

ASSESSMENT FEEDBACK

When a piece of assessed work has been marked, it will be handed back to you with feedback provided in the following forms:

- On a completed, signed, Coursework Report Form
- Via annotations on the written manuscript itself.

Receiving feedback on written work

- Once you have learned your mark, set aside some separate time to go through the form and the manuscript annotations in detail.
- Note the areas of achievement and also the areas for improvement identified. Decide how you will modify your approach to written work in future based on this feedback.
- Keep coursework report forms and marked manuscripts in a safe place so that you can refer back to them in future.

In the second part of this document, the two forms of marking feedback are described in more detail, so that you know what to expect and what to look for.

MANUSCRIPT ANNOTATIONS

The following abbreviations will be used to indicate the nature of any errors or issues identified:

- G: Grammar, Sy: Syntax, R: Reference, B: Bibliography, Sp: Spelling, Pn: Punctuation, Pr: Presentation, Pa: Paragraph, Ex: Expression.

The manuscript may also be annotated with comments.

GUIDE TO THE COURSEWORK REPORT FORM

Top Section

Student Name					Final Mark	
Module No. & Title						
Term & Year					Marks deducted for lateness:	
Essay No.	1	2	3	4		

On the left are details identifying the piece of assessment: who wrote it, for what module, and so on.

On the right is the overall Final Mark awarded, *after* any deductions have been taken. The box below it indicates the lateness penalty, if any, which is included in the Final Mark. The lateness penalties are specified at the bottom of the form

Middle Section

The purpose of this section is to give you a clear, visual indication of the level and nature of your achievement.

It lists the key areas we assess in essay, dissertations and documentation.

- For each area, a line represents the continuum between excellence and extremely poor achievement levels.
- The marker will enter a capital X at an appropriate point along the line to indicate your level of achievement in each area.
- If one pair of terms doesn't apply to a particular piece of work, it will be left blank.

Cogently structured argument	_____	Minimal coherence of argument
Conclusions arrived at through evidence	_____	Argument not supported by evidence
Full engagement with question	_____	Question ignored
Lucid prose	_____	Incomprehensible
Well-researched	_____	No engagement with material
Highly original or imaginative	_____	Entirely derivative
Carefully chosen examples	_____	Irrelevant or minimal examples
Intelligent use of reading	_____	No reference to secondary sources
Correctly referenced	_____	No referencing
Well-presented bibliography	_____	No bibliography
Follows style sheet	_____	Ignores conventions of presentation
Faultless sentence construction	_____	Considerable problems with syntax
Spelled and punctuated correctly	_____	Many errors of spelling & punctuation

Note: This section is intended as a visual representation of the strengths and weaknesses of the work. It is not a literal computation of the mark, which has instead emerged from the marker's holistic academic judgement on the work as a whole, drawing on the grade descriptors published in the Student Handbook.

Comments Section

Here the marker will briefly identify how the grade has been arrived at in relation to the descriptors and then concentrate on the most interesting areas of feedback and critical discussion.

REMEMBER:

Always make time to go through your marking feedback in more detail

Use the marking feedback to improve future your written work

Keep marked written work in a safe place so you can refer back to it later