

Module Evaluation Survey (MES):  
 Guidance to module leaders for the provision of initial feedback to students on  
 Blackboard following module evaluation

The purpose of this document is to provide some suggestions for feedback to students following their responses to the Module Evaluation Survey (MES).

What follows is a **suggestion only** about how you might go about providing some initial feedback via Blackboard. Please feel free to frame your feedback in whatever way suits you, but we do request that whatever you say, you are as **constructive** and as **specific** as you can be and that your feedback is up on Blackboard by the deadline specified.

The feedback provided will be collated by Schools and shared with the PVC Student Experience.

Examples are provided below simply as suggestions as to how this might be done.

*Suggested feedback*

Content	Example
<p>A brief comment to thank students for taking the time to complete the survey and the purpose of providing some initial feedback at this stage.</p>	<p><i>“Thank you for your responses to the evaluation of this module. This message is to let you know that I have read every response, which will now go on to inform the annual course report and planning for the future. One or two things raised can be addressed immediately and I will take these forward straight away.”</i></p>
<p>A few sentences giving a flavour of the overall feedback provided and some specific indication of what you are planning to do with it. Try to frame things in positive language and avoid being defensive. Better to say nothing at all about potentially sensitive aspects at this stage than to say something that might aggravate the situation. If sensitive issues are indicated in your data, these will be best addressed only after careful reflection and discussion with colleagues.</p>	<p><i>“Overall, you indicated that the module has gone well. Several of you particularly liked the way the sessions were structured and the feedback you have received so far. Of course, you will receive more feedback once your final assignment has been marked. There was some concern expressed about the timetable and the information in the module study guide. In relation to the module study guide, your feedback suggests that the description of the assessment may have caused some confusion. I will look into amending the way this is explained to make it clearer for the next cohort of students. In the meantime, I will add some additional guidance on Blackboard. I will also raise the timetable issue with my colleagues on the course team. I suggest that course reps take this to the course committee meeting, as this may be a wider issue.”</i></p>
<p>A closing remark about what happens next.</p>	<p><i>“Thanks again for your responses. Further feedback will be provided through course committees and school boards. Your course reps can ensure any ongoing issues are followed up in those contexts. At the end of the year I will produce a module report which will include detail as to what actions have been taken in light of your responses to this evaluation.”</i></p>

