Feedback Pro-forma

This pro-forma is just an example. You can design your own which better suits your needs. It is useful to complete this pro-forma (or similar) after each summative assignment as an ongoing record of how your work is developing.

|  |  |
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| Assignment Title: |  |
| Date / Module |  |  |
|  | Most significant feedback comments | What these really mean (based on your own reflection or after discussion with your tutor) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
|  | Things I did which attracted **positive** feedback | Things I did which attracted **critical** feedback |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
|  | **Action Plan** (what I need to do to address the critical feedback) |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

Based on ‘Feedback Action Plan’ designed by Phil Race in: Race, P. (2007) *How to Get a Good Degree* (2nd edn.). Berkshire: McGraw-Hill Education, pp. 102-103.