

Policy

Purpose	This document provides the policy framework for Schools, which should be used in the delivery of feedback ¹ on assessed coursework.
Scope	The policy applies to students studying on all Heriot-Watt University programmes of study. This policy does not cover examinations.

Policy Statement	<p>The University is committed to providing identical academic standards for students and fostering a learning environment which delivers timely feedback to students. This is viewed as essential in supporting learning and improvement.</p> <p>In order to realise this aim, a maximum 3 teaching weeks turnaround², under normal circumstances, for the return of feedback on assessed coursework will be in place by the start of the Academic Year 2015/2016.</p> <p>The quality of feedback should not be compromised and the University should retain, and encourage, School-specific feedback approaches.</p> <p>This policy will link in with any existing School policies on the turnaround of feedback on assessed work which presently meets the maximum 3 teaching weeks turnaround.</p>
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Implementation	<p>It is the responsibility of each School to implement the policy, putting processes in place to:</p> <ul style="list-style-type: none">- Ensure feedback procedures are communicated to students and colleagues through appropriate channels.- Monitor the effectiveness of the policy in terms of ensuring timely and informative feedback.- Annual reports on the effectiveness of the policy should be undertaken and subsumed within the Annual Monitoring and Review process. <p>It is the responsibility of Academic Registry to:</p> <ul style="list-style-type: none">- Review the policy after its first year of implementation, and then on a five-yearly basis thereafter as part of ongoing our commitment to enhance student learning.
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¹ Feedback is timely information communicated to the learner that is intended to modify the learner's thinking or behaviour for the purpose of improving learning.

² For some pieces of assessment, such as large-scale projects and dissertations, this policy may not apply. This is to ensure that the quality of feedback is not compromised.

Feedback on Coursework Policy

Support and related documents

Sources of Support **Schools** (e.g. Student offices, Mentors, Course Co-ordinators/Programme Directors)
Academic Registry: <http://www.hw.ac.uk/registry/>

Supporting documents **The following documents are available from the Academic Policy Bank** (<http://www.hw.ac.uk/committees/ltb/ltb-policies.htm>):

Consultation information

Date	Version	Consultation	Location	Brief Description of Amendment
2/4/2015	v.1	Learning and Teaching Board Student Learning Experience Committee Academic Registry Students Union	tbc	