

The Corsham School
Marking and feedback
Policy
part of



The Corsham School Teaching & learning Policy

Rationale

To set expectations of consistency to staff and students across all areas of the curriculum with regard to marking and feedback.

This policy relates to teachers standards:

6. Make accurate and productive use of assessment

Specifically

- 6.4 Give pupils regular feedback, both orally and through accurate marking and encourage pupils to respond to the feedback.

Minimum expectation:

- Marking of all students' work should adhere to the team marking and feedback guidance for their subject about the type and frequency of verbal and written feedback.
- The minimum expectation for detailed formative feedback on one piece of work is every 8 lessons at key stages 3 and 4 and twice a term at key stage 5.
- Teachers should mark selectively.
- Marking should provide students with a clear understanding of the standard being aimed for and how to progress– WWW (what went well) and EBI (even better if)
- Students should be given the opportunity to proof read and are expected to check that they are handing in their best work.
- Students are expected to act on feedback – TRIO (Time for Reflection Improvement and Organisation) should be a feature of lessons across a unit of learning.
- Lesson planning over time should include opportunities for self and peer assessment in relation to specific criteria.
- All marking in all subjects should address errors of spelling (especially homophones), punctuation and grammar and these should be addressed through TRIO.
- Verbal feedback is extremely valuable. This feedback *may* be recorded by the teacher or pupil in their work, either through pupil corrections/amendments or noting the feedback offered by the teacher to ensure that they remember the advice they have been given and that progress is visible.
- Marking and feedback procedures and standards should be consistently applied. Monitoring by the CTL and LG will take place to check that guidelines are being followed.

Responsibilities

Class Teacher

- Will consistently adhere to the curriculum marking guidelines and communicate any reason for not doing so to their line manager, students and parents.
- Will consistently mark students' work in accordance with school policy and team guidelines
- Will ensure that each student knows the grade (KS3, GCSE or A level) they are currently working at and how to get to their target grade.
- Will routinely monitor presentation, organisation and completion of work
- Will create 'TRIO' time in lessons
- Will check that students have used 'TRIO' time effectively
- Will ensure that students understand how their work is marked
- Will attach a copy of marking conventions to the inside cover of students' books
- Will keep appropriate records of students' marks, and records of levels of attainment
- Will submit grades as requested within agreed deadlines
- Will communicate any concerns or complaints about marking to their CTL

Curriculum Team Leader

- Will ensure that the curriculum team has marking guidelines that are consistently followed by all members of the team
- Will ensure that marking conventions are available for student exercise books
- Will quality assure marking within the team on a regular basis through learning walks
- Will monitor record keeping within the team on a regular basis
- Will communicate marking guidelines to parents and respond to any parental concerns in accordance with the complaints policy, making the line manager aware of any concerns raised
- Will work with members of the team, as appropriate, to promote consistency in marking practices and in assessing levels of attainment
- Will ensure that attainment is reported consistently to parents
- Will ensure that members of the team submit grades as requested within agreed deadlines
- Will evaluate the effectiveness of the team's marking guidelines
- Will produce an annual literacy plan and monitor its implementation

Pastoral lead

- Will communicate any concerns or complaints about marking to the relevant CTL and their line manager

Leadership Group

- Will quality assure the monitoring of marking through the line management structure and performance management structure.

- Will ensure that parents are informed about the school's marking policy

This Policy has been workload impact assessed, and is operational from April 2001

Date of last review: March 2023

Date of next review: July 2024