

Procedures for teachers for providing student feedback:

1. **Establish a clear feedback schedule:** Determine when and how often feedback will be provided. This could be weekly, bi-weekly or monthly.
2. **Identify the most effective communication method:** Choose the best communication method to provide feedback that works for both teachers and students. This could be in-person, via email, or through a learning management system (LMS).
3. **Use a standard format:** Develop a standard format for feedback that all teachers should follow. The format should include sections such as overall progress, strengths, areas for improvement, and action plan.
4. **Be specific:** Provide detailed feedback that highlights specific examples of student performance. For example, instead of saying "Good job," say "I was impressed with your lesson plan and your ability to execute it well."
5. **Encourage self-reflection:** Encourage students to reflect on their progress and provide self-assessments. This helps students take ownership of their learning and enables them to set goals for improvement.
6. **Set achievable goals:** Provide students with specific, achievable goals to work towards. These goals should be based on the student's current abilities and areas for improvement.
7. **Be timely:** Provide feedback in a timely manner. This helps students address areas for improvement quickly and stay motivated.
8. **Use positive reinforcement:** Use positive reinforcement to motivate students and celebrate their successes. Positive reinforcement can include praise, rewards, and certificates of achievement.
9. **Track progress:** Keep a record of student progress over time. This helps teachers track improvement and adjust feedback strategies as needed.
10. **Review and refine:** Regularly review the feedback process and make changes as needed. Solicit feedback from students to ensure that the process is effective and useful for their learning.