



Cummersdale School

Marking and Presentation of Work Policy

Aims

Marking is an integral part of assessment. We aim to provide a system of marking that is consistent and continuous throughout the school. Marking will inform planning, be diagnostic and enhance children's learning by ultimately offering guidance on how work can be improved.

We aim to mark positively whenever possible to enhance self-esteem and confidence. Children will be encouraged to read through their work before presenting it to be marked, as a strategy to develop self-reflection and self-evaluation against the learning objective.

We mark children's work in order to:

- Show work is valued and to praise
- Demonstrate appreciation of children's effort
- Give feedback to children to inform them of their achievements and the next step in their learning
- Inform future planning and learning
- Ensure set tasks have been carried out

General Guidelines

- Wherever appropriate/possible, teachers should provide individual verbal feedback to children on their work
- All pieces of work should be marked in some way
- Teachers should look for strengths as well as identifying improvements when marking work. Wherever possible, comments should be made on the children's work, rather than just a tick. Marking should enable the child to make progress
- Marking should be linked to learning objectives/targets
- As children progress through the school, children should be trained in marking, self evaluation and peer assessment and be given opportunities to mark their own and others work
- A green pen will be used for marking
- Stickers and stamps may be used, especially with younger children, to help praise them for their efforts

Spelling, Punctuation and Grammar

- Spelling errors may not always be corrected.
- Those spellings considered appropriate for the child's ability will be corrected.
- Punctuation errors will be treated the same as above.
- Correct use of words and grammar will also be encouraged/corrected.

Monitoring and Evaluation

The Headteacher/Subject Leader will review samples of work to monitor the implementation of this policy. An analysis will be made and feedback given to staff.

This policy is intended to help improve children's learning and enable them to progress.

Updated: February 2016

Date for Review: February 2016

Guidelines for Presentation of Written Work

Date and Title

- All work must have a date and a title
- Learning objectives may be used in KS2
- The date should be written on the top line (or the next available line) and the title written beneath it.
- In KS 2 the full date should be written in all subjects except Maths where the short date should be used when possible.
- Dates and titles may be underlined in KS2, initially with a pencil but as the children get older, in pen.
- Any underlining should be done with a ruler.
- Children should leave a line beneath the title/heading before starting work.

Completion of Written Work

- If an exercise is numbered, numbers should be written in the margin.
- Children will be encouraged to do their neatest handwriting at all times.
- If a mistake is made, the word should be bracketed and written correctly next to it. Alternatively, a neat line may be put through the error and the correction written in.
- On occasion it might be more acceptable to stick a white sticker over the mistake and write the correction above.
- Children in KS1 rub out mistakes.
- Tippex or correction fluid should not be used.
- Children should not write on the covers of their exercise books.
- Any worksheets should be stuck in the books rather than left loose.
- Work that is viewed to be unsatisfactory may be repeated by the child.

Completion of work in Maths

- Children will be encouraged to put individual digits into separate squares.
- Children will use rulers for drawing all lines.
- Children will be encouraged to show their working out in their exercise books.
- Children will leave a line under each sum before beginning the next.
- In KS1 children write the correct answer next to the wrong answer

Use of pens and pencils

- Children in KS1 will use a pencil for all work.
- Children in Y3 will begin to use a handwriting pen. In Y5/6 children will use a fountain pen at the teacher's discretion. This may be a handwriting pen if an individual is struggling.
- Children will write in blue ink.
- Diagrams and tables should be drawn in pencil.