

Assessment Planning Worksheet and Action Plan

This worksheet will help you understand your assessment requirements and create a clear, manageable plan to complete your work on time.

Part 1: Understanding Your Assessment

Module Title: _____

Assessment Title: _____

Submission Deadline (date & time): _____

Submission Method (e.g. Turnitin, Moodle): _____

Word Count / Format Requirements:

Part 2: What Do I Need to Do?

List the key tasks required for this assessment. Use the assessment specification to help you.

Task (e.g. research, draft, reference)	Notes and Details

Part 3: Support and Resources

Tick the resources you plan to use:

- ☐ UWTSD Library resources
- ☐ Infoskills training materials
- ☐ Lecture notes / module materials
- ☐ Academic support / workshops
- ☐ Other: _____

Part 4: My Action Plan

Break your assessment into small, manageable steps and add target dates.

Action Step Target Date Completed ✓

Action	Step	Target	Date	Completed ✓

Part 5: Next Steps

One thing I will do this week to get started:

One question I still have about this assessment:

Remember

Planning early helps reduce stress and improves the quality of your work. If you are unsure about any part of your assessment, ask for support early.