



LINCOLN SCHOOL OF FINE AND PERFORMING ARTS  
BA (HONS) DRAMA & THEATRE

## ASSESSMENT GUIDE: THE TAKEAWAY PAPER

LEVEL 1 VARIANT: DRA1045M CRITICAL HISTORIES

### What is it?

For many of you, the takeaway paper will be a new assessment form, and something you may have a few questions about. This assessment guide will take you through the process of receiving, working on, and submitting a takeaway paper assessment.

Takeaway papers can be thought about as a cross between a 'sit down' examination, and an essay. The purpose of the takeaway paper is to assess you on your ability to (quickly) demonstrate the learning you've done over the course of the module, backed up by your developing research skills (information retrieval) and academic writing techniques.

For this module, you will be presented with **one** compulsory question, and will choose **another three** questions to answer (**in total, you will answer four questions**). Each answer should be ~500 words in length (although the total word count for the document may be +/- 10% in either direction (1800/2200). Bibliographic references do not contribute towards your overall word count (although your in-text citations do).

The questions will vary in their style and subject. Some may be a simple statement or proposition which you will discuss, debate or unpack. Others might ask you to respond to a particular stimulus through a certain frame, lens or model. In each case, be sure that you're clear what the question is asking you to do. **If you submit something that doesn't answer the question you've been asked, we can't assess it!**

### What's the process?

The question set for your assessment will be released to you via the 'Assessments' tab of the Critical Histories Blackboard site at the time and date stated in your module handbook (see your current version for details).

Once released, you will have 72 (seventy-two) hours to complete the assessment. In that time, you can use any of the materials you have at your disposal to answer the questions.

In reality, this should be a mixture of the notes and annotations you've been making on each concept/area throughout the module, along with independent research (relevant to the questions) which you'll undertake over the seventy-two hour period.

Part of what's being assessed, is your ability to find, interpret, organise and present scholarly material as part of your broader argument. Throughout the module you will have engaged with a wide range of reading: from books, through to journal articles and news items. You will have attended lectures, seminars, and worked in study groups to develop a body of knowledge around your subject. You already have a lot of material at your disposal.

## Writing the Paper:

Make sure that the final document begins with the following heading:

**DRA1045M Critical Histories**

**Takeaway Paper: 2017-18**

After that, you can jump right in to answering the questions. For the final submission, keep the questions in numerical order (e.g., 1, 3, 5, 6). As you work, you can answer them in any order you see fit – whatever makes most sense to you. Make sure to mark where each answer begins; a simple heading will do:

### **Question One:**

Followed by your answer...

### **Question Three:**

Followed by your answer...

...and so on.

Your paper should be formatted in **double spacing (Format > Paragraph > Line Spacing > Double)** and in a size 11 or 12 *sans serif* font (Ariel or Helvetica)

Your work is marked **anonymously**. Please **do not include your name or student number anywhere in the document** (title, header, footer, *et cetera*)

## Referencing and Bibliographies:

Your paper should contain 'in text citation' (Westerside, 2018, 2) and a full bibliography at the very end of the paper in which you provide a full reference (organised in alphabetical order) for each work cited:

Westerside, A. (2018) *Assessment Guide: The Takeaway Paper*. Lincoln: Lincoln University Press.

Referencing and citation is a **vital** part of academic writing, as it evidences your research, as well as making clear where you are knowingly referring to the work of others. Referencing and citation also plays an important part in avoiding accusations of academic plagiarism. For more information on plagiarism and good academic practice, please consult the following interactive tutorial:

([http://plagiarismtutorialuol.s3.amazonaws.com/plagiarismtutorialuol2017/story\\_html5.html](http://plagiarismtutorialuol.s3.amazonaws.com/plagiarismtutorialuol2017/story_html5.html))

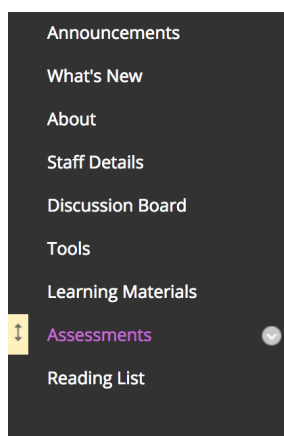
Full guidance for the Harvard referencing style used at the University of Lincoln is available to all students. Please consult the University of Lincoln Referencing Handbook (Harvard) available as a PDF at:

(<http://guides.library.lincoln.ac.uk/learn/referencing>)


## Submission:

All written work on BA (Hons.) Drama & Theatre is submitted via the online system Turnitin, which you access through your module Blackboard site. For **DRA1045M Critical Histories**, you will need to complete the following steps:

First, head to the **assessments** tab of the relevant module site (found in the list of tabs on the left):




From here, find the relevant assessment item, in this case, **Critical Histories Demo**, and click on [>> View/Complete](#):

**Critical Histories Demo**  
[>> View/Complete](#)

This will take you to the first stage of the submission process, at which point you need to

- 1: Select your student profile from the drop-down '**Author**' box
- 2: Input your first and last name
- 3: Give your submission a title (in this case, **DRA1045 Critical Histories – Takeaway Paper**)
- 4: Upload your work from either your computer, a Dropbox Folder, or Google Drive

 Submit Turnitin Assignment

Submit: [Single File Upload](#) ▾ STEP ● ○ ○ ○

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CH Demo Doc.docx Clear file

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Upload Cancel

You will then see a 'file summary' which provides you with a preview of your document, as well as some other useful information including file size and word count. At this stage, **use the preview to double-check that you are submitting the correct version of your document.**

Please confirm that this is the file you would like to submit...

<< Page 1 >>

**Author:**  
Andrew Westerside

**Assignment title:**  
Critical Histories Demo

**Submission title:**  
DRA1045M Critical Histories - Takeaway Paper


**File name:**  
CH Demo Doc.docx

**File size:**  
66.13K

**Page count:**  
1

**Word count:**  
11

**Character count:**  
968



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Confirm Cancel

If you're happy with your submission, hit **'confirm'**.

If your submission was successful, you will see the following **submission receipt**. Remember: **if you do not see the following message, your work has not been submitted**.

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

« Page 1 »

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**Submission date:**  
22-Nov-2017 02:07PM (UTC+0000)

**Submission ID:**  
78076288



And you're done!

### Finally:

We hope you find this guide helpful and informative as you prepare for your assessment. Remember: your module tutors are there to support your academic progress, and the library team, including your subject librarian, are also available to support your research practice and academic skills. If you have any further questions regarding your assessment, please get in touch with your module tutor or subject librarian directly.

Please ensure that you proof read your work carefully before submission, as spelling and grammar are both important parts of developing good communication skills. An old typesetter's trick is to read your work from back to front (from the last word to the first), to spot typographical errors – it's harder for your brain to 'fill in the gaps' if there's no logic or sense to the sentences. Use whatever method works for you!

Happy writing.

Guide compiled by:

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