21
ACADEMY

" to offer excellent face to face and online academic courses with the aim of providing students with a learning experience comprising of quality of teaching, learning facilities and a positive education experience. **"**

Content

Purpose

The purpose of these assignment guidelines is to provide a standardized format for all assignments submitted at 21 Academy. A consistent structure not only enhances the professionalism of the work but also facilitates a smoother grading process. Adhering to these guidelines ensures clarity, readability, and uniformity across all submissions.

Additional Information

Students are strongly encouraged to consult the assignment rubric provided by 21 Academy in the course resource centre. The rubric outlines the specific criteria and expectations against which your assignment will be assessed. Understanding the rubric will provide valuable insights into what assessors are looking for when scoring assignments. By aligning your work with the rubric, you can ensure that your submission meets the evaluation criteria, enhancing the likelihood of a favorable assessment outcome. Familiarising yourself with the rubric is a proactive step towards achieving academic excellence and demonstrating a comprehensive understanding of the assignment requirements.

1. Assignment Content Sequence

Your assignment should be submitted as one document, preferably in PDF format. The submitted document should be made of the following in the sequence shown below:

A. Assignment Submission Form

By submitting this form you are confirming that the submitted assignment is your own work.
- Ensure all necessary information is accurately filled out.
- Verify the completeness of personal details.
- Make sure that you highlight or indicate the question you are answering.

B. Cover Page

Nicely designed and to include:
- Course and Assignment title.
- Student's name.
- Intake (month year).
- Submission date.

C. Contents Page

Please follow this link: Microsoft Word Contents Page Tutorial to access the step-by-step guide on creating a Contents Page in Microsoft Word. This 2.5-minutes video covers the process from start to finish, ensuring that you can easily incorporate this essential element into your assignments.

- Clearly outline the structure of the assignment.

D. Assignment Body

- Introduction
  - Provide a brief overview of the assignment's purpose.
  - Clearly state the objectives or questions addressed.

- Body
  - Organise content logically with clear subheadings.
  - Develop key points, arguments, or analysis coherently.

- Conclusion
  - Compile a list of all sources used in the assignment.
  - Follow a consistent citation style
    - Law Courses use Oscola Referencing Style
    - Other courses use Harvard Referencing Style

2. Assignment Formatting

Following the given assignment formatting is crucial as it serves multiple purposes in ensuring effective communication and evaluation of academic work. Consistent formatting not only enhances the professionalism of a document but also aids in presenting ideas in a clear and organised manner. By adhering to prescribed font styles, sizes, and spacing, students create assignments that are visually appealing and easy to read, facilitating a smoother understanding of their arguments. Moreover, standardised formatting allows for uniformity across all submissions, enabling assessors to focus on the content rather than being distracted by variations in presentation. It streamlines the evaluation process, helping instructors to assess assignments more efficiently and fairly. Adhering to formatting guidelines is not only a demonstration of attention to detail and respect for academic standards but also a valuable skill that students carry into their future endeavours, where clear and professional communication is paramount. In essence, following assignment formatting is an integral aspect of academic professionalism and contributes to the overall effectiveness of the learning and assessment process.

- Font:
  - Times New Roman.

- Font Size:
  - Text: 12 pt.
  - Titles: 14 pt.

- Line Spacing:
  - 1.5.

- Alignment:
  - Justified.

- Page Numbering:
  - Preferably at the bottom of the page.

3. What to avoid

- Writing down the assignment question within the document.
- Using headers and footers with the course name or your name.

4. Final Note

These guidelines are essential for maintaining a high standard of professionalism and consistency in assignment submissions. Adherence to the specified format will contribute to a seamless evaluation process and ensure that each student's work is assessed fairly and objectively.

21
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