Student feedback is best gathered at the start of a class. It is not advisable to gather feedback in the last class before the exams as students and staff are often preoccupied with other or more pressing concerns. Students may not be familiar with this strategy for gathering student feedback and the process may need to be carefully explained at the outset. The following points may be useful to include in your instructions.

• Explain why you are requesting student feedback at this time and why student feedback is important to you as a teacher. Explain how you plan to communicate to the students, your response to the feedback they offer (e.g., student noticeboard, subsequent class etc).

• Explain that you are going to be using a different technique for gathering feedback and your reasons for choosing this technique over the more common numerical questions.

• Ask the students to listen to the following instructions:

  ‘In a moment I am going to ask you to organise yourself into your study/tutorial/practical/ etc groups… or…. groups of X students, (between 5-10 students per group, dependent on class size).

After you've organised yourself into groups, please nominate one person in each group who will act as ‘group recorder’ or ‘scribe’.

I will give each ‘group recorder’ a questionnaire.

I would like you to read each question aloud and then discuss your individual responses in the group.

After everybody in the group has shared their thoughts, I would like you to formulate a group response. The ‘group recorder’ will note this down on the questionnaire. If the group's opinion is still divided after discussion and you can't reach consensus, please not down the opposing views and indicate the extent of agreement for each response (e.g., 4/10 students agreed with this).

Please make sure that everybody has a chance to contribute and that one student's opinion doesn't dominate the feedback.

20 minutes have been set aside for you to answer the questions so don't spend more than 5 minutes on any one question.

I will leave the room once the questionnaires have been handed out so you will be free to discuss your responses openly.

Once all the groups have completed the questionnaires please seal them in the envelope. The sealed envelope will be posted to the ITL where the forms will be held until after the exam results are posted. The forms will then be returned to me, for me to read and I will consider how to act on your feedback.

Please think carefully about your feedback, as I respect your opinion and will read the feedback carefully. Be honest and try to make your suggestions practical and any comments, whether positive or negative, specific.

Are there any questions?

Please organise yourself into groups and I'll hand out the questionnaires to group recorders.

I will be back in 20 minutes at....