

Visual Theories

Guidelines for module tutors on Student Feedback

To be read in consultation with *University of East London Policy and Guidelines on Student Feedback on Teaching and Learning*

Students have an important contribution to make to the evaluation and success of teaching and curriculum design and to quality assurance and enhancement. Within Visual Theories, three forms of student feedback operate conforming to University Policy and guidelines.

1 Formative feedback at module level

Informal formative feedback should take place either in week 4 or week 5 of the semester where students collective views on the module, the methods of teaching and learning it employs and any other aspects of teaching, support and learning resources are sought by the module tutor. The tutor is then responsible for following up these responses either with the Programme Leader (ext 3410), Library Resources representative (ext 7444), audio-visual support (ext 7769), Estates Manager (ext. 2000) or Head of School (ext 2440). Try and keep this feedback as informal as possible so that you can gain a reasonable feel on how the module is developing and how and in what ways any difficulties can be addressed. Make sure that you follow up any areas which require action and note the feedback you receive for reference. Tutorials also provide another more personal opportunity for informal discussion about how the module is going and allow for any more individualised problems to be aired. Where necessary, comments and concerns should then be communicated to the Programme Leader, Subject Director or Head of School or any appropriate UEL centre.

In the following weeks, you can orally inform the class or individual about what action has been taken in response to the feedback.

2 Summative feedback forms

All Visual Theories modules incorporate summative feedback at the end of the semester in which anonymous feedback forms are available to every student within the field. The forms are placed in staff pigeon holes in week 11 and they should be distributed by every module tutor before the end of the semester in which the module is running. Do bear in mind that these forms are public documents and offer important information about what is positive about the module as well as providing feedback on how the module and teaching/learning activities can be improved.

The feedback forms are also available to every student throughout the academic year since they are freely available and are placed on the top of the student counter in the AVA office. The forms obviously provide students with the opportunity to comment anonymously on individual

