

Assignment Submission Checklist

Before Submitting

- Read all assignment instructions carefully
- Checked all formatting and submission requirements
- Noted the assignment deadline

Content & Format

- Included a title page (if required)
- Checked and used the correct file format
- References and citations are correctly formatted
- Proofread for spelling and grammar errors

Final Steps

- Checked for plagiarism
- All required files/attachments are included
- File named according to instructions

After Submission

- Saved submission confirmation/receipt
- Kept a backup copy of the assignment