



Assignments and Exams



Assignment checklist

Before you start (all assignments):

I know what coursework I am expected to complete for each module that I am taking this semester.

Before you start (individual assignments):

If applicable, I have reflected on and will act upon any feedback received about previous assignments that I have done for this module.

I know the date that my assignment is due and how much time I have left to complete it.

I know how many marks this assignment is worth for the module.

I have conducted a task analysis of my assignment – I know exactly what steps are needed to get it done, and I have an idea of how long each step will take.

I am confident that I have all of the skills and resources needed to successfully complete this assignment. (If not, how are you going to address this?)

I understand how to get the marks that I want for this assignment. (If your lecturer or tutor has provided a rubric or any other guidance, read this closely).

I have completed the **Projects, dissertations and reports** module on the skills4study resource on TLC100 The Learning Centre on Blackboard.

While doing your assignment:

I understand and am following all of the guidelines that my lecturer or tutor has provided for this assignment. (Seek clarification if you are unsure).



Assignments and Exams

- I have set aside enough time for this assignment. (Use a **weekly or monthly planner** if necessary. If you haven't set enough time aside – do what you can, and resolve not to leave it so late next time).
- I have allocated some time close to the due date for this assignment to review what I have done and improve my work as much as I can.
- I have sketched out a plan or structure for my assignment and I'm sticking to this as far as possible, although I understand that this may change as I learn more.
- I am certain that this assignment is my own work and that I have correctly cited and referenced the work of others according to the conventions of my discipline.
- I am reviewing, revising, and redrafting my assignment as I work on it. I understand that it's not possible to complete an excellent assignment in one go.

When your assignment is finished:

- I have put some time aside to proofread and put the finishing touches on my assignment.
- I have submitted my assignment as required and have a record of this.
- I will seek feedback on my assignment and will use any feedback that I get from my lecturer or tutor to improve my performance next time around.