

Learner Feedback Policy

Purpose:

This policy is intended to ensure that feedback is constructive, timely, and supports the continuous improvement and academic success of all learners at SCL International College.

For information regarding feedback collected by the college from students, staff, and group leaders, please refer to *SCL Feedback Procedures*.

General English and Exam Preparation Programmes:

- Learners are automatically enrolled onto Guided E-Learning (GEL) at no extra cost to ensure continuous feedback on their progress.
- Teachers are responsible for setting weekly assessments, conducting tutorials, and providing written feedback on any submitted written work.
- Written feedback will highlight what the learner has done well, areas for improvement, and corrections for Spelling, Punctuation, and Grammar (SPaG) using the British Council marking correction codes.

International Foundation Programmes (IFP):

- Learners receive formal feedback for all skill-based and curriculum assessments.
- For practical, skills-based assessments, mock assessments will be conducted at least one week before the summative assessment date. A double-blind procedure will be carried out by the teacher and a member of the academic team, with scores based on a rubric of assessment task criteria as outlined in the IFP course documents. All IFP practical assessments are recorded for moderation and review by the awarding organisation, International Foundation Group (IFG).
- Both written and verbal feedback will be provided for every skills task, identifying the strengths and areas for improvement.
- Written work is submitted as a draft and returned to the student within 5 days, with the identification of repeated SPaG errors.
- Written feedback will highlight what the learner has done well, areas for improvement, and suggested corrections for Spelling, Punctuation, and Grammar (SPaG)
- All learners are instructed to sit mock examinations under timed conditions and receive verbal and written feedback on areas to revise and review for final examinations.
- Final assessment deadlines are set by teachers and the Academic Manager, with a revision period of a minimum one week and up to 4 weeks for larger projects/submissions.

Stay Campus London Ltd. - c/o Hallmark Estates Limited, 46 Great Marlborough Street, Soho, London W1F 7JW
www.sclinternationalcollege.com | info@sclinternationalcollege.com | +44 (0)203 141 7539
Company Number: 09877237

ATHE Qualifications:

- Assessments are conducted using criterion-referenced assessments as outlined in the module handbooks.
- Assessors are responsible for marking and formal written feedback for all draft and final summative assessments, while tutors are responsible for informal and written feedback for all homework and formative tasks.
- Draft feedback for summative assessments will cover what the student has done well, areas for improvement, assessment criteria met, criteria not met, and specific SPaG areas to review for final submission.
- Draft feedback will be returned to students within 7 days of submission.
- For 10 credit modules, students have a minimum of 10 days to respond to feedback and submit their final assessments. For 15 credit modules, learners have a minimum of 15 days to respond and resubmit, and for 20 credit modules, learners have a minimum of 20 days to revise and submit final assessments.
- Learner feedback is constantly reviewed by the Internal Quality Assurance Coordinator (IQA) and the External Quality Assurance Coordinator as part of the college's quality assurance procedures.

Review

These procedures will be reviewed annually to ensure its relevance and to make any necessary updates.

Last Reviewed: May 2023 by Paul Clarke

Stay Campus London Ltd. - c/o Hallmark Estates Limited, 46 Great Marlborough Street, Soho, London W1F 7JW
www.sclinternationalcollege.com | info@sclinternationalcollege.com | +44 (0)203 141 7539
Company Number: 09877237

