

Formative Feedback Protocol & Rater Calibration Checklist

A two-part tool: a protocol for giving actionable formative feedback, and a checklist for calibrating raters so scores are consistent.

Part 1 — Formative feedback protocol

Step	What to do	Prompt
1. Clarify	Share the success criteria before the task.	"What does a good response look like?"
2. Evidence	Note what the learner can and cannot yet do.	Collect a concrete sample.
3. Feed back	Give one strength + one next step.	Specific, not "good job".
4. Act	Give time to apply the feedback.	Re-attempt or improve.
5. Check	Confirm the gap has closed.	Did the next step happen?

Part 2 — Rater calibration checklist

■	All raters use the same rubric version and understand each band.
■	Raters independently score 3–5 anchor samples before live marking.
■	Discuss and resolve any band that differs by more than one level.
■	Agree how to handle borderline scripts (round up / down consistently).
■	Re-check agreement partway through a large batch (drift check).
■	Record a short rationale for contested scores.

TeflToday.org — practical, citation-ready resources for TEFL/ESL teachers. Prepared by Ian L. Evans. Free to use in your own classroom.