

Effective Skills

Session Plan: Understanding Your Assessments & Planning Your Next Steps

Level: 4

Duration: 2 hours (120 minutes)

Learning Outcomes

By the end of the session, students will be able to:

- Navigate their assessment specifications with confidence
- Identify submission deadlines and key requirements
- Break down assessment tasks into manageable steps
- Create a clear action plan for completing their work

Session Plan

Session Stage	Time	Learning Focus	Activity	Tutor Role	Student Activity	Resources Used
Welcome & Session Overview	10 mins	Reducing anxiety and setting expectations	Tutor explains session aims and why understanding assessments early matters	Reassure students; explain structure	Listen and ask questions	Slides

Session Stage	Time	Learning Focus	Activity	Tutor Role	Student Activity	Resources Used
What is an Assessment Specification?	15 mins	Understanding assessment documents	Guided walkthrough of a sample assessment specification	Model how to read the document	Follow along using own module specs	Assessment specification documents
Understanding Submission Deadlines	10 mins	Managing deadlines	Short activity: students highlight deadlines in their own specs	Prompt attention to detail	Identify and note deadlines	Assessment specs
What Needs to Be Done?	20 mins	Identifying task requirements	Pair activity: students identify key tasks (e.g. word count, format, criteria)	Circulate and support	Extract key requirements	Assessment specs
Break	10 mins	—	—	—	—	—
Using Library & Infoskills Resources	15 mins	Academic support awareness	Tutor-led demonstration of UWTSD library and Infoskills resources	Demonstrate key tools	Explore resources	UWTSD Library Resources, Infoskills Training Materials
Planning Your Work	20 mins	Time management and planning	Individual task: break assessment into weekly tasks	Support planning; give examples	Create a task breakdown	Planning worksheet

Session Stage	Time	Learning Focus	Activity	Tutor Role	Student Activity	Resources Used
Creating an Action Plan	15 mins	Turning plans into action	Students create a simple action plan with deadlines	Provide template and guidance	Complete action plan	Action plan template
Reflection & Next Steps	5 mins	Building confidence	Students identify one immediate next step	Reinforce progress made	Note next action	Moodle