

## CHS Marking and Assessment Policy

Aims:	<ul style="list-style-type: none"> <li>To maintain a consistent approach to the way in which students receive written feedback, using live marking, WIN feedback, and QLA (Question Level Analysis) following assessments.</li> <li>To enable staff to evaluate the effectiveness of their teaching and to inform future planning, intervention, homework and assessment.</li> <li>To close learning loops, bridge knowledge gaps and improve the teacher/student learning dialogue.</li> <li>To empower students to effectively reflect and improve their learning so they can reach their full potential.</li> </ul>
<b>Roles and Responsibilities:</b>	
All teachers will:	<ul style="list-style-type: none"> <li>Use the WIN feedback formula for feeding back to students, specifically: <ul style="list-style-type: none"> <li>❖ What have you done well?</li> <li>❖ What Improvements need to be made?</li> <li>❖ What are your Next steps to make these improvements?</li> </ul> </li> <li>Follow the marking frequency expectations which differ by subject, linked to the amount of lessons per week.</li> <li>Ensure the department Long Term Plans are followed for marking key pieces of work with WIN feedback.</li> <li>Use QLA (Question Level Analysis) to provide feedback on assessments where appropriate.</li> <li>Plan time into lessons for students to respond to feedback in purple pen.</li> <li>Use a red pen to mark any work.</li> <li>Ensure that the student's exercise book is up to date and contains all the work they have completed. This also applies to subjects using drop boxes or coursework folders.</li> <li>Check student notes are accurate, complete, and neat, although not everything a student does requires feedback.</li> <li>Keep a record of students' marks/levels/grades and input data according to the A&amp;I calendar.</li> <li>Set homework according to the homework timetable.</li> <li>Adhere consistently to the marking policy and codes: <p><b>Sp</b> = <b>spelling error</b></p> <p><b>P</b> = <b>punctuation</b></p> <p><b>Gr</b> = <b>grammar issue</b></p> </li> </ul>
Students will:	<p>Read and respond to teachers' feedback on their work using purple pen, in order to:</p> <ul style="list-style-type: none"> <li>Consider the depth of their learning and understanding.</li> <li>Alter and change their work where necessary.</li> <li>Respond to questions posed by a teacher.</li> <li>Address literacy errors and improve the quality of their written communication.</li> <li>Further develop their responses.</li> <li>Meet grading criteria.</li> <li>Develop confidence.</li> </ul>
Curriculum Leaders will:	<ul style="list-style-type: none"> <li>Monitor the setting and marking of homework in their subject areas</li> <li>Drop in to classrooms and check records to ensure teaching, marking and assessment are being completed in accordance with expectations</li> <li>Complete work scrutinies with SLT</li> </ul>
SLT will:	<ul style="list-style-type: none"> <li>Drop in to classrooms and check records to ensure teaching, marking and assessment are being completed in accordance with expectations</li> <li>Carry out regular work scrutinies to monitor that expectations are met</li> <li>Support staff in training and following procedures for consistent application of the policy</li> </ul>