

Understanding Written Assignments and their Assessment

You will do better in your written assignments if you understand what your tutors are looking for and how your writing is going to be assessed.

Below are some basic tips.

You will find information about submission requirements (font sizes, deadlines, how to submit your work, etc), in your Programme Handbook and Assignment Briefs.

Understanding written assignment and tutors' expectations:

- Read through the UAL Assessment Criteria that apply to the brief you are going to work on
- Think about how you can show you meet the learning outcomes for your brief – ask for examples if you are not sure
- Check you understand what, for example, an essay or a report should look like in your subject area
- Be clear about any expected structure for your writing, for example, are particular sections needed, are headings and sub-headings helpful?
- Should the style of your writing be formal or informal, should you use 'I'?
- Check if you should bring your own background to the work and, if so, ask how other students have done this or if it's possible to see some examples

Using resources and support:

- Make a list of extra resources or facilities that might be helpful for this assignment, for example, software or technology
- Start writing early so you have time to discuss with other students and your course tutors
- Discuss your work with Library and Student Services staff, such as Subject Librarians, Academic Support, Language Development Tutors or Disability Advisers
- When you discuss your work with others, explain as much as you can about what your tutors have told you they expect