

SOP: Feedback on Summative Assessment

This SOP aims to promote the provision of feedback to students in IEHMS which is in line with best educational practice whilst ensuring a fair distribution of resource for feedback across the whole student body.

Whole class feedback:

- For each examination, the exam coordinator should produce a short report on the general areas where the cohort of students overall performed well and where they performed poorly. This should be distributed to all students who sat that exam.
- Individual feedback should be produced and normally be distributed to the students within 3 working weeks of the examiners meeting or at least 1 week before any resit examination, whichever is sooner.

MBChB:

A Microsoft Excel Spreadsheet/s (.xlsx file type) of the exam results should be supplied for processing by the LT team of the approved, post-exam board results.

Data required:

- Course code and name
- Exam type and date
- Primary contact for feedback
- Student's first, middle, and last names
- Matriculation number and/or unique identifier
- Common Grading Scale (CGS) mark
- Pass mark(s)
- Mark to be communicated to the student - mark out of X or percentage
- Breakdown of systems/topics with mark out of X and/or percentage

OSCEs: please include copy of ratified examiner comments. These should be spell checked and any inappropriate comments removed. NB: Learning Technologies do not review the content of the examiner comments.

Additionally include a copy of the written generic feedback for the students' feedback on MyMBChB. A Microsoft Word Document (.docx file type) should therefore be provided to Learning Technologies as part of the request.

Please try not to include more data than is needed to process the exam feedback or data for any student who does not require feedback as this may cause delay.

Individual student feedback:

- Only students who fail an exam should be given additional feedback. The student must request this within 4 calendar weeks of the examiners meeting. Requests out with this time will not normally be granted.
- If a meeting is arranged to discuss the student's paper, the relevant exam coordinator is advised look through the student's paper and any written comments from examiners (where applicable), to produce a short summary for the student which gives broad guidance for further study/practice. They can then use this to guide a face-to-face discussion with the student. Where geography or logistics necessitate, the discussion can be via telephone or Teams
- Exam coordinators should avoid discussing individual question marks and should not allow students to challenge academic decisions.
- Students should be encouraged to identify SMART objectives.
- A separate discussion with the student to discuss their situation and explore reasons for failure can be arranged, or both things can be discussed within one meeting at the discretion of the exam coordinator.
- Exam coordinators are advised to put a time limit of 30 minutes on meetings to provide feedback.