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STUDENT ASSESSMENT ANSWER SHEET

This is the document that you will write your answers to the TAQs in. The completed assessment answer sheet will then need to be uploaded to your student account for your tutor to mark it within two working weeks.



COURSE: Level 3 Diploma
SUBJECT: Study Skills
UNIT TITLE: Study Skills
LEVEL: 3 (Ungraded)

How to use this document


Before preparing your work for assessment, please read this document carefully alongside the relevant Subject Set Unit Specifications and the Student Handbook (see Further resources below). Remember, your tutor is looking for evidence that you have addressed the specific assessment criteria for this unit (which you can find in Part 2 of this document).



Please complete all of the boxes shown in pale yellow in Parts 1, 2 and 3 overleaf and type in the answers to your TAQs on this document. Then save it to your computer without changing the file name.

Once you have finished your assessment, you will then need to upload an electronic copy of this document to your student account. Please notify your tutor by email when you have uploaded the completed version of this document at your Learner Account.



Every assessment document will have specific guidance on how to use it detailed here.

	Further resources: You will need to be logged in to your Learner Account to access these resources.
	 We advise that you check the Ascentis Subject Set Unit Specifications for the 'indicative content' of the unit, as this may help you to understand how you could meet specific assessment criteria

		Student Handbook
	Library:	Log in to your Learner Account and click on 'Library' to view various resources to help you with your learning.
	For any table, you can add more rows if necessary. If you are unsure about how to do this, please see the following:	
		DLC Learning materials: Study Skills - How to use I.T.




There is always a link to the specification, the student handbook, the student library, and a guide on how to use I.T. under 'Further Resources'.

PART 1: Student declaration

Please complete all relevant information below:

I understand that copying / taking ideas from other sources (e.g. reference books, journals, internet, and tutor hand-outs) without acknowledging them is plagiarism.

I confirm that:

- This assignment is all my own work.
- All contributions taken from other reading and research have been referenced accurately.
- Any direct quotations taken from other reading and research have been acknowledged and attributed accurately.
- I have attached a bibliography listing all sources used in producing this assignment.
- I have added the word count below.
- I have read and understood the  [Malpractice and Maladministration Policy](#), and understand the consequences of non-compliance with this document.

You must read, confirm, and then complete the Student Declaration prior to submitting your assessment. It is vital that you print your name in full and then **sign** the declaration (either by using an electronic signature or by typing your first initial and surname). An unsigned answer sheet will be classed as not ready for marking and so it will be returned to you.

You also need to complete the **date sections** of your declaration.





Your full name:		Your signature *:	
Date on which assessment was set:	Date due:	Date submitted:	Extension - date due (if applicable):

Actual word count per TAQ:	* Please type your name into the signature box above and upload this document to your Learner Account. This will be accepted as your electronic signature.
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For each TAQ that is allocated a word count, you should list the number of words in this box. You should then add the word counts together and display the total word count.

	<p>You will need to be logged in to your Learner Account to access these resources, which also require a password:</p> <p style="text-align: center;">  Study Skills - How to make sure your work is 'Ready for Marking' </p>
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There is always a link to the guidance on how to ensure that your assessment is ready for marking and you are advised to always refer to this before uploading your work to your learner account. This will avoid a delay in receiving feedback from your tutor.

PART 2: Learning outcomes and assessment criteria for this unit

The following table shows the assessment criteria that your tutor will use to mark your work. To Pass a unit you must achieve all of the assessment criteria below. This is an ungraded unit, but as it is level 3, your tutor will also give you feedback on an **indicative** Pass, Merit or Distinction on your mark sheet. This will help you to attempt graded units in future. **When you have completed your work insert the page number/s on which, in your opinion, you have met each of the assessment criteria.**

LEARNING OUTCOMES (LOs)	ASSESSMENT CRITERIA (ACs)	
The student should be able to:	The student has achieved the learning outcomes because s/he can:	Page number/s where you have achieved this AC:
1 Assess own skills, experience and qualifications and identify those required to progress to Higher	1.1 Identify personal experiences, qualifications, and transferable skills	
	1.2 Evaluate personal qualities, skills, qualifications, and experiences whilst summarising and mapping to a chosen path/HE Course	

Subject: Study Skills

Unit title: Study Skills

Student Assessment Answer Sheet

Education and/or future employment	1.3 Review and summarise potential areas for development	
	1.4 Produce an action plan showing which new essential skills, qualifications or experiences are needed, how they can be acquired and time scales	
2 Produce a suitable application for HE or employment	2.1 Produce notes covering topics to be included in a UCAS application or CV	
	2.2 Produce a suitable personal statement for HE or a CV for an employer in an appropriate format with relevant personal and academic information	
3 Demonstrate sound interview preparation for University and/or employment/career progression	3.1 Prepare for an interview	
	3.2 Perform in a mock interview situation applying appropriate skills	
	3.3 Reflect upon strengths and areas to develop or improve drawing on the mock interview experience and tutor feedback	



To pass a unit, your work needs to meet each of the listed Assessment Criteria (AC). You are expected to complete the third column of this Table to evidence that you have addressed every AC, and that you have stipulated the page number in the answer sheet where you have covered it. This will be helpful to you, but also for your tutor and external verifiers.

There are some phrases that you may not be familiar with when answering TAQs or trying to match your answers with assessment criteria. Here are some helpful tips:

To assess	Weigh up to what extent something is true. Persuade the reader of your argument by citing relevant research, but also to point out any flaws and counter-arguments. Conclude by stating clearly how far you are in agreement with the original proposition.
To demonstrate	Provide several relevant examples of appropriate evidence that supports the arguments you are making. It can also mean to show the results practically.
To evaluate	To review the information stressing advantages, disadvantages and limitations and then bring the information together in the form of a conclusion. Give evidence to support the views and/or statements.
To identify	Determine the key points to be addressed and their implications.
To summarise	Identify/review in your own words the main relevant factors and/or arguments so that these are explained in a clear and concise manner, making sure that you preserve the meaning of the original piece of work, but without using words or phrases that are similar to the original piece of work.



When the assessment criteria asks you to evidence certain skills, you will be given some tips, and of course, you can ask your tutor for advice at any time.

PART 3: Your comments on this assignment



You're encouraged to give your feedback on every assessment that you complete.

What were your targets to improve from the last assessment and what have you done to address this?

PART 4: Your answers to the TAQs

Please type your answers in the boxes provided below.

TAQ 1:

TAQ 1 word count: Not Applicable

This is where you write your answers to the TAQs. If there is a Table to complete or a diagram to label, then it will already be included in this template.

TAQ 2:

TAQ 2 word count:

TAQ 3:

(You do not need to use this table if you want to set your action plan out using a different Table format that you prefer). Insert rows or delete the table and replace with a different one as required)

SMART goal / target:	What I need to do:	How I need to do it:	Timescale:
1.			
2.			
3.			
4.			
5.			

TAQ 3 word count: Not Applicable

TAQ 4:

TAQ 4 word count: Not Applicable