Students' Self-evaluation prior to submission

As part of a project exploring differential attainment, the University Derby, the University of West London, and Southampton Solent University developed this activity to help students self-evaluate their work prior to submission.

This brief **assignment checklist** is designed to be given to students to help them avoid some of the most common mistakes they make in their coursework. This example most readily applies to an essay-based assignment; the basic elements can be adapted to fit any assessment type.

Students often lose marks by forgetting some of the more straightforward elements of their assignments. We recommend that you "tick off" each of the points below as you prepare your work for submission. If you need any help, ask your tutor.

☐ Have you kept to the word count?

☐ Have you read and understood the assessment criteria?

☐ Have you **met** the learning outcomes? You will lose marks and your work may even be failed if you have not.

☐ Have you demonstrated that you can write *critically*? Show you have *supported* your arguments using academic literature; you have presented ideas and information which *challenges* thinking, and you have offered discussion points which *extends* your own or others' viewpoints.

☐ Have you maintained an *academic tone* throughout your work? Have you tried to avoid using the same words over and over again?

☐ Have you checked that the referencing/bibliography in your assignment is in line with your course requirements?

☐ Have you proof-read your work and used spellcheck software to check your spelling and grammar? Have you made sure your font size, colour, style, line spacing and margins are appropriate to the work as specified by your tutor?

☐ Can you confirm that the work submitted is your own and not plagiarised?