

Course Assessment and Feedback Plan (AFP) – exemplar

Feedback rationale for the course (Level 5)

The feedback in Level 5 is offered using a range of types (e.g. for groups or individuals, tutor or peer) and formats (e.g. online, face to face, oral and written). This variety ensures that feedback is given in the most appropriate way for the assessment type and stage of learning. Although feedback may seem to be linked only to the assessment for a specific module, in fact it should inform your learning and assessment for other modules, too.

Impromptu feedback such as comments made on group performance in a class, is not included in this plan. This is because it is a routine part of learning and teaching and so is likely to occur in any week. This plan shows scheduled feedback points or periods, where comments will be directed to a specific task.

L 5		Term 1											Term 2											Term 3										
Week		1	2	3	4	5	6	7	8	9	10		1	2	3	4	5	6	7	8	9	10		1	2	3	4	5	6	7	8	9	10	
M201	A1				D	F	F						D	F			F																	
	A2																												D				F	
M202	A1							F					D	F	F											D				F				

F Scheduled feedback opportunity

D Deadline for submission or event (e.g. examination or presentation)

Modules	Assessment 1	Assessment 2
M201	<p>A1. 2,000-word essay, 40% of module grade.</p> <ul style="list-style-type: none"> • Submit plan for essay by [date] • Formative feedback on plan: During weeks 5 & 6 of Term 1, you should sign up for a meeting with your tutor to collect your plan and discuss the feedback on it. This will help you focus on ways to improve your essay and will give you an opportunity to ask questions in a 1-1 setting. • Deadline for submission of essay [date] • Group feedback, provided orally in class [date]. This will help you to see how your work has met the assessment criteria, while the task is still fresh in your mind. Only group comments will be made at this point and the tutor will focus on the most common issues. There will be the opportunity to reflect on the task as a group. • Individual written feedback with grade provided, along with your essay, by [date]. This will allow you to reflect on your work and plan for your next assessment. It will also provide a record for your learning portfolio, so that you can review your progress at the end of the year. 	<p>A2. Examination, 2 hours, choice of 2 questions of 4, 60% of module grade.</p> <ul style="list-style-type: none"> • Examination [date] • Feedback on exam: (1) group written feedback, posted in NOW by [date]. This will help you to see how your work has met the assessment criteria, while the exam is still fresh in your mind. Only group comments will be made at this point and the tutor will focus on the most common issues. • Generic written feedback linked to assessment bands, with grade, sent by email [date]. This will allow you to reflect on your work and see where it fits within the grade bandings. • Feedback on exam: (2) optional individual tutorial for oral feedback, on a sign-up basis. This will be essential if you need to re-sit the exam.
M202	<p>A1. Project, including individual oral presentation to peers (20% of module grade) and 3,500-word report (80% of module grade).</p> <ul style="list-style-type: none"> • Submit plan for project via NOW Dropbox, by [date]. • Individual formative feedback on plan, returned to you via the NOW Dropbox, by [date]. This will help you focus on ways to develop your project and will give you an opportunity to ask follow-up questions. • Oral presentation to group [dates] • Formative feedback on presentation, given immediately following presentation by peers with short summary provided by tutor. This will help you to gauge how your project is developing and offer you different perspectives on your topic. You will also learn by commenting on others' presentations. There will be the opportunity to reflect on the projects as a group. A grade will be emailed to you following the presentation [date] • Deadline for submission of report [date] Individual written feedback with grade provided by [date]. This will allow you to reflect on your work and plan for your next assessment, in particular the dissertation in Level 6. It will also provide a record for your learning portfolio, so that you can review your progress over the year. 	

Policy owner
CADQ

Change history			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2016	30.09.16	01.10.16	None
Sept 2017	12.09.17	01.10.17	None
Sept 2018	12.09.18	01.10.18	None
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Sept 2020	16.09.20	01.10.20	None
Sept 2021	07.09.21	01.10.21	None

Equality Analysis		
<i>Version:</i>	<i>EA date:</i>	<i>Completed by:</i>
Sept 2016	N/A	