

# ASSESSMENT FEEDBACK POLICY

To be read in conjunction with *Assessment - Providing Feedback and Marking* <https://www.soas.ac.uk/add/academicteachingdev/file89555.pdf>



This policy covers the School's approach to providing feedback to students on assessed work. It applies to all undergraduate and postgraduate taught courses delivered by SOAS. It does not apply to postgraduate research students for whom different mechanisms are available for providing feedback. However, the policy does apply to postgraduate research students who may be taking taught courses as part of their programme of study.

Opportunities for one to one feedback allow students to discuss their feedback with their tutor to clarify where they could have improved their work to achieve a higher mark. However, marks are a matter of academic judgement and are not open to challenge through the School's appeals process.

## **MARKING CRITERIA**

Undergraduate and Postgraduate Marking Criteria can be found along with Language Acquisition marking criteria on the website here: <http://www.soas.ac.uk/my-studies/>

## **COURSEWORK FEEDBACK**

1. Feedback on coursework must be returned to students within **three calendar weeks** from the submission date. Where staff are unable to meet this deadline due to unforeseen reasons such as staff illness, then the students must be notified of the revised deadline and the reason for the delay.
2. All dates for both the submission and return of coursework feedback must be published to students and staff in the course outline and on the course BLE page at the start of the course. The Faculty Office must be notified of these dates.
3. Students should be made aware of the Marking criteria that are being used to assess work by drawing students' attention to the School's agreed marking criteria. The criteria are available on the web and links are provided at the end of this document. The criteria cover:
  - Undergraduate Coursework
  - Undergraduate Examinations
  - Postgraduate Coursework
  - Postgraduate Examinations
  - Language acquisition courses (undergraduate and postgraduate)
4. Methods of providing feedback to students will vary between programmes, disciplines and the level of study. However, all students should receive individual feedback on coursework as a minimum.
5. Students must have the opportunity of meeting with their course tutor to discuss their feedback on a one to one basis if they choose.

## **EXAMINATION FEEDBACK**

1. Students should note that the Data Protection Act does not provide a right of access to examination scripts, and it is not SOAS's policy to release examination scripts to students. However, examiners' comments (internal and external) are not governed by this exemption and students have the right to see these comments if they wish.
2. Students can request informal feedback on their examination performance and such requests can be submitted through the appropriate Faculty Office. Students should allow at least one week after making their request as the script has to be identified as scripts do not contain student names.
3. Students may receive feedback on their scripts in a one to one session with the course tutor to go through the feedback on their examination scripts. However, students will not be permitted to take the examination script away with them.
4. Students also have the right to apply to see the examiner's comments on their examination paper by making a subject access request as outlined at the following link: <https://www.soas.ac.uk/infocomp/dpa/student/>. However, students are advised to follow the procedure outlined in (2) above prior to doing this.
5. In addition to providing one to one feedback if requested, course tutors may also use other means of disseminating generic feedback on examination performance such as collective feedback sessions or reports on the examination available on the BLE.
6. Visiting Examiners reports, another important source of feedback, are published on the BLE for students to access.

## **Document Version**

<b><i>Version</i></b>	<b><i>Author</i></b>	<b><i>Changes</i></b>	<b><i>Date</i></b>
1.0	John Peck, Head of Registry and Quality, Jenni Rhodes, Quality Assurance Manager	Current practice and policy drawn together into one document. Examination feedback reflects what students can request under FOI <a href="https://www.soas.ac.uk/infocomp/dpa/student/">https://www.soas.ac.uk/infocomp/dpa/student/</a>	26 January 2015