Return of Coursework Policy

1. **Context**
   Trinity College Dublin, the University of Dublin, herein referred to as Trinity, recognises that feedback on assessed work is key to the learning process and students’ entitlement to receive feedback on coursework submitted.

2. **Purpose**
   The purpose of this policy is to articulate for students and staff Trinity’s policy in relation to the return of coursework.

3. **Benefits**
   3.1 Good feedback is directly related to the learning outcomes/assessment criteria/guidelines against which the overall mark is awarded, thereby providing transparency in the process.

4. **Scope**
   4.1 The policy applies to coursework in undergraduate and postgraduate taught programmes at Trinity; to modules owned and delivered by Trinity in the context of Dual and Joint Programmes and Awards; to credit-bearing modules in respect of coursework that does not lead to an Award, e.g. standalone modules.
   4.2 Coursework that does not normally receive feedback as a matter of policy (e.g. some independent projects and final-year work) does not fall within this policy.

5. **Principles**
   5.1 Timely and effective feedback makes a valuable contribution to learning.
   5.2 Clear communication is central to managing students’ expectations and creating a common understanding of the purpose of feedback.

6. **Definitions**
   6.1 Students may be required to perform coursework as part of the requirements of their programme of study. The assessment of coursework may be based on the writing of essays, the sitting of tests and assessments, attendance at practical classes and field trips, performances, the keeping and handing in of practical books, the carrying out of
laboratory or field projects, and the satisfactory completion of professional placements. The school, department or course office, whichever is appropriate, publishes its requirements for satisfactory performance of course work on school notice-boards and/or in handbooks and elsewhere, as appropriate. See Calendar, Parts II and III at http://www.tcd.ie/calendar/

7. **Policy**

7.1 Individual feedback on assessed work should be made available to undergraduate students no later than 20 working days after the assessment submission deadline, and to postgraduate students no later than 30 working days after the assessment submission deadline. The periods of 20 and 30 days are defined as 20/30 working days from the submission date of the piece of work. Working days do not include public holidays or days when Trinity is officially closed. Days of closure are added to the total.

7.2 In cases where the implementation of the 20/30 days policy is not logistically possible or academically appropriate, the lecturer will inform students in advance and provide an alternative date for the return of feedback along with clear reasons for the delay.

7.3 The relevant course handbooks will state clearly coursework which does not normally receive feedback.

8. **Responsibility**

8.1 The Dean of Undergraduate Studies/Senior Lecturer and the Dean of Graduate Studies, as appropriate.

9. **Related Documents**

9.1 Guidelines for Good Teaching, Assessment and Supervision (CAPSL)
https://www.tcd.ie/CAPSL/TIC/guidelines/assessments/feedback.php

10. **Document Control**

10.1 Date of approval: 19 November 2014 by Council

10.2 Date of next review for policy: 19 November 2017