

Department of Social Work and Social Administration
The University of Hong Kong

Department Guidelines on provision of feedback to students

1. *Class learning activities*

- Class learning activities, such as role play and small group project presentation, are by nature interactive. Teachers should provide immediate feedback to participating students throughout the course of learning activities.

2. *Written assignments*

- Grade descriptor of each assignment should be stated in the course outline.
- Written assignments should be marked and returned to students with written feedback within one month after the deadline for submission.
- Students are welcome to approach the teacher for further feedback.

3. *Written examinations*

- A written feedback on the overall performance of the class in the written examination should be given to the students within two weeks after the publication of examination results.

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