

# Coursework

Many courses of study involve continuous assessment in addition to or instead of examinations. By developing good 'time management' habits you can begin to achieve all the things you need and want to do.

## The task itself

- Make sure you clearly understand the coursework task - check with your teacher if you are unsure.
- It is often useful to know the mark scheme when completing coursework.

## Coursework deadlines

- Ask for final course work dates near the start of your course of study.
- Plan a timetable to work towards them, and stick to it - write it in your planner.
- Other students may require the same resource materials as you - take this into account when planning your work.

## Managing your time after school / at home

- Arrange your work in order of priority.
- Check off assignments/tasks when they have been completed.
- Take time to review work returned by your teacher.

## Pace yourself

- Divide lengthy or difficult assignments into short, manageable units.
- Where several course work deadlines coincide, make sure you complete some ahead of time.
- Don't leave anything to the last week.
- Build in time for possible mishaps and set backs.

## Enough is enough

- Know when to stop work on a project: yet another redraft probably won't achieve perfection!
- Make sure you take plenty of time out, preferably doing something completely different from your studies.