



Bucks University Technical College

Marking Policy

2019-22

Responsible Officer: Principal
Date: April 2019
Review date: April 2022
Procedure available: Website/Reception/Learning Centre
Authorised by: Governing Body

Marking Policy 2019

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/initialed 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
- 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

All books are to have a target grade sheet attached with working at grades and predicted grades – all students should know where they are starting from and where they are going to within their studies.

This policy was adopted by Bucks UTC in July 2019

This policy is due to be reviewed in April 2022

Marking and quality assurance scrutiny 2019-2022

Teacher: Assessor:	Has work been given adequate feedback? Does this feedback allow the students to improve?	Is there clear evidence of embedding literacy/numeracy within the students work? Is SPaG being marked and monitored?	Use of target setting is evident. Students know their current grade and predicted grade?

Teacher: Assessor:	Has work been given adequate feedback? Does this feedback allow the students to improve?	Is there clear evidence of embedding literacy/numeracy within the students work? Is SPaG being marked and monitored?	Use of target setting is evident. Students know their current grade and predicted grade?

Teacher: Assessor:	Has work been given adequate feedback? Does this feedback allow the students to improve?	Is there clear evidence of embedding literacy/numeracy within the students work? Is SPaG being marked and monitored?	Use of target setting is evident. Students know their current grade and predicted grade?

Marking Guide for all Teachers/assessors.

Mark	Meaning
sp	Spelling needs addressing
gr	Grammar needs addressing
Pu	Punctuation errors
//	New paragraph needed
?	Not clear/please re-write
FS	Write in full sentences
ww	Wrong word e.g. witch/which

Student Involvement - You may ask students to check through their work to look for any obvious spelling, punctuation or grammatical mistakes and correct them or highlight them using the marking for literacy codes which are displayed above.