

ASSESSMENT PREPARATION

Planning and Writing a response




Understanding the Question

- re-read the question and highlight main words
- confirm the format eg. essay, powerpoint etc.
- check the marking criteria for specific information that may be required

Brainstorming Ideas

- write down your ideas of the main issues and any information to help answer the question
- rank your ideas in order of importance to help organise your ideas
- if you don't have any ideas, start reading and researching to be able to make your plan
- add more ideas as you continue to work through the task

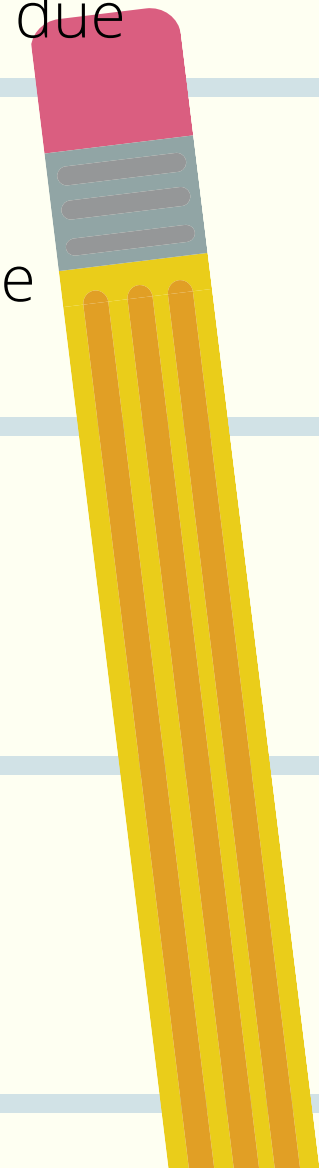
Research

- investigate as many different sources as possible to provide evidence for your ideas, discover new ideas and determine if your ideas were correct/require modifications
 - ask the librarian for help
 - gather all sources that may be useful eg. tables, graphs, text, photographs etc.
 - remember to record all sources for your bibliography/reference list
 - save all sources and research into one place for easy access
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Writing a draft

- if it is an essay, it should include an INTRODUCTION, BODY and CONCLUSION
- check your task details and marking criteria to ensure that you are covering all aspects of the question/task requirements
- submit a draft to your teacher for feedback one week before the task is due

Proof Reading

- check your spelling, grammar, word limit, repetition of points, quotes are referenced correctly, you have met all criteria etc.
 - print out your task and check the layout and visual representation
 - ask someone else (parent or friend) to read your task to see if they can understand your points
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Bibliography

- record all sources used accurately and in alphabetical order
- ask a librarian for help or use the library webpage for assistance