**Top 5 checks before submitting your assignment**

Checking through your own work and having the confidence that it is good enough to submit is an important skill for both academic study and employment.

However, it can be hard to know what to look for when reading your own writing, especially if you are very close to it. Having strategies that give you **distance**

from your work, and an ability to **focus** on one thing at a time can be very helpful.

Strategies to create distance include leaving the text for a while, changing the background colour on screen, printing it out, or reading it aloud.

Strategies to help you focus include using a checklist like the one below. Some of the items on the checklist below may require you to do some rewriting or further research, so looking through it early in your redrafting process can be useful.

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|  | **✔** |  |
| 1 | □ | **Have you re-read your assignment brief carefully?** (plus any other supporting materials on Moodle that describe what you need to do) Are you doing *everything* that your brief is asking for? |
| 2 | □ | **Where in your assignment have you demonstrated knowledge from your module?** Assignments are set to help you learn the module content. For example, if your assignment asks you to apply a theory, it is likely some relevant theories have been covered in your lectures. |
| 3 | □ | **Have you checked the marking criteria?** Don’t worry about judging whether your work is ‘excellent / good / satisfactory’, instead look at the skills or abilities you are being asked to show. For example, if it mentions an awareness of equality and diversity, can you point to specific places in your assignment where you demonstrate this? |
| 4 | □ | **Have you done a high-level read through checking for structure and relevance?** Do all your paragraphs have one clear point? Are all your points supported by relevant evidence? Is there any unnecessary repetition? |
| 5 | □ | **Have you done a lower-level read through checking for details and referencing?** Have you checked for typos, punctuation, capital letters? Have you made sure your in-text references and reference list match up and include all the right information? |

If you can honestly say you have achieved these 5 steps, then you are in a stronger position to submit your assignment.

For more strategies, see our [Editing and Proofreading resource page](https://www.brookes.ac.uk/students/academic-development/online-resources/editing-and-proofreading/)