



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 highlighted the information about what resources I should use. | <input type="checkbox"/> I have checked my understanding of the task in class or by asking my tutor. |
| <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

When to do it by

- | | |
|---|--|
| <input type="checkbox"/> Check the guidelines about how the assignment is to be presented and what referencing style is required. | <input type="checkbox"/> Find the due date and put it in your diary/calendar. |
| <input type="checkbox"/> Highlight the word/page length or time limit. | <input type="checkbox"/> Use the Assignment Calculator to plan your assignment work. |