

## Reporting Timetables 2011-12

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Sep
<b>1<sup>st</sup> Year (1<sup>st</sup> yr review)</b>										Review Sheet received at w/e 22-24 June; meet tutor & TM <i>jointly</i>	Return by 1 Sept discussion of review with staff consultant @ Justice for All weekend
<b>2<sup>nd</sup> year (Interim reports)</b>					Assessment pack received  w/end 20-22 Jan	Meet tutor & TM <i>separately</i> . Return self-assessment, Tutor & TM forms to STETS by 24 Feb	Discuss papers with staff consultant at w/e 2-4 Mar or Easter School	Discuss papers with staff consultant @ Easter School by arrangement	Discuss draft Report at w/e 25-27 May /by special arrangement	Final signed draft returned to office by 8 June	
<b>3<sup>rd</sup> Year (Final reports)</b>			Assessment pack received at w/e 25-27 Nov; meet Tutor & TM <i>jointly</i>		Return self-assessment form & Tutor & TM forms by 20 Jan	Discuss papers at w/e 3-5 Feb / by special arrangement	Discuss papers at w/e 16-18 Mar / by special arrangement	Discuss draft report at Easter School/ by special arrangement	Final signed draft returned to office by <b>11 May</b>		