**Assessment action plan template**

**Name:**

**Course:**

| Assessment name | Module name/code | Estimated time to complete | Dates to work on assessment | Your Estimated completion date | Official Submission date | Completed? |
| --- | --- | --- | --- | --- | --- | --- |
| *e.g. 1500 word essay* | *e.g Introduction to Comparative and Cognitive Neuroscience/PSY4000-20* | *e.g. 2 days/6 hours* | *e.g. 15-17 May 2023* |  | *31 May 2023* | *e.g.* 🗹 |
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***Remember:***

*Take regular breaks - studies show that our attention span deteriorates after 45 minutes, so take a 15 minute break to do something different.*

*Keep active – it’s good for relieving stress and lifting your mood*

*Eat and drink well - what you eat and drink affects your physical and mental performance*

*Get enough sleep – if you’re tired, it’s hard to concentrate and keep perspective*

*Keep in touch – if you’re worried about your assessments and meeting deadlines, contact* [*MyServices*](https://bathspa.topdesk.net/tas/public/ssp/)