**Student Staff Consultative Committees - guide for collation**

**of student feedback**

This feedback sheet aims to prompt you on themes and questions that could be

asked to engage students to provide feedback before your SSCCs.

To use the sheet:

* Reflect on the current things that are happening on your course.
* Delete the themes or questions as necessary, making it relevant to your course
* Add your own questions if needed.
* Try not to have more than 5-8 questions.
* Use the stop, start, continue to gather positive and negative feedback
* Send the edited document to students and wait for feedback

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| **Theme** | **Possible prompts** | **Student comments** |
| **Teaching & Learning** | * What do you think of the quality of teaching on your course?
* Do the range of teaching methods used challenge and inspire you?
* What proportion of your course should be split between lectures, tutorials, labs (where appropriate) and independent study?
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| **Student Support** | * How accessible is support when you need it?
* Do you feel comfortable to approach staff for support?
* Have you met with your academic advisor?
* Do you know where to go do advice on personal issues?
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| **Assessment & Feedback** | * Do you receive both ongoing (formative) and final (summative) feedback on your work?
* Is the feedback you receive timely, useful and comprehensive?
* Do you understand the criteria and methods for assessment?
* Is information given on plagiarism? Is it useful?
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| **Practice / Placements (as relevant)** | * Are you given sufficient notice of when and where your placements will be?
* How confident and prepared do you feel to start your placement?
* Do you have access to mentor/support and guidance for placements?
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| **Organisation & Management** | * Did you receive a clear timetable?
* Is there clear communication between students and the module leaders?
* Do you have a clear understanding of who is responsible for organising and managing the module/course?
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| **Learning Resources** | * Are the classrooms/labs/specialist rooms/lecture theatres appropriate for your learning?
* Does the material and information on Blackboard enhance learning?
* Have you received a clear reading list and does it help your learning?
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| **STOP: What is/was the least positive aspect of the course so far?** |  |
| **START: What aspect of the course could be improved?** |  |
| **CONTINUE: What is/was the most positive aspect of the course so far?** |  |
| **Overall Satisfaction** | * Taking all of the above into consideration how happy are you with the course so far?
 | (Remove statements to leave just one that best reflects how happy you are)**very happy | happy | unhappy | very unhappy** |

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**Speak up for your education**

