

FEEDBACK ON COURSEWORK AND EXAMINATIONS POLICY

Heriot-Watt University is committed to providing timely and constructive feedback to students across all programmes, locations, and modes of study. Feedback is an essential part of the student learning experience, enabling students to understand their progress and improve their performance.

FEEDBACK PROCEDURES



Students should be informed of feedback procedures at the start of their programme and throughout their studies, with details on the format and date of feedback available on the Virtual Learning Environment (VLE). The University's feedback approach is outlined in the [Feedback on Coursework Policy](#) and [Feedback on Examination Performance Policy](#).

TIMELINESS OF FEEDBACK



Feedback on both formative (non-credit bearing) and summative (credit-bearing) assessed coursework will be provided within a maximum of three teaching weeks, under normal circumstances. This policy applies to all Heriot-Watt University programmes, regardless of location or mode of study, except for the following:

- **Final online assessments for Heriot-Watt Online**
- **Final summative coursework**
- **Large-scale projects and dissertations**

FEEDBACK ON EXAMINATIONS



Students should receive feedback on examination performance, including the opportunity to view their examination scripts, after each exam diet. Schools are responsible for determining the most appropriate feedback method for providing feedback and must inform students via course handbooks or the course VLE site.

IMPLEMENTATION AND MONITORING



In addition to implementing this policy, each School must:

- Communicate feedback procedures to students and staff.
- Monitor the policy's effectiveness in providing timely, informative feedback.
- Report on the policy's effectiveness annually through the [Annual Monitoring and Review process](#).

Resources

- **View** [Feedback on coursework policy information available to Students on the Heriot-Watt University website](#)
- **Read** the [Feedback on Examination Performance and Access to Scripts Policy](#)
- **Explore** the Learning and Teaching Academy's range of resources to support feedback processes, including their [Guide on Helping Students Benefit from Feedback on Examinations](#).

