



## **Ramsden Hall Academy**

### **ASSESSMENT, RECORDING AND MARKING POLICY**

<b>LAST REVIEW NEXT</b>	<b>September 2024</b>	<b>REVIEW PERIOD</b>	<b>Annually</b>
<b>NEXT REVIEW DATE</b>	<b>September 2025</b>	<b>OWNER</b>	<b>Sandra Barrett</b>



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## Policy Statement

All teaching staff are required to mark the work of students on a regular basis, provide learning outcomes to students and set targets for future improvement. The rationale is:

- To make marking criteria explicit and consistent across the school.
- To implement an approach that is easily interpreted by students, teachers and parents.
- To focus students and teachers on formative feedback that will help improve their work.
- To expect active involvement from all students.
- To monitor students' progress, set targets and assess performance.

This Policy has the following aims:

- To provide regular feedback on the standard and presentation of work produced.
- To check the accuracy of students' notes and exercises.
- To check and improve spelling, punctuation and grammar.
- To provide formative information to students for the next stage of their learning.
- To provide diagnostic information regarding the strengths and weaknesses of individual students and groups

Student self-assessment.

The involvement of students in the assessment of their own work is a beneficial process that encourages them to recognise the standard of work required.

This process can only take place effectively when teachers have fully informed the students of the criteria for assessment or marking.

Dialogue with students regarding the marks awarded is a most effective means of illustrating to students how marks have been allocated and for highlighting areas for development.

## Roles and Responsibilities

It is the responsibility of the Governing Body to establish a policy and procedure for marking, assessment, recording and presentation and to monitor the effects of the procedure.

It is the responsibility of the Headteacher to ensure that there are consistent standards for marking, assessment, recording and presentation across the school with a view to raising student achievement.

It is the responsibility of all staff to familiarise themselves, and comply, with this policy and procedure in accordance with relevant professional standards.

## Monitoring and Review

The staff member responsible for Teaching and Learning will report on the Policy to the Head Teacher as appropriate.

The Head Teacher will report to the Governors' Committee on any relevant aspects of the working of the Policy as appropriate.



The Governing Body will review the Policy on a rolling programme with other school policies.

## Procedure

- Procedural Guidance
- Students should be encouraged to self-check their work prior to submission.
- Marking comments should be linked to lesson objectives.
- Work should be marked regularly and promptly. Teachers should show that they have assessed work on a regular basis.
- Teacher comments must be written in clear and concise language that the student will understand
- At least one piece of work per week will be marked giving two positive, specific comments, marked with ticks, and one piece of “next step” guidance using a step symbol.
- Next steps comments will be specific and support the students’ progress.
- Students will be expected to respond to the next steps comments on their work in green pen, bonus points will be awarded for green pen work.
- A traffic lights system will be used to help students judge where they have made progress in an area and facilitate further student-teacher dialogue. Traffic lights should have a colour indicated to show the student’s view of their progress and a reflective comment should be added by the student. Staff should respond to this comment.
- Peer assessment will be used regularly to support progress and aid understanding.
- Students will also receive feedback during classroom time and at the point of writing, to reinforce written formative comments.
- Staff marking should be completed in purple ink where possible.
- When students miss lessons through absence or other reasons teachers will record the Learning Objective and, where possible, samples of the missed work in students’ books. This will be either highlighted or on post-it notes.
- Students should be encouraged to reflect on their progress. This should be done using the ‘Progress and Challenge’ stickers. Students should note what level of support has been needed for them to complete the activity as well as the level of challenge. In this way, students will be able to clearly see where they have made progress in terms of challenge and staff support required.

In line with this Policy, all teaching staff are required to fully assess and mark the work of students in every Key Stage at least once every term.

This work will be fully marked by the awarding of an attainment level/grade.

## Target Setting

Written targets must indicate clearly to the student the short-term actions that they have to take to improve their standard of work, and displayed in students books.

This is best achieved by, not only setting a target, but also by saying precisely what it is that the student has to do to achieve the target.

For example: 'Target 1: To improve your punctuation by using the possessive apostrophe correctly.'

Targets set should be reviewed by the teacher the next time work is marked.



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Targets must be written in clear and concise language that the student will understand.