



# **Lincoln Christ's Hospital School**

## **Marking Policy**

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**Review Date:                                        January 2017**

The teachers' standards document states that we must make accurate and productive use of assessment. In order to do this we should:

- *know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirement.*
- *make use of formative and summative assessment to secure students' progress.*
- *use relevant data to monitor progress, set targets, and plan subsequent lessons.*
- *give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback.*

Accordingly, this 7 point policy is designed to support teachers in their work in order to meet this particular standard.

It will be reviewed annually in order to ensure that it reflects effective practice. The policy is a framework for consistent and efficient marking.

The 7 points are:

**1) Where a piece of work is marked, it will have a combination of the following:**

- \* Grade/score/number
- \* A SMART target (specific, measurable, attainable, realistic and timely)
- \* A question asked by the teacher
- \* SPaG highlighting in yellow
- \* Peer marking
- \* Self-marking
- \* Discipline for Learning grade (to be circled)

**2) Students should respond to marking in one of the following ways:**

- \* Show evidence subsequently of improvement regarding the given target/s
- \* Write a comment in the "student response" section of the marking stamp
- \* Correct their work

- 3) Both the staff marking and the students' responses should be evident during a work scrutiny.**
- 4) By way of general guidance regarding appropriate regularity of marking, the stamp should be used at least twice every half-term for KS3 and KS4 and where appropriate at KS5.**
- 5) Vivos should be given where appropriate.**
- 6) Teachers should use clear handwriting for comments and targets and ensure that they are written in clearly understandable terminology as appropriate to the level of cognisance of the student.**
- 7) Grades should not be made public during a lesson.**

How this is maintained and managed is the responsibility of the individual and the department. This will be monitored by Heads of Department and SLT and can be used as part of the PMR evidence trawl in supporting staff.