

## Written Assessment Checklist

**Purpose of an essay:** essay writing accounts for much (but not all) of the assessed work you will be required to submit, and as a very basic guide to the process you may find it helpful to run through the following checklists when studying for the essay and then presenting it.

Essays and other written assessment modes are set by the Department to assess how you understand, and critically engage with, a briefed topic or topic of your choice.

The following checklist questions appear on the FoCI “Written Assessment Marks Proforma”. Below is a more detailed explanation for what these categories mean:

### **Essay Checklist:**

#### **CONTENT & STRUCTURE**      **CONSIDER/ENSURE**

**Introduction:** Do I use and address the brief / title question? Is the opening paragraph interesting? Do I explain what the aim of the essay/written assessment is? Have I focused on the topic? Do I outline how I intend to address it?

**Critical response to sources:** Have I used appropriate sources? Are the dates, facts and quotations accurate and are they referenced when necessary?

**Clear argument and structure:** Is the organisation clear? Does each point lead into the next without irrelevancies?

**Conclusion:** Have I studied the question with sufficient care, so that I understand what is required in the essay? Does the essay pull together the main points developed in the text to arrive at a conclusion? Do I answer the title question if there is one?

#### **MAGEMENT OF SOURCES**      **CONSIDER/ENSURE**

**Range of Sources:** Have I used the reading list to identify key reading? Have I also found my own titles and sources and used them in support?

**Appropriateness of selection:** Are generalisations and assertions about personal responses supported by reference to concrete details? Are my key points supported by my study?

**Resourcefulness in identification of sources:** Have I identified appropriate sources in relation to the topic? Have I been innovative and sourced more unique but still tested sources? Have I focused on sources that are credible and reliable?

**Use of Endnotes/Footnotes:** Do I reference quotations and other material from my reading properly? Do I use a consistent system?

**PRESENTATION**

**CONSIDER/ENSURE**

**Grammar/Use of English:**

Sentences should be concise, clear, and emphatic. Essays should be proof-read for spelling and punctuation.

**Bibliography:**

All essays/written assessments should include a bibliography – a list of sources – and proper references (see Referencing Guidance).

**Footnotes (formatting, etc)**

Have I used footnotes appropriately? Is my work neatly and logically formatted?

**Illustrations (if appropriate):**

For most purposes, black-and-white photocopied illustrations are adequate, and in general these are best placed either in, or facing the text which refers to them. They must be captioned and fully sourced.

**Overall Appearance:**

All essays/written assessments should be a “fair copy”: typed or word processed, compliant with FoCI formatting requirements (see Formatting and Presentation of Written Assessments document of VLE Guidance) and overall, neatly presented and legible.