**Marking and Feedback Policy – Technology**

Lockdown updates to feedback policy shown in red

Areas not applicable during lockdown are ~~crossed out~~

Other areas remain largely unchanged

In addition to complying with whole school policies the aim of the technology department marking and feedback is to:

Data entry:

1. At the end of each KS3 rotation class teachers are expected to enter data on technology marksheets. These marksheets will be stored centrally (currently on Technology teams) so that data for each class will accrue throughout the year. This allows a pattern of behavior for students to be noticed for intervention / praise and allows a more comprehensive reporting to parents as the year progresses. data will still be entered, but not all columns will be appropriate or able to be filled in.
2. Class teachers are expected to enter data for whole school assessments in line with deadlines issued during the year.
3. GCSE marks and tracking data are to be collated and stored by the relevant teaching staff. The period of assessment will vary according to the work being carried out. During GCSE coursework this should be no greater than monthly.
4. GCSE exam entries will be entered in accordance with exam board deadlines and procedures.

Feedback to students:

1. ~~At KS3 before the end of each 10 week rotation students will receive written feedback. Students should have the opportunity to respond to this as part of the students voice procedure.~~
2. ~~KS3 homeworks will be set every two lessons. This should consist of 30 – 60 minutes of student work. Feedback on this homework should be provided within two homework rotations.~~
3. When a piece of work forms part of a major assessment, this should be made clear to the students beforehand. Staff are not expected to give detailed feedback on all work completed remotely. Instead staff should aim to provide sufficient feedback to facilitate student progress and incorporate sufficient assessment to inform them of this progress. At KS3 this would typically be some feedback on student work at least every 4 lessons.
4. ~~Throughout KS3 work students will receive verbal and / or written feedback. It would be normal practice for this to be every lesson but should be no more that every two lessons.~~
5. ~~It should be normal practice to include peer assessments in each KS3 unit of work.~~
6. ~~Evaluations of (practical) work completed will be undertaken by students in each unit of work.~~
7. GCSE NEA coursework tracking should allow teacher, student and HOD to be regularly informed of progress. It is expected that this interval will be no longer than monthly during coursework ‘season’ with verbal feedback usually given each lesson, but as a minimum weekly.