



Feedback analysis and action taken template

BLANK WORKING FORM

Blank template for analysing real feedback. Keep respondent identities and raw responses restricted. Publish aggregate results only after checking the dataset, denominator and small groups for identification risk. Do not enter invented scores or actions.

Academic year / stakeholder group / collection dates

Questionnaire version / method / eligible population

Responses received / valid responses / response rate

Item-wise result, scale, denominator and N/A treatment (attach table)

Strengths and concerns supported by responses

Action agreed / responsible person / target date

Implementation evidence / completion date / follow-up result

Prepared by / reviewed by / date