Guide for Recording

Recording is an easy process that should be completed the day or night before your child's weekly class.

1. Put the homework in order of date from the <u>oldest homework book to the most recent.</u> Worksheets are recorded in date order to indicate the actual sequence in which they were completed, even if this differs from the way in which they were issued.
2. Open up your child's personal Google Recording Sheet.
3. Put the date of the oldest homework book in the first column.
4. Put the level (found in the top right-hand corner of the book) in the level column.
5. Put the book number (on the front page in the top right-hand corner) in the No. column.
6. Work out how many minutes your child studied for by calculating the time between the start & finish time.
7. In the score section, write the score for page 1 (A side & B side) in the 1st box.
8. Write the score for page 2 (A side & B side) in the 2nd box etc. Repeat this step for as many pages as your child completed in their book

a. NOTE: If your child does not do 10 pages then you do not need to fill out all 10 boxes. Only fill out the boxes that correspond with the pages your child did.

b. For example, if your child started at B1 48 then the recording will start from the 8th box.

9. Repeat steps 3 – 8 until all homework books have been recorded.

EXAMPLE MATHS													
Date (DD/MM/YY)	Level	No.	Time	Score									
				1	2	3	4	5	6	7	8	9	10
03/08/20	B	31	22	A	100	A	100	100	100	100	B	100	C
04/08/20	B	41	13	100	100	100	B	100					
05/08/20	B	46	18						C	100	100	A	A
06/08/20	B	51	30	100	100	100	100	B	B	C	D		

EXAMPLE ENGLISH													
Date (DD/MM/YY)	Level	No.	Time	Score									
				1	2	3	4	5	6	7	8	9	10
03/08/20	C1	191	28	95	100	98	100	100	100	100	90	100	85
04/08/20	C2	1	16	100	100	100	90	100	80	100			
05/08/20	C2	8	20								100	99	94
06/08/20	C2	11	10	100	85	80							