Assignment Checklist

Please read this checklist before submitting your assignment. This checklist should at least ensure that you do not lose marks unnecessarily for simple errors.

* The title has the unit name and assignment details
* All pages are numbered (portfolio submission)
* Total word count is given at the end (portfolio submission)
* Text is 1.5 line spaced (on one side of the paper if printed) (portfolio submission)
* Font size is either 12 or 14 (portfolio submission)
* Font style is Arial or Times New Roman or Calibri
* All references are cited correctly using Harvard system
* Direct quotations are cited correctly (use Harvard Guide)
* A full and accurate (alphabetically ordered) reference list is included
* Work has been proofread at least twice
* There are no spelling or grammatical errors
* All the learning outcomes have been addressed and explicitly evidenced