



Coventry University Group

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## Academic Writing Service

Interactive handout

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# Submitting Assignments in your Foundation Year: A Checklist

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# Introduction

Before you submit the final version of your assignment, it is always best to reserve a half or full day to take a detailed look at your assignment. The expectations of your submissions at Foundation level will be higher than any of your previous academic experiences. Therefore, it is a good idea to ensure that you have included all the required components of a Foundation level submission.

Taking this time to check over your submission also ensures that you will not run the risk of losing marks because of essential but often more simple components of your assignment, including a cover page and reference list. Guaranteeing that you have included all of the necessary components before you submit your assignment response means that your marks will reflect the strength of your argument and writing alone. This, in turn, will give you a clearer sense of areas to improve on moving forward in your course.

The questions included within the checklist below are designed to help you identify all the areas of your assignment which will need to be checked and confirmed before you submit. It is best to read through this not just before you submit but as soon as you begin working on your assignment response. You should then return to the checklist once more before the submission deadline, allowing yourself enough time to make any changes if necessary. If you are confused or unsure about any of the questions below, you can find where to access support and guidance at the end of this handout.

# Foundation Submission Checklist

<b>The Assignment Brief</b>
<ul style="list-style-type: none"> <li>- Have you <b>re-read the assignment brief</b>, making sure that your response has addressed the central task and met the learning outcomes?</li> <li>- Have you <b>included all the elements of the assignment</b> specified on the brief? For example, have you compiled a proper cover page (if required) which may include: the module code, assignment title, student ID?</li> <li>- Have you included a <b>contents page or relevant sections</b> if these are required in the assignment brief?</li> </ul>
<b>Introduction</b>
<ul style="list-style-type: none"> <li>- Have you <b>outlined the topic of your response</b> to the assignment task, and <b>does it address what you have been asked to do</b> in the assignment brief?</li> <li>- Have you <b>defined all your key terms</b> clearly?</li> <li>- Have you <b>established the aim of the assignment task</b>, and shown <b>how you will address this in your response</b>?</li> </ul>
<b>Writing</b>
<ul style="list-style-type: none"> <li>- Have you <b>used paragraphs</b> (and subheadings where required) to <b>separate different ideas and sections of your argument</b>?</li> <li>- Have you <b>read through your whole response</b> at least once to check for <b>any spelling and grammar errors</b>?</li> <li>- Is your response <b>written in full sentences</b>, with no notes or incomplete sentences remaining?</li> </ul>
<b>Conclusion</b>
<ul style="list-style-type: none"> <li>- Have you <b>summarised your argument or analysis in a clear conclusion</b>, one which responds to the assignment brief?</li> <li>- Does your conclusion show how you have <b>addressed the aim of your assignment</b>?</li> </ul>
<b>Referencing</b>
<ul style="list-style-type: none"> <li>- Are you <b>familiar with the proper referencing style</b> in your subject area? (This is most likely to be <b>APA 7th Edition</b> but may be OSCOLA if you are studying Law.)</li> <li>- Where you have given the reader <b>information or made a statement of fact</b>, have you shown the reader <b>where you found this information</b> using an <b>in-text citation</b>?</li> <li>- Have you included a <b>Reference List or Bibliography at the end of your work</b> which <b>gives a full citation for each source you have used</b> within your writing?</li> </ul>

# Where can I access support?

<b>Academic Practice Tutors</b>
<ul style="list-style-type: none"><li>- Support with <b>assignment writing</b> and <b>navigating your course</b></li><li>- Support with <b>study skills</b> in higher education</li></ul>
<b>Library</b>
<ul style="list-style-type: none"><li>- Support with <b>finding sources</b> and with <b>referencing</b> in assignments</li><li>- <b>Resources available on the LibGuides page</b></li></ul>
<b>Academic Writing Service (AWS)</b>
<ul style="list-style-type: none"><li>- Offers <b>one-to-one support</b> for all CUC students</li><li>- Support and guidance for every stage of <b>writing</b>, from <b>addressing the assignment brief</b> and <b>planning, to preparing to submit</b></li><li>- The AWS does <b>not offer a proofreading service</b> or to <b>read full submission drafts</b></li></ul>