

ACADEMIC ACHIEVEMENT SKILLS DEVELOPMENT

Use this questionnaire to identify which skills you have already mastered, and where you can build on your strengths to improve other areas. Remember, this is for your own benefit so be as honest as you can. Don't worry if you identify many areas for development, we have plenty of support to help you succeed!

KEY	X No – I can definitely improve this	X Not sure/OK – I could improve this	X Yes – I'm really confident I can do this
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SELF MANAGEMENT AND IMPROVING PERFORMANCE (ACADEMIC)

I feel confident that I can assess my own strengths and weaknesses.			
I know how to access my feedback and where to go for further clarification.			
I know how to calculate what degree classification ('grade') I am working at.			
I have clear goals about my academic achievement and professional development.			
I keep a diary or calendar so that I always know when I have to attend lectures, seminars, and other key dates. I arrive on time for classes and meetings and comfortably meet my deadlines for assignments.			
I can focus on the task and work productively. I am aware of the things that cause me to waste time and how to avoid them.			

RESEARCH SKILLS (LIBRARY)

I can identify a search topic / question, and define it using key words, synonyms and related terms			
I use databases in my subject area and know how to revise my search strategy to find the most appropriate information source for my assignment or project.			
I am confident in gathering information from a wide variety of sources such as books, journals, images, videos, internet sources, dissertations and theses.			
I evaluate sources from a critical perspective taking into account factors such as currency, author credibility, bias (including my own), perspective and intended purpose of information			
I understand why certain sources are considered unreliable, especially on the internet. I can spot fake news and identify a paid advert or sponsored links in my search results, or social media news feed.			

READING AND NOTE-TAKING (ACADEMIC)

I think about what I need to find out before I start reading (am I reading to verify facts, to understand a subject in general or to analyse a particular argument?).			
I change my reading pace according to the needs of the text (e.g., I scan for specific information and read difficult/dense parts more slowly).			
I make useful, easy to follow and meaningful notes while I am finding information for an assignment or project.			
I would be able to write a short summary of a text immediately after reading it and would be able to explain it to someone else.			

KE Y	X No – I can definitely improve this area	X Not sure/OK – I could improve this area	X Yes – I'm really confident I can do this
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REFERENCING AND ACADEMIC INTEGRITY (LIBRARY)			
I understand the importance of submitting original research and I can interpret my Turnitin originality reports.			
I respect and give credit to other people's original ideas and reference any sources I use. I understand the potential consequences of plagiarism, whether deliberate or accidental.			
I know which reference style I need to use and where to find the specific guide.			
I am confident in quoting, summarising and paraphrasing.			
I know how and when to use in-text citations and how to compile references for different types of information such as books, journal articles and videos for my reference list/bibliography.			

COMMUNICATION AND CONTRIBUTION (ACADEMIC)			
I know how to communicate and collaborate with others for personal, academic and professional purposes in person and online.			
I can organise my writing into a clear and logical structure			
In group discussions I am confident that I can contribute ideas and opinions in a way that others understand. I listen to others and I value and respond to their contribution, even if I don't agree.			
I think of relevant follow-up questions as people are speaking and ask them once they are finished.			
I am confident explaining new concepts to other people.			
I would be confident in giving a presentation to my peers.			

STATS AND SPSS (OPTIONAL)			
I understand key statistical measures (e.g., standard deviation, mean, variance or normal distribution).			
I can calculate some of the key statistical measures by using their mathematical formula.			
I understand the meaning (or progression) in using Descriptive Statistics versus Inferential Statistics.			
I can use SPSS to create data variables, assign properties to each variable, and enter my data.			
I can use SPSS to create charts, frequency tables, and descriptive statistics for my data.			
I can use SPSS to create statistical tests (e.g., T-tests, Correlation or Chi-square).			

