

ASSESSMENT PRESENTATION

Clear communication is an essential component of academic writing. The following guidelines are to assist you in presenting assessments in an appropriate and effective format.

GENERAL PRESENTATION

- All assessment items should be typed on single-sided A4 paper.
- Use double or 1.5 spacing.
- Leave a margin of 3-4cm.
- The font size should be 11 or 12 point.
- Use an easy-to-read font such as Times New Roman, Calibri, Cambria or Ariel.
- Number all pages including the bibliography but not including the cover sheet or title page.
- Ensure the subject name and code is on the first page or in the heading.
- Use footnotes to reference sources.

WORD LIMITS

- Be mindful of the word limits for all assessment tasks.
- Word limits include all the words in the essay except for block quotations, footnotes, synopsis, and bibliography. In Literature subjects, quotations from the primary source are not included.
- Aim to meet the word limit as accurately as possible; however, it is permissible to be over or under the word limit by 10%.

REVISION

- Revision is essential to academic writing. Aim to allow enough time to revise and re-write your work.
- Keep the question and marking criteria in mind when writing and refer back to these regularly to ensure you stay on the topic.

PROOF READING

- Don't rely solely on your grammar and spell-check. Ask somebody else to read your work or read it aloud to yourself at least once before submitting.
- Check punctuation and confirm correct use of all punctuation marks including commas, semicolons, apostrophes and quotation marks. There are many guidebooks in the library that can assist you in this.

BIBLIOGRAPHY

- The bibliography must contain all works consulted for the assessment.
- Each entry is to be listed alphabetically by surname.
- If the bibliography requires annotations, these must follow the citation, be succinct and demonstrate you have read the title.