

AS3 Independent Workshop Checklist

Use the marking criteria to check and improve your own reflective presentation before you submit.

GREEN	AMBER	RED
I have done this clearly.	I have started this, but it needs work.	I have not done this yet.

Timing: about 30 minutes. Work independently. You do not need to have a finished presentation yet — use whatever you have: your planning template, notes, draft or recording.

Step 1 — Get your AS3 work ready (2 minutes)

- ☐ Open your AS3 planning template / notes / draft.
- ☐ Open the AS3 marking criteria.
- ☐ Keep this checklist open while you work.

Step 2 — RAG-check your work against the criteria (12–15 minutes)

For each area, choose GREEN, AMBER or RED. Then tick the statements that are already clear in your work.

Knowledge and Understanding	☐ GREEN	☐ AMBER	☐ RED
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- ☐ I clearly explain one or two Academic Skills I developed.
- ☐ I show that I understand what the skill means.
- ☐ I explain how the skill could help me in university study and/or work.

Cognitive and Intellectual Skills	☐ GREEN	☐ AMBER	☐ RED
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- ☐ I reflect on my learning, not only describe what I did.
- ☐ I explain what changed or improved in my learning.
- ☐ I explain a challenge and what I learned from it.
- ☐ I show how I improved or how I will continue to improve.

Practical Skills	☐ GREEN	☐ AMBER	☐ RED
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- ☐ I use specific examples from the module.
- ☐ My examples clearly connect to the skill I am talking about.
- ☐ I explain how the examples show my learning or development.

Transferable Skills	☐ GREEN	☐ AMBER	☐ RED
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- ☐ My presentation has a clear opening, main points and ending.
- ☐ My ideas are in a clear order and easy to follow.
- ☐ I use simple signposting to guide the listener.
- ☐ I plan to speak clearly and naturally, using notes rather than reading a full script.

Step 3 — Choose ONE priority to improve (3 minutes)

Look at your AMBER and RED areas. Choose the one change that would make the biggest difference to your AS3 today.

My priority is:

Step 4 — Improve that area (8–10 minutes)

Use the prompts below only if they help. You do not need to use all of them.

- ☐ Can I make a general statement more specific?
- ☐ Can I name a particular class activity, assessment, worksheet, discussion or piece of feedback?
- ☐ Have I explained what changed, not only what I did?
- ☐ Have I explained why the skill matters for future study or work?
- ☐ Can I make the order of my ideas clearer?
- ☐ Can I turn full sentences into short speaking notes?

What I changed / added:

Step 5 — Final self-check (3 minutes)

- ☐ I can now identify one clear strength in my AS3.
- ☐ I know which area still needs the most work.
- ☐ I have made at least one specific improvement today.
- ☐ I know what I need to do next before submission.

My next step before submission is:

Task requirements — quick reminder

- ☐ 3–5 minute recorded presentation
- ☐ Video only — no slides
- ☐ Your face should be visible
- ☐ Reflect on your learning during the module
- ☐ Use specific examples
- ☐ Submit by the deadline on Moodle