UNIVERSITY OF WEST LONDON
The Career University

Fit to Submit: Coursework checklist

Dear Student,

Feedback from UWL students has indicated that marks are lost by forgetting some essential elements of the coursework. Thus, we have developed the Fit to Submit: Coursework Checklist. Please use it alongside with the Module Study Guide (MSG) to find the details of your assessment(s).

We recommend that you "tick off" each of the points below as you prepare your coursework for submission.

1	Have you kept to the word count? *Marker(s) will **NOT** allocate any marks to anything over the maximum word limit.*
2	Have you read and understood the assessment criteria? Does your coursework meet the Learning Outcome(s) and assessment criteria? *Please refer to the marking grid or rubric if provided.*
3	Have you demonstrated that you can argue *critically*? Show you have *supported* your arguments using relevant academic literature; you have presented ideas and information which *challenges* thinking, and you have offered discussion points which *extend* your own viewpoint or that of others.
4	Have you maintained an *academic tone* throughout your work? Ensure you show a broad range of advanced vocabulary, use relevant terminology. **AVOID** WIKIs, repetition, unexplained acronyms, contractions, colloquialisms and personal pronouns.
5	Have you checked that the referencing/bibliography in your assignment meets your course requirements? Have you included all the work you have cited in your work? *Your coursework should be well-researched with evidence of reading a wide range of relevant sources employed to support your arguments. Don't just use the module reading list. Focus on the 'quality' and 'relevance' of the sources used.*
6	Is your work clear, concise and logical? Is the grammar correct? Where written, have you proofread your work and used spellcheck software to check your spelling and grammar?
7	Is your coursework well-structured and presented? Are there clear links and transitions between points? Where text based, have you made sure that font size, colour, style, line spacing and margins are appropriate to the work as specified in the assessment criteria?
8	Have you provided references for all sources included in your coursework? Did you paraphrase the content properly? Failure to do this could result in a charge of plagiarism. *Be familiar with the* [UWL Academic Offence policy](#). *Check your work using Turnitin which will tell you if you have a problem. The Similarity Index in Turnitin provides a summary of matching or similar areas of text found in a submitted paper. If you have concerns that your paper has high similarity scores, please contact the Module Leader or your Personal Tutor. Further information on how to interpret the Similarity Index and the Plagiarism paper can be found on* [Study Support](#).
9	For oral presentations/posters: is the structure and presentation appealing to the audience? Does the presentations meet the assessment criteria? Ensure your presentation skills are clear, lively, imaginative; good use of visual aids (where appropriate). Focus on time-management (perfectly timed & well organised) and group skills (engages well with group; encourages discussion and responds to questions).