24. FEEDBACK TO STUDENTS

24.1 The University Board for Teaching and Learning has approved (January 2013, revised February 2016) a policy statement related to student feedback. The full policy, which is available in the University’s Guide to Policy and Procedures for Teaching and Learning (Section 6c), is available here: http://www.reading.ac.uk/web/FILES/qualitysupport/Policy_on_providing_feedback_to_students_on_their_performance.pdf

24.2 Across all undergraduate and taught postgraduate programmes, the standard turnaround time for individual feedback and marks on coursework (formative and summative) and in-class tests (for summative assessment) is a maximum of fifteen working days from the deadline for submission/date of the in-class test. The policy applies equally to work from full-time and part-time students, and to full-time, part-time and sessional staff.

24.3 Characteristics of high quality feedback include being well considered, varied in nature, consistent in standard, integrated into the wider module, constructive, personal and user-friendly.

24.4 Some assessments may be exempt from the fifteen working day turnaround time feedback policy. The following assessments are exempt, subject to the proviso that work submitted in the Summer Term of the Final Part should be returned prior to graduation:

- Dissertations
- Final year projects (normally 40 credits in weight)

24.5 Schools must ensure that, if sought, feedback on performance in written examinations is available to students. The School is responsible for determining the nature and extent of feedback which is appropriate to the circumstances, subject to the proviso that students who are resitting a module are entitled to guidance on their performance in the written examination for the relevant module which identifies the strengths and weaknesses of their performance and indicates how they might improve their performance. In the case of students who are not resitting, more generic feedback, which does not address the individual case, may be appropriate.

24.6 A student does not have an entitlement to have access to his or her examination scripts. A module convenor or appropriate member of academic staff may permit a student sight of his or her script in order to discuss examination performance. It is not expected that students would routinely be permitted access to their scripts. The student is not permitted to remove the script from the School.