

Checklist: BPP Assignment Submission

#AssignmentChecklist – Download freesource

Before You Start

- Read your assignment brief thoroughly—highlight keywords, required structure, and referencing style
- Note all assessment criteria and word count limits.
- Plan your timeline using an online calendar or personal study schedule.

Preparing Your Assignment

- Organize notes and research from reliable academic sources
- Create a clear outline: Introduction, Main Body, Conclusion
- Draft each section in third person, unless reflection is required.
- Include evidence and referencing throughout.

Completing Your Submission

- Add the official BPP Assignment Cover Sheet. For summative work, use only your Student Reference Number (SRN), not your actual name.
- Ensure formatting: Arial or Times New Roman, minimum font size 12, proper spacing and margins, page numbers
- Double-check that all assignment elements are included in one file.
- Review the assignment for plagiarism and originality—use Turnitin and cite all sources correctly (Harvard, APA, etc.).
- Confirm word count is within the specified limit (cover pages, references, appendices are excluded).

Before Submission

- Re-read tutor feedback on previous assignments and make final improvements.
- Proofread for spelling, grammar, and academic tone.
- Save and name your file as instructed.

Submitting Your Assignment

- Upload through BPP's Turnitin link on The Hub, ensuring correct subject and file details.

- Confirm the submission is successful and keep the confirmation receipt.
 - If needed, update and resubmit the assignment file before the deadline.
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Reference:

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