

Step-by-Step Guide – UNIT 1

Unit 1 – Understanding the Principles and Practices of Assessment

Overview:

- Unit Type: Theoretical
- Split Into:
 - Part A: Learning Outcomes 1–4
 - Part B: Learning Outcomes 5–8
- Submission Colors:
 - First Draft: **Blue** Font
- [Step 1: Access Your Materials](#)
- Log into Blackboard
- Navigate to Unit 1

Step 2: Understand the Assignment Structure

The assignment is divided into two parts:

- Part A (Learning Outcomes 1–4)
- Part B (Learning Outcomes 5–8)
- Each learning outcome contains assessment criteria.
- Under each assessment criterion in the template, there are bullet points — use them as prompts, not as subheadings.

Step 3: Drafting Your Assignment – Part A

Start with Learning Outcome 1:

- - Read the criteria carefully
- - Watch any linked videos
- - Use the bullet prompts to cover all aspects in your own words
- - Write your response directly in the box provided below the question in the template
- - Write using **blue** font
- Repeat for Learning Outcomes 2, 3, and 4

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Step 4: Drafting Your Assignment – Part B

- Proceed to Learning Outcome 5 and follow the same process
- Watch supporting videos for guidance
- Complete Learning Outcomes 6, 7, and 8 in sequence
- Ensure all content is your own original writing
- Continue using **blue** font unless resubmitting

Step 5: Final Checks Before Submission

Ensure:

- - All questions are answered in the boxes
- - You've not used bullet points as subheadings
- - The font colors are correct (blue for first submission)
- Run a spell check and read your work aloud to check flow and clarity

Step 6: Submission

- Upload the assignment