

HOW TO USE SCHEDULE ASSIST TOOLS

The courses used in this example are from the Bachelor of Social Work degree.

Course codes: 1006HSV, 1008HSV and 1015HSV

- Colour coding has been used to differentiate between each course:
1006HSV 1008HSV 1015HSV
- Each assessment has been labelled to the correlating assessment number from each course profile e.g., A1, A2, A3 etc. If you are unsure how to find your course profiles, please [click here](#).

Example:

1006HSV (A3)	23/05/23	30%	WEEK 7 STRUCTURE	<input type="radio"/>	WEEK 8 RESEARCH	<input type="radio"/>	WEEK 9 DRAFT & REFERENCE	<input type="radio"/>	WEEK 10 SUBMIT BY 23/05/23	<input type="radio"/>
1008HSV (A3)	26/05/23	40%	WEEK 7 STRUCTURE	<input type="radio"/>	WEEK 8 RESEARCH	<input type="radio"/>	WEEK 9 DRAFT & REFERENCE	<input type="radio"/>	WEEK 10 SUBMIT BY 26/05/23	<input type="radio"/>
1015HSV (A1)	09/06/23	40%	WEEK 10 STRUCTURE	<input type="radio"/>	WEEK 11 RESEARCH	<input type="radio"/>	WEEK 12 DRAFT & REFERENCE	<input type="radio"/>	WEEK 13 (EXAM WEEK) SUBMIT BY 09/06/23	<input type="radio"/>



STUDENT GUILD
GRIFFITH UNIVERSITY • GOLD COAST

2023

C **CENSUS DATE**
Last day to drop a course for the trimester without being liable for fees

D **DEFERRED/ SUPPLEMENTARY EXAMS**

PUBLIC HOLIDAYS

Enrolled Courses

- 1006HSV
- 1008HSV
- 1015HSV

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MARCH							
	MON	TUE	WED	THUR	FRI	SAT	SUN
O-WEEK			1	2	3	4	5
O-WEEK TRIMESTER 1							
WEEK 1	6	7	8 A2 S&R	9	10	11	12 A1 TEAMS POST 1
WEEK 2	13	14	15 A2 S&R	16	17 LUNCH WITH FRIENDS!	18 D	19 A1 TEAMS POST 2
WEEK 3	20 REVISE A1 EXAM	21 A1 TEAMS POST 1	22 A2 D&RL	23	24	25 D	26 A1 TEAMS POST 3
WEEK 4	27 REVISE A1 EXAM REVISE A2 EXAM	28 A1 TEAMS POST 2	29 A2 R&S	30	31 A2 DUE+		

APRIL							
	MON	TUE	WED	THUR	FRI	SAT	SUN
WEEK 4						1 D	2
STUDENT VACATION	3 C	4	5	6	7	8	9
GOOD FRIDAY							
WEEK 5	10 REVISE A2 EXAM EASTER MONDAY	11 A1 TEAMS POST 3	12 PRACTICE A1 EXAM	13	14 A1 EXAM DUE	15	16 A1 TEAMS POST 4
WEEK 6	17 PRACTICE A2 EXAM	18 A1 TEAMS POST 4	19	20	21 A2 EXAM DUE	22	23 A1 TEAMS POST 5
WEEK 7	24 A1 TEAMS POST 5	25 ANZAC DAY	26	27 A3 S&R	28 FAMILY WEDDING	29	30 A1 TEAMS POST 6

MAY							
	MON	TUE	WED	THUR	FRI	SAT	SUN
WEEK 8	1 LABOUR DAY	2 A1 TEAMS POST 6	3 A2 S&R	4	5 A3 S&R	6	7 A1 TEAMS POST 7
WEEK 9	8	9 A1 TEAMS POST 7	10 A2 S&R	11	12 A3 D&RL	13	14 A1 TEAMS POST 8
WEEK 10	15 A3 DRAFT SCRIPT	16 A1 TEAMS POST 8	17 A2 D&RL	18	19 A3 R&S A1 S&R	20 REVISE A4 EXAM REVISE A3 EXAM	21 A1 TEAMS POST 9
WEEK 11	22 A3 FINAL SCRIPT	23 A1 TEAMS POST 9 + A3 DUE	24 A2 R&S	25 SISTER'S BIRTHDAY	26 A2 DUE A1 S&R	27 REVISE A4 EXAM REVISE A3 EXAM	28 A1 TEAMS POST 10
WEEK 12	29 A3 REHEARSE	30 A1 TEAMS POST 10	31				

JUNE							
	MON	TUE	WED	THUR	FRI	SAT	SUN
WEEK 12				1 A1 D&RL	2 REVISE A4 EXAM REVISE A3 EXAM	3	4
STUDY/ EXAMS	5 A3 REHEARSE	6 A1 R&S	7 PRACTICE A4 EXAM PRACTICE A3 EXAM	8	9 A1 DUE	10	11
STUDY DAYS							
EXAMS	12 A3 EXAM DUE	13	14 A3 EXAM DUE	15	16 A4 EXAM DUE	17	18
EXAMS							
STUDENT VACATION	19	20	21	22	23	24	25
STUDENT VACATION	26	27	28	29	30		



ASSIGNMENT

TIPS & TRICKS

- ▶ For additional support with structure, formatting, and proofreading, you can book the free Student Guild service for [Assignment Help](#)
- ▶ For reliable, peer-reviewed sources, you can search the [Griffith Library](#) database or [Google Scholar](#).
- ▶ Check you're adhering to the referencing style required by the Course Convenor (i.e. APA7, MLA, Chicago, etc.).
- ▶ Use the Assignment Structure Checklist for a more in-depth breakdown of each assignment.
- ▶ Use the table to digitally add your assignments for the trimester and refer to the trimester timeline. This can also be printed if you prefer to jot down key dates by hand.

Ace the trimester with your academic team!

SCAN HERE TO LEARN MORE



COURSE CODE	DUE DATE	WEIGHT	Structure & research		Draft & reference list		Review & submit			
E.g. 3645QCA	11/11/21	40%	WEEK 5	<input checked="" type="checkbox"/>	WEEK 6	<input checked="" type="checkbox"/>	WEEK 7	<input checked="" type="checkbox"/>	WEEK 8	<input checked="" type="checkbox"/>
1006HSV (A2)	31/03/23	20%	WEEK 1 STRUCTURE	<input type="checkbox"/>	WEEK 2 RESEARCH	<input type="checkbox"/>	WEEK 3 DRAFT & REFERENCE	<input type="checkbox"/>	WEEK 4 SUBMIT BY 31/03/23	<input type="checkbox"/>
1006HSV (A3)	23/05/23	30%	WEEK 7 STRUCTURE	<input type="checkbox"/>	WEEK 8 RESEARCH	<input type="checkbox"/>	WEEK 9 DRAFT & REFERENCE	<input type="checkbox"/>	WEEKS 10-11 SUBMIT BY 23/05/23	<input type="checkbox"/>
1008HSV (A2)	26/05/23	40%	WEEK 8 STRUCTURE	<input type="checkbox"/>	WEEK 9 RESEARCH	<input type="checkbox"/>	WEEK 10 DRAFT & REFERENCE	<input type="checkbox"/>	WEEK 11 SUBMIT BY 26/05/23	<input type="checkbox"/>
1015HSV (A1)	09/06/23	40%	WEEK 10 STRUCTURE	<input type="checkbox"/>	WEEK 11 RESEARCH	<input type="checkbox"/>	WEEK 12 DRAFT & REFERENCE	<input type="checkbox"/>	WEEK 13 (EXAM WEEK) SUBMIT BY 09/06/23	<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

* tick when completed





EXAM PREP MADE EASY

- ▶ When reviewing the course content, focus on the areas that the exam information states are of high importance. Break down the course content by weeks or topics.
- ▶ Now you've reviewed the course content, you'll be prepared to complete the practice exam. Try to complete the exam in the testing conditions. (E.g., Is it a closed exam, what are the time constraints?).
- ▶ Use the table to digitally add your exams for the trimester and refer to the trimester timeline. This can also be printed if you prefer to jot down key dates by hand.
- ▶ Use the Exam Prep Checklist to ensure you're prepared and ready to sit your exam.

Ace the trimester with your academic team!

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EXAM

TASK & DUE DATE

COURSE CODE	DUE DATE	WEIGHT	Review content						Practice exam			
			WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11	WEEK 12	EXAM WEEK 13	EXAM WEEK 14
E.g. 3603QCA	11/11/22	40%	WEEK 5	<input checked="" type="checkbox"/>	WEEK 6	<input checked="" type="checkbox"/>	WEEK 7	<input checked="" type="checkbox"/>	WEEK 8	<input checked="" type="checkbox"/>		
1008HSV (A1)	14/04/23	10%	BY WEEK 3	<input type="checkbox"/>	BY WEEK 4	<input type="checkbox"/>		<input type="checkbox"/>	WEEK 5	<input type="checkbox"/>		
			REVISE WEEKS 1 & 2	<input type="checkbox"/>	REVISE WEEKS 3 & 4	<input type="checkbox"/>		<input type="checkbox"/>	PRACTICE & REVISIT REVISION MATERIALS	<input type="checkbox"/>		
1015HSV (A2)	21/04/23	20%	BY WEEK 4	<input type="checkbox"/>		<input type="checkbox"/>	BY WEEK 5	<input type="checkbox"/>	WEEK 6	<input type="checkbox"/>		
			REVISE WEEKS 1 & 2	<input type="checkbox"/>		<input type="checkbox"/>	REVISE WEEKS 3 & 4	<input type="checkbox"/>	PRACTICE & REVISIT REVISION MATERIALS	<input type="checkbox"/>		
1006HSV (A4)	EXAM BLOCK	30%	BY WEEK 10	<input type="checkbox"/>	BY WEEK 11	<input type="checkbox"/>	BY WEEK 12	<input type="checkbox"/>	EXAM WEEK	<input type="checkbox"/>		
			REVISE WEEKS 1-4	<input type="checkbox"/>	REVISE WEEKS 5-8	<input type="checkbox"/>	REVISE WEEKS 9-12	<input type="checkbox"/>	PRACTICE & REVISIT REVISION MATERIALS	<input type="checkbox"/>		
1008HSV (A3)	EXAM BLOCK	50%	BY WEEK 10	<input type="checkbox"/>	BY WEEK 11	<input type="checkbox"/>	BY WEEK 12	<input type="checkbox"/>	EXAM WEEK	<input type="checkbox"/>		
			DRAFT SCRIPT	<input type="checkbox"/>	FINALISE SCRIPT	<input type="checkbox"/>	REHEARSE	<input type="checkbox"/>	FINAL REHEARSALS	<input type="checkbox"/>		
1015HSV (A3)	EXAM BLOCK	40%	BY WEEK 10	<input type="checkbox"/>	BY WEEK 11	<input type="checkbox"/>	BY WEEK 12	<input type="checkbox"/>	EXAM WEEK	<input type="checkbox"/>		
			REVISE WEEKS 5-7	<input type="checkbox"/>	REVISE WEEKS 8-10	<input type="checkbox"/>	REVISE WEEKS 11-12	<input type="checkbox"/>	PRACTICE & REVISIT REVISION MATERIALS	<input type="checkbox"/>		

*tick when completed