



TKS Marking and Assessment Policy

AIMS:

- To maintain a consistent approach to the way in which students receive written feedback, using live marking, WIN feedback, and QLA (Question Level Analysis) following assessments.
- To enable staff to evaluate the effectiveness of their teaching and to inform future planning, intervention, homework and assessment.
- To close learning loops, bridge knowledge gaps and improve the teacher/student learning dialogue.
- To empower students to effectively reflect and improve their learning so they can reach their full potential.

ROLES AND RESPONSIBILITIES:

All teachers will:	<ul style="list-style-type: none">• Use the WIN feedback formula for feeding back to students, specifically:<ul style="list-style-type: none">❖ What have you done well?❖ Improvements need to be made?❖ Next steps to make these improvements?• Follow the marking frequency expectations which differ by subject, linked to the amount of lessons per week.• Ensure the department Long Term Plans are followed for marking key pieces of work with WIN feedback.• Use QLA (Question Level Analysis) to provide feedback on assessments where appropriate.• Plan time into lessons for students to respond to feedback in purple pen.• Use a red pen to mark any work.• Ensure that the student’s exercise book is up to date and contains all the work they have completed. This also applies to subjects using drop boxes or coursework folders.• Check student notes are accurate, complete, and neat, although not everything a student does requires feedback.• Keep a record of students’ marks/levels/grades and input data according to the A&I calendar.• Set homework according to the homework timetable.• Adhere consistently to the marking policy and codes:<table><tr><td>❖</td><td>Sp</td><td>=</td><td>Spelling error</td></tr><tr><td>❖</td><td>P</td><td>=</td><td>Punctuation</td></tr><tr><td>❖</td><td>Gr</td><td>=</td><td>Grammar issue</td></tr></table>	❖	Sp	=	Spelling error	❖	P	=	Punctuation	❖	Gr	=	Grammar issue
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Students will:	<p>Read and respond to teachers’ feedback on their work using purple pen, in order to:</p> <ul style="list-style-type: none">• Consider the depth of their learning and understanding.• Alter and change their work where necessary.• Respond to questions posed by a teacher.• Address literacy errors and improve the quality of their written communication.• Further develop their responses.• Meet grading criteria.• Develop confidence.												
Curriculum Leaders will:	<ul style="list-style-type: none">• Monitor the setting and marking of homework in their subject areas.• Drop into classrooms and check records to ensure teaching, marking and assessment are being completed in accordance with expectations.• Complete work scrutinies with SLT.												
SLT will:	<ul style="list-style-type: none">• Drop into classrooms and check records to ensure teaching, marking and assessment are being completed in accordance with expectations• Carry out regular work scrutinies to monitor that expectations are met.• Support staff in training and following procedures for consistent application of the policy.												