

Delta Module Three final checklist:

Have I

clearly chosen a specialism from the list provided, and indicated this on the cover page?	✓ or ✗
outlined key features of the specialism and indicated what distinguishes it?	
referred to and commented on background reading and key sources throughout?	
discussed principles underlying needs analyses, diagnostic tests, course and syllabus design etc.? or, for the Management option: discussed principles of change management, situation analysis and implementation	
clearly justified my choice of needs analysis tools? or for the Management option: clearly justified my choice of situation analysis tools?	
included what is required in the separate appendices? For an ELT specialism: <ul style="list-style-type: none"> • a completed sample of all analyses and tests used • course evaluation materials and/or an outline of evaluation procedures • sample materials or a summary of materials to be used • sample draft assessments to be used in the course For the Management option: <ul style="list-style-type: none"> • a completed sample of all analyses used 	
analysed the results of the diagnostic tests adequately? or, for the Management option: analysed the situation thoroughly on sound theoretical bases?	
justified the learning priorities I have identified clearly in relation to my needs analysis? or, for the Management option: justified the proposed innovation in terms of the strategic needs of the language teaching operation?	
justified my course objectives in terms of learner needs? or, for the Management option: justified my proposed innovation in terms of the organisation as a whole?	
added my course plan and Needs Analysis / Diagnostic Test summary results as an appendix to the main body of the text? or, for the Management option: added my Situation analysis results and my Implementation plan as an appendix to the main body of the text?	
included sufficient detail in my course plan or, for the Management option: included sufficient detail in my implementation plan?	
outlined how the course will be evaluated? or, for the Management option: outlined how the success of the innovation will be evaluated?	
respected the word-limit and indicated the word count and version of Microsoft Word used on the cover page?	
linked all parts of the assignment coherently to one another?	
signposted all the appendices clearly in the main body of the text?	

Partial source: Delta Module Three Principal Examiner's Report December 2014 (and other years)