

Assignment Checklist for Fundamentals of Nursing Summative Essay

This checklist is intended to help you with final proof reading before submission and provides advice about how to resolve any issues and reminders of where information has been given.

CONTENT

Questions	Advice
Have I checked my work against the Learning Outcomes- are achieved in my essay?	<p>See the 'Sept cohort assessment information & instructions' under the Assessment Information unit in Canvas.</p> <p>To meet the learning outcomes, the essay needs to include a critical reflection on the following:</p> <p>What it means to practice effectively - look at the NMC (2018) code.</p> <p>Define person centred care.</p> <p>Select a specific example from practice to demonstrate how you provided person centred care and link it with how you practice effectively.</p> <p>As part of the critical reflection consider what went well. What else do you need to consider for example, what knowledge/skills do you need to improve/enhance to practice effectively when providing person centred care. your knowledge and practice?</p> <p>All discussion points must be supported with relevant literature.</p> <p>Summarise your findings – do not introduce anything new in the conclusion.</p>
Have I got enough critical analysis for Level 7 work?	<ul style="list-style-type: none"> - How do I know this information? (What have you read that gave you the info) - Is there evidence to support this information/idea? Is there a lot? Is it a 'good' quality? Is there any evidence against it? - What are the advantages/ disadvantages of what you are writing? - Look at the unit – Academic Support - Attend the optional academic support sessions. - Book an appointment with the academic skills team. <p>Look at the Level 7 Grading & Feedback sheet. The biggest percentage of your mark comes from critical analysis in Level 7 assignments. Please also use the Academic Skills website.</p>
Can I write in the first person?	Yes, in the section you are reflecting in, otherwise use the 3 rd person
Have I checked the assignment brief/ assignment requirements?	<p>See the essay template which gives guidance on what should be included in each part of your essay.</p> <p>Check that you have addressed the assignment task and met the learning outcomes.</p>

Have I focussed on just one NMC domain?	To get the depth of critical discussion and analysis required for Level 7, it is advisable to focus on a specific example on how you practice effectively to provide person centre care.
Have I got enough detail about reflecting on my learning needs in relation to person-centred care?	Make sure you support your ideas with reference to nursing policy and professional guidance. Demonstrate breadth and depth of reading and make appropriate use of other reflection references.
Does my essay 'flow' logically?	Proofread to check this. You can use the Learning Outcomes to guide your structure. Avoid single-sentence paragraphs; all points that are relevant to an issue can be included in a paragraph. Avoid abbreviations – must write out in full
Have I proof-read the work for errors in spelling, grammar, use of capital letters, etc.?	Use the spell-check facility in Word but take care that it has given the correct word that you want. Avoid over-long sentences- these can be confusing and lose focus. Make sure your sentences make sense and say what you meant them to say. You could ask someone else to read it out to you to help with this.

REFERENCING

Questions	Advice
Have I supported all statements with a citation?	When proof reading, check that the citations you have used show where you got the information from for your ideas. The essay is a chance to show us what you have been reading to develop your knowledge and understanding.
Are the citations appropriate?	There are a range of resources provided on the module site and more in the suggested reading for the topics covered. Ensure that you have included some of these as relevant to your discussions. Avoid using any old citations (over 10 years old). If you need to cite an old source because it is the original (e.g., a particular theory), make sure you use a secondary citation unless you have read the original.
Do the citations follow the 2023-24 Referencing Guidelines?	Careful proof reading is needed to check both your citations and reference list to ensure you have followed the 2023-24 Referencing Guidelines .
Are all the resources cited in the essay included in the reference list?	This needs careful proof reading to check. You can also use the 'find' tab in Word to help you.
Does the reference list follow the 2023-24 Referencing Guidelines?	Check against the 2022-2023 Referencing Guidelines. Ensure the list has a title, is in alphabetical order, has hanging indents etc.

WORD COUNT

Questions	Advice
Am I over the word count (2500 words +/- 10%)?	Proofread your essay and remove any content that does not meet the Learning Outcomes.

PRESENTATION

Questions	Advice
Have I given the essay a title?	All essays should have a title.
Have I included page numbers?	Please use page numbers
Have I stated my final word count?	Do include your final word count.
Is it in the correct font?	Arial 12
Have I used the correct line spacing?	1.5 line spacing
Does my reference list start on a new page?	Yes
Does my reference list have a title?	Yes
Do I put my name?	No, the work is marked anonymously? including student number

USE OF TURNITIN

Questions	Advice
Will there be a formative Turnitin portal	Yes, you will have an opportunity to submit your work to get a similarity report before the summative assignment
Is this the summative assignment portal	No, you need to submit your work to the field specific summative portal. If your summative work is submitted here, it would not be marked, and you will be awarded 0%