

Earlscliffe (Sussex Summer Schools Ltd)

MARKING POLICY

Rationale

We mark work for a number of reasons, including:

- To establish whether or not students have achieved the learning objective[s] of the lesson and hw [short term]
- to give feedback to students as to the progress
- to assess the progress of children in understanding and development[long-term]

The target audience of the marking is the students/teacher and parent. Marking should, at all times, be positive and constructive, so that it helps the child understand what to do to improve.

It is intended that marking should be a useful and productive exercise that both student and teacher. However, marking will never replace the direct interaction between teacher and student that is the most valuable form of feedback-written comments will never replace the face-to-face dialogue of assessment and encouragement that occurs constantly in the classroom.

The work carried out by the students deserves consideration and taught in marking. Written comments will be thoughtful and reflective genuine consideration on the part of the teacher. Marking takes time and it is better to take that time than to mark poorly.

Procedure

Teachers' comments will be grammatically correct, tidily written, with correct spellings.

Comments will be supportive and encouraging. While it is quite acceptable to point out failings, this must be in a language that encourages students to do better in which gives them information on how to improve.

Marking should reflect the learning objectives of the lesson and homework. Any comments made, therefore, should relate to the stated objectives of the lesson and the homework. This means that comments made about the work may not cover all the errors in the piece of work but the marking will focus on one or two aspects of the work. For example, some misspellings may be ignored in piece of free writing the content of the writing will be commented upon. Marking will be carried out by the teacher.

The Deputy Head will inspect samples of students not work to monitor the quality of marking across the school at least two occasions per term.

Marking guidelines

Teachers must use the marking criteria for the relevant specifications that they are teaching. This is in order to help students recognise exams specific marking criteria as well as use of Mark schemes. A marking code is offered to department and they are encouraged to use it. Using symbols is useful but constructive, evaluative comments are required student is to progress effectively