

UNIVERSITY ACADEMY
HOLBEACH



UNIVERSITY OF
LINCOLN

The University Academy Holbeach

Principal: Sheila Paige (BA Hons)

Marking Policy

Adopted by the governing body: January 2020

To be reviewed every two years

Review date: January 2022

Aim

This policy aims to help the Academy achieve its overall aims and objectives as outlined in the Academy Prospectus. This policy is also designed to foster a consistency of approach across the Academy curriculum whilst recognising the need for departments to retain their individual identities within their subjects.

The Value of Marking

Marking is an important responsibility of all teaching staff that when carried out consistently, regularly and according to agreed criteria has the potential to raise standards of pupil achievement in the classroom. When carried out effectively, it is a reflection of the value that staff attach to pupil progress in learning and is part of the dialogue that staff develop with pupils about their learning.

Individual departments must have an agreed marking policy that enables staff, pupils and parents to be part of this dialogue which has as its purpose the support of pupil learning and the raising of standards across the curriculum. Good marking should; therefore, be clear, accessible to pupils and both formative and summative. This should be reflected in department policy.

Department Marking Policies

All department marking protocols should include the following elements, alongside the use of effort codes, marking for literacy codes and general maintenance marking:

1. The purposes of marking
 - Why work is marked
 - Its role for pupils, parents and teaching staff
 - How it links in with other aspects of assessment, recording and reporting
2. The processes of marking
 - Regularity - work to be marked on receipt and returned promptly
 - Agreed marking code for each department which includes the codes given below
 - Marking and follow-up with pupils
 - The use of grades and scores
 - The use of formative comments
3. The principles underlying practice
 - Building best practice in providing feedback
 - Specificity and accuracy
 - Developmental comments
 - Pupils' involvement and consistent practice

Each departmental policy should be drawn up with the involvement of all staff within the department and each Head of Department should ensure that all staff in the department understand the policy. The policy should be reviewed regularly.

Once the policy has been agreed, a portfolio of exemplar work which has been moderated in the department should be available to teaching staff. All members of the department will then be able to adopt the same consistent approach. This will allow both pupils and parents to understand what the marking of their work means and how improvements can be made.

Responsibilities

- Each teacher is responsible for their own marking.
- Each Head of Department has the responsibility for monitoring the policy and practice, ensuring consistency and accuracy and developing good practice.
- Line Managers have the overall responsibility to ensure that each department has a policy and that it is being put into practice. Books will be monitored on a regular basis to ensure that marking is thorough.
- Governors have responsibility for monitoring the whole process.

A copy of the pro-forma used to monitor marking by Line Managers/SMT is included within this policy which will be reviewed and modified, as necessary, in the light of changes in practice to ensure consistency.

Effort and Attainment

Marking should give an indication of the effort reflected in the work. Staff should use the following codes to indicate this against pupil work:

- E5 Your work shows excellent effort
- E4 Your work shows good effort
- E3 Your work shows satisfactory effort
- E2 Your work shows a disappointing level of effort
- E1 Your work shows little effort and should be completed again

Pupils should also be given feedback on their progress through marking:

Pupils in Years 7 and 8 should be made aware of their progress in light of their end of Key Stage 2 scores.

At Key Stage 4, pupils' work should be marked according to GCSE criteria (or equivalent) and marked with GCSE grades 1-9 (or equivalent). Work will also be marked in accordance with other subject grades such as Pass, Merit and Distinction.

A pro-forma containing this information is included in the Appendix for all departments to use as deemed necessary.

Marking for Literacy

To ensure that a consistent approach to supporting pupil literacy is maintained across the Academy, all department policies should include reference to literacy. As a core skill across the curriculum, staff should endeavor to give pupils feedback about their standard of literacy (particularly when producing extended written work). This should focus on the overall construction of written work as well as technical accuracy of spelling, punctuation and grammar where appropriate.

The Literacy Marking Code document (shown below and Appendix 1) should be present at the front of pupils' main class books/folders.



Literacy Marking Code

What does my teacher mean when using these symbols as part of the feedback on my work?	
✓	Correct / good point / well written
x	Incorrect / wrong point
Sp	Check and correct your spelling
Sp Obj	Rewrite the correct spelling as directed
P	Check and correct punctuation / add punctuation
C	Capital letter needed / not needed
??	This needs to make sense / be clearer
^	You need to add a word
//	You need to start a new paragraph
V	Improve vocabulary / think about your word choice
Te	Use the correct tense. Present tense: I play netball every week. Past tense: I played netball yesterday. Future tense: I'm going to play netball this afternoon.

Using common marking symbols across the curriculum is one way in which University Academy Holbeach supports students in improving their standard of written accuracy. Staff members' discretion is important in selecting work that is marked using these codes and pupils are expected to respond to the marking accordingly.

Target Setting

In addition, the following codes should be used to highlight success in pupils' work, alongside areas that need improvement. Targets should be subject specific and developmental in nature.

WWW	What Went Well...
EBI	Even Better If (use this code if deemed necessary)
T	Target to aim for...

Work Scrutiny

Departments should ensure that a review of the quality of pupil work and marking is carried out, feedback given and the findings recorded in a QA folder. Work Scrutiny should be identify and share good practice, as well as highlight areas requiring improvement/relevant action points.

The SMT will carry out work scrutiny to monitor the quality of teaching and learning and marking, feedback and pupil progress. A standard pro-forma (below) may be used and feedback will be given to HoDs and individual staff, highlighting strengths and areas for improvement.

Book Scrutiny

Date: _____

Subject: _____

Teacher: _____

Review by: _____

Commonality of Practice	Yes/ No/Comment
Use of marking policy	
Regularity of marking	
Use of formative comments	
Literacy focus	
Presentation	
Quality of work	
Evidence of pupil response	
Evidence of homework and use of marking policy	

Grading (1-4):

Feedback given by..... Date.....

Comments:

Appendix 1

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Appendix B

This document may be used in pupils' exercise books and/or work folder to provide further guidance.

Attainment and effort in your work

Your work will receive the following effort and attainment grades:

- E5 Your work shows excellent effort
- E4 Your work shows good effort
- E3 Your work shows satisfactory effort
- E2 Your work shows a disappointing level of effort
- E1 Your work shows little effort and should be completed again

In Years 7, 8 and 9 your work will be marked to inform you if you are making the necessary progress.

At KS4 your work will be marked according to GCSE criteria (or equivalent) and marked using GCSE Grades 1-9.

Target Setting

You will also receive a target for your next piece of work when it is marked using the following codes:

- | | | |
|-----|-------------------|--|
| WWW | What Went Well... | |
| EBI | Even Better If... | (this code will be used when deemed necessary) |
| T | Target to aim for | |