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## How to use the post-assignment self-assessment worksheet

Use the checklist below to reflect on the methods and strategies you used to complete your lab report, paper, or other assignment. Follow the instructions for each section and use the information gathered to make a plan for upcoming tests. The first step is to provide the course, assignment, and grade information. You have a maximum of 10 words for each space provided.

Course: \_\_\_\_\_ Due date: \_\_\_\_\_  
 Worth %: \_\_\_\_\_ Assignment Title \_\_\_\_\_  
 Grade Predicted: \_\_\_\_\_ Grade Received: \_\_\_\_\_

### Section 1 Before Submitting

Reflect on your experience in preparing for and completing this assignment. Check all the boxes that apply to you.

#### Assessment of Planning

- Did I read through the assignment/lab report requirements?
- Did I mark the due date for this assignment in my calendar/agenda/to do list?
- Did I schedule time to work on this task in advance of the due date?
- Did I leave time to get feedback from the TA/instructor?
- Did I attend class regularly?

#### Assessment of Execution

What activities did my preparation include? Consider course work, study, and personal wellness

- Completed similar practice problems where possible
- Asked my instructor questions about the assignment
- Applied suggestions received from others
- Double-checked the answers to make sure they made sense
- Proofread my own work before submitting
- Attended a Writing Support appointment if needed
- Other

## Section 2 t After the Assignment has been Graded

Complete this section after the assignment has been graded. If possible, it is a good idea to review your graded assignment with your instructor or TA. Check all boxes that apply to you.

### Assessment Outcome

- Where did I lose marks?
  - Incorrect formatting (ie. missing title page)
  - Did not assess my lab results adequately
  - Calculation errors (if applicable)
  - Errors in the presentation of the final answer (ie. missing units)
  - Missed part of the assignment
  - Incomplete procedure, missing steps, or missing components
  - Misread/Misunderstood the assignment
  - Did not present a clear argument

## Section 4 t Next Steps

Reflect on the strategies that were successful for you in preparing and completing your assignment. Answer the questions below to help you plan how you will approach your upcoming assignments; you have a maximum of 60 words or three sentences in the space provided after each question.

Plan for Next Assignment

Three effective practices I will maintain for the next assignment