

FEEDBACK ON COURSEWORK AND EXAMINATIONS POLICY

Key Points

The University is committed to providing timely feedback to students on all Heriot-Watt University programmes across all locations and modes of study.

Feedback has many different forms and sources and is a key part of the student learning experience. It is designed to help students learn and improve.

Students should be informed of feedback procedures at the start of, and throughout, their programme of study.

The University's approach, including Feedback Principles, is outlined in the **University Statement on Feedback on Assessment** (*see reference below*).

Feedback on Coursework

There is a maximum 3-teaching week turnaround, under normal circumstances, for the return of feedback on assessed coursework (introduced in 2015/16).

This applies to assessed coursework on all Heriot-Watt University programmes and is in place across all locations and applies to all modes of study.

For some pieces of coursework, such as large-scale projects or dissertations, this may not apply.

Feedback on Examinations

Students should be given the opportunity to receive feedback on examination performance. For students studying on campus, this includes having the opportunity to view their examination scripts after each examination diet.

- Students have a legal right to view any written comments made on their examination scripts;
- Scripts will continue to be owned by the University and must not be removed from the University. Scripts should be returned immediately after being viewed by students;
- It is for the relevant School to identify the most appropriate method of providing feedback and access to examination scripts. Examples are provided in the University's 'Guidance on Feedback to Students on Examination Performance' available from the [Learning and Teaching Policy Bank](#).

Implementation and Monitoring

Schools are responsible for implementing the policy and are required to put in place procedures which:

- 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 is provided to students;
- Report annually on the effectiveness of the policy through the Annual Monitoring and Review process.

References and Further Information

Contact: quality@hw.ac.uk

See Learning and Teaching Policy Bank (<https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm>), particularly: *University Statement on Feedback on Assessment* and the *Feedback Quick Guides* (students and staff)

Learning and Teaching Briefing Papers

This briefing paper has been produced by Academic Quality and is one of a series related to Learning and Teaching. The briefing papers aim to provide a concise, informative overview of key policies: <https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/learning-and-teaching-briefing-papers.htm>