



**Bucks University Technical College**

**Marking Policy**

**2016-17**

Responsible Officer: Principal  
Date: July 2016  
Review date: July 2019  
Procedure available: Website/Reception/Learning Centre  
Authorised by: Governing Body

## Marking Policy 2016

### Expectations

- It is expected that students' notebooks are kept neat and tidy, free from graffiti and there should be a sense of pride in their work
- It is not expected that staff will 'mark' class notes – this will be ticked/initialled half-termly
- Staff may wish to keep assessed work separate from class notes/work – the former may be in the back of an exercise book or folder or 'stored' in a shared area
- Some homework may involve preparation for the next lesson; in this case, 'assessment' can be via question and answer
- It may be appropriate and can be very useful to use peer marking on a task – students need to be clear about what is being assessed and to respect their peers' work. Clear guidance from staff is imperative
- It is essential to inform students before they begin a task on how their work will be assessed e.g. a mark out of 10 or a percentage grade or written comments only
- Dedicated time should be included in lessons to enable students to improve (assessed) work immediately, and to reinforce key aspects to be covered in future work
- At KS4, assessed work should be marked within two weeks of it being handed to staff and students provided with meaningful feedback at least once per half-term
  - Feedback should include a short, clear comment on strengths (WWW – what went well). WWW comments should praise effort as well as achievement, to encourage students to give of their best
  - Feedback should include a next step/target comment in clear language (EBI - even better if). Targets can be skills or content based
- Staff should provide opportunities for students to respond to their feedback in class or as homework; this could include re-drafting, making alterations, answering specific questions more fully
- Where relevant, marking should refer to the Literacy and Numeracy policies, with information being shared with English/Mathematics staff
- Subject Leaders are responsible for:
  - Monitoring the quality, accuracy and frequency/regularity of marking and homework
  - Ensuring that lessons include dedicated response times
  - Ensuring that there is evidence of the above and a departmental monitoring of the progress of every student

This policy was adopted by Bucks UTC in July 2016

This policy is due to be reviewed in July 2019

**Marking and quality assurance scrutiny 2016-17**

**Subject:.....Subject Leader:.....Date:.....**

<b>Teacher</b>	<b>Quality of student interest, engagement and progress</b>	<b>Quality of marking and feedback to students</b>	<b>Use of target setting and student response(s) to grades</b>	<b>Any causes for concern</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				