

Kirkby Stephen Grammar School

A co-operative Academy



Marking Policy

Years 7 - 11

October 2016

Marking Policy – OCT 2016

Aims

Marking has three audiences:

1. The students, who should have positive aspects of their work reinforced and be given the opportunity to learn from their mistakes. Students should comment on or correct returned marked work.
2. The teacher, who should be able to use previously marked work to inform assessment of student progress.
3. Other interested parties, especially parents/carers who want to support their child's learning.

Principles - (see appendix 1 for departmental guidelines)

1. Marking must be regular, kept up to date and promptly returned to students. For core departments who see their classes 3 or more times per week books, folders or equivalent classwork should be marked every 2 weeks, for departments who see their classes twice a week books or folders should be marked at least once every 2-3 weeks and those departments who only see their students once per week should aim for twice in a half term (but at least three times in a term).
2. Marking should be a positive experience for students and should be helpful to students. Written feedback should include a teacher comment identifying positive aspects of the work (www – what went well) and a comment showing ideas for improvement (ebi – even better if). A maximum of three spelling errors should be corrected and students will be expected to write out correct spelling three times. Red pen is to be used for teacher marking, green for peer marking.
3. A marking slip or departmental equivalent will be used to inform students how to increase or deepen understanding and challenge the students to think for themselves.
4. It is not expected that every single piece of work should be teacher marked. Self and peer assessment have their place. Enough work, however, should be teacher marked clearly (in green or red pen) for the student to have a clear idea of the value of his or her work, to enable the teacher to assess progress and check on satisfactory completion of work and to give appropriate feedback. Time must be given for students to act upon marking to improve work (this will be evidenced by a range of methods as per departmental policy but will include the use of purple pens to make corrections and students comments to marking.)
5. “How I mark your work” symbols will be used by all departments (as far as possible). Departments may add their own symbols to those already listed but must ensure the meaning of these symbols is clear to students.
6. Heads of Department will ensure this Marking Policy is implemented in their department, alongside any relevant subject specific marking principles (see departmental handbooks).
7. Class teachers are to ensure that all students know their current level of attainment and their target level of attainment for the end of year/ end of ks4. Marking and Assessment should be used to inform the student of how to progress towards their target level.
8. Students will be introduced to this marking policy by form tutors, a copy of “How I mark your work” will be stuck into planners.

Marking Slip

This is what went well

To make your work even better, you could

Student's comment.....

Student Guide to Marking

When your work is returned, you will find comments have been written on it to point out what was good in your work (www) and to suggest ways in which you can improve (ebi). You may also find various symbols explained below;

How I Mark Your Work

sp	Spelling mistake underlined; annotation in margin.	I like <u>skool</u> .
^	Letter / word missing; annotation within text.	I [^] school.
CL	Needs a capital / lower case letter. Letter circled in text. CL in margin	I live in <u>C</u> umbria. I <u>L</u> ive in Cumbria.
P	Punctuation Error / Check punctuation. Error circled and P in margin.	Would you like a biscuit? I bought bread milk and tea.
?	I'm not sure what this means; your meaning is unclear. Relevant text underlined and ? in margin.	? He telephoned asking me to come next Sunday today.
//	You need to begin a new paragraph here. Double slash will appear within text.	<i>And then what? he wondered. Prison or straight to the gallows? //</i> Ralph felt as bruised and battered as if he had been in bare-knuckle boxing fight.

Your teacher will use a pen for comments and symbols. Do not cross or rub them out. They are intended to help you. It takes a long time for your teacher to read and mark your work. **It is your responsibility to look back carefully through your work, think about the advice you have been given and take what action is necessary.**

APPENDIX 1

Departments who see students once a week

Marking expectation is *minimum* 3 times per term (1-2 times per half term);

Cope (KS4), Drama (KS3), DT (KS3), Art (Y9), Computing (KS3), Music, Food (KS3), IVB (KS3), Citizenship (KS3), Geography (Y7), History (Y8)

Departments who see students twice a week

Marking expectation is *minimum* every 2-3 weeks (at least twice per half term)

Art (Y7/8), Media (KS4), Business Studies (KS4), Drama (KS4), DT (KS4), Engineering (KS4), Geography (Y8/ Y9, KS4), History (Y7/9, KS4), Computing (KS4), PE, Spanish, Food (KS4)

Departments who see students more than twice a week

Marking expectation is *minimum* every 2 weeks

English, Maths, Science