

SPI Formative Feedback Policy and Procedure



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ST PADARN'S INSTITUTE

Document Control Table

Document Title:	SPI Formative Feedback Policy and Procedure		
Author(s) (name, job title and organisation):	Gareth Longden, Registrar		
Version Number:	Version 1.1		
Document Status:	Approved		
Date Approved:	13 th August 25		
Approved By:	St Padarn's Academic Board		
Effective Date:	August 2025		
Date of Next Review:	June 2028		
Superseded Version:	Version 1		
Related Documents:			
Document History:			
Version	Date	Author	Notes on Revisions
1	13 June 2022	Gareth Longden, Registrar	<ul style="list-style-type: none"> First draft. Collated from documents agreed by the Academic Board on 20 July 2021.
1.1	14 July 2025	Gareth Longden, Registrar	<ul style="list-style-type: none"> Minor updates.

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2. Introduction

This policy applies to all St Padarn's Institute programmes.

The primary purpose of formative feedback is to enhance learners' knowledge and understanding to better equip them in their ministry and professional practice. The secondary purpose is to assist the learner to achieve their best possible module grade.

Formative feedback is feedback that is offered to learners prior to their submission of summative assignments. Formative feedback may take a variety of forms appropriate to the learning context. For instance, it may be addressed to the individual learner (commenting specifically on their work) or to a group of learners (commenting on common strengths and weaknesses in a particular assignment). It may also be delivered in written form (for example, through email or by annotations on essay plans) or orally (for instance, via an in-class reflection exercise or through staff-moderated peer-to-peer feedback).

For the avoidance of doubt, this policy does not relate to feedback provided by tutors during the marking of summative assessments. While such feedback is also intended to be formative in character it should be understood as something distinct from the feedback described in this policy which is intended to offer formative insights prior to the formal marking process.

The following sections detail the minimum level of formative feedback that learners may expect and the conditions under which tutors will provide that feedback. Individual tutors may be able to offer additional feedback if the opportunity allows

but this cannot be guaranteed and should not be expected.

3. Undergraduate Programmes

The following applies for non-dissertation modules.

Learners may email the Module Leader (or a designated member of staff) a single copy of an essay plan and be provided with feedback.

The following shall apply:

- The plan will be sent to the Module Leader no later than two weeks before the submission date. Plans sent after this date will not be considered.
- The plan should be headed with the exact assignment title and should include the module name.
- The plan will be no more than one A4 page in length (usually font size 12 and 1.5 line spacing), or approximately **300 words in total**.
- The Module Leader will reply within **5 working days** (Monday to Friday).
- The Module Leader will provide comments on the plan and areas that might benefit from inclusion, exclusion, expansion, or abridgement.
- The Module Leader will not provide an estimated mark.
- The Module Leader will only consider **one plan** per student per assessment task.

4. Postgraduate Programmes

The following applies to non-dissertation modules.

Formative feedback is focussed in two phases

4.1 During the First Residential

One seminar will be devoted to supporting the learners in choosing draft assignment titles and subject areas. These should be relevant to the module learning outcomes and achievable by the learner within the timeframe.

4.2 Three weeks before the final submission date

Learners may submit one draft for advice and comment. Tutors will not provide an estimated mark nor are Tutors expected to write on any part of the draft (as though they are marking the assignment) but instead will give broad advice

about topics that would benefit from inclusion, exclusion, expansion, or abridgement.

5. Non-accredited Programmes

Where assessment tasks form part of non-accredited programmes offered by St Padarn's the following general principles will apply.

Learners may email the Programme Leader (or a designated member of staff) a **single copy** of an essay plan and be provided with feedback.

The following shall apply:

- The plan will be sent to the Programme Leader no later than two weeks before the submission date. Plans sent after this date may not be considered.
- The plan should be headed with the exact assignment title.
- The plan will be no more than one A4 page in length (usually font size 12 and 1.5 line spacing), or approximately **300 words in total**.
- The Programme Leader will reply within **5 working days** (Monday to Friday).
- The Programme Leader will provide comments on the plan and areas that might benefit from inclusion, exclusion, expansion, or abridgement.
- The Programme Leader will not provide an estimated mark.
- The Programme Leader will only consider one plan from a learner for each assessment task.

6. Policy Approval and Review

This policy as well as all other policies, procedure, and guidance documents relating to learners studying at St Padarn's, will be available to all, monitored regularly and reviewed and evaluated periodically.

6.1 The Director of Operations has overall responsibility for the Formative Feedback Policy and Procedure.

6.2 This document can be found on the SPI website: www.stpadarns.ac.uk .

6.3 Every effort will be made to respond to any request to provide this policy and procedure in a different format.

6.4 This policy and procedure will be included in staff induction.