Module code and title:	ALL4001 Academic Skills and Critical Thinking	Module leader:	Mark Greenhill
Assignment No. and type:	CW1 Written assignment	Assessment weighting:	70%
Submission time and date:	Before 14:00 20/04/2026	Target feedback time and date:	By 14:00 – 12/05/2026

Assignment task

CW-1

Three academic exercises: (70 %):

500-word reflective essay, Using a recognised reflective model to structure your essay, identify one portfolio competency from the list provided . Reflect on your current ability in this area by considering how well you've performed in the past. Then, discuss how you plan to improve this skill going forward.

Your reflection should include:
- A brief description of the skill and why you chose it.
- Honest reflection on your past experiences with this skill — what went well, what didn't.
- Clear and realistic goals for how you will develop this skill going forward based around a SWOT analysis.

Use the reflective model as the main structure of your essay, however include elements addressed by your SWOT analysis within your writing.

- **Marked as a percentage- submit by the deadline**

- Maths Quiz, following engagement with the asynchronous paramedic numeracy content. Complete the maths quiz on blackboard. **100% required, but multiple attempts allowed**

- Blackboard referencing quiz **100% but multiple attempts**

If you are registered with the Disability and Inclusion Services or have a disability, please contact your module leader to discuss how your reasonable adjustments will be applied to this assignment.

This assignment has been designed to provide you with an opportunity to demonstrate your achievement of the following module learning outcomes:

LO1	Describe a range of learning, teaching, assessment and feedback methods.
LO2	Use a range of resources to produce written work which is well-organised and relevant, using

	appropriate terminology and academic style.
LO3	Accurately identify and reference a range of resources in their academic work.

Internal Approval: Keith Bromwich 08.05.24

Practicalities: Referencing, presenting and submitting your work

Discussion Forum and Workshops

A discussion forum for this assignment will be posted on Blackboard. This is for you to ask any questions, raise any concerns or requests for clarification. This will be completely anonymous. Please check this forum **weekly**. We will also have in-person workshops to discuss this assignment.

Referencing

Please reference your work according to the Harvard style as defined in *Cite Them Right Online* (http://www.citethemrightonline.com). This information is also available in book form: Pears, R. and Shields, G. (2019) *Cite them right: the essential reference guide.* 11th edn. Basingstoke: Palgrave Macmillan. Copies are available via the University library and here.

Presenting

☐   It must be word-processed in 12 point Arial font and double-spaced

☐   It should be a completed template document

☐   The file should be saved under the following name: ALL4001_CW1_*your student number.*

☐   It should be submitted as a word document.

Submitting

A Turnitin submission portal will be provided under the 'Submit your Assignment' tab on Blackboard 2 weeks before the deadline. It will be called "ALL4001 CW1". Any agreed extensions will be submitted through a second portal. You should aim to submit in plenty of time before the deadline. Please also note that work that is submitted after the deadline will be considered late. It is your responsibility to ensure you upload your work before the cut off time of 14:00, allowing for computer processing time. Late submissions will be marked and the actual mark recorded, but will be capped at the pass mark (typically 40%), provided that the work is of a passing standard, pending approval of mitigating circumstances. Work submitted over 10 days late will not be marked and will be treated as a non-submission. Work submitted via email will not be accepted nor marked.

Fit to Submit: Assignment Checklist

This brief **assignment checklist** is designed to help you avoid some of the most common mistakes students make in their coursework.

Have you read the assignment brief? If not, do so now!

In it you will find details of the assessment task, word count, the assessment criteria your work is marked against, and the learning outcomes – the basis for the assessment strategy in each module.

Students often lose marks by forgetting some of the more straightforward elements of their assignments. We recommend that you "tick off" each of the points below as you prepare your work for submission. If you need any help, ask your tutor and/or visit https://bucks.ac.uk/students/academicadvice/assessment-and-examination

- ☐ Have you read and understood the assessment criteria?

- ☐ Have you **met** the learning outcomes? You will lose marks and your work may even be failed if you have not.

- ☐ Have you demonstrated you can think and write *critically* in the completed work*?* This means you have supported your arguments/explanations appropriately e.g. using relevant academic sources and you have offered discussion points which extends your own or others' viewpoints to make reasoned conclusions/judgements.

- ☐ Have you maintained an *appropriate tone* throughout your work? Is your work formal, focused, developed and clear?

- ☐ Have you checked that the referencing in your assignment is in line with your programme requirements?

- ☐ Have you proof-read your work and used spellcheck software to check your spelling and grammar?

- ☐ Have you checked the presentation of your work is as specified by your tutor, for example, are font size, colour, style, line spacing and margins as the tutor specified?

- ☐ Have you kept to the word count (or equivalent)? If you are not sure, check with your tutor.

- ☐ Can you confirm that the work submitted is your own and maintains academic integrity?

How your work will be assessed

Your work will be assessed against the assessment criteria which have been provided at the end of this brief.

These criteria have been designed specifically for this assignment and are intended to measure the extent to which you have demonstrated your achievement of its associated learning outcomes (see above). They have been aligned with the institutional grade descriptor appropriate for your level.

The assessment criteria provide a basis for fair and consistent marking and indicate what is expected of you in this assignment. It is strongly recommended that you engage with them while you are working on the assignment and use them in combination with any feedback you receive once your work has been marked to help you plan for future learning and development.

Confidentiality

You are expected to take responsibility for maintaining and managing confidentiality issues in your work. You should maintain and respect confidentiality in relation to the protection of personal, technical and/or commercial information of a sensitive nature in your assessed work, whatever the format.

For further information and guidance, please see the relevant section in your programme handbook.

Academic integrity

Academic integrity means taking responsibility for your own work.

When you submit an assignment, you are making a declaration that it is your own work and that you have acknowledged the contribution of others and their ideas in its development (for example, by referencing them appropriately).

For further information and guidance, please see the University website: https://www.bnu.ac.uk/current-students/registry-helpdesk-and-academic-advice/academic-integrity-and-misconduct

CW1 (ALL4001) – Marking Rubric

The following rubric will be used to grade your submission.

	Unsatisfactory	Threshold	Good	Exceptional
Adherence to the assignment brief	No submission. OR The student's submission fails to adhere to many of the elements contained in the brief.	The student's submission adheres to some elements contained in the brief, but most key elements are missing.	The student's submission adheres to most but not all elements in the brief.	The student's submission adheres to all elements in the brief.
Evidence of analysis	No Submission. Or No analysis is included in the submission.	some self-analysis is included in the refection/development plan.	Clear evidence of analysis is included in both the reflection and development plan. Includes reasonable evaluation and justification.	Consistent and thoughtful analysis is included throughout. Own ideas developed and justified through theoretical frameworks.

Coherence and clarity	No submission. OR The student's submission is incoherent or lacks clarity. It is not logically structured, or it is incomprehensible.	The student's submission demonstrates limited coherence and clarity. The writing is comprehensible, but it lacks logical structure. Poor academic writing	The student's submission is written clearly and coherently. The writing is logically structured, but there is room for improvement. Good academic writing	The student's submission is clearly structured and written with great clarity and coherence. Excellent academic writing.
Referencing	Non Submission OR No references provided.	Referencing incomplete or inaccurate.	Referencing complete but not formatted correctly in some cases.	Relevant and accurate referencing with correct formatting.