| **Feedback record and reflection**  *Feedback is golden!*  *Make the effort to reflect on it, to use your assignment as a springboard.* | |
| --- | --- |
| Date | Module no. |
| Mark | Task/title |
| Was there a gap between the marker's view and yours? If so, what are your thoughts about it? | |
| *Your mission is to bridge the gap in awareness between yours and theirs.* | |
| How does the feedback leave you feeling? | |
| *Accept these feelings, and now try to put them to one side and think strategically about using the clues you've been given to do (even) better next time.* | |
| **Main positive comments:** | |
|  | |
| What did you do that led to these positive outcomes? | |
| *Make sure you build this into your process so you can repeat this success next time.* | |
|  | |
| **Critical comments (choose the main three):** | |
| **Comment 1:** | |
| *Look at examples in your work.* | |
| What does the feedback mean? (Try saying it in your own words.) | |
|  | |
| Which marking criterion/criteria did it impact? | |
|  | |
| What would it look like if I responded to this feedback? | |
|  | |
| What might be the reason(s) why I didn't do this? | |
|  | |
| What do I need to do differently next time? | |
|  | |

| **Comment 2:** | |
| --- | --- |
| *Look at examples in your work.* | |
| What does the feedback mean? (Try saying it in your own words.) | |
|  | |
| Which marking criterion/criteria did it impact? | |
|  | |
| What would it look like if I responded to this feedback? | |
|  | |
| What might be the reason(s) why I didn't do this? | |
|  | |
| What do I need to do differently next time? | |
|  | |

| **Comment 3 (copy this box if you want to reflect on more comments):** | |
| --- | --- |
| *Look at examples in your work.* | |
| What does the feedback mean? (Try saying it in your own words.) | |
|  | |
| Which marking criterion/criteria did it impact? | |
|  | |
| What would it look like if I responded to this feedback? | |
|  | |
| What might be the reason(s) why I didn't do this? | |
|  | |
| What do I need to do differently next time? | |
|  | |

| **ACTION PLAN** | |
| --- | --- |
| The orange boxes contain your action points, but don't try to do everything at once! Use this box to set your priorities: think about which of these mistakes has lost you the most marks or causes you the most stress and focus on that first. | |
| 1  2  3  4  Now add **all** the action points to your proofreading/editing checklist. | |

Centre for Academic Development, 2023