IBRI COLLEGE OF TECHNOLOGY

FEEDBACK TO STUDENTS POLICY

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Approval Authorities	CC	Reviewing Authorities	CC, PMSC and QAD
Contact	Head of QAD		
To be implemented by	IbriCT Staff		

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*Implementers and users of this policy/document are kindly requested to send comments and suggested revisions to the assigned contact person as part of the policy review process.

Version Control Table

A. Document development details and summary of revisions

Version	Author	Date (dd/mm/yyyy)	Summary of revisions	Contributed by
1.0	PMC through ad hoc committee, lbriCT	1/04/2018	First draft written based on the ISAA manual.	PMC through ad hoc committee
1.1	QAD, IbriCT	13/05/2019	Changes made by the ad-hoc committee members.	PMSC
2.0	QAD, IbriCT	03/06/2019	Final draft approved by the CC.	CC

B. Plagiarism verification

Version	Team/Committee /Person	Date (dd/mm/yyyy)	%of plagiarism	Signature
1.0	QAU	9/04/18	0%	P. Hurst
2.0	QAD			

C. Document proofread by

Version	Team/Committee /Person	Date (dd/mm/yyyy)	Language quality (Excellent, Good, Fair)	Signature
1.0	Peter Hurst	8/04/18	Good	P. Hurst
2.0	Proofreading Team	15/05/2019		

Policy Title	Feedback to Students Policy
Policy No.	07
Policy Outline	This policy aims to evaluate students' academic performance or learning progress through constructive feedback.
Status	Active

1. **Policy Title**
   Feedback to Students Policy

2. **Definitions and Abbreviations**
   Assessment-Assessment refers to various methods of evaluating students' academic performance or learning progress. The assessment includes quizzes, midterm examinations, project reviews, assignment evaluation, class tests, practical examinations, case studies, presentations, etc.
   Viva Voce - An oral examination

3. **Policy Statement**
   IbriCT believes that constructive feedback helps students to improve their academic performance. In addition, the college is committed to ensuring the transparency of the assessment methods through a clear feedback procedure.

4. **Purpose/Reasons**
   The main objective of this policy is to ensure that all students receive feedback on their assessment in a timely and constructive manner.

5. **Scope**
   All teaching staff should follow this policy. All active students that have taken any form of assessment should be given feedback.

6. **Procedures**
   After each assessment, lecturers should do the following:
   a. Complete the marking of papers within three working days.
   b. Based on students' performance, identify the common mistakes made by students, misunderstanding of concepts, students' strengths and weaknesses, and any other comments that the lecturer wants to give. List all these issues in a document clearly and upload it to the college's E-learning platform along with the answer key for the assessment.
   c. Distribute the papers to students within one week of the marking and discuss the

following with the whole class (at the latest, one day before the final day of course withdrawal):

- Mistakes made by him/her.
- Misunderstanding of concepts.
- Strengths and weaknesses.
- Problems faced by student in the examination or in understanding of the questions.
- Methods to collect his/her mistakes or to improve.
- Any other issues.
- Give statistics on the results such as the number of students who obtained a grade A or B, and so on.

d. Allow students to come to his/her office to discuss any issues about the specific assessment.

e. For the group assessments, such as projects, presentations, group assignments etc., the feedback shall be given to the groups instead of the individual student. This should also be done within one week of the marking.

These procedures should be followed for all assessments including quizzes, midterm examinations, class tests, class activities, lab activities, assignments, presentations and viva-voce.

These procedures should not be followed for the final examination.

7. Responsibilities

Lecturers:
- To implement this policy.

The heads of academic departments/centres:
- To monitor the implementation of this policy and report accordingly to the ADAA.

8. Supporting Documents
Bylaws
Student Handbook

9. Related Policies
Examination Policy
Moderation Policy