

UNIVERSITY OF BIRMINGHAM

POLICY ON ACADEMIC FEEDBACK

Policy on Academic Feedback:

1. Schools should publish prospectively to students the types of assessment and feedback on summative assessment that students should receive in each year of study. This information should be collated into a single information resource rather than dispersed into separate module study guides and include details of the date and format of the summative assessment, contribution to the overall module mark, deadlines for completion/handing-in, and method and timing of the feedback.
2. Arrangements for academic feedback will vary across the University, however, it would be expected that students receive specific feedback from module tutors on assessed work. These arrangements may include the Personal Tutor, but s/he should also provide reflective opportunities throughout the year for students to consider their overall academic performance to ensure that students have both specific feedback (in-course assessment) and discussion about overall performance.
3. Students should be given feedback on their academic performance in order to facilitate improvement and promote learning. Feedback from module tutors should focus on performance against module learning outcomes. Feedback themes can then be further discussed with the Personal Tutor. The link between the Personal Tutor and those teaching a student is therefore very important and all staff should ensure that there is effective communication.
4. All students should:
 - 4.1 be given feedback within 15 working days of the submission date including periods when the University is not in session, but excluding University closed days. Where it is not possible for staff to meet this 15 day deadline, an agreed date for the return of work should be notified by the Head of School/Department to all affected students before the deadline;
 - 4.2 be informed of specific quantitative (marks and grades) and qualitative (content and skills) feedback arrangements for all assignments and coursework prior to the submission deadlines;
 - 4.3 be aware of who will issue feedback to them and how this will be communicated to them. This should normally be stated in the Student Handbook and at the time the assignment is set. The nature of feedback will vary between modules, but students should be aware of the mechanisms in place, which provide them with information to aid their improved academic performance.
 - 4.4 Under 4.1, instances of non-compliance with the 15 working day deadline for the provision of feedback on assessment should be referred to College Directors of Education for action, and reported to the Pro-Vice-Chancellor (Education).
 - 4.5 Requests for exemptions to the 15 working day deadline for the provision of feedback on assessment should be submitted, in a timely manner, to the College Director of Education for endorsement and then to the Pro-Vice-Chancellor (Education) for approval.