Feedback Logs

Feedback Logs are a means to promote students’ engagement with feedback. At the introductory meeting with Level 1 students and at meetings focused on feedback (or indeed at any other appropriate time) Personal Tutors can encourage their Tutees to keep a Feedback Log to record and reflect on feedback given in courses across their programme of studies. Students can also note what actions they have taken / will take to improve. It is hoped that by engaging with the Feedback Logs, receiving, reflecting and responding to feedback will become a more meaningful and beneficial practice. By sharing their Feedback Logs with their Personal Tutors (as well as with other appropriate academic and support staff) students can allow staff to gain a contextualised overview of their progress, as well as identify areas of difficulty.

All students are provided with a Feedback Log template to use in MyAberdeen, which leads them to create a shareable portfolio. Instructions on to how to develop, maintain and share the Log are also available.

Feedback Log template

As shown above, students note their name, degree programme, year of study and courses; they also note the total number of credits being taken per half-session of each academic year they are studying here. For each course, the template provides two distinct areas in which each student records:

1) A copy (or file) of feedback received for each assignment undertaken + a brief summary of the key points of the feedback. Students can also note or cross-reference to any other form of feedback received (which may exist elsewhere e.g. in a lab notebook).
2) The actions the student has taken/will be taking in response to the feedback.
Students are asked to complete both sections for each piece of feedback they are given during a course. If the feedback is in electronic form (written or recorded) they can attach a copy. If it is handwritten they can scan the original in any MFD, email it to themselves and upload the pdf to the Log. This will allow a record to build up over the student’s time in the university, which documents all feedback given, the understanding of the feedback and the actions taken in response.

Example of a Feedback Log in progress

How does sharing a Feedback Log work?

If a student wishes to discuss any aspect of feedback with his/her Personal Tutor (or with any other appropriate member of staff) the member of staff can request access to the Feedback Log. This will enable him/her to see the student’s record of all feedback received to date. The information will provide a broader context for discussions about the student’s progress overall and help identify any areas of difficulty, which may (or may not) be confined to certain courses.

If the student has completed the Log, the reader will gain a quick overview of the student’s interpretation of feedback received across his/her courses of study. If the summaries of written (or recorded) feedback are accompanied by copies of the originals, the reader can also check to see if the student’s interpretation is accurate! Many misunderstandings of feedback can and do occur. Any action points or responses noted will allow the reader to see what measures (if any) the student has taken/is undertaking to act upon any recommendations for improvement given in the feedback.

If nothing is recorded against a particular course, or courses, then this can prompt a conversation between the student and the reader to determine why this is the case. Resulting conversations can be more focused according to the similarities or differences noted across the range of courses.