**ACE ASSIGNMENT PLANNER AND TRACKER**

**Assignment deadline:**

**YOUR deadline for completion: (Choose a date at least 3 days prior to the actual deadline)**

**ASSIGNMENT PLANNER**

[Add or edit any tasks – Click on Table > Insert > Insert Rows below]

**Step 1 – Find information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Notes** | **Date to complete** | **Progress** |
| Review assignment brief and make queries if necessary |  |  |  |
| Review any guidance provided in lectures/ learning materials & other guides/ templates. |  |  |  |
| Find sources needed for assignment – take notes. |  |  |  |
| Review sources and ensure all references/ notes recorded. |  |  |  |

**Are you stuck? Do you need an ACE appointment at this stage?**

Book here: [Book an appointment or workshop with ACE | QA Higher Education](https://qahighereducation.com/the-ace-team/bookings/)

Date & time of ACE appointment:

**Step 2 – Outline & draft**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Notes** | **Date to complete** | **Progress** |
| Create outline/ plan for assignment |  |  |  |
| Write a draft |  |  |  |
| Return to sources if necessary |  |  |  |
| Further drafting and restructuring |  |  |  |

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Date & time of ACE appointment:

**Step 3 – Edit assignment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Notes** | **Date to complete** | **Progress** |
| Return to assignment brief and review against assignment. |  |  |  |
| Return to sources if necessary. |  |  |  |
| Editing and proofreading: check for grammar, academic style, flow, logic. |  |  |  |

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Date & time of ACE appointment:

**Step 4 – Final submission**

**Suggestion: Submit at least 3 days prior to the actual deadline.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Notes** | **Date to complete** | **Progress** |
| Final editing and proofreading: check for grammar, academic style, flow, logic. |  |  |  |
| Recheck Assignment brief to ensure you are submitting correctly. |  |  |  |
| Submit on Turnitin – review Turnitin report and check submission is uploaded. |  |  |  |

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Date & time of ACE appointment:

**ASSIGNMENT TRACKER:**

Note: You could also use your Outlook calendar, a diary or year planner, or your calendar on your mobile phone for this tracking task.

To add:

* Your assignment deadlines
* Your personal assignment completion deadlines
* ACE appointments
* Any other dates recorded in planner above e.g. when to complete specific tasks – you can update these as you go along.
* Other commitments e.g. childcare, work, vacations etc.

Month:

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Month:

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Month:

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