

May 2022

What ZKHUH WKH\ FDQ DQG VKRXOG LPSURYH

LW PD\ EH QLFH WKDW D VWXGHQW LV DR³K DSUG ZRGH HWKH WLPXGH QW\ ZQ
LQIRUPDWLRQ +RZHYHU GHVFDUEW QD KIBWGLQW XGKHQW SDXV LHV ZRX
PHDQLQJIXO IHGEDFN

What are the features of quality written feedback?

+LJK TXDOLW\ ZUGWFDHGHVHMKEDFNLDWLYH VWUHQJWKV DQG ZHDNQHVV
FRQFUHWH H[DPSOHV RI HDFK DV DSSURSULDWH ,W H[SODLQV ORZ RU
WKR VH PDUNV VR WKH VWXGHQWV SOGHUUVWDQGV KRZ WKH\ QHHG W

4XDOLW\ IHGEDFN LV EDVHG RQ REVHUYDEOH EH
7KH IRFXV VKRXOG EH RQ ZKDW WKH VWXGHQW G
OLN HJJHVWLRQV IRU LPSURYHPPHQW VKRXOG EH S
DFWLRQDEOH PDSHFLULW KDW SIRW DVEOH %H VXUH
GHVFULSWRUV VXFK DV 'SOHDVDQW' RU 'UXGH '
VR WKH UHGHU FDQ XQGHUVDQGV WKH FLUXPV
RFFXUUHG DQG KRZ LW DIIHFWHG WKR VH DURXQG

)RUPDOOZ UHGHVDFN VKRXOG IROORZ D FRQYHUVDWLRQ EHWZHHQ WKH H
VXUSULVH WR WKH OHDUQHU ZKHQ WKH\ UHFHLYH LWUHVSRQGHUW
FRQVWUXFWLYH IHGEDFN DQG RU DQ\ UHPHGLDWLRQ HI

/DVWO\ ZULWWHQ IHGEDFN VKRXOG EH ZULWWHQ LQ D VXSSRUWLYH E
FRQLQXHG JURZWK DQG SURIHVVLRQDO GHYHORSPHQW

How can I write effective feedback?

%HJLQ WKH SURFHVV ERFN ELWGHQWLI\LQJ WKHLU UHODWLYH VWUHQJWK
WKURXJK DQ LQLWLDO UHYLHZ RI WKH VWXGHQW V SHUIRUPDQFH UDWL

1H[W ZULWH RXW GHWDLOHG FRPPHQWV DERXW WKHLU
VWUHQJWKV DQG ZHDNQHVHV 3URYLGH HYLGHQFH WR
VXSSRUW \RXU UDWLQJV \$JDLQ IRFXV RQ REVHUYDEOH
EHKDYZKDW WKH VWXGHQW GLG RU GLG QRW GR GXULQJ
WKHLU WLPH ZLWK \RX

&KHFN WR HQVXUH WKDW \RXU QXPULFDO UDWLQJV RI WKHLU
SHUIRUPDQFH DUNRQDUVWVWLYE LMKIHGEDFN DQG WKDW \RXU IHGEDF
UDWLQJV WR SURYLGH FRQWH[W WR WKHP ,I QHHG EH DGMXVW \RXU G
H[DPSOHV RI WKHLU SHUIRUPDQFH

:ULWWHQ IHGEDFN DQXHQGHQRXJK WR ZLWKVDQGV LQGHSHQQHQW UH
D FOHDU FRQVLVWHQW SLFWXUH RI WKH VWXGHQW V SHUIRUPDQFH \$O
XQGHUVDQGLQJ RI ZKDW WKHLU VWXGHQW GLGHQWGLGRWR GR GX

,I \RX KDYH DQ\ TXHVWLRQV DERXW LPSURLQJ \RXU ZULWWHQ IHGEDF
[HGXFDWLRQ DOBLPSURYHPPHQW#PFZ HGX](#)