

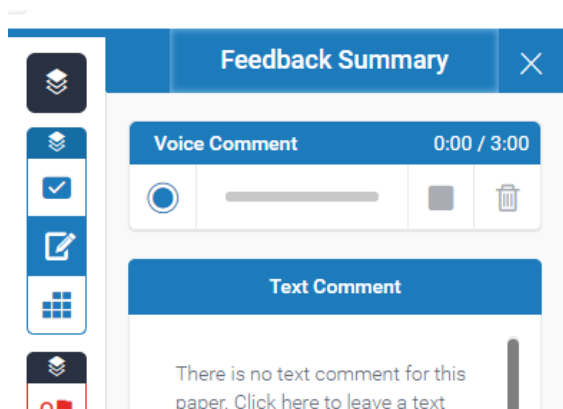
## Audio-Feedback guide for the School of Psychology and Life Sciences

The following guide and template (blue text) is a live document available to staff on a shared location. It started off as a half page template of text suggested for audio feedback. It grew into a guide as staff provided suggestions and comments to refine and improve the template; and to provide clear instructions to staff of “how to” record and save. The student survey on their audio feedback in Semester 1 led to the suggestion of highlighting text/in text comment to help students link the comments in the audio-feedback to the relevant parts of the assignment... and to alter staff to check the volume of the recordings.

1.) Access Turnitin as usual

2.) Read through the assessment. Highlight text and/or place essential in-text comments that you will be referring to in your audio-feedback in the text, ideally using the ‘QuickMarks’ options. Keep these to a minimum – e.g. if you want to note that a student hasn’t formatted their references properly, highlighting one of the references is sufficient. This will help students link comments in the audio-feedback to the relevant parts of the text.

3.) When ready to record the audio-feedback, select the ‘Feedback summary’ you will find the recording function at the top right of the window.



3.) Ideally, you will be in a quiet environment and have a headset/microphone connected to your computer. See note\* on recording quality at end of the guide for details.

4.) Click on the blue record button to begin a recording. You will have three minutes for your recording. You can pause or stop the recording using the stop/pause the recording. Use the delete button to clear your recording and start fresh. (Avoid re-recording to make it ‘perfect’ - students have commented they like natural and personal speech rather than rehearsed/scripted feedback).

5.) Record feedback along these lines, mentioning the in-text comments you have made at the relevant points. Avoid overt expressions of disappointment (e.g. loud sighs). **Do not** state the mark in the audio-feedback:

Hi (name), this is your timely audio feedback for assessment ..... Please listen all the way through, ideally a few times.

- 1) Strengths
  - 2) General Feedback (what could have gone better)
  - 3) Key points to support your next assignment
- Best wishes  
Lecturer

**6.) Once you have completed the recording, click the 'save' icon to save the recording.**

7.) Use the marking rubric embedded in Turnitin to indicate the levels students have achieved in each of the categories of the rubric as usual.

8.) Copy/Paste one of the two statements below into the general text comment box (replacing the red text as appropriate) depending on whether the student failed or passed:

Pass:

Please click on the blue arrow above to play your verbal feedback, read any comments on the script and refer to the marking rubric to access the various forms of timely feedback on your assignment.

This assignment equates to **x%** of your overall module grade.

If you have any questions or would like to schedule a tutorial to discuss the feedback and make use of the academic support available to you, please eMail me at: [your.name@canterbury.ac.uk](mailto:your.name@canterbury.ac.uk)

Fail:

Please click on the blue arrow above to play your verbal feedback, read any comments on the script and refer to the marking rubric to access the various forms of timely feedback on your assignment.

This assignment equates to **x%** of your overall module grade.

Please get in touch to schedule a tutorial to discuss your assignment feedback and make full use of the academic support available to you: [your.name@canterbury.ac.uk](mailto:your.name@canterbury.ac.uk)

9.) Enter the mark into the mark box for the assessment, then move on to the next assessment.

Please note that, depending on how busy the Turnitin servers are, it may take a while for the audio-recording to upload.

\* **A note on recording quality:** The blue line that appears when you speak will indicate the recording level of your microphone – if the blue bar extends all the way most of the time while you speak, your microphone volume is too loud and the recording will distort. If the blue line is too short, your volume is set too low. Ideally, the blue line will extend 80%-90% of the way when you speak at your loudest.

## **Frequently Asked Questions:**

How do I give external examiners access?

External examiners can be given access to the audio feedback by enrolling them as instructors/markers on the respective module Blackboard.

How do I indicate who has moderated the work?

New guidance from the university on assessments is that no indication should be given to students which individual pieces of work have been moderated and which ones haven't (see 6.20 here: <https://www.canterbury.ac.uk/quality-and-standards-office/docs/marking-procedures/Marking-Procedures-2021.pdf>).

Will the audio-feedback be lost after a period of time?

No. Turnitn have informed us that audio-feedback is retained the same way that text comments are retained.