

CATOR PARK SCHOOL

MARKING POLICY

Reviewed 2009

MARKING POLICY

AIMS

1. To correct errors.
2. To encourage a dialogue to develop between student and teacher
2. To highlight mistakes made through carelessness.
3. To encourage pupils to learn from their mistakes.
4. To encourage pupils to have a sense of pride in their work.
5. To encourage, where appropriate, the correct setting out of work.
6. To encourage pupils to be aware of their audience.
7. To give pupils an idea of their level/achievement.
8. To diagnose any response needed on the part of the pupil and/or the teacher.
9. To assist logical progression of work.
10. To facilitate effective and realistic target setting for pupil and/or the teacher.

POLICY

1. A dialogue should be created between teacher and student. When marked books are returned to students it is good practice to allow time for students to read the comments and targets and write a comment back to the teacher.
2. All marking should be sensitive. It should encourage accuracy rather than over-emphasise technical errors.
3. Marking in pencil is less obtrusive than red ink.
4. Corrections should be confined, if possible, to the margins to ensure that the page layout remains neatly presented.
5. Where possible a grade should be accompanied by a written comment. SMART targets should be included in the written comment, where appropriate. These comments and targets should relate to the learning objectives and success criteria for the lesson.
6. Remember to praise when there is an improvement in effort/work.
7. With the exception of written work in Modern Languages, indicating every error is rarely helpful. There are several alternatives:-
 - a) indicating an error the first time it appears but not subsequently.
 - b) concentrating upon one particular error for a period of time while ignoring others.
 - c) indicating every error in a limited section of an assignment.
 - d) follow-up class discussion.

Pupils should be made aware of the criteria being used for marking.

8. Where appropriate pupils should be encouraged to correct their own work, possibly with help from other pupils, a dictionary, a reference book or whatever is appropriate.
9. All marking should be dated and initialled.
10. All marks/grades should be recorded.

MARKING POLICY

Work Grades

- E** Exceeding target:
The work is of a standard that would indicate that the student is exceeding the target grade.
- O** On-Target:
The work is of a standard that would enable the student to achieve her target grades.
- U** Underachievement:
The work is of a standard that would indicate that the student will not achieve her target grade.

Effort Grade

This is on a scale from 1 to 5:

- 1 Excellent
- 2 Good
- 3 Improvement required
- 4 Cause for Concern
- 5 Little or no work completed

On occasions, the extent of the over or underachievement may be shown by indicating the GCSE grade (KS4) or the National Curriculum level (KS3) of the work submitted.

Your teacher may sometimes use grades alone, sometimes use grades and comments and sometimes use written comments only.

It is also important to read the teacher comment and note what you did well and what you need to improve.

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