



St. Saviour's Church, Coalpit Heath.

The Manor C of E Primary School

Policy: Marking

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Approved: _____ Headteacher

_____ Chair of Governors

Marking Policy

1. Rationale

To aid continuity and progression in marking throughout the school and to inform pupils and staff of the next steps required.

2. Aims

2.1 To provide an assessment of a child's work which can be shared with the child and which may relate to:

- a) the learning intention;
- b) the level of effort for that child;
- c) the presentation;
- d) the planning of future work;
- e) aiding understanding.

2.2 To involve the child in undertaking self-review and in raising their own achievement.

2.3 To develop a dialogue between teacher and child which is focussed on achieving an improvement in the standard of the child's work.

2.4 To enable staff, pupils and parents to have a clear understanding of methods used and the reasons for marking.

3. Guidelines

3.1 Use of colour – a contrasting colour to the child's own script. Blue, black or green.

3.2 Criteria

- a) Spelling mistakes are not always corrected but if they are, the correct spelling is written above the word or in the margin.
- b) Doesn't make sense – squiggly line or question mark, depending on age of the child.
- c) Punctuation needed – Empty circle in appropriate place.
- d) Incorrect use of punctuation – Symbols circled.
- e) Word missing – Insert word if appropriate or the ^ ^ ^ symbol with a ? above
- f) VF in a circle indicates verbal feedback was given.

4. Rewards

- a) Comment positively whenever possible.
- b) Stickers awarded.
- c) Individual needs taken into account as well as the learning intention for the lesson.
- d) Merit points awarded for good quality work and/or above average effort.
- e) Certificates may also be awarded.
- f) Badges are awarded for number bonds and tables.

5. Pupil Involvement

- a) Whenever possible mark alongside the pupil and involve him/her in the process.
- b) Peer review - children discuss each other's work at the teacher's discretion.
- c) Children give feedback on their level of understanding (this could be smiley faces).
- d) Pupils give verbal feedback on their performance.

6. Corrections

Corrections will be completed at the teacher's discretion, bearing in mind the context of the errors and the learning needs of the child. In general:

- a) In numeracy, corrections completed before resuming work, either alongside errors or re-written in full.
- b) For spelling errors, words to be written out again at the end of the piece of work.
- c) Reflection and checking time to be built into the process.
- d) When work is marked, there should be a reference made to the level of independence with which it was completed, e.g. 'supported by TA,' 'independent writing.'

7. Display

Work by children aiming at their highest possible standard should be displayed for others to see.