

HAZEL OAK SCHOOL MARKING POLICY – updated March 2016

Guidelines for marking pupils' work

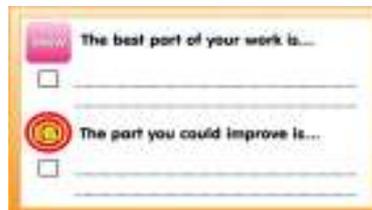
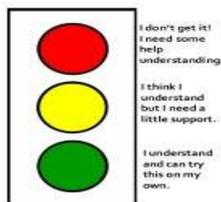
- A date and learning objective for each piece of work. Where pupils are able, these should be underlined with a ruler.
- Pupils should write in blue or black biro unless they are emergent writers and still using pencils. **PUPILS** will complete any corrections in **green pen**. **TEACHERS** will make annotations in **purple pen**. *The exception to this is where an exam board stipulates marking in a different colour.*
- Each piece of work should be marked with a traffic light:

 Well done! You've got it.

 Almost there, keep it up.

 More practise needed

- An indication if the work has been completed independently or with teacher/TA support: write 'I'. A comment such as 'VP' (*verbal prompt*) may need to be added if pupils had assistance with their work – please indicate the type of verbal prompt.
- A self-assessment OR peer assessment stamp to be used at the end of a series of lessons e.g.



- During 'Assess and Review' week, a *Next Steps* comment, question or correction. For higher ability/older pupils, extension questions may also be appropriate. There must also be evidence to indicate that the pupil has acted upon the *Next Steps* comment, question or correction. For accredited courses, the *Next Steps* comment will be added at the end of a unit of work.
- **Repeated** spelling errors should be corrected, along with subject-specific vocabulary. Comment on punctuation and grammar if this is a specific focus of the work.
- English, Maths and Science must have progress sheets in pupils' exercise books (either related to exam criteria for Upper School or progress measures for Lower School) and should be dated to indicate when the pupil has achieved each objective.
- A target grade/level for the end of the academic year must also be visible. All other curriculum areas should use the **Key Skills** matrix.

Any marking of pupils' work should be appropriate to the age/working level of the child. Also, marking in exercise books will be different to marking of coursework.