This is a copy of guidance sent to staff at Staffordshire University where the coversheets was developed. Please adapt this for your own use

Hi All,

**FAO Everyone involved in marking UG work**

As the semester flies by and students begin turning their attention to assessments, we wanted to send you a brief update on the project that we are running to develop the coversheets that we use to encourage students to reflect on feedback previously received.

1) A slightly **different looking coversheet** (please see attached) which emphasises that the reflection questions are optional.

2) Some more detailed **guidance about the types of questions that students could ask** (please see attached). Additionally, if appropriate you could also spend a little time in a seminar asking students to think of questions that they might ask – encouraging them to draw on the marking criteria for the specific assessment for inspiration.

3) In your **assignment prep sessions** could you please make some reference to the coversheet with the aim of encouraging students to think about it as they begin to prepare their assignment rather than leaving it until just before they submit. We have attached some slides which you could use to help with this.

4) When **giving feedback** please continue to use the 3 strengths, 3 suggestions for improvement format. Rather than your initials please write out your name (sometimes students have trouble recognising who we are from initials). For students that have completed the coversheet please provide an additional comment titled ‘Response to Coversheet’. This comment can focus on any aspect of the coversheet, the purpose of it is for students to feel that their reflections/question have been acknowledged. For example, if you have already answered their question in the areas to improve then refer them to this, you could also comment on the skill that they said they have been working on or anything that they identified as finding challenging. If you find yourself beginning to provide a long response you could also suggest that the student books a short meeting with you or sends you an email if they would like some further support. Please do whatever you feel works best for you – you could even try out the audio recording feature in TurnitIn and leave your response that way – and in the comment just explain this is what you have done.

For students who have not completed the cover sheet please insert something along the line of the following ‘Please consider completing page 2 of the coversheet next time. This will help you reflect on feedback already received, develop your skills, and help us to provide you with relevant and personalised feedback’.

5) When you have **personal tutorials** with your academic mentees you could ask them about their use of coversheets. Encouraging them to reflect on feedback previously received/actions they have taken or are going to take and what they tend to find challenging.

**FAO Module leaders:** Please make sure the updated coversheet is available on Blackboard for your module. In addition, please make sure that this text, with the link to examples is included.

This coversheet must be completed for every assessment that you submit online.

Page one asks you to provide some basic information about your assignment (e.g. word count and title) and to confirm that your work does not breach the *University’s Academic Misconduct Regulations*.

Page two is an opportunity for you to provide some reflection on your work and the feedback that you feel would benefit you. This will help us to provide you with relevant and personalised feedback.

For some ideas of the types of questions that you might want to ask you marker see [here](https://staffsuniversity-my.sharepoint.com/:w:/g/personal/ser5_staff_staffs_ac_uk/EZs_L6RHFFlPqpHM6Azr30QBJ3zBaHgoi_yo2oel5lSXRw?e=YnIFYz).