# Table 3: Overview of course assessment activities

Begin to map the assessment and feedback on your programme using Table 3 (on the next page) to gather and record assessment and feedback activities from course organisers, for each of their courses on the programme. You can either discuss practice with course organisers and then fill out the following sheets, or you can email the sheets to course organisers asking them to complete the sheets.

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| ngle course name |
| What assessments are used on this course? (place one per row) | Is the assessment formative, summative, or both? | What percentage of a students’ grade is determined by this assessment? If none write n/a. | How is the student prepared for this assessment? (Do you have a question and answer session? Do students email you? Have they completed this type of assessment on other courses and is it therefore familiar to them?) | What feedback do students receive on their assessed work?Examples:* Do they get feedback or just a grade?
* Is the feedback individual, group or generic?
* Is the feedback written, in-person, audio, video?
* Is the feedback designed to be used on their next piece of assessed work i.e. they have to be able to understand how they can use this feedback to improve their work?
* Who writes the feedback (permanent lecturing staff, graduate tutors, etc)?
* How do students receive feedback? (face-to-face, by email, on Grademark, etc).
* Is it returned within 15 days?
 | How much contact time do students on this course have? |
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