

SETTING THINGS UP FOR THE LAST YEARS OF SCHOOL: FOLLOW THIS CHECKLIST

- ☐ Have you set up a folder on your computer for this year's work and within that a folder for each subject?
- ☐ Have you downloaded the syllabus for each of your subjects from the NESA website, filed it in the subject folder on your computer and also printed out a copy of each syllabus?
- ☐ Have you decided how much time you will allocate to schoolwork? (10-14 hours a week in Year 11, 14-20+ hours a week in Year 12.)
- ☐ Have you decided how you will structure your study over the week and ensure you stick to the hours you have planned to do? (Maybe a weekly timetable?)
- ☐ Each day do you do all of the homework first then focus on preparing for any upcoming assessments?
- ☐ Once this is done do you then do independent learning like making and improving study notes, using study guides and working on the areas you find difficult? Ask your teacher which additional resource or study guide they recommend for your subject. The aim in the senior years is to try and study and learn throughout the year rather than waiting for exam time. Keep asking yourself, what could I do to improve my understanding?
- ☐ Will you make sure that every school holidays you get totally up-to-date in your study notes?
- ☐ Have you printed out the term planners so you can map out the year?
- ☐ Have you been given the assessment booklet/schedule from your school for your courses?
- ☐ Once you have the assessment schedule for the year have you written all of the tasks onto the term planners, as well as the exam block dates? If you only know the week not the exact date then put it on the Monday for now. Highlight tests in one colour, assessments in another and exam blocks in a different colour. Map out the whole year. Cross off the days as you go so you can see at a glance what is coming up and when the busy periods are.
- ☐ Have you considered putting up a whiteboard so you can use it for planning for assessments?
- ☐ Each time you are given the actual assessment notification, do you then add it to your diary and whiteboard? The idea is that on the whiteboard you have all the upcoming assessments, the due date and then you use this whiteboard to plan what you will do for the coming week on those assessments.
- ☐ Every Sunday night will you plan out what work you want to do for each assessment during the week and allocate a day(s) for that work? Then on Friday night make a new plan for what you will do for the assessments on the weekend.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1-1-20	Travel	Travel	Travel	Travel	Travel	1-1	Summer Training
1-2-20	Natal			Summer Training	Free TV show	1-2	Summer Training
1-3-20	Natal			Summer Training		1-3	Summer Training
1-4-20	Natal		Music Lessons	Summer Training		1-4	Summer Training
1-5-20	Natal		Music Lessons	Summer Training		1-5	Summer Training
1-6-20	Natal		Free TV show			1-6	Summer Training
1-7-20	Natal					1-7	Summer Training
1-8-20	Natal					1-8	Summer Training
1-9-20	Natal					1-9	Summer Training
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1-11-20	Natal					1-11	Summer Training
1-12-20	Natal					1-12	Summer Training
1-1-21	Natal					1-1	Summer Training
1-2-21	Natal					1-2	Summer Training
1-3-21	Natal					1-3	Summer Training
1-4-21	Natal					1-4	Summer Training
1-5-21	Natal					1-5	Summer Training
1-6-21	Natal					1-6	Summer Training
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1-11-21	Natal					1-11	Summer Training
1-12-21	Natal					1-12	Summer Training
1-1-22	Natal					1-1	Summer Training
1-2-22	Natal					1-2	Summer Training
1-3-22	Natal					1-3	Summer Training
1-4-22	Natal					1-4	Summer Training
1-5-22	Natal					1-5	Summer Training
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