

## **Using Feedback - Reflection and Action Planning**

### **1. Collation of Feedback**

Feedback on a piece of work is one of the most valuable pieces of information you will receive as a student. The key is to take time to understand how the mark you received was arrived at, to identify what you did well, and critically what you could have done better.

Taking the time to reflect on this information, particularly with the guidance of your Academic Advisor can improve your understanding of academic requirements and crucially your future grades.

This form is designed to help you collate your feedback into a format that you can use to reflect on your performance ideally with the support of your Academic Advisor.

Complete:

- The **template** on **page 2** with details of your semester marks
- The **summary of your feedback** with consideration to your attendance on **page 4**

Student Name		Course	
Academic Advisor Name		Level	

Module Name	
Assessment type	
Mark received	

Summary of comments that relate to what you <b>did well in the assessment</b>	
Summary of contents that relate to what you <b>could have improved</b>	

What was your attendance like on this module? <b>Please circle</b>	Good	Average	Poor
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**NB:** print off as many of these as you require for each feedback submission

**Now you have collated your feedback you need to use it.**  
That means really considering what the feedback is telling you!

**Are there any patterns in the feedback?**

For example are you consistently struggling with academic writing style, referencing or technical aspects of the course?

**What are your strengths?**

**What have you been praised for in your feedback?**

This helps you identify what do you need to keep doing, or do more consistently in assessments to improve your grades.

## Summary of Feedback

Based on your feedback, please summarise the following:

What areas do you need to improve?	
What do you do well?	

Considering your <b>attendance</b> in modules, do you think this has contributed to your attainment? <b>Please circle</b>	Yes	No	Maybe
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Please explain your thoughts in relation to attendance impacting your grades, and what you might need to do differently: