Academic Year Stage	Week Commencing	When	What	How long	Who	
Sem 1	Determined by Award Leader	Determined by Award Leader	Input 1 held		Award Leaders and Students	
Sem 1	Determined by Input 1 date	One week after Input 1	Students submit post Input 1 paperwork (self-ratings/three skills/action planning)		Students	
Sem 1	Determined by Input 1 date	Determined by Input 1 date	Pass EAC list of students undertaking Award (UUN and name)		Award Leaders	
Sem 1 week 9	15/11/21	Ahead of submission deadline (at least a week)	**Send submission template and instructions to students**		Award Leaders	
Sem 1 Week 10	22/11/21	Wednesday 24/11	**Input 2 held by**			
Sem 1 Week 11	29/12/21	Tuesday 30/11, midday	**Student submission deadline**		Students	*Unpublished buffer until 5pm on Tuesday*
		Wednesday 01/12 9am	Students start Peer Assessing (with feedback)		Students	
		Wednesday 01/12	Students emailed to tell them Peer Review window is open		EAC	
		Thursday 02/12	Award Leaders given list of students who have submitted reflection		EAC	
		Sunday 05/12, 11:59pm	Students stop Peer Assessing (8 reviews)		Students	*Unpublished buffer until 9am on Monday*
Sem 1 Revision Week	06/12/21	Monday 6/12	CM emails students to inform them to review feedback on LEARN and where they ranked		EAC	
		Tuesday 7/12	Award Leaders emailed information about number of Peer Reviews completed by each student		EAC	
Sem 1 Exam Week 1						

Sem 1 Exam Week 2						
Winter Teaching Vacation Week 1						
Winter Teaching Vacation Week 2						
Winter Teaching Vacation Week 3						
Sem 2 Week 1						
Sem 2 Week 2	24/01/22	BY Wednesday 26/01	**Input 3 held by**			
		After Input 3 session	Send submission template and instructions to students		Award Leaders	
Sem 2 Week 3	31/01/22	BY Wednesday 02/02, 9am	Student Submission Deadline		Students	*Unpublished buffer until 12pm on Wednesday*
		Wednesday 02/02, 5pm	Students begin Peer Assessing	5 days	Students	
		Thursday 03/02	Students emailed to tell them Peer Review window is open		EAC	
		Thursday 03/02	Award Leaders given list of students who have submitted reflection		EAC	
Sem 2 Week 4	07/02/22	BY Monday 07/02, midnight	Students stop Peer Assessing		Students	*Unpublished buffer until 9am on Tuesday*
		Tuesday 08/02	EAC identifies 'fails'	I day	EAC	
		Wednesday 09/02, AM	EAC passes 'fails' to relevant Award leaders for confirmation		EAC and Award Leaders	
		Wednesday 09/02, 5pm	Award leaders confirm result of submissions	1 day	Award Leaders	
		Thursday 10/02, AM	CM emails students with result		EAC	
		Thursday 10/02, AM	Resubmission window opens	4 days	Students	
Sem 2 Week 5	14/02/22	Monday 14/02, 9am	Resubmission window closes		Students	
		Monday 14/02, PM	EAC reviews resubmissions	1 day	EAC	

		Tuesday 15/02, by PM	Fails are reviewed by Award leaders	1 day	Award Leaders	
		Wednesday 15/02, AM	EAC emails students with result		EAC	