



Faculty Development Unit

Department of Quality Assurance and Accreditation

Empowering Educators, Inspiring Excellence!

TEACHING &
LEARNING
TOOLKIT



Providing Constructive Feedback to Students

Constructive feedback is a powerful tool in the learning process. It helps students understand their current performance and guides them on how to improve. Effective feedback is specific, actionable, timely, and supportive, contributing directly to student success and learning outcomes.

Be Specific and Clear

- Rather than making general statements, point out specific aspects of the student's work. For example, instead of saying, "*Your argument is weak,*" say, "*Your argument would be stronger with more evidence from the readings.*"
- Avoid jargon or overly complex language. The goal is for students to clearly understand what they did well and what needs improvement.

Balance Positive and Negative Feedback

- Use the "Sandwich" Approach:
 - Begin with positive feedback highlighting what the student did well to reinforce positive behaviors and build confidence.
 - Follow up with constructive criticism, explaining what can be improved and how.
 - End with another positive comment or encouragement.

Make Feedback Actionable

- Offer clear suggestions and actionable steps the student can take to improve. For example, "*To strengthen your thesis, try to integrate more analysis of the primary sources.*"
- Tie your feedback to the course's learning objectives to help students understand the relevance of your suggestions.

Be Timely and Proactive in Addressing Issues

- Deliver feedback promptly because the sooner students receive feedback, the more likely they are to remember the details of their work and apply your suggestions.
- Set a feedback schedule, and let students know when they should expect feedback, and try to adhere to that schedule.
- Monitor student performance and participation closely. Reach out to students who may be falling behind to offer help before the situation escalates.

Use Rubrics for Consistency

- Use rubrics that clearly outline the criteria for each assignment. This ensures consistency in grading and helps students understand how they will be evaluated.
- Share rubrics in advance and before the assignment is due so students know what is expected and can self-assess their work.

Offer Opportunities for Clarification

- Encourage follow-up questions and invite students to ask questions if they need further clarification on your feedback.
- Provide office hours and/or flexible appointments for students to discuss feedback in person or via virtual meetings.

Be Sensitive and Supportive

- Acknowledge the effort the student has put into their work, even if the outcome is not perfect. This encourages perseverance.
- Avoid personal criticism. Focus on the work, not the student. For example, say, “*This section needs more evidence,*” rather than “*You didn’t do enough research.*”
- Encourage a growth mindset by framing feedback as an opportunity to learn and improve.

Use Technology to Enhance Feedback

- Use the feedback features within your Learning Management System (LMS) to provide detailed comments, track student progress, and manage revisions.
- Consider providing feedback via recorded audio or video messages. This personalizes the feedback and conveys the tone and emphasis that can be lost in written communication.

Assess, Reflect, and Improve

- Solicit student feedback on how they perceive your feedback—ask if they find it clear, helpful, and actionable. Use this input to refine your approach.
- Self-evaluate by periodically reviewing your feedback to ensure it aligns with the principles of being specific, actionable, timely, and supportive.
- Participate in workshops or training sessions focused on improving the effectiveness and impact of your feedback.

FOR MORE INFORMATION



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