

# WEST LANCASHIRE COMMUNITY HIGH SCHOOL

## MARKING POLICY

### **Philosophy**

The marking of pupils' work is used to comment upon different aspects of pupils/students work and how feedback is provided to ensure progression in the context of the wider agenda of assessment for learning. The marking and assessment of pupils work will be part of the wider monitoring and evaluation process that is carried throughout the school to ensure and maintain a high standard of teaching and learning.

### **Aims**

In marking pupils' work we aim:

- To give positive feedback to pupils and parents
- To mark work whenever possible with the pupils present
- To enable pupils to evaluate their own learning and identify next steps
- To mark work before any subsequent piece of work is set
- To use appropriate forms of marking to reinforce good work
- To ensure that formal marking is used alongside discussion, observation and questioning so that there is an effective check on pupils understanding and to provide a complete assessment of their progress

### **Methodology, Organisation and Resources**

Staff will use the letter ' C ' when work is incorrect and then add a tick when corrected rather than the use of a ' X '

Annotation is used as appropriate eg. At the end of each module/unit.

Different work may be marked in different ways, with or without the pupil being present.

Examples of work usually marked without the pupil being present:

- Copied work (from board / books etc.)
- Homework
- Work completed of a collaborative nature
- Spelling / dictation
- Accredited work (AQA, OCR, ASDAN)

Work usually marked with the pupil present:

- All subjects
- Work linked to I.E.P.'s

### **Marking involving parents**

The use of the home school diary is used where appropriate for informing parents of details of homework and/or progress of pupil and a brief summary of work currently being completed. Where appropriate homework should be acknowledged by a parent signature.

In addition to marking, staff may monitor and reward work in a number of ways:

#### **KS3**

Use of certificates, individual credit cards, Friday afternoon reward system and progress file (Year 9 onwards)

#### **KS4**

Verbal and written comments, daily / weekly merit reward system.

#### **Post 16**

Verbal comments. Star charts and Star of the Week.

Reviewed Summer 2016

Next review Summer 2018