



# ***Marking and Checking Policy***

September 2023

<b>Date of Policy</b>	September 2023
<b>Date of next review</b>	July 2024
<b>SLT Lead</b>	Deputy Headteacher
<b>Policy last reviewed by</b>	Ross Dalzell
<b>Policy Level</b>	School

Signed:

Headteacher

## **SCHOOL ETHOS AND VALUES**

Our Christian values are at the heart of the ethos of the school and through these we grow individually and as a community. The Story of the Good Samaritan underpins our 7 core values of:

- Honesty
- Forgiveness
- Empathy
- Courage
- Resilience
- Kindness
- Respect

These core values underpin our policies, procedures and the way we treat one another in our community.

## **INTRODUCTION**

Sexey's School has adopted the principles outlined by the Department for Education Marking Policy Review Group, 'Eliminating unnecessary workload around marking' report (2016). We have also drawn upon the research conducted by Oxford University and the Education Endowment Foundation "A Marked Improvement" (2016).

This policy should be read alongside the **Feedback Policy** and **Assessment, recording and reporting** policy.

Effective feedback and marking are the key drivers for progress, teacher-student dialogue is central to the progress of students. Effective marking;

- Informs future teaching.
- Provides the opportunity for students to review their progress.
- Develops the independence of a student and provides them with the tools, knowledge and determination to drive forward their own learning and progress.

It is essential that marking helps students know where they are with their learning and what they need to do to move their learning forward.

As outlined by the DFE (2016) The 3 principles of effective marking are that it should be:

- **Meaningful:** marking varies by key stage, subject, and what works best for the student and teacher in relation to any piece of work. Teachers are encouraged to adjust their approach as necessary and incorporate the outcomes into subsequent planning and teaching.
- **Manageable:** marking practice is proportionate and considers the frequency and complexity of written feedback, as well as the cost and time-effectiveness of marking in relation to the overall workload of teachers.
- **Motivating:** Marking should help to motivate students to progress. This does not mean writing in-depth comments or being universally positive: sometimes short, challenging comments or oral feedback are more effective. If the teacher is doing more work than their students are, this can become a disincentive for students to accept challenges and take responsibility for improving their work.

At Sexey's we draw a distinction between *feedback* and *marking*. Over time, written marking has become disproportionately valued compared to other forms of feedback to students. We encourage all our teachers to have a balanced approach and use a range of approaches to secure further student progress via the right form of feedback.



Figure 1. Examples of different forms of feedback.

Source; Education Endowment Fund/ Oxford University, "A Marked Improvement" (2016)

- Reviewed and amended work should be completed in green pen
- Any reviewed work not finished in class should be set as homework

## **Principles of Marking**

Marking should be proportionate with curriculum time. The frequency of marking is proportionate to lessons to ensure equality between departments who see their classes for one lesson a week and those who see the class far more often.

There is no need to mark a book or worksheet purely using ticks and comments such as “well done”, these serve no value in enabling a student’s learning to develop and for them to make exceptional progress.

If the time taken to mark a class set of books is out of proportion with the amount of time the class collectively spends on responding to the feedback from the marked piece of work, then something has gone wrong. If students do not engage with the feedback, there is no impact.

## **Teacher Marking**

When marking work teachers:

- Should incorporate the sharing of assessment criteria with students before starting the task.
- Must grade or level work according to the assessment criteria.
- Mark students work in **PURPLE PEN**.
- Include a clear feedback task to support student in achieving or exceeding their target grade to be completed by the student in **GREEN PEN**.

## **Feedback Response**

Feedback will always provide next steps and opportunities for students to improve and develop their work and learning. Where **PURPLE PEN** feedback is provided to students either individually or in the form of whole class feedback. Students will respond in **GREEN PEN** to move their learning forwards. This will be clearly identified by the title **Feedback Response**

## **Students self marking, correcting and feedback.**

- Students develop their independence and ability to reflect on their own learning through self marking, self correcting and where appropriate redoing tasks.
- This work will be done in **GREEN PEN** and staff will scaffold and support students in doing this accurately.
- Staff may ask students to self-reflect on their work, this will also be done in **GREEN PEN**.
- **GREEN PEN** work by students will always be reviewed by teachers and misconceptions addressed either individually or where necessary and appropriate within planned whole class teaching.

## **Peer Marking, correcting and feedback**

- Where students are providing peer support for students through marking, correcting and feedback this will be done in **RED PEN**.
- Teacher will scaffold and support all peer marking, correcting and feedback work.
- Teachers will review all peer feedback and marking and corrections to ensure all misconceptions are addressed.

## **Regularity of marking**

- All assessed pieces of work that are part of the assessment, recording and reporting cycle must be marked and personalised written feedback provided.
- At the end of a unit or once every 6 weeks.

## **What to include when marking**

- Current grade for the piece of work.
- Target grade.
- What went well.
- Even better if.
- Literacy codes.
- Feedback task to ensure student moves towards or exceeds target level or grade.

## **Literacy marking codes**

- **S** Spelling: look up and/or re-write correction.
- **P** Punctuation: correct it or add.
- **C** Capital letters: start of sentence or proper noun.
- **//** Paragraph: new paragraph needed.
- **?** Does this make sense? Re-read and make it sound better.

## **Principles of Book Checking**

Staff will check books that students take notes in when in class to ensure any misconceptions are addressed.

## **What to include when checking**

Book checking is not marking or feedback but plays a key role in addressing misconceptions and informing future planning and teaching.

## **Regularity of checking**

- Once every 6 lessons.

## **QUALITY ASSURANCE**

Quality assurance of marking and checking will take place through a range of methods including: -

- Student Progress.
- Student voice led by heads of faculties
- Head of Faculty Learning Walks.
- Head of Faculty Book scrutinies.
- Head of Faculty/SLT Dedicated Drop In's (DDI)
- SLT Learning Walks.
- SLT Book Scrutinies .

## **REVIEW OF POLICY**

This policy will be reviewed annually or sooner if required in response to COVID-19.