

**HEYTHROP COLLEGE, UNIVERSITY OF LONDON  
LEARNING AND TEACHING COMMITTEE**

**Feedback Policy, 2011-12**

**Status:** Approved by Academic Board: 5<sup>th</sup> October, 2011.

Following feedback from students and after consultation with staff and students, the College is refining its feedback policy to be more specific about what students can expect to receive and when.

The College has agreed an amendment to the current feedback policy as follows:

There are several forms of feedback on coursework provided by tutors including written comments on essays, tutorial discussions, and generic feedback in class. The minimum feedback is the mark, and this will be provided through the Helios/Turn-it-in system by the marker normally within three term-weeks of timely submission, and in a maximum of four term-weeks. In the case of a fourth week being necessary, the marker will explain the reason to students. Students will have the opportunity to comment on timeliness of feedback as part of module evaluation, and the return of marks will be monitored centrally. This policy does not apply to students who fail to submit on time without mitigating circumstances.