



Proof Reading & Feedback on Draft Assessments Policy & Procedure



Core Documentation Cover Page

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Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Dec 2013 Academic Council	To provide a formal procedure to follow, to ensure that all students are able to get the same quality of feedback on a draft of a piece of written work across the board.	Student Support Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Dec 2016
V2.0	Mar 2017 EESC	Minor Amendment to clarify the role of the Student Learning Advisor regarding proofreading the work of dyslexic students and students with English as a Foreign Language.	Student Support Manager Student Learning Advisor	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Mar 2019
V3.0	Aug 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	Student Support Manager Student Learning Advisor	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Mar 2019
V4.0	Aug 2018 PRAG Chair	Administrative Amendments to update weblinks and to reflect new email system.	Student Support Manager Student Learning Advisor	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Mar 2019

Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)	X
Neutral equality impact (i.e. no significant effect)	
Negative equality impact (i.e. increasing inequalities)	

If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk

PROOF READING & FEEDBACK ON DRAFT ASSESSMENTS POLICY & PROCEDURE

CONTENTS

Proof Reading & Feedback on Draft Assessments Policy & Procedure	3
1. Scope	4
2. Introduction.....	4
3. Student Learning Advisor's (SLA) Role.....	4
4. Subject Tutor's Role	4
5. Draft Reading	4
6. Proof Reading	5
7. What can the Student Learning Advisor do?	5
8. What can the Student Learning Advisor NOT do?	5

1. SCOPE

- 1.1 This document is aimed at both subject tutors and students of the University College of Osteopathy (UCO) and provides a formal procedure to follow, to ensure that all students are able to get the same quality of feedback on a draft of a piece of written work across the board. It will inform students of the timescales involved should they wish a subject tutor to provide general feedback on their work and also the level of feedback to be expected. This should mean that all students are given equal opportunity for their work to be reviewed and that subject tutors have time to provide the relevant feedback in time for students to make any changes.

2. INTRODUCTION

- 2.1 Providing students with feedback on written work is a valuable aid to their understanding of what is expected from an assignment, particularly given the broad range of essay types that are used to assess different skills and knowledge.

3. STUDENT LEARNING ADVISOR'S (SLA) ROLE

- 3.1 The SLA can provide feedback on essay style, structure, grammar and spelling. In addition to this they can advise students as to whether their work meets the assessment brief.

4. SUBJECT TUTOR'S ROLE

- 4.1 Subject tutors can provide content specific feedback.

5. DRAFT READING

- 5.1 To ensure that subject tutors provide students with the same quality of feedback and that students are aware of what to expect when they submit a draft a piece of written work the following procedures should be adhered to:
- a) The ability to receive feedback on draft written work should be communicated to all students undertaking the assessment through the assessment brief. Within the assessment brief there will be an indication of the extent of the feedback they will receive. For example, subject tutors may provide feedback on writing style or structure or they may only comment on content.
 - b) Work must be submitted to the relevant subject tutor by a set date that will be specified on the assessment brief, as well as when the student can expect feedback by.
 - c) If students require the SLA to review a draft piece of written work they must make an appointment to go through the work together and this must be done at least 7 days prior to the deadline.
 - d) Students can only submit one copy of their work to a subject tutor and/or the SLA for feedback, dependant on the advice/feedback required.
 - e) Feedback provided will give general guidance and will not involve individual corrections or amendments to sentences through the use of track changes. Feedback can be given either electronically through the use of comment boxes within the text or verbally.

- f) The feedback provided will not include a grade, nor give any indication of what grade a student might achieve. Any comments or advice given are to be used at the discretion of the student and the ultimate responsibility lies with them.

6. PROOF READING

- 6.1 Proof reading involves reading through written work to detect errors and to mark corrections.
- 6.2 Subject tutors are not permitted to proof read work.
- 6.3 If students are dyslexic the SLA can proofread their written work and can provide support to enable these students to proof read their own work.

7. WHAT CAN THE STUDENT LEARNING ADVISOR (SLA) DO?

- 7.1 The SLA is able to provide the following services when reviewing students' work:
- Check for spelling and typing errors and make corrections where appropriate.
 - Identify poor grammar and punctuation and suggest alternatives.
 - Identify incorrect formatting and inconsistencies.
 - Check for correct formatting of references, citations and quotes.
 - Highlight ambiguity in a sentence or passage.
 - Highlight errors with diagrams, figures or illustrations.

8. WHAT CAN THE STUDENT LEARNING ADVISOR NOT DO?

- 8.1 The SLA cannot:
- Rewrite or rephrase chunks of text.
 - Change the text to develop ideas or arguments.
 - Add in additional material.
 - Reduce the length of text to meet the word limit.
 - Change arguments or ideas within the text.
 - Check or rewrite formulae or calculations.
 - Provide content-based feedback to students.
- 8.2 The SLA cannot proof read any dissertation work. Please see Dissertation Guidelines for further guidance. However research proposals can be looked at to give general feedback on grammar, style and overall presentation and feedback from this should inform the dissertation.
- 8.3 If students are struggling with academic writing they are advised to seek advice from the SLA and use the guidance provided on the Academic Learning Resources area on BONE: <https://bone.uco.ac.uk/course/view.php?id=752>
- 8.4 Students with English as a Foreign Language (EFL) can be provided with one-to-one support with the SLA on request and, in addition, can attend structured classes designed for EFL students. In addition, students can use the guidance provided on the Academic Learning Resources area on BONE: <https://bone.uco.ac.uk/course/view.php?id=752>