



# IGNOU Assignment Mistake-Prevention Checklist

Tick every box BEFORE submitting | These 10 mistakes cause most assignment rejections

**How to use:** Read each statement. If TRUE for your assignment, tick the box. All 10 boxes must be ticked before you leave for the study centre.

<p><b>1</b> Downloaded the CORRECT session assignment <input type="checkbox"/></p> <p><i>Wrong session PDF → rejected at study centre without review</i></p> <p>✓ Tip: Verify valid session + last-modified date on IGNOU portal before dow...</p>	<p><b>2</b> Written the CORRECT course code on the front page <input type="checkbox"/></p> <p>■ Wrong course code → marks may never update against your enro...</p> <p>✓ Tip: Cross-check course code on front page against the downloaded assignm...</p>
<p><b>3</b> Attached the front page / cover page as the first sheet <input type="checkbox"/></p> <p>■ Missing front page → evaluator cannot identify your assignme...</p> <p>✓ Tip: One separate front page per course — do not share across courses</p>	<p><b>4</b> Signed and dated the assignment <input type="checkbox"/></p> <p>■ Missing signature or date → submission appears incomplete</p> <p>✓ Tip: Sign on the front page AND check your regional centre's format requi...</p>
<p><b>5</b> Submitted BEFORE the last date <input type="checkbox"/></p> <p>■ Late submission → study centre may reject without any grace ...</p> <p>✓ Tip: Submit at least 10 days early — June TEE: 30 Apr 2026   Dec TEE: 31 ...</p>	<p><b>6</b> Kept the submission receipt / screenshot safely <input type="checkbox"/></p> <p>■ No receipt → no proof if status or marks dispute arises late...</p> <p>✓ Tip: Photograph the receipt + save a digital copy in Google Drive / Phone</p>
<p><b>7</b> Written answers in own words — NOT copied from solved assignments <input type="checkbox"/></p> <p>■ Direct copying → academic-integrity review and possible disq...</p> <p>✓ Tip: Use solved assignments as reference for structure only — rewrite in ...</p>	<p><b>8</b> Submitted at MY allotted study centre ONLY <input type="checkbox"/></p> <p>■ Wrong centre → processing delays or outright rejection</p> <p>✓ Tip: Your allotted centre code is on your admission letter / IGNOU studen...</p>
<p><b>9</b> Kept each course assignment SEPARATE (for online submission) <input type="checkbox"/></p> <p>■ Combined files → many centres require individual course-wise...</p> <p>✓ Tip: Label each file: EnrollNo_CourseCode_Session (e.g. 123456789_BEGLA135...</p>	<p><b>10</b> Read my regional centre's latest assignment notice <input type="checkbox"/></p> <p>■ Ignoring notice → submission mode may differ — link or metho...</p> <p>✓ Tip: Check your regional centre's official website or notice board before...</p>

## All 10 boxes ticked?

You're ready to submit! Keep your receipt safely after submission and check status after 30 days.

Submission guide: [ignouproject.com/ignou-assignment-submission-online-offline/](https://ignouproject.com/ignou-assignment-submission-online-offline/)

Check assignment status: [ignouproject.com/ignou-assignment-result/](https://ignouproject.com/ignou-assignment-result/) | Full guide: [ignouproject.com/ignou-assignment/](https://ignouproject.com/ignou-assignment/)