

Have You . . . ?

<i>Checklist 1: Doing an Assignment</i>	Yes	No	Not Sure
1. I have noted the due date on my planner/in my diary			
2. I have begun early enough to get it done on time.			
3. I have read the instructions and know what to do.			
4. I have clarified my questions about the assignment with my tutor.			
5. I have located the necessary information.			
6. I have completed a draft answer/assignment.			
7. My assignment is set out neatly.			
8. My answers and information are organised logically.			
9. I have followed the School's requirements			
10. I have checked my answers, and they are relevant to the instructions.			

<i>Checklist 2: Before You Hand It In!</i>	Yes	No	Not Sure
1. I have answered the question/s.			
2. I have referenced all sources of information.			
3. All pages are secured according to lecturer's requirements (e.g. just stapled or in folder).			
4. I have attached a completed & signed cover page.			
5. My assignment is presented professionally.			

About Your Answers:

Yes	Well done—you are on the right track
No	Make a time in your diary/planner to do this
Not sure	Read instructions and guidelines, ask questions and get advice.