**Assignment checklist**

Here is a **checklist** for completing your assignments successfully. It mostly relates to assignments that involve reading, research and writing, but can be adapted for use with other types of assignments as well. As with all checklists, you may not be able to tick every box, but you should aim to tick as many as you can, especially any that your lecturer or tutor has emphasised.

**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).

**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).

🞏 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.

🞏 If necessary, 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

usually 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.

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