|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *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 1-51=ineffective5=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.