

BEFORE YOU HAND IN YOUR ASSESSMENT ITEM . . .

1. **Check back to the topic**; have you answered each part and followed the instructions? What do the Assessment Criteria say?
2. Have you used the **right structure** for the essay, report, folio . . . ?
3. Have you asked your class teacher or Study Support teacher to read **your draft**? When you check your own draft allow 12-24 hours from the time of writing because our brains trick us into reading what we meant to write rather than what is on the page.
4. Do not fall into the trap of neglecting the draft. We have all met the drama artists who boast about not starting until the day before the item is due and add to the drama by talking about how late they stayed up. (translate as “Of course if I had actually tried I could have got a top grade . . .” Who are they kidding?)
5. Two to three drafts make a difference to your grade – more generally make only smaller differences.
6. Have you **referenced** your sources accurately? Make sure you have acknowledged all quotes. (see library handout or Study Skills section for this)
7. Have you written in a formal style, with NO slang or jargon , NO contractions and NO cliches? Improve you **writing style** by using some of the linking (transition) words. Use the spell check but also make sure the spell check has not made mistakes (like *their* for *there*). It is particularly helpful to have someone else check grammar.
8. Create a good first impression with professional **presentation**. Check the example given in Study Skills. Twelve point type is generally accepted (No smaller, ever, and never larger than 14 for the text of the assignment) – also remember to leave a line between paragraphs. Decorations are fun but do not earn extra marks.
9. Have you kept a **copy** of the assignment? Rarely, but often enough to be a worry, assignments have gone missing.
10. Finally, do you like your assignment? **What grade would you give it?**