



Using proformas for feedback

What is a feedback proforma?

A feedback proforma is a form that assessors complete about students' work and return to them as their feedback.

Potential advantages of feedback proformas

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Feedback proformas can help in the following situations:

- When feedback is given by different assessors for the same assessment (to ensure consistent quality)
- For early career assessors who aren't sure what makes for effective feedback (the form can direct their comments)

Assessment & feedback quick guides

3

Resources

Bloxham, Sue, and Liz Campbell. 2010. "Generating dialogue in assessment feedback: Exploring the use of interactive cover sheets." *Assessment & Evaluation in Higher Education* 35 (3): 291-300. doi:10.1080/02602931003650045

Christopher Wiley. 2011. "Workshop on Assessment Feedback: Centre for Music Studies" Available at: <https://blogs.city.ac.uk/educationalvignettes/2011/12/30/workshop-on-assessment-feedbackcentre-for-music-studies/>

Race, Phil. "Using feedback to help students learn." HEA, York (2001). Available at: http://www.saide.org.za/sites/default/files/course_design_Race%2034%20Using_feedback.pdf

What should I use alongside a proforma?

- Completed examples of feedback forms and harmonisation meetings on feedback to improve consistency.
- A feedback request form to allow students to self-assess their work and direct the feedback. These were trialled by Bloxham and Campbell (2010) with good results.

What should be on the feedback form?

1. Specific feedback on how the student could improve their work in future.
2. Specific feedback on what they have done well.
3. Performance against assessment criteria
4. An explanation of the mark.
5. How they can clarify the feedback or gain more.

What should be on a student feedback request form?

Space for students to:

- identify feedback they would like on their work – they are more likely to use such feedback.
- reflect on their work and identify for themselves how it could be improved – students need to learn how to self-assess their own work in order to improve.
- reflect on previous feedback and how they have used it in this piece of work – this helps staff and students to better understand what makes for useful feedback and how it can be used.

Example proforma

Please see next page.

Example feedback form

Name: _____

Module title: _____

Deadline: _____

Date of feedback: _____

Assessor: _____

Grade: _____

NB: Please note that all grades are provisional until confirmed by the Board of Examiners.

The best features of this work are:

This work indicates that you may not fully understand the following:

You can further develop your understanding by:

Steps you can take to improve future work are to:

You can gain further feedback/clarify anything you do not understand in this feedback via (e.g. office hours, model solutions, general feedback sheets):

Example student feedback request form

Responsibility for the provision of useful feedback is shared between you and your assessors. Please help to make the feedback you receive as useful as possible by completing the following form and attaching it to your submission:

Name: _____

Module title: _____

Deadline: _____

I would particularly like feedback on the following (e.g. how I have laid out the problems etc.):

I am aware that I have made the following mistakes and would/would not like feedback on remedying them (please delete appropriate):

NB: Students should make every effort to seek help when they are aware of mistakes in their work prior to submission. However, we are aware that this is not always possible.

I have previously received the following feedback:

I have used it in this piece of work as follows:

Signed: _____

Date: _____