

## **Computing and Business Faculty Assessment and Marking Policy**

This Faculty Assessment marking procedure incorporates the detail of the school's current Assessment Policy.

This procedure applies to homework and classwork assignments completed within the Computing and Business Faculty.

### **Aim**

- To provide clear instructions to teachers and stakeholders on procedures for assessment in the Computing and Business faculty.
- To ensure that faculty procedures are in line with the school Assessment Policy
- To ensure that students have an entitlement to a fair constructive learning experience with feedback on their work.

### **Verbal Feedback**

Verbal Feedback is given regularly to students across all key stages. Verbal Feedback is often considered the most impactful feedback that a student can get in the classroom. Verbal feedback is difficult to formally reference and there is no requirement for this to be recorded or evidenced in a student's work.

### **Written Feedback**

Effective Written feedback is an important part of assessment.

Year 10 and Year 11 classwork will be marked regularly and students will receive feedback in either an electronic or written down format. Most of the work completed within Computing is completed in a digital format, so marking may take the form of annotated comments within the file, comments via a medium such as Google Classroom or comments within a dedicated mark scheme. In Year 10 and Year 11, we will be completing coursework or Non-Examined Assessment work throughout the year. The rules of the examination boards prescribe the level of feedback and assessment that can be given. Where appropriate and allowed, work will be marked, but for the most cases feedback will be given in verbal format and students will be expected to act upon it.

At the end of the coursework or NEA period, all student work will be marked and the student given feedback on what they did well and the mark they attained. Unfortunately, the rules set down by the exam boards prohibit a further opportunity for improvement so the opportunity for "Next Steps" is not permitted. When students are not completing examined work in Year 10 and 11, normal faculty assessment procedures will apply with regular feedback. In Key Stage 4, student work can be found within the A4 exercise books provided by the faculty. Inside the front cover of the exercise book is a list of the student targets and what they are working at.

In an effort to reduce our carbon footprint, from September 2019, we will discontinue the use of exercise books within Computing at Key Stage 3. All students in Key Stage 3 will store work electronically with Google Drive folders and use Google Classroom. Work produced by

students will be marked electronically by teaching staff and comments attached to the work itself.

In Sixth Form, we will be primarily completing coursework and controlled components. Written feedback can only be given at the end of the unit, and this is limited, especially with regard to the BTEC course where regulations dictate that teachers are not allowed to guide students on what can be done. Verbal feedback is regularly given in class and students are expected to act upon it in their work.

In A-Level Computer Science and Business groups a piece of work will receive regular effective written feedback, with advice given to the student on strengths and weaknesses with “Next steps” improvement comments provided.

### **Use of Google Classroom for Assessment**

Use of Google Classroom to set classwork/extended projects and homework is encouraged within the Computing and Business Faculty. The features of Google Classroom allow students to complete classwork at home via the computer and submit it to Google Drive. The work is then electronically collected by Google and passed onto the classroom teacher for marking. Effective written feedback will take the form of comments about what the student did well and next steps in terms of improvement. When the student logs back into Google Classroom they will receive a notification that their work has been marked and will be able to view the feedback that they have been given. This is accessible at home and at school.

On some occasions, work completed and marked on Google Classroom may need to be printed and placed into exercise books and folders so it can be accessed easily without the need for a computer. This will be at the classroom teacher’s discretion whether this happens or not.

### **Responding to Feedback**

Students will be expected to act upon feedback in order to improve their performance in the future, be it improving their grade or level. In Key Stage 3 attainment will either be assessed and recorded as Developing, Meeting and Exceeding (Years 7 and 8) or National Curriculum Levels for Year 9 only. Key Stage 4 GCSE grades (9 - 1) will be used, Key Stage 5 will use BTEC grading descriptors (Pass, Merit and Distinction) and A-Level grades A\*-E.

### **Rewards within Computing**

In accordance with the school assessment policy, when the teacher recognises that there has been exceptional effort /performance a Merit should be awarded using the school’s reward system. The code **(M)** should be recorded on the work to note a Merit has been awarded.