

Feedback of draft work at Wrexham Glyndwr University – Statement and Guidance

1 Statement

Feedback on draft work is not provided unless specified in the module handbook or VLE pages as a formative element of the module.

2 Guidance Notes and possible strategies

(use as a 'living document, including 'best practice' for sharing)

- Module handbook (or VLE equivalent) must specify the nature and extent of feedback that will be provided, from the outset of the module
- If feedback is provided, then it should be timely, structured and balanced
- Other resources should be highlighted (eg library services, learning support, standardised guidance notes for writing assignments, guidance and tutorials)
- Programme and Module Leaders should ensure that there is equal opportunity for all students to take advantage of feedback, in whatever form
- There should be no attempt to provide a mark, other than the degree of significant work needed. "Pass/fail" indications are not recommended
- Students should be reminded that the final piece of work is the responsibility of each student and will be marked to set criteria. Such criteria may be made available in the form of descriptors
- No feedback should be requested Module/Programme Leaders within a specified period prior to hand in date. A minimum of one week is recommended
- Feedback on full drafts should be avoided as this constitutes a final version, so leaving lecturers open to litigation or complaint. The only exception to this is dissertation, final project or equivalent based on each programme (eg final art show)
- A short session at induction or shortly after for new students (levels 3 and 4)
- A stand-alone workshop for returning students that are progressing from
 - level 3 to 4
 - level 4 to 5
 - level 5 to 6
 - level 6 to 7 (eg for integrated programmes)
- Use of formative assignments which can be incorporated into the module as short assignments, exercises or summarised work. Outline sample answers may or may not be provided, depending on the nature of the exercise
- Classroom or VLE based, generic, feedback or tutorial style to the whole class or groups rather than just individuals
- Feedback may be provided in the form of standardised, copy/paste comments taken from FHEQ, Glyndwr or School grade descriptors. Generic comments may be added to help guide students (eg "requires more critical analysis", "review format for correct referencing", "too descriptive" etc). Take care to avoid identification of likely grade from use of descriptors
- Feedback may be written or verbal. This may be specified in the module handbook/VLE
- Generic feedback points from formative or draft work should be shared across the class as a good practice
- Limit the number of versions that may be reviewed from each student
- Students with learning needs must be considered appropriately