

# Checklist

[www.scu.edu.au/learningzone](http://www.scu.edu.au/learningzone)

When making an appointment with a Learning Coach or submitting work to Ask a Question, please attach the following:

1. This form (completed)
2. Your work
3. The marking rubric and assessment instruction/question (Please do not attach your UIG)

If registered with Access and Inclusion

- Your Learning Access Plan (LAP)

If this is a resubmission assignment

- Your marked assignment with the feedback provided.

The more information you provide ahead of your appointment, the more effective and productive your consultation will be.

Please Note: You can submit your assessment once through **Ask a Question**.

If further assistance with the same assessment is required, you must book an appointment with a **Learning Coach**.

## Pre-appointment/Ask a question checklist.

### 1. Which Learning Zone resources have you used?

Quick Guides

Workshop Recordings

Turnitin and Academic Integrity Resources

Numeracy Resources

“How to” videos for referencing

### 2. What do you require assistance with?

Study skills

Time management

An assessment task

A resubmission

### 3. Have you already received Learning Zone feedback on this assessment?

Yes

No

If you have already submitted this assessment through Ask a Question you must book a Learning Coach appointment for further help.

### 4. Is this assessment a Resubmit?

Yes

No

Be sure to submit your marked paper with feedback provided

### 5. Please complete the following (there are no right or wrong answers). I have:

Read through my task instructions and attached them to my appointment booking

Yes

No

Read through my marking rubric and attached it to my appointment booking

Yes

No

Read my work aloud to identify issues with word choice and sentence structure

Yes

No

Used the appropriate [SCU referencing LibGuide](#) to edit my referencing

Yes

No

Downloaded free [Grammarly Premium](#) to check my grammar, tense, punctuation and phrasing

Yes

No

and, if nearing the final draft stage of the assessment

Used [Turnitin \(Tii\)](#) to identify issues with referencing and paraphrasing

Yes

No