

Handing in Checklist

Before handing in any piece of work, you need to check the following:

Every page needs to have

Header with

- Title of module/assignment title
- Your name in the top right hand corner

Footer with

- Page x of y in the middle

Make sure you have:

- Read through the assignment to ensure that the assignment flows properly with an introduction, middle, conclusion and recommendations as appropriate.
- Checked that the work is as concise as possible. You will receive more marks for a shorter assignment rather than an assignment that has been padded with irrelevancies and repetition.
- Checked the grammar and spelling
- Checked that your work meets the assessment criteria. All work is marked against these criteria and **ONLY** these criteria
- Acknowledged all the sources that you have used
- Acknowledged the work of other group members

Backup your work

Please ensure that you have made at least 2 electronic backups of your work, although every effort will be made to ensure that your assignment is kept as safely as possible, we can not guarantee security. It is **YOUR** responsibility to keep the original electronic copies safe so that you can make amendments and hand in additional copies as needed.

Interview Tip

Remember that universities, colleges and employers often expect to see samples of your work and in some cases they will tell you which module to bring. So a well presented assignment could make the difference at interview.