

Feedback checklist

Unit code: _____

Information about feedback	Yes	No	N/a
Is there a Feedback section (this may be in the Assessment area) that clearly explains the feedback mechanism the unit will follow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is clear information given about how and when students can expect to receive feedback, including formative feedback?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are students offered opportunities to: <ul style="list-style-type: none"> • Clarify what constitutes feedback? • Understand their responsibility to act upon feedback? • Learn how to make effective use of feedback? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timing of feedback	Yes	No	N/a
Is the feedback provided in a timely fashion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are students allowed sufficient time to reflect upon and consider how to make use of feedback prior to embarking upon forthcoming assessments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content of feedback	Yes	No	N/a
Does the feedback reflect the learning outcomes, marking criteria, and grade descriptors (where grades are awarded)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the feedback tailored to the individual student's strengths and weaknesses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the feedback help the student understand: <ul style="list-style-type: none"> • The marks or grades they have received for the work submitted? • How their performance might be improved in future (feed forward)? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the feedback contain positive, encouraging comments where possible as well as pointers for future improvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: