

FEEDBACK CHARTER

WHY IS FEEDBACK IMPORTANT TO YOU?

- Improves **learning development**
- Highlight your **strengths** and the areas you need to **develop**
- Helps you understand why you achieved a particular **mark or grade**
- It helps you develop your **performance** for your next **assignment or exam**

FEEDBACK CAN TAKE MANY FORMS INCLUDING

Summative

Measuring the level of success with a **grade** for a whole module or assignment

Formative

Qualitative comments that focus on aspects such as the **content**, structure and organisation of the work that are used by the student to **improve future performance**

Formative comments are often used to explain summative marks, for example on essays

Oral feedback

One to one feedback with markers, lecturers and personal tutors; group discussions in tutorials, lectures, lab classes and seminars.

Annotated exam and assessment scripts

Comments made directly on the paper, relevant to particular points Peer review and self assessment: peer marking and discussion; reflecting back on your own progress

Peer review and self assessment

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WHAT SHOULD I EXPECT?

Feedback that gives you examples of things you have excelled in, as well as guidance on what you could improve on

Coursework feedback returned to you within **21 days** (28 days for DL students)

Exam feedback returned to you in reasonable time for you to use in your next examinations

Feedback that is **clear** and where handwritten, **legible**

Feedback that is **constructive** and **encouraging**

Feedback that is related to your **module learning outcomes** and assessment criteria

Clarification of feedback on request

Opportunities to **discuss** feedback with your peers, personal tutor, marker or module convenor

Guidance on when it is **no longer appropriate** for staff to provide feedback (e.g. on multiple dissertation drafts)

YOU ARE EXPECTED TO...

Check assessment criteria **before submission** to prepare for the assessment and **understand** any feedback given

Collect all written feedback

Read and reflect on your feedback thoroughly – *how closely do your reflections match the feedback of your marker?*

Discuss your feedback with your peers, marker, module convenor or personal tutor

Ask for clarification if you are unsure or do not fully understand your feedback, from your module convenor, marker or personal tutor

Ask for additional support if you feel you need it from your module convenor, marker, personal tutor, the ED Unit in the SU or the Student Learning Development Office

List your own **action points** based on your feedback

Use your feedback action points when preparing future assessments or examinations

IF YOU ARE DISSATISFIED WITH YOUR FEEDBACK

Contact your personal tutor, Course Rep, or

Lily Patrick,
University of Leicester
Students' Union
Education officer



For more information visit:
leicesterunion.com/feedback



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