

ASSESSMENT SELF-EDITING CHECKLIST

Content	
Have I addressed all parts of the assessment task?	
Have I incorporated information from my learning materials or other sources where appropriate?	
Have I checked my work against the marking criteria?	
Structure	
Have I structured the information in clear sections?	
Does each sentence clearly follow on from the one before?	
Have I used linking words to help the sentences and ideas flow?	
Style	
Have I written in a formal and professional style?	
Have I paraphrased (used my own words) as much as possible?	
Have I referenced the information I retrieved from sources?	
Grammar, punctuation and spelling	
Have I run a spelling and grammar check on my paper?	
Have I checked that all words are capitalised properly where needed?	
Have I read my paper aloud to check that the sentences aren't too long and make sense?	
Speech	
Have I included the ACAP assessment cover sheet?	
Have I formatted my paper clearly, consistently, and professionally?	
For short answer assessments – have I included the question number?	