FEEDBACK CHARTER

Feedback is a reflective process involving you in dialogue with tutors and peers about your assessments

WHY FEEDBACK IS IMPORTANT?

- Helps clarify and define levels of, and gaps in, your performance
- An ongoing part of the learning process, helping you develop for future learning
- Provides the opportunity for you to identify your strengths and areas to develop
- Builds confidence in your developing academic skills and practices

WHAT IS EXPECTED OF YOU?

- Check assessment criteria before submission to prepare your work appropriately
- Collect all written feedback, so that you can read it and reflect thoroughly
- If you are unsure about any aspect of your feedback, ask for clarification from your tutor or Module Convenor
- Create action points, based on your feedback, to ensure it helps you prepare for future assessments or examinations
- Seek further support, where appropriate, from your Module Convenor, Personal Tutor, Students' Union or www.le.ac.uk/succeedinyourstudies

NEED FURTHER INFORMATION OR DISCUSSION REGARDING YOUR FEEDBACK?

- See your School's guidance
- Contact your Module Convenor or Personal Tutor
- Email: su-repteam@leicester.ac.uk
- Contact the University Academic Skills Centre for study support.
- Contact the Advice Service for advice regarding the relevant University procedures.

FEEDBACK CAN TAKE MANY FORMS, WHICH MIGHT INCLUDE:

- Measuring the level of success with a grade for a whole module or assignment
- Comments that focus on aspects such as the content, structure, and organisation of your work, to help you improve future performance
- One-to-one oral feedback with staff
- Group discussion in tutorials, seminars, lectures and labs
- Whole class exam feedback and review sessions; written exam feedback
- Peer marking and discussion; reflecting on your own progress

WHAT SHOULD YOU EXPECT?

- Clear assessment criteria/schemes
- Feedback that is related to your learning outcomes and assessment criteria
- Feedback that gives examples of where you have excelled, as well as guidance on areas for improvement
- Feedback on coursework returned to you within 20 working days
- Feedback that is clear, constructive and legible
- Opportunities to discuss feedback with your peers, tutor or Module Convenor
- Feedback on exam performance

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