

Feedback on Coursework Policy

Policy

Purpose This document provides the policy framework for Schools, which should be used in the delivery of formative feedback¹ 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 The University is committed to providing identical academic standards for students and fostering a learning environment which delivers timely formative feedback to students. This is viewed as essential in supporting learning and improvement.

In order to realise this aim, a maximum 3 week turnaround² for the return of formative feedback on assessed coursework will be in place by the start of the Academic Year 2015/2016.

The quality of formative feedback should not be compromised and the University should retain, and encourage, School-specific feedback approaches.

This policy will link in with any existing School policies on the turnaround of formative feedback on assessed work which presently meets the maximum 3 week turnaround.

Implementation It is the responsibility of each School to implement the policy, putting processes in place to:

- Ensure feedback procedures are communicated to students and colleagues through appropriate channels.
- Monitor the effectiveness of the policy in terms of ensuring timely and formative feedback.
- Annual reports on the effectiveness of the policy should be undertaken and subsumed within the Annual Monitoring and Review process.

It is the responsibility of Academic Registry to:

- 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 Formative 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.

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Support and related documents

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

Supporting documents **The following documents are available from the Learning and Teaching Policy Bank** (<https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/learning-and-teaching-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		