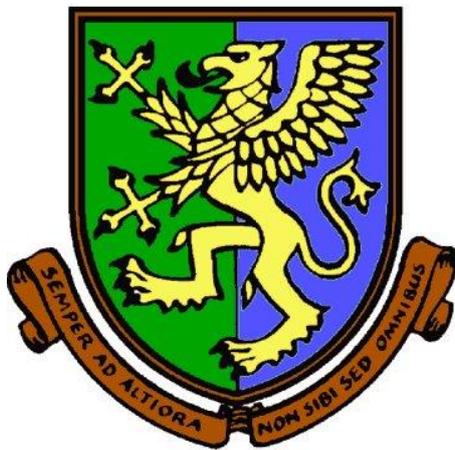


COWLEY INTERNATIONAL COLLEGE

MARKING POLICY

REVISED September 2017



CONTENTS

Links to College aims

Links to College Improvement Plan

Links to Teachers' Standards

Marking Policy

Appendix A Whole College Presentation Guidelines

Links to College aims

- to raise the standards of achievement for all students at Cowley International College.
- to extend all students to the limit of their individual ability.
- to enhance the quality of teaching and learning in all areas.

Links to College Improvement plan

- to improve student achievement and performance at all levels.
- to develop strategies to engage students in knowing how to, and wanting to, make progress.
- to establish student monitoring and evaluation meetings, with feedback.
- to develop strategies to ensure all students understand the target setting process and their present performance.
- to have clear marking procedures in place to ensure feedback to students.

Links to teachers' standards Document (DfE 2012)

A teacher must:

- guide students to reflect on the progress they have made and their emerging needs.
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject.
- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- make use of formative and summative assessment to secure pupils' progress.
- give pupils regular feedback, both orally and through accurate marking and encourage pupils to respond to the feedback.

MARKING POLICY

1. Introduction and basic principles

All students should regularly have the opportunity to receive quality written or verbal feedback regarding their performance in work completed both in lesson and for any homework undertaken. Each Department's policy and feedback protocol must be consistent with the College's aims and purposes.

This policy should be read in conjunction with the College Assessment policy.

2. Work Scrutiny protocols

2.0 The quality of marking is judged according to the criteria listed in the work scrutiny protocols, which stipulate that:

- (i) there is evidence of pupil progress
- (ii) there is evidence of teacher comments that are diagnostic and make clear how to improve work;
- (iii) there is evidence that the student has acted on feedback given;
- (iv) there is evidence that the teacher is using standard marking codes;
- (v) there is evidence that the teacher is giving praise;
- (vi) there is homework set within agreed departmental cycles;
- (vii) the work is marked within agreed departmental cycles;
- (viii) teachers are marking to agreed non-negotiable protocols made explicit in their departmental feedback statement
- (ix) teachers will mark using the College Presentation Policy guidelines. (Appendix A)

2.1 Each member of staff's work will receive a judgement to show its current position in relation to each of the above criteria (standards met/standards not yet met)

Judgements will be made collaboratively between the member of staff, the Head of Department and other departmental members.

Staff will take part in cross-curricular Work Scrutiny sessions.

Departmental 'Ambassadors' will be given the opportunity to attend other departmental Work Scrutiny sessions.

It remains the responsibility of all staff to endeavour, where possible, to move towards 'Standards met' in all areas of the above protocols.

Work Scrutiny summary results are shared with Middle Leaders after each session and good practice is collected and shared.

Terms that may be used in marking are;

SOA (Standards of Achievement) Grades:

- 1 Above target
- 2 On target
- 3 Below target

Prepared to Learn Grades:

- E Excellent
- G Good
- S Satisfactory
- L Below Satisfactory
- U Unsatisfactory

STAR

Strengths/Targets/Action/Response

3. Other Monitoring and Standardisation

Standards achieved in marking will also be ascertained by other monitoring methods

- i) Short Learning Walks will be undertaken on a three week cycle; one of the monitoring foci will be the frequency of marking.
- ii) Long Learning Walks are undertaken on a yearly basis; book scrutiny is one of the standards monitored by SLMT, Head of Department and other observers.
- iii) General departmental monitoring will be conducted by the relevant middle leader for each subject area.

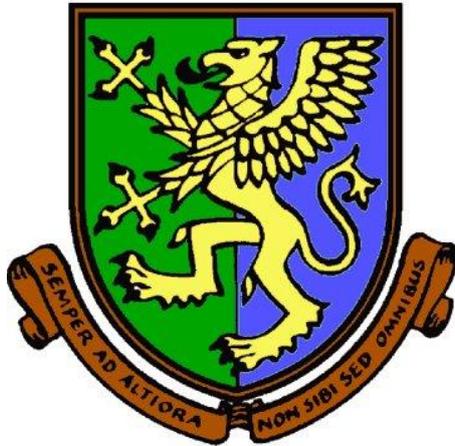
4. Marking Codes

In order support whole College literacy development, standard codes as follows are to be used to identify key areas for improvement. When appropriate (once per half term), a piece of written work should be marked specifically for literacy development.

The codes are as follows:

- Pr to indicate Presentation
- Rp to indicate Range of Punctuation
- // to indicate Organisation (of paragraphs)
- G to indicate Grammar
- Rr to indicate Re-read carefully
- Exp to indicate Expression
- Sp to indicate Spelling
- Sv to indicate Suitable vocabulary

The 'PROGRESS' mnemonic poster is displayed in teaching rooms to support pupils and staff.



**COWLEY
INTERNATIONAL
COLLEGE**

**PRESENTATION POLICY
JUNE 2017**

Achieving the highest standards together

The Rationale

- It is important that students present their written work well in order for them to take pride in their learning, improve its quality and enhance their self esteem.
- Expectations of presentation need to be consistent across the College in order for the Assessment and Marking to function adequately.
- A clear, simple standard will allow presentation techniques to be taught.
- Written work should have a high profile around the college and be displayed so that exemplars of the highest standards can show the value of good presentation.
- Resources used and supplied by staff should model the high expectations expected to the students.
- Each Curriculum area has its own agreed protocols regarding presentation of work and management of pupil books/ work files/ portfolios which complements the Whole College Guidelines below.

Presentation of Written/Word Processed Work

Each piece of written work should:

1. Have the date displayed in date/month/year format (e.g. 4th September 2017) on the right hand side of the page.
2. Have a clear heading in the middle of the page/line - miss a line between the date and title.
3. Have all titles and subheadings underlined with a ruler – also, tables etc. to be drawn using a ruler.
4. Include paragraphs for extended pieces of writing which are denoted with an indent (not by missing a line).*
5. Have handwriting which follows the rules of legibility.
6. Be written in blue or black ink and have drawings/diagrams completed in pencil.
7. Include capital letters as appropriate.
8. *Have appropriate font and layout if word-processed.
9. Previous work should be ruled off before continuing on the same page for the next lesson.