ASSESSMENT CHECKLIST

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| Step 1 - UNDERSTANDING THE ASSESSMENT BRIEf[ ]  Check date of submission, think how long have I got? Make an action plan. Lightbulb and gear outlineTIP: If you have multiple assessments coming up, start earlier and plan your time so you don’t end up cramming multiple assessments in one week![ ]  Do you understand what the assessment is asking you to do? E.g. Assess, compare, critically analyse, evaluate…If yes, carry on with the checklist.If no, please explore what [different task words](https://www.port.ac.uk/student-life/help-and-advice/study-skills/written-assignments/essays-task-words) mean and how they apply to your assessment.[ ]  Do you understand exactly what your type of assessment is and how to write it? (E.G. is it a report, academic essay, presentation? Think what these mean and how they should look)If yes, carry on with the checklist .If no, please contact your Module Leader or PAT for extra support.[ ]  Summarise the assessment brief in your own words. Re-writing your assessment brief in your own words will help you to understand exactly what you need to do and what the question/ brief is asking of you.Still unsure? Contact your Module Leader to clarify if you still have questions. Utilise their office hours.[ ]  Make note of the basics, these will get you some ‘easy marks’. E.g. word count, do you need a title page, what font and spacing to use etc.Qr code  Description automatically generatedIf you feel you need a little extra support, please **scan the QR code** to see what support services the university offers. This is not an extensive list, but if you need help, reach out!Step 2 - Writing THE ASSIGNMENT [ ]  Have you explored the assigned reading materials the lecturer has provided in this module?If yes, carry on with the checklist.If no, please revisit the materials on Blackboard for readings or recordings of missed lectures and lecture slides.[ ]  Have you planned the structure of your assessment and outlined what you want to say?If yes, carry on with the checklist.If no, for essays check out how to [structure](https://library.soton.ac.uk/ld.php?content_id=31130960) and [plan](https://library.soton.ac.uk/ld.php?content_id=31130817) your essay. For presentations have a look at: [How to structure an academic presentation.](https://www.southampton.ac.uk/~assets/doc/hr/Perfect%20presentations.pdf) If either of these don’t cover it, [check out AOB for further study skills support.](https://www.sbsaob.soton.ac.uk/study-resources/) |
| [ ]  Have you looked through the grade descriptors that are provided? |
|  If yes, carry on with the checklist. If no, please explore the provided grade descriptors on Blackboard.[ ]  Have you received feedback within this module or with this type of assessment before?If yes, use the feedback journal we provide as a tool to reflect and improve. If no, carry on with the checklist.[ ]  Do you feel like you need help with academic writing?If no, continue with your assessment.If yes, please access various support available. [Find out more info here.](https://library.soton.ac.uk/sash)[ ]  Do you think you might need special considerations or an extension? If yes, please get in touch with the [Student Hub](https://blackboard.soton.ac.uk/webapps/blackboard/content/listContent.jsp?course_id=_189684_1&content_id=_4229911_1) as soon as possible and follow the [university guidance](https://www.southampton.ac.uk/quality/assessment/special_considerations.page). If you have a sudden change of circumstance you can do this in retrospect but it needs to be done as soon as possible, please always check guidance. |

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| Step 3 – Finishing touches and checking THE ASSIGNMENT  |
| [ ]  Are you confident with the academic writing in your assessment?If yes, carry on with the checklist.If no, please visit [The Assessment Planner](https://library.soton.ac.uk/sash/academic-writing) for one-to-one writing support.[ ]  Does the font size, type and line spacing match the assessment brief?If yes, carry on with the checklist.If no, edit accordingly.[ ]  Have you formatted your references in the correct way? (For example, alphabetical order, in text citations and correct referencing type) If yes, carry on with the checklist. If no, please revisit the [Basics of Referencing](https://library.soton.ac.uk/sash/referencing) for extra support. |
| [ ]  Have you thoroughly checked your work for grammar and spelling errors?If yes, carry on with the checklist.If no, please proofread to make sure all errors are removed before submission.  |

[ ]  Does your assessment meet the word count?

If yes, carry on with the checklist.

If no, please + /- words to meet the word count.

[ ]  Have you included a title page with the module number, wordcount and student ID (if required)?

If yes, carry on with the checklist.

If no, please make sure you do before submission.



[ ]  **Time to submit!** If you are happy with your work, then it’s time to submit! **Well done!** You should make sure you submit the final version with plenty of time before the deadline to allow for potential issues. If you didn’t get special cons and missed your deadline and would like to talk to someone, you can email our Student Advisors on **SBSstudentadvisor@soton.ac.uk**