



As a university student, it's your responsibility to plan your semester. Once you enroll, your lecturers will give you Subject Outlines that have all the information you need to organise your assessment plan. Use this information to divide your workload into smaller parts, and think about how much time each section will take. Plan ahead and make sure you have enough time to complete your assignments before the due date. If you need help, don't hesitate to seek support. Follow the checklist below to stay on track.

Step	Description
1. Understand the question	Read the task description on the subject outline. Follow assessment criteria.
2. Research	Gather all background information from recommended readings and peer-reviewed articles.
3. Plan and read	Based on the knowledge you gathered, plan your outline. Link your academic references to each paragraph within your outline. Integrate potential articles into the writing.
4. Write first draft	Use the outline previously created to write your first draft.
5. Write subsequent drafts	Develop your drafts. Once your main ideas are identified, then you can further improve upon how you present these ideas. Keep strengthening your writing.
6. Review	Always check your work. Have your assignment critiqued as reviewing your own words can be challenging. Please consider a possible waiting list of days. Submit your assignments for feedback at least a week before due date.
7. Redraft	Edit your manuscript according to the feedback you received. Always check the word limit, referencing and lay-out adhere to what the Subject Outline requires.
8. Submit	Go over your final draft one last time and make any necessary alterations. Double check the submission requirements in your subject outline. For example: Safe Assign, PDF or Word document, file naming convention.