

16 Week Completion Schedule

Course Code: _____ Marker: _____

Look at the course's
Student Information
Sheet (SIS) to find this
information

Does this course have a Midterm? ☐ YES ☐ NO

Does this course have a Final Exam? ☐ YES ☐ NO

Does this course have a Culminating Task? ☐ YES ☐ NO

WEEK #	Completed?	Assignments
Week 1	☐	Get familiar in your course shell
Week 2	☐	1 and 2
Week 3	☐	3 and 4
Week 4	☐	5 and 6
Week 5	☐	7 and 8
Week 6**	☐	i) 9 and 10
	☐	ii) 9 and Midterm
Week 7	☐	11 and 12
Week 8	☐	13 and 14
Week 9	☐	15 and 16
Week 10	☐	17 and 18
Week 11	☐	19
Week 12	☐	Culminating Task or Final exam

FREE WEEK	☐	Free Week (No assignments)
FREE WEEK	☐	Free Week (No assignments)
FREE WEEK	☐	Free Week (No assignments)
FREE WEEK	☐	Free Week (No assignments)

Use this tracker to monitor your progress through your course.

Completion Schedule

Frequently Asked Questions:

1) How do I use this tracking sheet?

Every week, you should be checking off one checkbox - either the next assignment or exam box or one of the free boxes (if you did not hand anything in that week).

2) What is a 'FREE' week?

A free week is a week when you do not hand in any assignments. Perhaps you were on vacation, or sick, or life just got too busy, you can use your free week and still stay on track to complete your course.

3) Do I need to check off all the "FREE" weeks to get my credit?

You do not need to use all your free weeks to complete the course, but you should not use any more than the allotted four "Free Weeks".

4) What if I have used all my "FREE" boxes and I need another one?

If you have used all your "FREE" boxes, you may need to re-evaluate if you have the time and the means to pursue an academic credit right now. You might have to adjust your schedule or priorities to ensure that you are dedicating enough time to progress through the course.

5) Why are there two options for week 6?

For week 6, some of Correspondence courses have midterms and some do not. You will either check off

- a) lesson 9 and 10 (if there is no midterm)
- b) lesson 9 and the midterm. (if there is a midterm)

You do not need to check off both.

6) Can I do the assignment weeks in any order I want?

No. All lessons must be completed in order. If your course has a midterm, you will need to complete the midterm before submitting lesson 11.

7) What if I want to hand in more than two assignments per week?

If you would like to hand in more than two assignments per week, you **must contact your Marker before submitting the extra lessons.** Please be aware that handing in more than two assignments per week might mean that previous lessons have not been evaluated and feedback may not be available before you submit your next lesson.

It is important to apply any feedback

that the instructor provides to future lessons as they often will point out why you may have not gotten full marks on a question or assignment.

8) Can I get an extension if I do not complete in 16 weeks?

No. Extensions are no longer offered for Correspondence courses.

9) What is the maximum amount of time (with extensions) that I can have to complete the course?

All courses must be completed within the academic year of your enrolment date. This is a requirement of the Ministry of Education and we must adhere to those policies for your credit to be valid.

10) Are courses available in the July and August?

No. Correspondence is closed during the summer. We will close for assignment submissions in June of the school year. Please watch your emails, our website, and your course shell for exact dates.

11) Can I just skip lessons and still write the exam?

No. For Correspondence to be able to offer recognized secondary credits, we must show that you have completed the equivalent of 110 academic hours. Each assignment is a way to verify that you have completed the associated work assigned to the task. Missed or unsubmitted assignments can mean that you are at risk for losing the credit even if you are passing the course.

12) What is the maximum number of Correspondence credits I can do at one time?

You are allowed to be enrolled in two Correspondence Credits at any given time. If the course has a pre-requisite, the prerequisite must be completed before you can begin the other course.