

## 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.