

English Faculty Assessment and Marking Policy

The Faculty embraces the school assessment and marking policy by implementing the following:

Recording of Work

Students to record the following in their draft books or assessment folders at the start of every lesson:

- 1) Date
- 2) Objective
- 3) The nature of the work – class notes, homework, research, assessment task, CA notes etc.

Staff should use a different colour pen to the student's work – not black or blue – and date and sign in the margin when the work was marked.

The importance of providing quality feedback to pupils and allowing them to make 'the next step' in their progress has never been more evident, and with this in mind the department adopts a 2 level approach to marking.

Marking

'Next Steps' Marking

All students' books or assessment tasks will be looked at periodically in line with the English Department Assessment Overview and the following marking criteria applied:

- 1) For extended tasks a positive written comment is given to the pupil, a level or grade and a Strategy for Improvement (SFI) that will be the focus of the student's 'Next step' to progress. The term 'Next steps' will be the standard sentence starter for what the student needs to improve.
- 2) Once students have received their feedback they should be given the opportunity to outline how they are going to act on the 'Next Step' they have been given. If this is a written response it should be as close to the teacher's feedback as possible and if it is verbal feedback on how they intend to action the improvement the teacher should get the student to record VF in the margin and to sign it. The teacher can then counter sign it to confirm that conversation has taken place.

Note: There is no longer a whole-school expectation to partake in KEAPS and assessments are at the teacher's discretion at KS3 (minimum of two writing, reading and speaking) and in line with 'Exam Preparation' overview for KS4.



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Merits and Rewards

When marking student's work evidence of good or outstanding effort or achievement should be acknowledged with an M in a circle and a merit recorded to the student on EPORTAL.

Target Grades

For any class with a folder a target grade sheet should be on the inside of the folder – the target grade sheets reflect the new assessment and marking policy and include an area to record a target grade and for 'Next Steps' marking a space for pupils to record the way they will improve.