lecturer, tutor, peer or an advisor at the learning advice desk.
- **Respond to feedback, edit and proofread** – use feedback you have received to make improvements to your assessment and edit and proofread your draft. Read it aloud to yourself – you will be amazed at the mistakes you pick up using this strategy. Make sure you have adhered to the word limit and that you have referenced correctly. Leave your writing for a day or two at this point.
- **Final draft and submit** – Go over your final draft one last time and make any necessary alterations. Submit your assignment!!

This example is an essay which is due in 21 days. The timeline is helpful and is an effective and purposeful tool that will save you time and help you to stay on task. You can take the timeline you create for each assessment piece and use it in the final stage of organising your semester.



3. Return to the assessment planner and fill in the dates you plan to have each section of your assessments completed by.

The Learning Centre UNLOCK YOUR POTENTIAL Semester Assessment Planner

Use the planner to schedule all assignments (including their % value and word limits).

WEEK	Week Beginning	SUBJECT 1	SUBJECT 2
Orientation Week	15 Feb		
SP1 Week 1	22 Feb		
Week 2	29 Feb		
Week 3	7 March	11/05 Focus and research	
Week 4	14 March	17/05 Plan and first draft	
Week 5	21 March	24/05 Peer review of assignment and edit and proofread	
Week 6	28 March	30/05 Essay (20 %) Submit	
Week 7	4 April		

The Learning Centre UNLOCK YOUR POTENTIAL Sample Semester Assessment Planner [Download current blank planner here](#)

Use the planner to schedule important dates, personal commitments and all assignments (including their % value and word limits).

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Orientation Week	15 February	16	17	18	19	20	21
SP1 Week 1	22	23	24	25	26	27	28
Week 2	29	1 March	2	3	4	5	6
Week 3	7	8	9	10	11 Focus and research	12	13
Week 4	14	15	16	17 Plan and first draft	18	19	20
Week 5	21	22	23	24 Peer review of assignment and edit and proofread	25	26	27
Week 6	28	29	30 Essay (20 %) Submit	31	1 April	2	3
Week 7	4	5	6	7	8	9	10