

Adapting the collective feedback pro-forma to your teaching context

Consider customising your pro forma with a departmental logo.



Teaching and Learning Centre ■

Provide details of the assessment

Please note the timescales for providing feedback outlined in the Academic Code <https://info.lse.ac.uk/staff/putting-students-first/lse-academic-code>

Feedback on
Teacher responsible
Course name/code
Submitted on
General comments
Question specific comments
Question 1
Question 2
Question 3
Question 4
Question 5
Question 6

This section can include comments on overall performance and a breakdown of marks achieved across the cohort. Also general comments highlighting how students can improve overall technique in future assessment.

These comments can be kept fairly brief and may be ordered around:

- What was the question looking for?
- How was the question answered well?
- What were the main weaknesses in answers?

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Continued

Guidance for students

1. In the left-hand column, list what you find to be the key points of advice from the feedback.
2. Next, have a look back at your own assignment, and think about the extent to which each of these pieces of feedback might apply to your work. Use the middle columns to self-assess your work against these points.
3. If you think that a particular point does apply to your work (even a little bit), then use the right-hand column to think about the actions you could take to ensure you can address this point in future.

Feedback	To what extent might this feedback apply to me? (Tick the appropriate box)				What, if anything, could/should I do differently to ensure that I address this point in future?
	Not at all	A little bit	Quite a lot	Entirely	

To encourage students to engage with the feedback you can include a reflection and evaluation section. Depending on what point in the course the assessment takes place, the responses can be discussed with the course teacher or the student's academic mentor.