



Department protocol on feedback for semester-end examinations

Introduction

This document provides guidance on how to provide feedback for semester-end examinations in the BSc. (Hons) Speech and Hearing Sciences and Occupational Therapy programs. Guidelines here supplements program bylaws and university regulations.

Purpose

The primary objective is to ensure transparency, support student learning, and facilitate continuous academic improvement. Students are expected to use feedback sessions to reflect on their performance, address any gaps in understanding, and enhance future learning outcomes and professional practice.

Scope

This policy applies to all undergraduate courses conducted within the department and governs how feedback for end-semester examinations will be provided to students.

Guideline

1. Responsibility

- All feedback sessions should be chaired by a senior lecturer who is the module chair or is a module teacher.

2. Assessment type

- Feedback is primarily meant for written (SAQ/SEQ) assessments and will not be provided for multiple choice papers
- The decision of giving feedback for OSCE type examinations at the discretion of the module chair/ HOD

3. Timeline for feedback

- Feedback sessions should be held within four to eight weeks after the completion of the appeals process for the given examination.
- Feedback sessions for all modules should happen on the same day or across two consecutive days, with students notified in advance, in order to promote efficient resource management and helps maintain the confidentiality of the process.

4. Modes of Feedback

- The department encourages **class-wide feedback** where general trends, common errors, and exemplary responses will be discussed in a group session to benefit all students.
- If a student wishes to receive individual feedback, they must obtain written permission from the Dean, Faculty of Medicine.
- Staff are advised to refrain from providing any written feedback for summative assessments¹.

5. Confidentiality and Professionalism

- Feedback sessions should happen under staff supervision and using only department-owned device.
- All feedback sessions must be conducted in person (not virtually).
- Students are not allowed to use digital devices (e.g. cameras, laptops, mobile phones or other hand-held devices) during feedback sessions.
- Feedback will be provided respectfully and confidentially to ensure the integrity of the student-teacher relationship.
- Students must approach feedback sessions professionally and should refrain from any form of disruptive or unethical behavior.

6. Clarifications and Grade Appeals

- Feedback sessions can be used to explain grading and marking rubric but will not entertain requests related to the re-evaluation of answer scripts. Students should be familiar with the faculty policy on examination appeals as detailed in the student handbook.

7. Record-Keeping

- Academics should maintain records of feedback provided, including any written notes or summaries from feedback sessions, for future reference or dispute resolution.
- Students are encouraged to take notes during feedback sessions for future reference. However, writing of notes should not be used to copy questions/answers or to reproduce shared material and will be overseen by supervising staff members.

Additional Resources:

For further clarification or assistance, students may consult the module chair or refer to the course syllabus, student handbook for student bylaws and faculty rules, or the university handbook for student rules and regulations.

¹ Can be reviewed and revised at a later time.