

## Business and ICT Department Guide to Marking and Feedback



Key stage 3 and 4	A-Level
<p><b>How often</b> is work formally marked and what grades are given?</p> <p>Twice per term. For GCSE 9-1 grades are given and numerical values/marks per question. Key Stage 3 department marking codes are given which relate to the progress statement.</p>	<p>How often is work formally marked and what grades are given?</p> <p>OCR Cambridge Technical is assessed in accordance to OCR exam board regulations. A-level work is formally assessed as so that four pieces of work are marked per term, following A-level grade criteria.</p>
<p><b>How</b> is <b>feedback given</b> to students after the marking of key pieces?</p> <p>Codes (see our parent guide on our website for explanation) are written for each question with bespoke follow up tasks provided.</p>	<p>How is feedback given to students after the marking of key pieces?</p> <p>Feedback is given on the essay/exam questions. Mark schemes and model answers are also provided as appropriate.</p>
<p><b>How</b> are students <b>guided in lessons</b> to ensure they all complete quality feedback tasks?</p> <p>Students are shown exemplar answers and directed to resources on the VLE. Scaffolding and teacher modelling is used either whole class or in small groups as appropriate.</p>	<p>How are students <b>guided</b> to ensure they all complete quality feedback tasks?</p> <p>Feedback on the original essay/exam questions and use of exemplar answers from students and exam board mark schemes.</p>
<p><b>What</b> happens when a student <b>misses</b> an assessment or is absent for key learning?</p> <p>Resources are provided in lessons and on the VLE. Opportunities to do any missing assessments will be provided at appropriate times as close to the assessment lesson.</p>	<p>What happens when a student misses an assessment or is absent for key learning?</p> <p>Opportunities to do any missing assessments will be provided at appropriate times in teacher organised catch up sessions or in study flex.</p>

**How** do teachers **monitor** work quality, presentation and check for understanding **in between** key assessments?

Question and answer sessions with students in the lessons. Work is checked in the lesson and previous work revisited memory recall tasks. Teachers also conduct book looks during lessons and outside of lessons.

How is **homework** checked and assessed?

For Key Stage 3 homework will be tracked and monitored online. For Business Studies homework is project based. GCSE Computer Science and Creative iMedia homework will be checked through book looks and will be self or peer assessed.

How do teachers monitor work quality, presentation and check for understanding **in between** key assessments?

Question and answer sessions with students in the lessons. Work is checked in the lesson and previous work revisited via starters and shorter assessments.

How is homework checked and assessed?

Homework is checked when submitted and marked/ assessed in accordance to the mark scheme.