FEEDBACK NORMS POLICY

1. Feedback on assessed work can take many forms. It can range from informal feedback, such as an office-hours discussion of a graded activity, through to formal written comments on a template grading sheet. Feedback at the University should be both stated clearly and related to clear criteria. It should be directly related to learning outcome expectations. It should be concise and focused, legible and clear.

Timeliness of Feedback

2. Timeliness of feedback on assessed work at Richmond is a key element of the student learning experience.

3. Effective feedback must allow sufficient time for students to reflect upon it, consider how to make use of it, and provide opportunities for discussion based upon it.

4. Although feedback expectations exceed grade entry, this is obviously an important indicator for students as to their performance/achievement.

5. Faculty are expected to complete their set-up of graded activities within the Virtual Learning Environment (VLE) prior to the start of the semester.

6. Any official activity grades must be entered into the VLE within the timeframes outlined below.

7. The normal maximum turnaround time for feedback on assessed work is ten working days (excepting final exams – see below). This expectation should be communicated to students in all classes.

8. The University has additional feedback requirement timings:
    a. Final exams are normally assessed in 4 working days;
    b. Students will normally be given an indication of their performance in the course by midpoint in the semester. This may take the form of a summative assessment point, but can in exceptional cases take the form of a formative assessment or notification to the student of substandard performance;
    c. Standard university mid-semester alerts may be sent out by the Academic Progress Committee to those students performing below C at midterm;
    d. Students will normally receive an official grade on at least one assessed piece of work prior to the withdrawal deadline i.e. two weeks prior to final exams in semesters, and one week prior to the end of the summer sessions. Standard exceptions to this requirement are the senior seminar and senior project courses, where extensive formative assessment takes place throughout the course.

9. Final exams/assessments feedback will be shared upon request (non-attendance resulting in such a grade will not require feedback).

VERSION MANAGEMENT

Responsible Department: Office of the Provost			
Approving body: Academic Board			
Version no.	**Key Changes**	**Date of approval**	**Date of effect**
001		24 July 2018	28 August 2018
002	Replaced references to PowerCampus with Virtual Learning Environment (VLE).	August 2020	
	Restricted access? *Tick as appropriate* ☐ **Yes** ☒ **No**		