Formal Teacher Feedback

Student-Teacher Conferences

Teachers can provide feedback through structured conferences with specific goals. Conferences focus on suggestions and comments along with individualized goal setting on a formal level. Teachers can meet with a few students a day or a week depending on specific projects, deadlines, and individual student needs. It is important to set up these conferences in a structured way so both teacher and student make good use of their time. Below is a list of helpful hints for setting up student-teacher conferences.

- The teacher should look at student work beforehand
- A checklist or feedback form should accompany the work
- Comments should be specific to the work and elaborated on during the conference
- The teacher should focus on two to three items that need work and be prepared to share examples on how to improve them
- Plenty of positive feedback should be shared throughout the conference
- Time for the student to ask questions and give input should be allotted
- Student should be able to take the feedback form/checklist with them at the end of the conference to use as a reference in making revisions

The main goal should be to meet with the students two or more times during the course of a project. This way, students are given multiple opportunities to make sure they are on the right track and make necessary improvements to their work. Using formal conferencing along with informal feedback, students are protected from failure and set up for success.

Teacher Feedback Form

Student name: _____

Title of work: _____

Conference time: _____

1. Some things you did successfully:

_____

_____

_____

2. Some things you could improve upon:

_____

_____

_____

3. Next steps:

_____

_____

Note: Keep this feedback form to refer to as you revise your work.