

## Ten stages to assessment success

Photocopy this assessment preparation checklist – and complete one for every assignment that you undertake.

- Prepare:
  - Know the task (the whole question) and the form (essay, report, presentation, seminar etc)
  - Open a research folder – write the WHOLE question on the folder
  - Have the overview – fit the task to the module aims and learning outcomes
  - Analyse the question – all of it
  - Use creative brainstorming strategies to generate ideas
  - Action plan – work out what to research, why, where and when!
- Follow the action plan: Attend lectures and seminars in a positive frame of mind – undertake targeted research and active reading
- Review your findings – identify gaps – plug the gaps
- Plan the outline – of the essay, report, seminar, presentation...
- Write the *rough* draft – go with the flow – leave gaps – use the paragraph questions
- Leave a time lag – allow the brain to close the gaps
- Review, revise and edit – struggle to write – decide on a final draft
- Proof read – or rehearse if it involves a presentation
- Hand in work – on or before a deadline
- SWOT your progress



### Photocopiable:

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