

Line down the middle of a page

If there's a large graph or picture, you don't need a line.
You don't need to use a ruler.

In red pen

On every page, except if there's a wide drawing

Ray	Naomi	Terrence	Amira		
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Headings

Each new activity needs a heading.
Don't start a new page if there's still room.

In red pen

Including the date

In the right place, not wasting space

Numbering questions

You never know how much space a question will take up.
Don't pre-number a whole set of questions in advance.

In red pen

One at a time only

Answering questions

Don't hide your working out, even if it's rough.
Don't copy out the full question unless the module says to.

In blue pen or black pen

Including all working out

Without copying out the full question

Correcting your work

You need to find mistakes before moving to the next question.
Don't wait until the end to correct your work.

Ticks in red pen

One at a time only

Fixing mistakes

Don't use any red crosses.
Don't use any white-out.

Crossed out in blue or black pen

You can still read the mistake

Fixed up in blue or black pen

Without using crosses

Completely fixed before moving to next question

Score

Score out of 17

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