

ASSESSMENT PLANNING

1

Record in your diary/phone the due date and any significant check point dates

2

Read the question/task carefully and ensure that you understand it - if not you need to seek assistance from the teacher

3

Brainstorm your ideas on responding to the question or completing the task

4

Make a list of all the steps that you will need to take to complete the task, when each component needs to be completed by and what resources you will need to complete each part

5

Start your research for the task, ensuring that you record all resources used

6

Write a first draft and then proofread your work before submitting to a teacher for feedback or discussing with a teacher for guidance

7

Use the teacher feedback to make a final draft ready for submission, including a reference/bibliography list

8

Before submitting the task, have a final check of presentation, check you have included all components and make sure you have proof read the task before submitting.