

Pearson Business School Formative Feedback Policy

Pearson Business School is committed to providing relevant, timely and detailed feedback to students on their academic progress to allow them to effectively plan and advance their academic knowledge and skills. We expect the highest academic standards and as such want to proactively ensure the level of feedback is fair, appropriate and enables students to demonstrate their own thinking.

Students studying at levels 4 and 5 should receive formative feedback as follows:

- For each level 4 and 5 module*, students should submit a coursework plan of up to 500 words that summarises the main content and structure of their summative assessment submission.
- They should also submit one re-drafted version of this plan following formative feedback from the tutor.
- Students may receive formative feedback on written work and oral presentations, the briefs for which are sufficiently different to the summative assignment.
- The final opportunity to submit a coursework plan for formative feedback will be the seminar in the 7th teaching week of the term.

*except Self-Managed Learning, Introduction to Research and Consultancy Project modules that are supervised.

Students studying at level 6 should receive formative feedback as follows:

- For each level 6 module*, students should submit a coursework plan of up to 500 words that summarises the main content and structure of their summative assessment submission.
- Additionally, students should submit one draft of their summative assignment for formative feedback.
- Students may receive formative feedback on written work and oral presentations, the briefs for which are sufficiently different to the summative assignment.
- The final opportunity to submit a coursework plan for formative feedback will be the seminar in the 7th teaching week of the term.
- The final opportunity to submit a coursework draft for formative feedback will be the seminar in the 9th teaching week of the term.

*except Self-Managed Learning and Final Project modules that are supervised.

Across all levels, formative feedback on coursework must be:

- Given, first and foremost, during timetabled seminars. Where this is not possible, feedback may be given either via email or during a scheduled appointment
- Given against the generic marking criteria that is accessible via the OLE
- Given in writing, on formative feedback forms that are accessible in each classroom and on OLE
- Provided in a timely manner that will enable students to effectively act on the feedback given
- Given in a detailed and constructively critical manner whereby areas for improvement are highlighted
- Provided without indication of marks