

### **SET UP**

Staff details (Unit Assessors & teaching staff) are sourced from the UCMS.  
Student details are sourced from Student One.

Prior to customisation schools are sent staff lists for validation.

### **CUSTOMISATION**

Staff are able to customise their survey with additional questions (via Blackboard).

### **FEEDBACK PERIOD**

Students are asked to provide feedback via the online survey (via Blackboard)

Feedback opens Week 12 (for session students) and closes at the end of the examination period.

### **UNIT FEEDBACK REPORTS**

Once grades are released to students, staff may access their own unit/teaching feedback reports (via Blackboard).

Heads of School have access to all feedback reports for their respective schools.

***Unit Performance Reports***  
*(including feedback data) are emailed to Unit Assessors after grade release.*