



NEWQUAY TRETHERRAS' WHOLE SCHOOL ASSESSMENT, MARKING AND FEEDBACK POLICY

Aim

To establish a broad, consistent approach to the way learners' work is marked, so that students feel valued and have a clear understanding of their current level of attainment, targets and the progress that they are making. Marking will help students to improve their work and will inform teacher planning and monitoring. Consistent and effective marking has a significant impact on raising achievement.

The purpose of the policy

The purpose of this policy is to make explicit how the teaching team mark students' work and provide effective feedback. All members of staff are expected to be familiar with the policy and to apply it consistently.

Marking and feedback should:

- relate to the learning objective/s and comment on attainment and/or progress made.
- relate to subject specific assessment objectives.
- give recognition and praise for achievement and clear strategies for improvement.
- allow specific time for students to read, reflect and respond to marking.
- inform future planning and group target setting
- reinforce literacy and numeracy skills.
- use consistent codes across the school.
- ultimately be seen by students as a positive approach to improving their learning.

Effective feedback practice has been shown to:

- Facilitate the development of self- assessment (reflection) in learning.
- Encourage teacher and peer dialogue around learning.
- Clarify what good performance is.
- Provide opportunities to close the gap between current and desired performance.
- Encourage confidence and self-esteem.
- Ensure that all students know how to achieve and are enabled to do so.

Teachers will give students feedback for progress:

- Written work will be marked twice a half term according to the department's marking policy
- Homework will be marked regularly according to the department's homework policy
- Marking should include both positive comments and targeted next steps
- There should be evidence of department / whole school praise systems
- There should be evidence of marking for literacy to include either:

a) General Literacy Check

Sp = Spelling error identified (with evidence of learning afterward)

// = Paragraphing error identified (with evidence of learning afterward)

P. = Punctuation error identified (with evidence of learning afterward)

OR

b) Specific Literacy Check

Literacy marking in accordance with any literacy objectives set or skills taught in relation to your subject

Monitoring Responsibilities

Individual teachers will...

- ensure that all students' work is marked formally twice a half term according to the department's Assessment, Marking and Feedback policy
- keep a record of marks and levels achieved in accordance with agreed procedures within the department.
- explain the marking and assessment grading systems to students
- ensure that assessment information informs further curriculum planning

Heads of Departments will...

- ensure that the department has an effective Assessment, Marking and Feedback policy which is fully understood by department members and that the policy is reviewed on an annual basis.
- ensure the consistent application of standards by arranging time for the cross moderation of marking.
- highlight good practice and areas of development for staff to consider and discuss.
- retain standardised pieces of work which can be shared with students as part of the learning process, and can form part of the department's marking evidence base for Ofsted.

The Leadership team will....

- Ensure the regular monitoring of the Assessment, Marking and Feedback policy across the school.
- Carry out book reviews and interview students as part of the monitoring process.
- At external events explain the marking and assessment grading system to parents.

Policy Adopted: October 2012

Policy Review: 2013

The Department Marking Policy

KS3

KS4

KS5

***HOD to provide specific statements for each key stage as to the regularity/frequency of marking. Types of marking used. Any specific board/exam requirements. Links to lesson planning, differentiation, literacy and numeracy.**