



## ASSESSMENT FEEDBACK PROTOCOL

Contact Officer	Student Affairs and Service Quality Manager / Learning and Teaching Manager
Date First Approved	January 2014
Approval Authority	Law Executive
Date of Next Review	24 January 2025

### 1. PRELIMINARY

- 1.1. Students may seek feedback on interim and final assessments in all subjects.
- 1.2. Responsibility for providing interim and final assessment feedback rests with the Subject Coordinator, although input or feedback from any tutors in the subject may be obtained.
- 1.3. Subject Coordinators may provide feedback orally or in writing.

### 2. THE PROTOCOL

#### Interim Assessment Feedback

- 2.1. 'Interim assessment' means the assessment task or tasks in a particular subject undertaken prior to the end of the semester.
- 2.2. Examples of interim assessment include quizzes, skills exercises, midterm tests, and tutorial participation.
- 2.3. Feedback on interim assessment should be provided to all students who complete the assessment task.
- 2.4. Feedback on interim assessment may take the form of either individualised or group/class feedback.
- 2.5. Feedback should identify the extent to which the student has completed the assessment task satisfactorily and the ways in which the student can improve their performance.
- 2.6. Feedback and marks on interim assessments should be provided to students by the earliest of (1) two weeks after the submission date and (2) before the final assessment is due/held.
- 2.7. How feedback is delivered and how much feedback is provided is at the discretion of the Subject Coordinator.

#### Final Assessment Feedback

- 2.8. 'Final assessment' means the assessment task or tasks in a particular subject undertaken at the end of the semester.
- 2.9. Feedback on final assessment should be provided upon request by the student.
- 2.10. Feedback on final assessment should as far as possible be individualised feedback.
- 2.11. Requests for feedback on final assessment must be emailed to the Subject Coordinator before 5pm on the Friday of Week 3 of the following semester. The Subject Coordinator is under no obligation to provide final assessment feedback where a request is submitted after the Week 3 deadline.

- 2.12. By the end of Week 6 of that semester, the Subject Coordinator should either (1) arrange and hold a meeting with the student to provide oral feedback on the student’s final assessment performance; or (2) email the student to provide written feedback on the student’s final assessment performance.
  
- 2.13. Feedback on final assessment performance, whether oral or written, should provide a justification for the marks awarded in the final assessment, and indicate what the student did well, where the student went wrong, and how they could have improved their performance.
  
- 2.14. The process for seeking feedback on final assessment performance is separate from the process for seeking a Review of Grade.
  - 2.14.1. Applications for Review of Grade (a formal review of the mark awarded for an assessment task) must be submitted to the Student Business Centre by the Wednesday of Week 1 of the following semester.
  
  - 2.14.2. A student does not need to submit an application for Review of Grade to be entitled to feedback on their final assessment performance.

**3. RELATED POLICIES AND PROTOCOLS**

Assessment Policy TL 3.5.1

LAW 2.031 Reviews of Examinations and Interim Assessment Protocol

LAW 2.16 Assessment of Class Participation Protocol

**4. RELATED GUIDELINES AND FORMS**

N/A

**5. MODIFICATION HISTORY**

Date	Sections	Source	Details
January 2014	All		Date of Approval
24 January 2023	All		Date of last amendment; policy to protocol, broadened to include interim assessment feedback
24 January 2025			Date of next review