



# Southern Cross

## SCHOOL OF DISTANCE EDUCATION

# Providing feedback to students and parents/supervisors

Feedback to students about their learning is an important aspect of maximising student achievement. This requires a partnership between the teacher, student and parent / supervisor. Contact between these partners is vital. Teachers and students must communicate and we encourage parents/ supervisors to be an active part of this communication.

Teachers will provide students with their email and phone numbers to enable them to discuss their work. Teachers will regularly contact their students via email and phone.

Feedback enables students to recognise their strengths and areas for development. It is essential for students and is integral to the teaching and learning process. Feedback can take the form of oral discussions, written annotations and provision of exemplar work samples as well as corrections to work. Feedback will be provided to students in both an informal and formal manner.

## Teaching and learning activities

Teachers establish a teaching and learning program which provides engaging learning experiences for their students. These programs are designed to enable students to meet the outcomes in the syllabus as outlined by the Board of Studies. At times teachers will adjust the learning activities provided to students based upon their learning needs.

## Learning activity feedback

Teachers will write a comment that reflects the quality and personal effort that a student has made in their completion of that learning activity. It will also include possible suggestions for improvement. Alphabetical “grades” will not be placed on marked weekly learning activities / title pages unless these are tasks where marking guidelines and rubrics have been provided to students prior to the task.

## Reports

Students will receive two school reports each year. Comments provided by teachers will indicate areas of strengths, areas of weakness and suggestions for improvement. Report grades are reflective of student achievement as compared to the common grade scale, not effort. Student effort will be reflected in the learning behaviours and teachers comment.

## Report grades

This common grade scale describes performance at each of five grade levels A–E.

- A** The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
- B** The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
- C** The student has a sound knowledge and understanding of the main areas of content and has demonstrated an adequate level of competence in the processes and skills.
- D** The student has a basic knowledge and understanding of some of the content and has demonstrated a limited level of competence in the processes and skills.
- E** The student has an elementary knowledge and understanding in few areas of the content and has demonstrated very limited competence in some of the processes and skills.

*NSW Board of Studies Assessment Resource Centre*

Student achievements are graded against the common scale not other students. All students are graded against this common scale, except students enrolled in Life Skills courses.

*For more information or clarification of this policy please contact your teacher, relevant subject head teacher or head teacher curriculum (02 6681 0300).*