Self/Peer Assessing an Essay

Assessment of general conventions

Reading skill – Detailed reading of cover page

Check cover page contains:

☐ Title
☐ ID (not name)
☐ Date
☐ Word count

Check:

☐ Font size: 11 or 12
☐ Font style: Times New Roman/Arial/Calibri
☐ Line spacing: 1.5/2
☐ Paragraph length: 2-3 per page
☐ Word count: not more than +/- 10%
☐ General accuracy and consistency: page numbers, footnotes, figures, tables, etc.
☐ All guidelines in the assignment brief have been followed
Assessment of referencing
Reading skill – Detailed reading of reference list

☐ In-text citations use the Harvard style laid out in ‘The CU Guide to Referencing in Harvard Style’
☐ Accurate and consistent
☐ Range of reporting verbs to integrate sources, e.g. explains/argues
☐ The reference list uses the Harvard style laid out in ‘The CU Guide to Referencing in Harvard Style’
☐ The reference list is on a separate page
☐ Alphabetical order of author’s surname or corporate author
☐ Line space between each reference
☐ In each reference, every line after the first is indented
☐ All references relate to an in-text citation and are accurate and consistent
☐ The number of references is at least 6-10 per 1000 words
☐ A range of sources are used (for postgraduates a predominance of journal articles rather than textbooks)
☐ References are up to date

The CU Guide to Referencing in Harvard Style
www.coventry.ac.uk/cuharvard
Assessment of answering the question: structure and organisation

Reading skill – Detailed reading of the assignment brief, introduction, conclusion and all topic sentences

☐ The introduction and its thesis statement remind the reader of the question
☐ The introduction explains clearly the outline/structure
☐ The topic sentences in each paragraph remind the reader of the question
☐ The topic sentences help the reader to understand the structure of the writing
☐ The paragraphs are in a logical order
☐ The conclusion reminds the reader of the question/the thesis statement and the structure described in the introduction
☐ The conclusion states the answer or demonstrates the direction of the argument
☐ The conclusion closes with a prediction/suggestion/implication

What is the proportion of description? Is this appropriate?
Assessment of paragraph structure / style / accuracy

Reading skill – Detailed reading of paragraphs

☐ The main idea of the paragraph is clear in the topic sentence
☐ The main idea is supported with evidence
☐ The main idea is supported with explanation
☐ The idea/evidence/explanation is critiqued
☐ The relationships between sentences are clear (i.e. there are plenty of linking words)
☐ The register is formal

Has the assignment been proofread for grammar, spelling and punctuation?