Feedback Guidelines: October 2012

Requirements
Programme teams are required to ensure that they deliver a minimum set of feedback requirements including:

Deadlines for feedback
Feedback must be provided within 15 working days of the deadline for submission.

Format of feedback
All students must receive written feedback on all submitted assessments using the University Coursework Feedback Form. This has three sections:

a. Specific aspects of your work that were effective
b. Specific aspects of your work that need more work
c. Specific advice on how to improve your work

Quality of feedback
Written feedback provided on the Coursework Feedback Form must:

a. Address the specific needs of each student and should not be in the form of generic comments.
b. Be written in a positive form.
c. Promote students' engagement with it.

Promoting student engagement with feedback
Programme teams are required to develop teaching and learning strategies to develop students’ engagement with the feedback process. These may involve:

a. Selecting, prioritising and focusing on key development issues.
b. Providing feedback both on the assessment product and the process.
c. Writing feedback to include a set of questions that students need to respond to.
d. Requiring redrafting or resubmission of work.
e. Requiring peer discussion of issues raised in feedback.
f. Use of eLearning.
g. Use of group feedback in addition to individual feedback.

Office Hours
All staff must:

a. Advertise their weekly Office Hours
b. Be available to review feedback issues with students.

eLearning
Where feedback is provided on eLearning, Module Specifications must be amended to reflect this.

Staff Development
All programme teams must include Feedback as a topic for staff development and sharing of good practice at least once a semester and may additionally wish to set up a task force to address this issue.