**Assessment Feedback Do’s and Don’ts**

* **Do,** be mindful of the sentence length and accessibility of the sentence
* **Don’t,** use overly long words or sentences
* **Do,** give feedback in the first person (“you did….) and use their names where possible. Make the feedback specific to the individual candidate giving examples.
* **Don’t** repeat feedback across candidates, (*candidates may compare)*
* **Do,** give clear reasoning behind the result, give the key points - good and bad
* **Don’t,** focus too much on what needs to be done rather than what they did on the day – assess don’t coach
* **Do,** remember the candidate is a client
* **Don’t,** forget that they will not be the only person to see the feedback, and this may be shared with a range of people
* **Do,** give feedback for all learning outcomes failed
* **Don’t** forget to leave positive feedback in general comments where candidates have met the standard

**Formula: Noun – Verb – Evaluative word - Conjunction – Example - Impact**

You rode effectively. You were able to show a logical plan working in, and this allowed progression through your work, developing rhythm and suppleness.

You demonstrated weak understanding of lesson structure. You did not ask relevant questions about the horse and rider initially meaning the session did not flow or help the rider develop.

**Words and Phrases to use:**

**Clear Result**: *You were unsuccessful in this learning outcome because*

**Clear amounts**: *the majority of the time*

**Verbs** – Focus on what the candidate did: *rode, groomed, lunged*

**Evaluative words**: *positively, effectively, successfully, poorly,*

**Words and Phrases to avoid:**

**Some** or **Sometimes**

**Obviously**

**None**

**Nice** or **Good**

**All**

**Workman like** (and other gendered terms)

**I think** or **I feel**

**Helpful Tools:**

*As Monday.com does not have a spell check / grammar function here are some other options for proof reading feedback.*

**Grammarly Hemingway App Spell check in Word**