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| --- | --- | --- | --- |
| Grade | Overall, detailed criteriaThe student is able to: | Your strengths: | What you should improve: |
| Excellent | * use professional concepts extensively
* compare and choose relevant information
* report and communicate in a professional manner
 | * You have included many relevant information sources
* Your report is well structured and clearly written
 | * Lack of defining the key concepts
* Using concepts inconsistently
 |
| Good | * use professional concepts in a consistent manner when explaining various work practices and situations
* gather information and use his/her knowledge basis
* report in the agreed manner
 |  |  |
| Poor |  |  |  |

Personalization of feedback

Formative feedback helps students to focus on those areas where they are not strong and where they need to improve their work before the final grading. Too often students remain unaware what they should do for reaching better marks. Individual feedback focusing on a student’s personal development area would solve the problem.

However, instructors are struggling with large student groups and lacking time for individual feedback. One solution is to use templates, which speed up the feedback process and highlight areas where the student can improve their work.

This or similar practices enable a more inclusive approach and consideration of some individual needs. It also allows students to compare their performance to the common criteria, make the process transparent and fair.