

Top Tips for Returning Feedback in 3 Weeks

1

Build time into your workload

2

Prioritise Marking

3

Use a Marking Sheet or Rubric

4

Avoid Distractions

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Consider other Assessment Methods

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Stagger Assignment Submission Dates

For more information visit
<http://bit.ly/1Ev6zBH>

Top Tips for Returning Feedback in 3 Weeks

1

Clearly allocate time and space in your diary to carry out your marking in the time allowed, setting yourself a set number of submissions to mark each day

2

Say no to any extra activities during your marking period - colleagues will understand! Be nice to colleagues when they are marking and be understanding if they can't make meetings or reply to emails quickly

3

Create clear marking criteria/rubrics to help speed up the marking process and awarding of grades. Circulate these to students

4

If possible, do your marking somewhere with limited distractions. For some, this will be off campus. Also, set up your out of office to say that you will only be checking email twice daily while marking. Stick to it!

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Consider developing online assessments that will automatically generate feedback. Initial prep time may be significant but once prepared can be used to infinity and beyond (or at least until you revise the assessment)

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Plan to use your time to maximum effect. Make sure that marking comes at a point when preparation is no longer taking up your time. Don't expect to research at these points in the Semester

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