School of Language and Literature – Policy on Feedback

Forms of feedback vary widely, from the informal (such as oral comments on students’ presentations in class) to formal feedback on assessments, which is always provided in written form. Some disciplines in the School award marks for students’ performance in tutorials/seminars, which will again be recorded in written form, with explanations for the marks.

As regards essays, several disciplines within the School use duplicated cover sheets, to make it easier for both the student and the office to keep a record of the tutor’s comments. Other disciplines record their comments in the margins of students’ work, and/or at the end, and take a photocopy for the office.

In both cases such feedback is intended not only to explain the grade awarded, but to indicate what are the students’ particular weaknesses, and how he/she can improve on them.

Each member of staff also has Office Hours each week, during which students may discuss their work with the tutor if they wish, and in some cases the tutors will advise the student to come to see them. Sometimes feedback on essays will be provided to a whole class of students orally or in written form, indicating the points students had had difficulty with, or those which were particularly interesting. Feedback for all formal assessments should normally be provided within 3 weeks of submission.

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