

TEMPLATE

Responsible AI Feedback Review Template

A review log for AI-supported feedback, reports, summaries, and learning advice.

Designed for adult professionals and curious learners. Original AdriaMont Institute material, adapted from expert teaching, research, and professional practice.

Use this template to document quality checks before AI-supported outputs are shared with learners, employees, clients, or public users.

BEST USED FOR	AI feedback workflows, report drafting, learning-product support, assessment summaries
OUTPUT	A human review log and revision decision
LENGTH	Review workbook

Source and privacy note: Designed to support human accountability in AI-assisted educational and assessment communication. It does not assume a specific AI platform.

Use case boundary

BOUNDARY	DEFINE BEFORE GENERATION	REVIEWER CONCERN
Purpose	What should the AI help draft?	The purpose must not drift into diagnosis or high-stakes decision-making.
Evidence	What inputs may be used?	The output must not invent evidence.
Audience	Who will read the feedback?	Tone, detail, and actionability must fit the recipient.
Sensitivity	What personal data or vulnerable context is involved?	Minimize data and escalate sensitive cases.
Accountability	Who signs off?	The human reviewer owns the final communication.

Review log

OUTPUT REVIEWED	What feedback, summary, report section, or recommendation was generated?
EVIDENCE USED	What evidence was the AI allowed to use?
PROMPT BOUNDARY	What instruction limited unsupported claims, tone, privacy, and intended use?
UNSUPPORTED CLAIMS	List claims that need to be removed, checked, or qualified.
PRIVACY CHECK	Confirm that unnecessary personal or sensitive data are absent.
HUMAN DECISION	Approve, revise, reject, or escalate? Who is responsible?

Revision checklist

CHECK	QUESTION	REVISION NOTE
Evidence	Is each claim supported by the provided information?	
Construct	Does feedback stay on the intended skill or outcome?	
Tone	Is language respectful, specific, and developmental?	
Privacy	Are identifying or sensitive details necessary and appropriate?	
Fairness	Could the wording disadvantage, stereotype, or shame a group or person?	
Action	Does the feedback suggest a realistic next step?	
Limit	Is uncertainty or scope clearly communicated?	

Rewrite space

ORIGINAL AI TEXT	Paste or summarize the sentence or paragraph that needs revision.
PROBLEM	Unsupported claim, wrong construct, poor tone, privacy issue, overconfidence, or vague advice?
IMPROVED VERSION	Rewrite in evidence-based, respectful, development-oriented language.
REVIEWER NOTE	Why is the revised version stronger?

Use this as a lightweight audit trail for high-quality human-in-the-loop review.