

Assessment Feedback Turnaround Policy

Assessment is a very important part of your learning. Feedback on that learning helps you understand what is expected of you, what you have achieved so far, and how you can improve your work in future.

The University therefore recognises how important it is that you receive this feedback as soon as possible, so that you can apply that learning to new projects and assignments.

To this end, the University aims to give all taught Further and Higher Education students written feedback on summative assessments within **three weeks** of the submission date. The maximum turnaround time for feedback is four weeks, except in the case of dissertations, where feedback will be returned within a maximum of **six weeks** to allow for the thorough application of the University's moderation processes.

You will be given a written assessment brief for all summative assessments (assessments which count towards the unit grade). This will include clear details of when and how you should submit work (or, in the case of performances, presentations etc., when and where to attend). The assessment brief will also include the date when you can expect to receive written feedback.

Feedback will be provided on the standard University Assessment Feedback Form, either through the University's Online Assessment Tool or as a paper or electronic document. It will include an indicative grade, but this grade will not be finalised until the Board of Examiners meets.

Other forms of feedback

Formative assessment (assessment which does not count towards the unit grade) is also a very important part of your learning. You can expect to receive formative feedback on your progress throughout the course, and you may also receive verbal feedback on summative assessments on the day of the assessment or soon after. This feedback is an essential part of your learning, but is not included in the University's Assessment Feedback Turnaround Policy – in other words, you will be provided with written feedback for all summative assessments, within the time parameters set out above, in addition to any verbal or informal feedback given.

Inclusions and exclusions

The policy applies to summative assessments for all Further Education, Undergraduate and Taught Postgraduate students in the University. The feedback turnaround target **excludes**:

- Formative assessments
- Verbal feedback (unless accompanied by written feedback)
- Units concluding at the end of the course (within eight weeks of the final board of examiners)
- Weekends; bank holidays; the week before and after Christmas Day and the week before and after Easter Day

Summary

Assessment type	Submission point	Feedback turnaround
Progression Units	All Units	3 week target; 4 weeks max.
Final Year Units	Submitted in weeks 1-22*	3 week target; 4 weeks max.
Dissertation	Submitted in weeks 1-22*	6 weeks max.
Dissertation	Submitted in weeks 23-30*	Excluded
Final Major Project	Submitted in weeks 23-30*	Excluded

**Based on a standard 30-week academic year. Courses of different lengths will adjust the week numbers as necessary. For example, on a 45-week academic year, assignments submitted in weeks 38-45 are excluded from the policy and on a 90-week academic year, assignments submitted in weeks 82-90 are excluded from the policy.*