# Pendleton’s Rules

1. Check the learner wants and is ready for feedback.
2. Let the learner give comments/background to the material that is being assessed.
3. The learner states what was done well.
4. The observer(s) state what was done well.
5. The learner states what could be improved.
6. The observer(s) state **how** it could be improved.
7. An action plan for improvement is made.

## Application to NES appraiser training mini appraisal sessions

**The Observer giving feedback** should use the structure and process of Pendleton’s rules for feedback:

* At the end of the ‘mini’ appraisal give everyone a moment to collect their thoughts
* If online, ensure everyone has their camera switched on
* If in person, it may be helpful to move your chairs closer together
* Check everyone is ready to start the feedback sessions
* You can assume everyone understands the context so ask the **appraiser** to comment on how the appraisal went from their point of view, focussing on what went well
* Ask the **appraisee** to comment on what was done well from their point of view
* Ask the **appraiser** to comment on what could have been improved from their point of view
* Ask the **appraisee** to comment on what could have been improved from their point of view
* Give **your** feedback starting with positives and then with things that could be improved, with suggestions for how they could be improved
* Invite the **tutor** to give their feedback
* Invite general discussion of the feedback and the issues raised