



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