

## Feedback Pro Formas

Feedback pro formas are standardised forms used to deliver feedback. They are particularly useful for increasing the consistency of feedback between multiple markers.

### What should feedback pro formas contain?

- Pro formas should map students' performance against assessment criteria.
- They should contain sections (1) to explain students' marks, (2) to indicate what students did well and should repeat in future similar work, (3) to suggest what students should focus on to improve in future similar assessments.
- A novel approach is to include space on the form for students to engage in self-assessment (see example pro forma 2). Students fill this in when they submit their work, thereby encouraging them to reflect on how they would assess their own performance.
- One can also allow students to indicate what aspect of their work they would particularly like feedback on (see example pro forma 2).
- Pro formas can be presented as word-processed documents or provided via virtual learning environments such as Moodle. Several Goldsmiths' departments have developed online marking pro formas. If your department would like advice in devising a pro forma, please contact your E-learning Advisor or [talic@gold.ac.uk](mailto:talic@gold.ac.uk).

## Feedback Pro Formas

### Example Pro Forma 1

**ASSIGNMENT ATTACHMENTS: AN EXAMPLE<sup>10</sup>**

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**Energy and Life Systems**

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Student's name: \_\_\_\_\_ Assignment grade: \_\_\_\_\_

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Itemised Rating Scale  
(ticked when applicable)

<b>STRUCTURE</b>				
Essay relevant to topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Essay has little relevance
Topic covered in depth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Superficial treatment of topic
<b>ARGUMENT</b>				
Accurate presentation of evidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Much evidence inaccurate or questionable
Logically developed argument	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Essay rambles and lacks continuity
Original and creative thought	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Little evidence of originality
<b>STYLE</b>				
Fluent piece of writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clumsily written
Succinct writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unnecessarily repetitive
<b>PRESENTATION</b>				
Legible and well set out work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Untidy and difficult to read
Reasonable length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Over/under length
<b>SOURCES</b>				
Adequate acknowledgement of sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inadequate acknowledgement of sources
Correct citation of references	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorrect referencing
<b>MECHANICS</b>				
Grammatical sentences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Several ungrammatical sentences
Correct spelling throughout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Much incorrect spelling
Effective use of figures and tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Figures and tables add little to argument
Correct use of units and quantities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Some units incorrect

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Explanation and Comments

Tutor: \_\_\_\_\_

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*Figure 9*

Taken from Housell (2017). Marking and commenting on essays. In *Tutoring and demonstrating: A handbook*. University of Edinburgh.

## Feedback Pro Formas

Example 1 would be better if it divided the Explanation and Comments section into sections for main strengths and areas for development (see Example 2).

## Example Pro Forma 2

**Essay writing assessment pro forma**

Title:

Name:

**Instructions:** You and your tutor fill in the top half of this form. In the self-assessment column, give marks out of four for how well you think you performed on each of the grading criteria for this assessment (with 1 indicating a low score and 4 high). Just your tutor fills in the bottom two sections.<sup>1</sup>

Criteria	Self-assessment (score 1-4)	Teacher assessment (score 1-4)
Did you relate each of your arguments to the question?		
Did you provide enough evidence to support your arguments?		
Did you give arguments for and against and evaluate them?		
Did you draw a justified conclusion?		
Did you include relevant literature and site it correctly?		

What areas would you particularly like feedback on from your tutor?

The main strengths of your essay were:

The main areas for development include:

Based on [http://www.teacherstoolbox.co.uk/T\\_Feedback\\_Proformas.html](http://www.teacherstoolbox.co.uk/T_Feedback_Proformas.html)

<sup>1</sup> One can set up digital forms so that students are blocked from writing in certain sections.

## Feedback Pro Formas

### Example Pro Forma 3



**Feedback on: Essay** .....

**Assessment number: 1 of 4**

**Student name:**

**Tutor name:**

**Course code/name:**

**Title:**

**Date submitted:**

**To the student:** Please note what you would find it most helpful to have feedback on for this piece of work (you can either note in the space below, or put a star next to one or more of the comment boxes below).

**Feedback on:**

The extent to which this piece of writing addresses the question.	
The appropriateness of the writing style for the nature of the piece of work and the discipline.	
The quality/range/ appropriateness of evidence used.	

## Feedback Pro Formas

Care of presentation, eg accuracy and appropriateness of referencing/citation, quality of proof reading, any concerns regarding punctuation, layout, sentence structure, use of English, etc.

The main strengths of your essay:

What needs to be worked on in your essay:

What you should pay attention to if you wish to improve your grade for your next submission:

Any additional comments (eg how this assignment relates to examination):

Summary table

	Bad fail	Fail (20-39%)	3 <sup>rd</sup>	2:2	2:1	1st
Answers question						
Writing style						
Quality of evidence						
Presentation/referencing						

Please make an appointment to meet with me on:

My room number is:

Office hours on:

Email:

You might find it useful to get further advice from

your academic adviser       LSE Teaching and Learning Centre

## Feedback Pro Formas

LSE Language Centre

LSE Library

GRADE: \_\_\_\_\_

(NB: Grade will be given following the face-to-face meeting with your tutor)

<https://info.lse.ac.uk/staff/divisions/Teaching-and-Learning-Centre/Assets/Documents/Notes-of-guidance/Sample-pro-forma-for-essay-feedback-Word.doc>