|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Feedback tool* | **How you currently do it**   1. Staff alone decide 2. Staff decide with some student input 3. Staff and students decide together 4. Students decide with some staff input 5. Students alone decide | **How effective is this?**  On a scale of 1-5  1=ineffective  5=very effective  **Comments?** | **How you want to do it**   1. Staff alone decide 2. Staff decide with some student input 3. Staff and students decide together 4. Students decide with some staff input 5. Students alone decide | **What changes are needed?** |
| **Designing the tool** | | | | |
| Identifying the need |  |  |  |  |
| Agreeing the format |  |  |  |  |
| Designing the resource |  |  |  |  |
| **Facilitating feedback** | | | | |
| Handing out surveys or leading focus groups |  |  |  |  |
| Explaining the purpose |  |  |  |  |
| Encouraging participation |  |  |  |  |
| **Analysing results** | | | | |
| Compiling the data |  |  |  |  |
| Identifying trends |  |  |  |  |
| Commenting on the outcomes |  |  |  |  |
| **Developing actions** | | | | |
| Agreeing priorities |  |  |  |  |
| Developing solutions |  |  |  |  |
| Monitoring progress |  |  |  |  |
| Evaluating impact |  |  |  |  |

Taken from sparqs’ forthcoming guidance on using and developing feedback.