

## STUDENT CHECKLIST FOR THE COMPLETION OF SCHOOL BASED ASSIGNMENTS/PROJECTS

Student's Name: .....

Grade:.....

Assignment/Project Title: .....

ANSWER  
(Tick)

### SOME QUESTIONS FOR YOU TO THINK ABOUT

**YES** **NO**

#### THE PLANNING STAGE

1 I planned to complete this stage by \_\_\_\_\_. I completed this stage of my assignment on \_\_\_\_\_.

N/A

N/A

1.1 Do you know how much your project contributes to your overall grade?

1.2 Did you discuss with your teacher and parents/guardians your choice of assignment?

1.3 Have you discussed with your teacher the objectives of your assignment?

1.4 Did you consult with your teacher about obtaining information for your assignment?

1.5 Have you developed an action plan of how you are going to complete your assignment?

1.6 Does the action plan include all the individual tasks that have to be completed for your assignment?

1.7 Does your action plan include the target completion dates for all the individual tasks that have to be completed for your assignment?

1.8 Has your action plan been approved by your teacher?

#### THE IMPLEMENTATION STAGE

2 I planned to complete this stage by \_\_\_\_\_. I completed this stage of my assignment on \_\_\_\_\_.

N/A

N/A

2.1 Are you working according to our action plan?

2.2 Do you need to change any part of your action plan?

2.3 Have you completed all the individual tasks of your action plan?

2.4 Have you recorded all that you have completed?

2.5 Have you received feedback from your teacher on your progress?

2.6 Do you think that you can improve your rate of progress?

#### THE REPORTING STAGE

3 I planned to complete this stage by \_\_\_\_\_. I completed this stage of my assignment on \_\_\_\_\_.

N/A

N/A

3.1 Do you know what you must include in the report of your assignment?

3.2 Have you checked your report for omissions, inaccuracies and errors?

3.3	Did you receive feedback from your teacher on your first draft?			
3.4	Have you clearly indicated your findings?			
3.5	Do you need to repeat any of the tasks in the implementation stage?			
3.6	Could you have improved your performance on this assignment?			
3.7	Have you submitted your report for your assignment for your teacher to mark?			