



# TKIS PERSONAL HOME-STUDY, HOMEWORK, ASSESSMENT PREP TERM OVERVIEW

NAME:

TERM: 1 2 3 4

YEAR:

DATE: / /

OBJECTIVES  
OF THIS  
TERM :

Calculate Total Hours Available ...  
 Hrs/Night x Nights/Wk x Weeks = Total Hours  
 x  x  =

List ALL subjects and enter approximate time (in hours) to be allocated to study/revision, assigned homework and assessment preparation for that subject during this term. . .

SUBJECT NAME	Study Hrs	Hwork Hrs	AssessPrep Hrs	Total Hrs

SUBJECT NAME	Study Hrs	Hwork Hrs	AssessPrep Hrs	Total Hrs

- [1] Enter ALL the DUE DATES of assessment tasks using Subject (type of assessment), e.g. ENG (written assignment). etc, indicating THE NIGHT BEFORE they're actually due.
- [2] Starting from these due dates, work backwards to allocate sufficient time for Assessment Prep by writing Subject AP [hrs], e.g. ENG AP [2hrs], etc, on the relevant night(s).
- [3] Fill in the remaining boxes with Subject S or H [hrs] e.g. MATHS S (1.5hrs) or HPE H (1hr), where S indicates Study/Revision and H indicates assigned Homework, then check that the totals of AP (Assessment Prep), S (Study Time) and H (Homework Time) match up with your overall time allocations in the table above.

	MON :	TUE:	WED:	THU:	FRIDAY/SATURDAY/SUNDAY
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					



# TKIS PERSONAL HOME-STUDY, HOMEWORK, ASSESSMENT PREP **WEEKLY PLAN**

NAME:

TERM: 1 2 3 4

YEAR:

WEEK:

Example Only

## INSTRUCTIONS :

- [1] Make sure you have completed your TERM OVERVIEW and that you have allocated sufficient time [hrs] to each subject across the three types of tasks (Assessment Preparation, Study/Revision time and Homework) to meet your Term and subject Objectives.
- [2] Transfer the information you placed in your Term Overview (from the relevant week) into the table below. (e.g. If this is for Week 5, use the information you entered for each day of week 5 in your Term Overview, into each of the relevant days of this Weekly Plan.
- [3] Expand on the information for each day, to give more detail about EXACTLY what you will be doing, including which resources (text books, chapters, web sites, notes, etc), you will be requiring to successfully complete each task.
- [4] Enter the start and end times for EACH SPECIFIC TASK. [e.g. If you only have one task to complete that evening, you would enter the start of your work time and the end of your work time, but if you have more than one task, you need to indicate approximate start/end times for each task (this is to help you keep on track).
- [5] Finally, as you work through the week, indicate in the 'Outcome Summary' section, what you completed, what you missed, problems you encountered, etc.

	MON :	TUE:	WED:	THU:	FRIDAY/SATURDAY/SUNDAY
From Term Overview					
Task 1 Detail					
Task 1 Start					
Task 1 End					
Task 1 Resources					
Task 2 Detail					
Task 2 Start					
Task 2 End					
Task 2 Resources					
Outcomes Summary (at end of each night)					