



BRITISH INSTITUTE OF ASSESSMENT PROFESSIONALS

THE THREE-ELEMENT FEEDBACK STRUCTURE

A practical framework for developmental assessment feedback
that is specific, evidence-based and actionable

WHAT THE LEARNER DID

1

Describe the specific evidence

Refer to what was actually seen, heard, discussed or produced.
Be concrete — avoid describing activity in general terms.

EXAMPLE

*"You used open questions and checked understanding
before proceeding with the interaction..."*

HOW IT RELATES TO THE STANDARD

2

Connect evidence to criteria

Explain why the evidence met, partially met, or did not yet meet
the requirement. Interpret criteria — don't just repeat them.

EXAMPLE

*"This met the communication criterion because it supported
informed participation and showed consistent practice..."*

WHAT THEY SHOULD DO NEXT

3

Give a specific, actionable next step

Identify the single most important area for development.
Be precise enough that the learner can act on it immediately.

EXAMPLE

*"To develop further, record how you adapt your communication
for individuals with different needs in future interactions..."*

Strong feedback is specific, rooted in evidence, and directed towards improvement.

If it could apply to any learner in any context, it is probably not specific enough.



Supporting assessors and IQAs to develop professional practice

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