

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 KS list of students undertaking Award (UUN and name)		Award Leaders	
Sem 2 week 1	17/01/22					
Sem 2 week 2	24/01/22	BY Tuesday 25/01	Input 2 held by		Students	
		Ahead of submission deadline (at least a week)	Send submission template and instructions to students		Award Leaders	
Sem 2 week 3	31/01/22	Tuesday 01/02 @9am	Input 2 submission deadline		Students	<i>Unpublished buffer until midday on Tuesday</i>
		Tuesday 01/02@ 5pm	Students begin making judgements (with feedback)	5 days – 2 of which can be a weekend	Students	
		Wednesday 02/02	Students emailed to tell them Peer Review window is open		KS	
		Thursday 03/02	Award Leaders given list of students who have submitted reflection		KS	
		Sunday 06/02 @23.59pm	Students stop making judgements (8 judgements)			<i>Unpublished buffer until 9am on Monday</i>
Sem 2 week 4	07/02/22	Monday 07/02	KS emails students to inform them to review feedback on LEARN		KS	

Edinburgh Award

Timeline for Peer Assessment – Two Semester Versions

Sem 2 week 5	14/02/22					
Flexible Learning Week	21/02/22					
Sem 2 week 6	28/02/22					
Sem 2 week 7	07/03/22					
Sem 2 week 8	14/03/22	BY Tuesday 15/03	Input 3s held			
Sem 2 week 9	21/03/22	Tuesday 22/03@ 9am	Final submission deadline		Students	<i>Unpublished buffer until midday on Tuesday</i>
		After Input 3	Send submission template and instructions to students		Award Leaders	
		Tuesday 22/03@ 5pm	Students begin making judgements (no feedback)	5 days – 2 of which can be a weekend	Students	
		Wednesday 23/03	Students emailed to tell them Peer Review window is open		KS	
		Thursday 24/03	Award Leaders given list of students who have submitted reflection		KS	
		Sunday 27/03@23.59pm	Students stop making judgements		Students	<i>Unpublished buffer until 9am on Monday</i>
Sem 2 week 10	28/03/22	BY Tuesday 29/03@5pm	KS reviews potential 'fails'.	Two days	KS	
		Tuesday 29/03 PM	KS passes 'fails' to relevant Award leader		KS	
		Wednesday 30/03 5pm	Award leaders confirm result of submissions	One day	Award Leaders	
		Thursday 31/03 AM	KS emails students with results		KS	
		Thursday 31/03@9am	Resubmission window opens	4 days	Students	
Sem 2 week 11	04/04/22	Monday 04/04@ 9am	Resubmission window closes		KS	

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Timeline for Peer Assessment – Two Semester Versions

		BY Monday 04/04 @ midday	Resubmissions are reviewed by KS	A couple of hours	KS	
		BY Tuesday 05/04 @ 9am	Fails from resubmissions are reviewed by relevant Award leader	Half a day	Award Leaders	
		08/04	Result emailed to students		KS	