

**The Postgraduate Certificate of Academic Practice (PGCAP)
Policy on giving feedback to participants**

1. The PGCAP Board of Studies believe that giving feedback to participants is a core part of our job and an integral part of teaching. We aim for our feedback to be regular; timely; prompt; specific; realistic and constructive - aimed at improving future performance.
2. The Standing Committee on Assessment has agreed that PGCAP may operate a pass/fail only marking system for reasons outlined to them. Thus 'marks' are communicated in these terms only.
3. Participants are contacted termly by their supervisors to arrange a 'one to one' meeting to discuss progress. In this meeting formative oral and written feedback is given to participants as required/appropriate. A written and agreed record is kept of these meetings. Participants are frequently urged to show sections of portfolios to supervisors for such comments however there is no mandatory pattern for this since the participants are treated as peer professionals and as successful self-directed learners.

The importance of formative feedback is stressed to supervisors in the *Supervisor's Handbook* section C.3.1. Such feedback may be comments on portfolio drafts but it may, since the supervisor role can include an element of mentoring/coaching, also be on aspects of practice where participants raise issues. Such discussion will include an exploration of what might improve the situation under discussion whenever that is appropriate.

4. Written feedback is given to all participants on completion of the portfolios using the forms M/PATH/A/1 and similar (see handbook).
5. The above feedback mechanisms are made clear in the programme handbook.
6. Supervisors meet to compare, standardise level, and agree common understandings of requirements at internal markers meetings and Away Days.

7. Models of previously successful submissions are available for all participants to see.
8. A collection of short extracts of portfolio writing is given to each participant.
9. Termly support meetings are held where additional notes on portfolios construction are distributed and where discussion of general points from the marking of the latest round of submissions occurs. The onus is on the participants to avail themselves of such support.

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