

Assessment, Feedback and Feedforward Policy

The Assessment, Feedback and Feedforward Policy was approved by Academic Council on 27th March 2014. The Policy must be implemented in conjunction with UHI's Academic Standards and Quality Regulations,¹ the Assessment, Feedback and Feedforward Policy Guidance document and UHI's Learning Standards.² This Policy is to be read in conjunction with the guidance document. The Policy and guidance applies to all HE provision.

Documentation

1. Coursework assessments, guidelines for completion, submission deadlines and feedback/feedforward return date must be made available to students at the outset of the unit/module. This will allow students the maximum time to assemble materials, plan and draft their final submission.
2. Marking criteria, assessment format, submission requirements and the assessment submission date and the feedback/feedforward return date must be published in the programme handbook, in unit/module materials, the VLE and/or workbook as appropriate.
3. All submitted work must contain a coversheet. The cover sheet (as a minimum) must contain:
4. Fields for standard information such as student number, unit/module title, submission date, feedback/feedforward return date and question attempted;
5. An assessment checklist allowing students to check if their work has met the assessment criteria for content, style and referencing.
6. Assignment coversheets containing core minimum standards and a contact number and email address must be used for all HE provision.³
7. Receipt of student coursework must be acknowledged electronically or in writing.

Submission

1. Digital assignments may only be submitted and returned via UHI core technologies such as the VLE.⁴ **Note:** email may not be used for submitting or returning assessments, feedback or marks.
2. Staff wishing to use externally hosted technologies for learning and teaching (such as Facebook, externally hosted wikis or Skype) must contact Learning and Teaching (LT@uhi.ac.uk) before doing so to ensure compliance with UHI policy, the DPA and other legal requirements.

¹ [Academic Standards and Quality Regulations](#)

² [UHI Blended Learning Standards](#)

³ A single assignment coversheet could not meet the diverse needs of all Programmes; instructions on the sheets provide details of how the sheets may be adapted.

⁴ See [Teaching Staff Resources index](#). Should core technologies not meet their needs, staff should discuss their requirements with Learning and Teaching (LT@uhi.ac.uk).

Feedback and feedforward

1. Formal written, audio or video⁵ feedback/feedforward from both markers (where applicable), together with the provisionally agreed mark,⁶ should normally be returned within 15 working days⁷ following the submission deadline, although ideally it should be less to ensure that the feedback/feedforward informs subsequent work.
2. It is recommended that feedback/feedforward is returned electronically via UHI's core technologies. There are a variety of UHI core technologies that may be used, such as the VLE and the Originality Checker. MS Word's "Insert comment" function may be used to add comments to a Word document. **Note:** email may not be used for submitting or returning assessments, feedback or marks.
3. Feedback/feedforward must consist of more than just a mark as students need to know where they lost marks and how they can improve. A grid may be used. Personalised feedback/feedforward must always accompany the use of a grid or stock phrases to avoid creating the impression that the process is mechanical and impersonal.
4. Wherever possible students should receive feedback/feedforward significantly in advance of the next coursework deadline per unit/module so that it will inform their next submission. With large cohorts this may require reconsideration of assessment timing.
5. Students need to know whether their revision methods and exam technique were effective so they can improve in subsequent units/modules. Students may request individual feedback/feedforward on final closed book examinations as well as for coursework. This request must be handled within an agreed reasonable time as exam marking schedules may mean that tutors are unable to provide feedback within 15 days. Students need to be made aware that feedback/feedforward requests are not an appeal against exam grades or marks. Where such grounds exist, students should be referred to the formal procedures for appeals.

Induction

Student awareness-raising on feedback and feedforward must be incorporated in all inductions. This must cover (at a minimum):

1. A definition of feedback and feedforward;
2. How students should use feedback and feedforward to inform and enhance work for subsequent assignments;
3. Guidelines for good assessment and feedback;
4. The formal processes for taking appropriate action regarding queries, complaints or appeals about assessment such as contacting their tutor or PAT and how to initiating a complaint or appeal;
5. The purpose and function of the Red button.⁸

⁵ Feedback and feedforward must comply with accessibility requirements. See [UHI's Accessibility Checklist](#).

⁶ It must be made clear to students that this is not to be used to formally contest a mark.

⁷ This is 15 working days for the institution, not working days for individual staff members.

⁸ [Support - Red Button](#)