

Assignment Checklist

Use this checklist for all your written work and assignments. Make sure you have completed all the necessary steps before you hand it in for marking and assessment.

HAVE YOU COMPLETED THE FOLLOWING
Have you written your name, the date (and page numbers if necessary)?
Have you written a relevant title?
Have you included an introduction?
Have you written the grading criteria number on your work?
Does your introduction include the subject and purpose of the work/assignment?
Does your introduction give information about the method you used, your plan of action?
Have you collected information from as many sources as possible?
Have you kept a note of all your sources?
Have you written clearly and in clear paragraphs?
Is your information presented in clear sections with a logical sequence?
Have you written a conclusion, which refers to the purpose of the work/assignment?
Have you completed all tasks included in the assignment?
Have you included full reference & bibliography pages (if required)?
Have you secured your work together ready to hand –in?
Have you stored and saved a copy of your assignment on the computer?
Have you met the deadline?

WELL DONE!

