

Exam Feedback Policy

Category/Sub Category	Student Affairs and Service Quality/Learning and Teaching
Policy Number:	LAW 2.02
Name of Policy:	Exam Feedback Policy
Applicability:	All students enrolled in Faculty of Law subjects
Contact Position:	Student Affairs and Service Quality Manager
Policy Status:	Issue 1
Date of approval:	January 2014
Date last amended:	19 September 2019
Date of next review:	19 September 2021
Related policies:	

1. Preliminary

- 1.1. The process for seeking personalised feedback on exam performance is separate from the process for seeking Review of Grade.
- 1.2. Applications for Review of Grade (a formal review of the final subject examination) must be submitted to the Student Business Centre by the Wednesday of Week 1 of the succeeding semester.
- 1.3. Whether or not students submit an application for Review of Grade, they may wish to seek personalised feedback on their exam performance.
- 1.4. Responsibility for providing exam feedback rests with the Subject Coordinator, with input from tutors in the subject where relevant.

2. The Policy

- 2.1. Requests for personalised feedback on exam performance must be emailed to the Subject Coordinator before 5pm on the Friday of Week 3 of the succeeding semester.
- 2.2. By the end of Week 6 of the succeeding semester, the Subject Coordinator will either: (1) arrange and hold a meeting with the student to provide oral feedback on the student's exam performance; or (2) email the student to provide written feedback on the student's exam performance.

2.3. Feedback on exam performance, whether oral or written, will provide a breakdown of marks achieved in the exam, and indicate what the student did well, where the student went wrong, and/or how they could have improved their answers.

2.4. The Subject Coordinator is under no obligation to provide exam feedback where a request is submitted after the Week 3 deadline.

3. Related Policies/Procedures

N/A

4. Related Guidelines and Forms

N/A

Reviews due or complete	JULY 2016 ✓	March 2019 ✓	19/9/2021	
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