**APPENDIX 1**

**STUDENT ASSESSMENT - ASSIGNMENT FEEDBACK TEMPLATE CONTENTS GUIDANCE**

Please Note: this guidance is provided in addition to the minimum requirements set out in Section 5.4 and is intended to be used selectively in the context of different assignment feedback requirements.

|  |  |
| --- | --- |
| **Element** | **Notes** |
|  | |
| **Assignment Feedback** | Heading |
| Faculty | Heading |
| Student surname/forename/Student ID No |  |
| Department/Programme(s)/Level/Year |  |
| Unit details/name |  |
| Unit Leader/Tutor |  |
| First marker/Assignment marker(s) | Marking Team in some assessment situations |
| Mark awarded/Agreed mark (subject to approval by the Assessment Boards) |  |
| Date Marked/Mark awarded |  |
| Late submission details |  |
| Capped mark |  |
| Inclusion in sample for Independent Marking | (tick box) |
| See Tutor to discuss | (tick box) |
| Dyslexia marking guidelines followed | (tick box) |
|  |  |
|  | |
| **Assignment Title** |  |
| Details of the assignment feedback to include (below): |  |
| Overall comments on the piece of work |  |
| Specific aspects which were developed well | Good points/+ comments |
| Specific elements which could be developed further for future assignments | Including specific examples of where the work could be improved, or what to better next time |
| Comments in relation to each of the specific assignment criteria/tasks, justifying the mark awarded where appropriate | With reference to the criteria/tasks as specified in the Assignment Brief |
|  |  |
| Referral to additional/further support | Via e.g. Library and Learning Support, myBU/Brightspace, other Support Staff etc |
| **Notices etc:** |  |
| e.g. Refer to BU Student Regulations/Welcome Guide  e.g. Refer to BU Guide to Citation in the Harvard Style/Citing References: Law |  |
|  |  |

Notes:

Important to avoid abbreviations

Important to enable template/proforma compatibility with Mail Merge.