



Marking Policy

The school recognises the importance of ensuring that all pupils are given feedback on their work. We recognise that marking can help students measure their success, understand why any errors have occurred and identify areas for improvement and development. This is a vital element in the learning process.

Marking pupils' work is also a vital element in teaching as it enables teachers to monitor pupil performance, assess the effectiveness of teaching, set targets for pupils and identify future needs. Marking of pupils' work in all subjects should be regarded as a regular means of communication with pupils about their individual progress. This communication needs to be in a form which is clear so that it can be understood by the individual pupil. The feedback on progress that this represents should inform the next step in the pupil's learning. Standard English (grammar and spelling) should be addressed across all subject areas (as per the literacy policy).

The purposes of marking

Each Curriculum Area will have its own Marking Policy which reflects the specific needs of the individual subject. This should not conflict with the school's overall policy and should include the following aims:

- To motivate pupils to further effort by praising current achievements
- To assist pupils by setting clear targets that focus on aspects of work where further development is needed
- To provide the teacher with feedback on how well pupils have understood the current work and enable him/her to plan the next stage of teaching and learning
- To enable the teacher to make judgements about pupil attainments, including with regard to teacher assessment levels within the curriculum, IGCSE and the IBDP
- To assist parents to monitor their children's work

Guidelines for marking

In order to provide a degree of consistency across Curriculum Areas/Sections, the following guidelines must be used:

- Work should be collected in regularly and returned as soon as is practicable
- Individual department/subject area policies should establish how frequently work should be marked in line with the whole school assessment and reporting guidelines; it is expected that all students receive some written feedback fortnightly at a minimum
- Responses should be constructive, acknowledging what has been achieved, as well as highlighting areas for improvement.
- Comments should relate to the learning objectives and outcomes
- Pupils will need to be aware what aspects are being made a focus
- Correcting every mistake can be disheartening
- If a grade, mark or level is included as part of the marking, pupils must clearly understand what the grade or level means as it pertains to their work
- It is not essential for every single piece of work to be marked by the teacher
- A balance between work marked by the teacher, work marked by the pupil and the discussion of work following an activity can all usefully form a part of the process



Responsibilities

It is the responsibility of the Heads of Section

- To monitor the use of this policy across the school
- To review parental feedback on their children's work
- To review the policy every two years
- To carry out periodic Work Scrutiny/Audits

It is the responsibility of the Heads of Department/Academic Coordinators

- To ensure that the Curriculum Area has an effective Marking Policy, which is fully understood by all teachers in that area
- To review the policy every two years
- To ensure that the policy fits with whole school Assessment Policy and the whole school Marking Policy,
- To ensure the implementation of the policy and to ensure that marking is regular and formative
- To establish a centralized system of recording and preserving marks and assessment levels awarded by individual teachers
- To ensure regular standardization of agreed assessment procedures so that meaningful grades or levels are recorded and communicated to pupils
- To carry out their role and responsibilities as set out in the job description

It is the responsibility of the teacher

- To ensure that all classwork and homework is marked regularly according to individual and school Marking Policies
- To ensure that, when marking takes place, whenever possible, any unfinished pupil work is subsequently completed
- To keep a record of marks and levels achieved in accordance with agreed procedures
- To explain the marking and assessment systems to the pupils
- To ensure that assessment information informs further curriculum planning

Last Reviewed: January 2020

Related Policies: Assessment, Curriculum