



## Analysing the assignment question checklist

Use the checklist below to ensure you have gone through the necessary steps to understand your assignment task.

### What to do

<input type="checkbox"/> I have read the question and instructions at least twice.	<input type="checkbox"/> I have reviewed the course objectives, recommended readings, and class discussion topics to see what content we have covered that relates to the task.
<input type="checkbox"/> I have identified the task, topic, and focus words.	<input type="checkbox"/> I have checked my understanding of the task in class or by asking my tutor.
<input type="checkbox"/> I have highlighted the information about what resources I should use.	
<input type="checkbox"/> I have read the marking criteria (if available) to find out what standards I need to reach to achieve each grade, and what things I should focus more time on.	

### How to present it

- Check the guidelines about how the assignment is to be presented and what referencing style is required.
- Highlight the word/page length or time limit.

### When to do it by

- Find the due date and put it in your diary/calendar.
- Use the [Assignment Calculator](#) to plan your assignment work.