



Analysing the assignment question checklist

Use the checklist below to ensure you have gone through the necessary steps to understand your assignment task.

What to do

- I have read the question and instructions at least twice.
- I have identified the task, topic, and focus words.
- I have highlighted the information about what resources I should use.
- I have read the marking criteria (if available) to find out what standards I need to reach to achieve each grade, and what things I should focus more time on.
- I have reviewed the course objectives, recommended readings, and class discussion topics to see what content we have covered that relates to the task.
- I have checked my understanding of the task in class or by asking my tutor.

How to present it

- Check the guidelines about how the assignment is to be presented and what referencing style is required.
- Highlight the word/page length or time limit.

When to do it by

- Find the due date and put it in your diary/calendar.
- Use the [Assignment Calculator](#) to plan your assignment work.



© Western Sydney University 2016-2021, unless stated otherwise.
Study Smart Website & PDF Guides by Library Academic Literacies
Team 2016-2021 (see below) is licensed under [CC BY 4.0](#)

Kim Heckenberg (Manager)
Linda Parker (Manager)
Tahlia Birnbaum
Tae McKnight
Beverley Miles
Sara Perley

Katrina Trewin
Claire Urbach
Anna Wallace
Fiona Webber
Lisa Worthington