

# SUBMISSION SCHEDULE



NAME \_\_\_\_\_



START DATE \_\_\_\_\_

Dear Participant,

Please keep this Submission Schedule in a prominent place (for example, on your wall, desk or inside the front of your workbook). You should refer to it every week to stay on track and ensure you complete all tasks on time.



**DoFE Pupils:** 3-month online submission schedule for DoFE pupils.



**Non DoFE Pupils:** May complete the course faster or at their own pace.



## INITIAL SETUP & PREPARATION

1. PARENT/GUARDIAN PURCHASES THE ONLINE 30-STEP COURSE
2. PAY MAGIC LINK TEACHER FOR ONLINE FEEDBACK.
3. ORDER THE RECOMMENDED PENS – SEE EMAIL
4. PUPIL WRITES 'BEFORE' SAMPLE- INCLUDE NAME, DATE, and, if applicable, DoFE NUMBER & AWARD LEVEL AND SUBMITS THIS TO THEIR MAGIC LINK TEACHER VIA EMAIL.
5. CONTACT TEACHER TO ARRANGE INTRODUCTORY ZOOM/GOOGLE MEET WITH TEACHER.



## MONTH 1

WEEK 1 & 2	START ONLINE COURSE: DO STEPS 1, 2, 3, 4, 5
WEEKS 3 & 4	CONTINUE ONLINE COURSE: DO STEPS 6, 7, 8, 9, 10, 11, 12
END OF WEEK 4	PUPIL SUBMITS <b>STEPS 2-12</b>



**FEEDBACK ONE WILL BE SENT:** Do not move ahead until feedback has been received.



## MONTH 2

WEEKS 5 AND 6	FOLLOW ONLINE COURSE; DO STEPS 13, 14, 15, 16, 17, 18
WEEKS 7 AND 8	FOLLOW ONLINE COURSE; DO STEPS 19, 20, 21, 22, 23, 24
END OF WEEK 8	PUPIL SUBMITS <b>STEPS 13-24</b>



**FEEDBACK TWO WILL BE SENT:** Do not move ahead until feedback has been received.



## MONTH 3

WEEKS 9 AND 10	FOLLOW ONLINE COURSE; DO STEPS 25, 26, 27, 28, 29 & 30
WEEK 11	STEP 30 CONSOLIDATION EXERCISES (i) COPY 'HOW TO SLEEP WELL' & 'HOW TO PREPARE FOR A TEST' (ii) FREE WRITING: 3 or 4 DIARY ENTRIES (ONE PER WEEK)
WEEK 12	CONTINUE STEP 30 CONSOLIDATION: COPY 10-20 COMPLEX WORDS & MEANINGS FOR SECONDARY STUDENTS
END OF WEEK 12+	PUPIL SUBMITS: (1) <b>STEPS 25, 26, 27, 28, 29 &amp; STEP 30</b> COMPLEX WORDS & MEANINGS (2) <b>THE 'AFTER' HANDWRITING SAMPLE</b> ON BEFORE/AFTER SHEET



## FINAL REPORT:

**DoFE Pupils:** An assessors /evaluation report will be sent for submission to your DoFE leader.

**Non DoFE Pupils:** A short final report will be issued on completion, with an optional Certificate of Achievement if requested.



**Stay on track:** Check this schedule every week and complete all tasks on time!

