How Best to Present your Answers

Software - Only submit PDFs. Do not use Project Planning Software. Do not use hyperlinks or embed other documents into your answer. If it can't be opened it will not be marked.

Formatting - Markers mark on screen. Please help them read your submission by double spacing.

Proof Reading - Marks are lost through poor spelling and grammar. Prior to submission, answers should be proof-read to ensure quality with regard to spelling, punctuation, grammar and expression.

Where a question is split into A) and B), please ensure your answer is also split into A) and B). The word count of 1500-2000 is for the overall answer.

Some questions ask for a report for a client or another stakeholder. A professional layout is required as you would at work. Include the following:

Introduction

- Sets the scene
- Outline areas you will cover
- Shows you have understood the question

Main body of essay

- Largest part of the essay
- One main point per paragraph – keep similar information together
- Builds the points of your argument – provide examples/evidence as support
- Work out the number of words and how many words to use on each point

Conclusion

- Summary of argument/main points – relate back to the question
- Conclusion should contain no new information

Candidates are encouraged to support their submissions with sketches / diagrams as appropriate. Candidates should be further encouraged to adopt other presentation techniques, such as the use of tabulated information, the inclusion of models, flow diagrams and so on.

Word count - Please take notice of the word count - 1500 - 2000 per answer. Too many words and the extra will not be marked. Too little and there will not be enough depth of detail to gain a good mark.

When uploading there are 2 boxes. The first box is free text. Please enter your membership number and the number of the question you are answering and the word count. The second box is for your submissions.