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## MARKING POLICY

**Date of Policy: September 2017.**

**Frequency of Review: Annually.**

**Date of Next Review: July 2018.**

The Staff at Wize Up should be marking in a meaningful and evaluative way so that learning can be guided and monitored throughout their time here. We aim to improve the young people's learning and provide material for self-assessment.

Marking should be an aid to staff, parents and special needs agencies who may need to look at young people's work based on how they evaluate their attitude for learning.

We have set out the following marking procedure to ensure that all marked work is consistent:

- Marking will include verbal feedback
- Meaningful statements will be made which the young people can understand and find helpful
- Marking should be regular and frequent for example all work should be marked weekly
- Marking should be problem-solving and an aid to improvement
- Marking should be encouraging – giving positive feedback
- Targets should be set to address areas of development required
- Marking should not only identify targets but also record when the target has been achieved
- Positive feedback in class time should help young people to recognise standards and general targets and what is considered to be good work
- Encouragement should also be given through acknowledgement of good work and in code of conduct
- Young people should understand the marking system. We feel that praise in the form of "Good Work", "Brilliant" etc., should still be used for the young person's benefit but a statement or target will also be recorded as follows: WWW (What went well) EBI (Even better if)

- The marking procedure should be clear to parents and other interested parties
- Marking will be an aid to teachers evaluation of young person's work and abilities and will be a useful tool when informing reports and records
- Marking should always reflect the lesson objectives
- Marking should reflect scores achieved in the young persons daily report in relation to attitude for learning.

### Guidelines

- A pen in a different colour to the work should be used, this **should not** include red. We have found this gives a negative impact to our young people and does not allow them to achieve the desired results. Wize Up's preferred colour is Green

#### Green pen initiative

- Using a **green pen**, pupils encouraged to **reflect** on their work
- Pupils engage in an **ongoing dialogue** with **peers** and **teacher** on how to **further improve work** and **make progress**

**Green** allows **easy identification** of reflections

- Corrections will be clearly written above the error in KS3 so that the young person can still see their own work.
- Underlining and/or correction in the margin in KS4.
- Awareness is needed of curriculum focus i.e. if it is a Science based piece of work then the English content should not be the main focus in the marking, however attention should be given.
- Directional targets should be given in marking, with information on the curriculum level the work demonstrates.
- Correct work should be marked with a tick.
- Incorrect work with a cross or a circle where appropriate i.e. Maths in addition to a comment of how to improve
- Underlining spellings, which should be known in the KS.
- Teachers may where they feel appropriate provide the correct spelling for less common errors i.e.- errors written at the end of the work in list format.
- Teacher marking will be monitored periodically to ensure that school guideline is being adhered to, this information will be available to teaching staff on the year breakdown

Other policies, which relate to this policy, include the Mentoring, Assessment, target setting, record keeping and reporting and Curriculum policy.