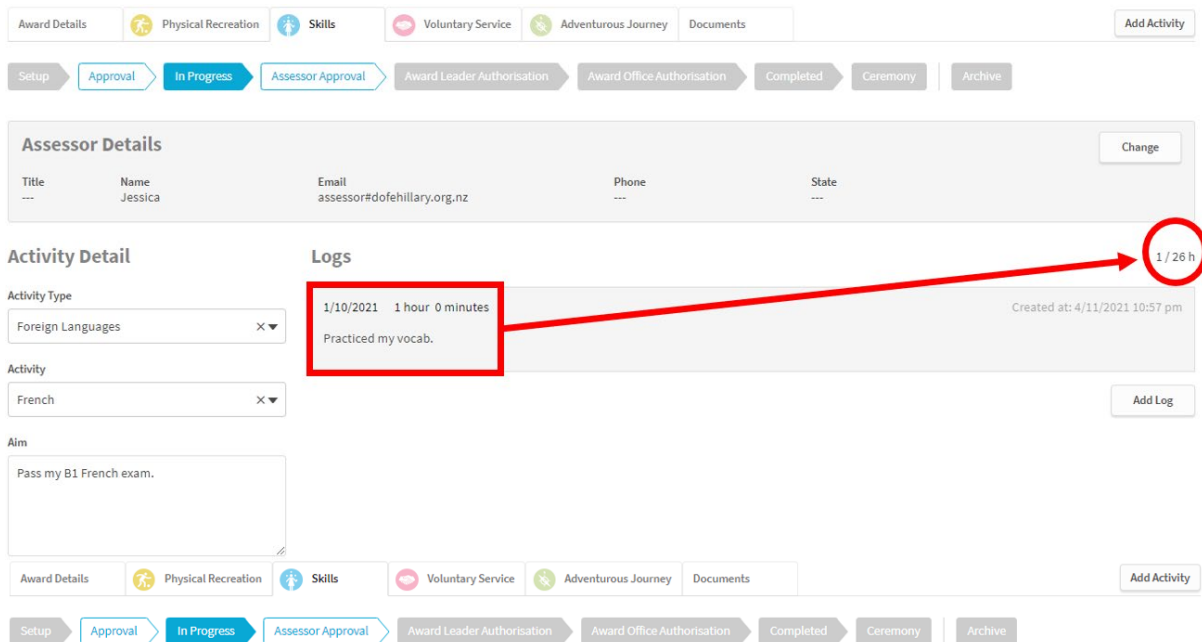


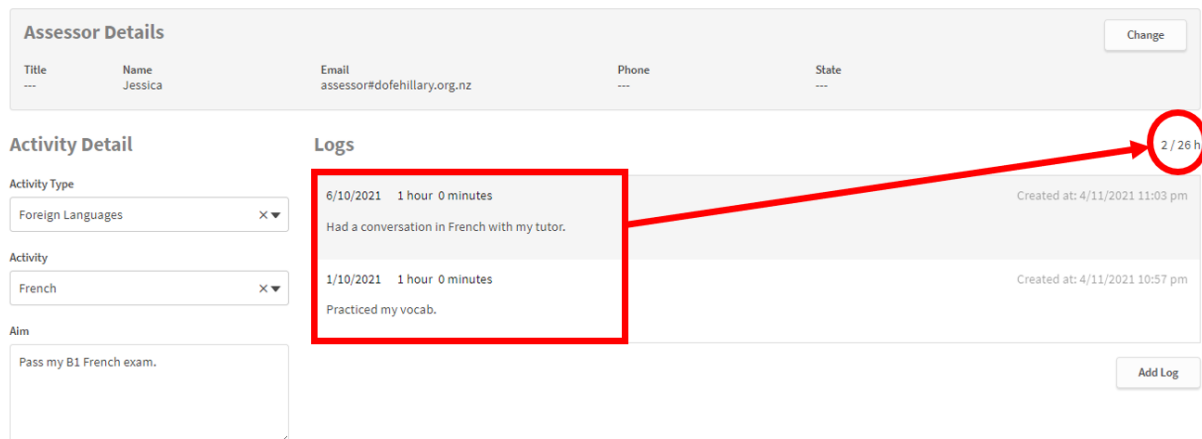
ORB Log Calculations Explained - Award Leader

The start date for each Section of the Award will be from the Monday of the week in which the participant records their first activity log for that Section. For example, if their first log for their Skill Section is on Wednesday 3rd January, the start date for their Skill Section will be Monday 1st January. A week is Monday to Sunday inclusive and a participant may only count 1 hour per-week. If they are doing more than one hour per week of activity for that Section and recording the additional hours on the Online Record Book, they can back count a maximum of 3 hours if there is no activity in the previous 3 weeks (NB this does not apply to the first log which will only ever count for a maximum of 1 hour).

If the activity is done on a regular basis of 1 hour per week the system will immediately credit the 1 hour towards that Award Section.



This screenshot shows the 'In Progress' stage of the award process. The 'Assessor Details' section lists the assessor as Jessica. Under 'Activity Detail', the type is 'Foreign Languages' and the activity is 'French'. The 'Aim' is 'Pass my B1 French exam.'. The 'Logs' section contains one entry: '1/10/2021 1 hour 0 minutes Practiced my vocab.' with a creation time of 4/11/2021 10:57 pm. A red box highlights the log entry, and a red arrow points from it to a circled '1 / 26 h' in the top right corner, indicating the total hours credited.



This screenshot shows the 'In Progress' stage with two log entries. The 'Assessor Details' and 'Activity Detail' sections are identical to the previous screenshot. The 'Logs' section now contains two entries: '6/10/2021 1 hour 0 minutes Had a conversation in French with my tutor.' (created 4/11/2021 11:03 pm) and '1/10/2021 1 hour 0 minutes Practiced my vocab.' (created 4/11/2021 10:57 pm). A red box highlights both log entries, and a red arrow points from the box to a circled '2 / 26 h' in the top right corner, indicating the total hours credited.

If the logs are being recorded in blocks of more than 1 hour per week, then the additional hours can be back-counted (up to a maximum of 3 hours so long as no activity was done in the 3 weeks prior).

Award Details | Physical Recreation | Skills | Service | Adventurous Journey | Documents | Add Activity

Setup | Approval | In Progress | Assessor Approval | Award Leader Sign-off | Award Office Sign-off | Completed | Ceremony | Inactive

Assessor Details Change

Title	Name	Email	State
Mrs	Assessor	Assessor@assessor.com	---

Activity Detail

Activity Type: Court / Field Sports

Activity: Cricket

Goal: To improve my skills this season.

Logs

Date	Duration	Description	Created at
03/01/2018	4 hours 0 minutes	Training session	27/08/2018 03:47

1 / 26 h

Detail | Bronze Level | Silver Level | History Log

The system only credits one hour as this is the first log and additional hours are unable to be carried forward.

Award Details | Physical Recreation | Skills | Service | Adventurous Journey | Documents | Add Activity

Setup | Approval | In Progress | Assessor Approval | Award Leader Sign-off | Award Office Sign-off | Completed | Ceremony | Inactive

Assessor Details Change

Title	Name	Email	Phone	State
Mrs	Assessor	Assessor@assessor.com	---	---

Activity Detail

Activity Type: Court / Field Sports

Activity: Cricket

Goal: To improve my skills this season.

Logs

Date	Duration	Description	Created at
07/01/2018	4 hours 0 minutes	Second log	24/10/2018 20:55
03/01/2018	4 hours 0 minutes	Training session	27/08/2018 03:47

1 / 26 h

In this situation the second log falls within the week of the first log. Therefore none of the hours are counted as an hour has already been counted this week.

Detail
Bronze Level
Silver Level
History Log

Award Details
Physical Recreation
Skills
Service
Adventurous Journey
Documents
Add Activity

Setup
Approval
In Progress
Assessor Approval
Award Leader Sign-off
Award Office Sign-off
Completed
Ceremony
Inactive

Assessor Details Change

Title	Name	Email	Phone
Mrs	Assessor	Assessor@assessor.com	---

Activity Detail

Activity Type
Court / Field Sports

Activity
Cricket

Goal
To improve my skills this season.

Logs

31/01/2018 4 hours 0 minutes	Created at: 24/10/2018 20:55
Second log	
03/01/2018 4 hours 0 minutes	Created at: 27/08/2018 03:47
Training session	

In this situation the second log is 4 weeks after the first log. The ORB assumes an absence of 3 weeks of activity and so back-credits the additional 3 hours.

5 / 26 h

Add Log

An example of a Bronze participant recording their logs over 13 weeks is below with an explanation as to how the logs are counted.

ORB Next Generation
Participant Calculation Example
(Whole Hours)

Award: Bronze
Major: No
Activity Hours: 13:00
Activity Weeks: 13

Activity Start Date for Calculations: 02/01/2017
Earliest Completion Date: 27/03/2017

Monday
Monday

The first Monday is always used when calculating the start of the Activity week count.
This is the first day of the 13th week that the Participant 'could' complete this section.

Totals: → → 26:30 13:00

Week No.	Date	Day of Week	Hours Logged	Hours to Count	Cumulative Hours	Explanation / Notes
1	05/01/2017	Thursday	02:00	01:00	01:00	You can only count 1 hour per-week. All weeks start on a Monday.
2	09/01/2017	Monday	02:00	01:00	02:00	You cannot carry hours forward.
4	24/01/2017	Tuesday	01:00	01:00	03:00	
8	22/02/2017	Wednesday	04:00	04:00	07:00	Assumes absence of 3 weeks, therefore allowed to back-count 3 hours for those weeks plus this week.
9	28/02/2017	Tuesday	02:30	01:00	08:00	
9	01/03/2017	Wednesday	01:00	00:00	08:00	Hours are in the same week as the previous Log.
10	12/03/2017	Sunday	02:00	01:00	09:00	
11	13/03/2017	Monday	02:00	01:00	10:00	
11	19/03/2017	Sunday	01:00	00:00	10:00	Hours are in the same week as the previous Log.
12	20/03/2017	Monday	01:00	01:00	11:00	
13	27/03/2017	Monday	04:00	01:00	12:00	
13	30/03/2017	Thursday	02:00	00:00	12:00	Hours are in the same week as the previous Log.
14	06/04/2017	Thursday	02:00	01:00	13:00	