

Nominal group technique for gathering feedback on your teaching/course

The process for gathering feedback from the students involves the following steps.

- 1. Individuals are asked to write down, in silence, ideas about the paper which come to mind.**
 - This should include anything that stood out, whether positive, negative or neutral. (Add specific focus areas to the list to suit particular intentions for gathering the feedback e.g., the assessment; the nature of the interactions; the lectures etc)
- 2. Each person in turn, around the group, is asked to read out one idea he or she has noted.**
 - Each idea is written down by the facilitator and numbered, on chart paper that is on display for all to see. That way, the group can see the comments being recorded and individual contributors can confirm that the notes made by facilitator express ideas accurately.
- 3. When everyone has contributed one idea, they are asked for a second idea, not already recorded, until all ideas have been noted on the chart paper.**
 - Discussion is discouraged in this step of the procedure.
- 4. The group is asked if they want statements clarified or if they need further explanation.**
 - If clarification is requested, ask the student who contributed the statement to give the necessary explanation.
- 5. The facilitator asks the students to consider how important each of the statements is for them, as individuals.**
 - Taking each statement, one by one, the facilitator asks the students to raise their hands if they think the statement is of importance to them. The number of raised hands is recorded alongside each statement.

This process produces the range of student comments and determines how important each of those comments is across the group.