

Assessment and Marking Policy

General Principles:

- Pupils have an entitlement to have their work marked regularly and an assessment of their current standard given; to have the opportunity to celebrate their achievements; to provide further motivation.
- Teachers are expected to communicate to pupils in a language that they can understand at what level they are working and what they need to do to improve.
- Departments should ensure that there are frequent assessments to enable students to monitor their progress effectively.
- Departments are expected to have a system in place to track pupil progress and intervention strategies for pupils not achieving to the expected standard.

Teachers should ensure that:

- work is marked and returned as soon as possible after the task is completed.
- **at Key Stage 3** marked work consists of any of the following: effort grades, comment, NC level descriptors. (Effort grades, see descriptors below, should take into consideration the ability of the pupil and any special needs.)
- **at Key Stage 4/5** marked work consists of comment and a current exam grade.
- whenever possible, feedback (written / verbal) is given to pupils about their work showing a target for improvement. This should include a balance of praise and constructive criticism. (see appendices 2&3)
- when marking work they have a responsibility to help pupils improve their literacy skills. (see appendix *literacy)

Effort grades to be used are:

- A** appears to be working exceptionally hard
- B** appears to be making a determined effort
- C** appears to be capable of more effort
- D** appears to be making very little effort

Formal assessment (collected and collated centrally)

Each subject teacher is expected to provide an effort and attainment grade for each pupil they teach on six specified dates in the year. Three of these will be used in the reports to parents.

- At Key Stage 3 this will consist of an effort mark and the child's current National Curriculum level
- At Key Stage 4 this will consist of an effort mark and a projected GCSE grade based on current performance.
- At Key Stage 5 this will consist of an effort mark and a projected grade based on current performance for which ever exam course they are following.