

MARKING POLICY

Rationale

Marking is an essential part of the learning process. It should be seen as a positive statement to the student that the work has been seen, considered and assessed. It should encourage individual progress and provide an ongoing reporting system.

The College Marking Policy should be read in conjunction with other college policies - SPAG and Assessment, Recording and Reporting. It should in turn be reflected in other faculty policies.

Entitlement

All students have an entitlement to work being marked in line with this policy and faculty policies. All students will be positively encouraged to engage in self assessment and in the planning of their own development.

Implementation

In Key Stage 3 English and Mathematics homework will be set each week. For Years 7 and 8 the other subjects will produce a bank of homework projects from which students will pick a project a term. A list of projects will be given to the students and their parents/carers each term. Their choice and whether they have handed the project in will be recorded on a spreadsheet. Projects will be graded A-F. A mark scheme will be incorporated into each project giving criteria for gaining the grades following guidelines set. It is expected that the projects will be marked within four weeks of handing in. In Key Stage 4 homework will be set for every subject each week.

Classwork will be marked according to faculty policies in place. A minimum of two pieces of classwork will be marked each term. One of the pieces of work at KS3 will be levelled each term and at least one piece of work at KS4 will be given a GCSE or equivalent grade eg BTEC Pass each term. These marks / levels / grades will be recorded in the teacher's markbook. Three of these will be scores entered onto the assessment database according to the assessment schedule.

Work in all faculties should be corrected for spelling errors using guidelines given in the section entitled Spelling, Punctuation and Grammar.

Students should be given every encouragement to prepare their work thoroughly and present their best efforts. Where appropriate, students should be given the opportunity to draft and re-draft their work to improve on earlier performance. Formative comments on work help students to achieve higher levels by showing them how to improve.

Students should understand any grading system that is operated by the faculty as given in the college Policy for Assessment, Recording and Reporting. All marks should be recorded in line with the Policy for Assessment, Recording and Reporting. Effort and achievement will be rewarded using the Code of Conduct system (ie merits, certificates etc).

Reviewed May 2009

J.Salmon