

# External Assessment Submission Checklist

## **Please use this checklist when submitting your assignment for External Assessment**

- The assignment is your original work
- Each page is identified by your name, PIN and Centre/Site number
- The pages are numbered for example 1 of 15, 2 of 15
- The assignment is submitted in a single plastic sleeve, unstapled, or simply held together by treasury tags or by using a spine bar
- The assignment task and assignment criteria are included with the assignment
- It is clearly signposted where the assignment meets the assessment criteria
- Photographs of children, or the environment that they are in, have not been included
- Examples of children's work have not been included
- Appendices are included only where required in the assignment task
- There is no use of 'tippex' or similar substances
- The External Assessment Cover Sheet has been completed signed and included with the assignment for all submissions. Please indicate whether this is your first submission, re-submission or upgrade. (The External Assessment Cover sheet may be photocopied where necessary)
- If you are re-submitting or upgrading your assignment, the original work and the feedback sheet must be included
- Re-submitted or upgrade work must be clearly indicated
- Your completed work is within the word limit for the assignment.