



Semester planner

The aim of a semester planner is to provide an overview of important dates for the semester. It is a way to keep track of which assessments are due and how much they are worth. It can also help you identify your busy periods to ensure you have enough time to get all your assessments done.

Creating your semester planner

1. At the start of each semester you will be given a subject outline for each of your subjects which should detail what assessments are required for each subject, how much they are worth and when they are due. Put this information into your semester planner. Write the exact dates that they are due. For example:

Week	1	2	3	4	5	Mid sem break	6	7	8	9	10	11	12	13	Stu vac	Exams
ED2012					Pres 10% 31/3							Essay 30% 20/5				Exam 50%
ED2020							Essay 30% 19/4						Pres 10%			Exam 40%
ED2200									Test 20% 22/5			Asgn 30% 27/4				Exam 50%
ED2300				Test 10% 28/3			Test 10% 18/4				Test 10% 14/5		Essay 30% 2/6			Exam 40%

2. Double check that you haven't forgotten any assessments by making sure each subject adds up to 100%, including exams. It can also be helpful to note whether or not you must pass the exam to pass the unit, or if the subject has compulsory tutorial attendance.
3. Determine how much time to spend on each assessment based on how much it is worth. For example, an assessment that is worth 20% should be allocated less time compared to an assessment worth 60%.
4. Note the date you will need to start each assessment on the planner. Make sure you take into account when your busy times are going to be and work backwards to determine when you will need to start preparing for each assessment. For example, if you have several pieces of assessment due the same week, it is sensible to start some of these assessments well in advance to avoid having to do four assessments at once.
5. List important dates and activities on your semester planner.
 - Mark financial and academic penalty dates for the semester on your planner to remind you when to make decisions about withdrawing from units.
 - Mark any important events coming up (e.g. a holiday, family event) in your planner to identify if you have any assessments due around that same time and therefore need to start these earlier.
6. Place your semester planner somewhere you can see it and refer to it regularly during the semester.

