

NOTES for being successful in written assignments (C&G2365 and 2357)

- *Always spend time looking at the design drawings provided with each assignment. Read the SPECIFICATION on the drawing and on the assignment brief. You will have to KEEP LOOKING BACK at the drawings and design specification – as detail contained on/in them WILL NEED TO BE INCLUDED in your written answers (where applicable).*
- *Always read the question several times to ensure you understand what is asked for. Double check any number values given in calculation questions and check number values given in design specifications.*
- *Ensure you include enough detail(s) in your answers.*
- *Make FULL use of the BS7671 regulations books where you can (specify regulation numbers, table numbers, values etc as often as you can and where relevant). Quoting them whenever possible.*
- *If a question asks for a specific quantity of something (i.e. state two types of ...), DO NOT give any more than the quantity asked for. This can be seen as 'reaching' by the student (writing as many answers as you can think of in the hope of getting two correct). You may end up having to do the whole question again because of this!.*
- *Don't worry if you are asked to 'add more detail' by your tutor/assessor – this is normal. This gives you the opportunity to explain your answers further, and reinforces your knowledge evidence (your assignment). Read any feedback given to you. Very few assignments are accepted as complete on the first submission – as there are almost always follow-up questioning opportunities.*
- *Assignments are OPEN-BOOK. You may use ANY resources available to you (Internet, manufacturers and their information, catalogues, textbooks, regs books etc).*
- *State means 'short statement(s)' – single word, words, value(s), name(s), even possibly a sentence (or two).*
- *List means listed names, words, sentences, values. Use of bullet points is recommended for list questions.*
- *Describe means a description – with detail (more than one sentence).*

- *Explain means detailed explanation about a process or operation (3 or more long sentences – with commas, a paragraph or two). All important detail included.*
- *Any question with the word 'basic' or 'basically' in it (i.e. explain basically how ...) – focus on the MAIN points for your answer, avoid detailed or specific secondary points or you risk not giving a 'basic' answer AND missing out vital detail.*
- *Draw a labelled diagram means exactly that. Diagrams with identification labels like words, names and numbers (values). Drawings should be neat, clear and easy to read. In colour shows professionalism.*
- *Calculate means showing ALL working-out, clearly identifiable answers and correct units shown.*
- *It's a requirement to provide a list of ASSUMPTIONS with your completed assignment. Assumptions should be related to the assignment content. (They should include, good practices, H&S requirements including any regulatory requirements, and specific assumptions relating to answers YOU have given in your assignment – as required).*
- *In many cases there are lots of possible correct answers (responses) to assignment questions. This is the nature of an assignment (as opposed to an exam). It is YOUR opportunity to show YOUR actions, answers and logical reasoning relating to the situations and questions given in the assignment. A qualified electrician does not necessarily remember EVERYTHING in their head. They have to reference the exact same sources of information that are available to YOU for completing these assignments. A successfully completed assignment is evidence that you are capable of carrying out the same processes as what an electrician would have to do (in the real working environment).*