

English Department Guide to Marking and Feedback



Key stage 3 and 4	A-Level
<p>How often is work formally marked and what grades are given?</p> <p>Work is assessed twice per term for Key Stage 3 and GCSE. For Key Stage 3 students will be given a Foundation/Secure/Mastery mark for their piece and for GCSE students will be awarded a GCSE grade. For the final pieces, students will just be given the grade.</p> <p>Prior to their final assessment piece, students will write some practice paragraphs which teachers will mark and provide feedback for the students. This feedback will show students how to improve their work before their final unit assessment.</p>	<p>How often is work formally marked and what grades are given?</p> <p>Students will study exam units and complete coursework.</p> <p>When students are doing exam units they will complete one assessed piece per half term per teacher in the style of the exam assessment.</p> <p>Teachers delivering coursework units feedback that adheres to QCA guidance.</p>
<p>How is feedback <i>given</i> to students after the marking of key pieces?</p> <p>Marking codes are used to mark work –students decode these and use a worksheet and/or a PowerPoint in class to improve their work.</p> <p>Following the practice paragraphs that the students write, teachers deliver feedback lessons which typically consist of going over common misconceptions, looking at sample paragraphs in order that students are clear on where and how they can improve. Teachers will often use a visualizer to go over examples or use examples of students’ work on a PowerPoint.</p>	<p>How is feedback given to students after the marking of key pieces?</p> <p>Assessment Objectives (they key areas students are assessed on) are used more explicitly so students can see which ingredient of the mark scheme they need to develop.</p> <p>Marking tokens (which are simplified mark schemes in student friendly language) exist for each specific unit of both language and literature. These give students really clear guidance on which areas of their work need improving.</p>
<p>How are students guided in lessons to ensure they all complete quality feedback tasks?</p> <p>PowerPoint slides used by teachers will break down the feedback so students can focus on perfecting one skill before tackling another.</p> <p>Teachers and students will often write a sample paragraph together in order to scaffold work before students tackle their tasks independently.</p>	<p>How are students guided to ensure they all complete quality feedback tasks?</p> <p>Same as GCSE. Additionally, students will complete a greater amount of independent, extended work. For example, they may be asked to have a go at another essay but on a related them using the techniques they have learnt in their feedback lessons.</p>

Re-modelling of paragraphs is done using real examples of students work and the visualizer.

What happens when a student misses an assessment or is absent for key learning?

This depends on the circumstances.

If a student misses an occasional lesson then teachers will endeavour to provide work so that the student can catch up.

For students with an extended period of absence or with big gaps in their learning, catching up on classwork will be priority and liaison with the pastoral leaders will be necessary.

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

In class monitoring is done in a number of ways: circulating whilst students are working independently, memory recall tasks are a key part of the new curriculum which tests prior learning, selecting a variety of books to check at the end of each lesson, flicking through books to check on presentation, reading extended writing to check for common misconceptions and addressing these as a whole class.

How is homework checked and assessed?

Reading homework needs to be checked off by parents which will subsequently be checked by teachers.

Learning homework's, such as spellings and key quotes, will be tested in class – results will indicate if the homework has been completed successfully.

Other homework will be checked and acknowledged by either the teacher or a peer.

What happens when a student misses an assessment or is absent for key learning?

Students should make it a priority to see their teacher when they return to school, they will be given the work missed and will be asked to complete work in their study-flex periods. Another good idea is to copy up annotations and key notes from their peers.

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

Same at GCSE.

How is homework checked and assessed?

It will vary and will often be the same for everything at GCSE; the only exception may well be research which will then be presented to the class or if it is a piece of extended writing which will be marked by the teacher or peer assessed using exam criteria.

