



Bucks University Technical College

Marking Policy

2017-18

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

Marking Policy 2017

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 2017-18

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

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