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