Step 10
Have I done all that is required?

Proof reading
If you are using Word to write your assignment and you have done your basic checks using the grammar and spell checker, print out your assignment, so that you can proof read it. If you are doing your own proof reading a good method is to read your assignment to yourself out loud. Although, your colleagues and friends may think you are acting slightly oddly, reading out loud means that you can examine more closely how your assignment flows and if it makes sense.

If you read your assignment in your head there is a tendency to scan and you are less likely to pick up errors and clumsy sentences.

Course regulations and guidance
Once you have completed your assignment, double check any guidance that supports your course. Most courses provide guidance on assessment that often includes the following:

- Maximum number of words
- Learning outcomes and assessment criteria
- Date, time and hand-in location
- A cover sheet that needs to be signed
- How many copies of the assignment you need to submit
- Exceptional circumstances, what to do if you cannot make the deadline

Submission of papers by students via Blackboard
It is often now possible within Blackboard to submit essays or other papers easily and speedily electronically to your tutor/supervisor. The built in Turnitin UK Anti Plagiarism Detection resource available via Blackboard will check assignments for evidence of plagiarism.

If the assignment has been made available for students, students can submit papers from their assignments page. You can find more information from the Student FAQs about Turnitin.
Get it in on time!

You will have probably been made aware of this throughout your course, but it is worth checking as again you could lose valuable marks by not adhering to the word count or trying to hand-in your assignment at 4:30 when the office closes at 4:00!