

Acting Upon Feedback (short-term plan)

Before acting upon your feedback, take a few minutes to consider the following questions:

1. **Do I understand the feedback?** ☐
(Is there anything you might need to clarify with the marker?)
2. **Have I re-read it alongside the marking criteria/guidance?** ☐
(This can help to contextualise the comments)
3. **Can I clearly identify what I have done well?** ☐
(Focussing on what you already do well is as important as what you need to work on!)
4. **Can I identify any specific areas that I need to work on/develop?** ☐
(Working out key themes that arise in your feedback can help you be more focussed)

Once you have worked through these questions, re-read your feedback comments and decide whether they fall into these common feedback themes. Use the table below to count how many comments fall into each category, as this will help you to identify what to focus on first.

Theme	Number of comments	Example feedback comment
Example: Referencing	+++	"Remember to follow the Edge Hill Harvard Style Guide for your in-text citations."
Structure / flow		
Paragraph / sentence length		
Use of evidence		
Referencing		
Critical thinking / analysis		
Knowledge and understanding		
Meeting Learning Outcomes		
Engagement with the audience (presentations)		
Other (add yours here)		

Once you have identified the most important theme(s) to focus on, you can identify clear **actionable targets** to work towards.

Feedback Action Plan

Target	What will I do?	Do I need any further support/help?	By when?	What will success look like?
Example: Understand why I need to use evidence in my writing	I will speak to my tutor and will access UniSkills 24/7 toolkit resources to support my understanding of the academic writing process	I will book a 1-1 with an Academic Skills Advisor if I am still unsure	Before the start of semester 2 (mid-January)	My grades will improve because I will be underpinning my work with appropriate evidence
1.				
2.				
3.				