



## A Student Guide to Assessments and Referencing

### Fit to Submit:

When preparing to submit your assessment, it is important to ensure you have covered the points relevant to your assignment question or brief, as well as references appropriately and consistently.

To support you checking through your assignment, use this checklist below to get you started on ideas around what to check for.

Have I included...	Yes / No	Resources for Next Steps
Clear <b>paragraphs</b> with a point, evidence, analysis, explanation and a link to the question in each one?		Check out <b>Bloomsbury Skills for Study</b> pages on <b>MyGlos Resources</b>
Clear and consistent <b>citations</b> and <b>references</b> throughout using relevant referencing conventions?		Access <b>Cite Them Right</b> .
Quotation marks to indicate when I am <b>directly quoting</b> somebody else's work within my own writing?		Access <b>Cite Them Right</b> .
A clear <b>introduction</b> and <b>conclusion</b> to bookend the <b>main body</b> of the assignment?		Check out <b>Bloomsbury Skills for Study</b> pages on <b>MyGlos Resources</b>
Have I checked...	Yes / No	Resources for Next Steps
The <b>assessment criteria</b> for the assignment I am answering.		Refer to <b>assessment criteria</b> given and query any issues with lecturer or department.
The <b>references</b> I have included are used <b>consistently</b> and <b>appropriately</b> .		Access <b>Cite Them Right</b> .



The <b>citations</b> I have included are used <b>consistently</b> and <b>appropriately</b> .		Access <b>Cite Them Right</b> .
The content in any <b>appendix</b> is laid out clearly and is relevant to the question asked.		Refer to your <b>assignment brief</b> . Ask any queries to your lecturer or department.
The <b>references list</b> is consistent, clear and correctly written out.		Access <b>Cite Them Right</b> .
The use of <b>Italics</b> within my <b>reference list</b> .		Check through your references. Access <b>Cite Them Right</b> .
That I am answering the <b>relevant question type</b> ? e.g. if the question asks me to 'discuss', am I offering a response that relates to this instruction?		Check out the <b>Bloomsbury Skills for Study</b> pages on <b>MyGlos Resources</b>
That what I have written has linked back to the question or brief stated?		Refer to your assignment brief on Moodle.
Have I checked the <b>word count</b> for my assignment? Am I within the 10% +/- the overall word count (-1) margin? E.g. <b>Word count is 1000 words</b> – <b>+10%-1 = 1099</b> – <b>-10%-1 = 901</b>		Check your word count.

\*\*\*Please note: ***This checklist is not exhaustive, please check with your module tutor if there are specific requirements for the submission of your assessment*** \*\*\*\*



University of Gloucestershire  
Students' Union

## Resources to support your submission:

**Cite Them Right:** <https://www.citethemrightonline.com/>

**Library Support:** <https://sites.glos.ac.uk/library/>

### **Bloomsbury Skills for Study:**

MyGlos > Resources > Bloomsbury Skills for Study Tiles > Search 'Interpreting exam essay questions' and download the resource.

MyGlos > Resources > Bloomsbury Skills for Study Tile > Search 'Using Paragraphs' and complete the activity.

**W. [uogsu.com](http://uogsu.com) | T. 01242 714360 | E. [su@glos.ac.uk](mailto:su@glos.ac.uk)**

Students' Union, University of Gloucestershire, The Park, Cheltenham, Gloucestershire GL50 2RH Registered Company Number: 8155140 | Registered Charity Number: 1148393 | VAT Registration

Number: 575 9345 93 Nothing on this page constitutes an order unless accompanied by an official Students' Union purchase order