



MARKING & FEEDBACK POLICY

2017-18

October 2017

Marking & Feedback Policy

The Importance of feedback

Research from the Sutton Trust and the evidence gathered by the Education Endowment Foundation shows that high quality feedback can produce the largest gains in student progress.

Indeed, when feedback focusses on a learner's performance relative to their learning goals, student progress can improve by more than 8 months.

Toolkit Strand ^ Cost v Evidence Strength v Months Impact

Feedback High impact for very low cost, based on moderate evidence.   

Frequency of marking & feedback

At Northern Education Trust, all students are entitled to receive regular and detailed feedback on their work. In all cases, student work should be marked within the timeframes below.

Subject	PIN Marking	Compliance Marking
Core subjects (English, Maths, Science)	Minimum of once per half term	Every 6-9 hours of learning
EBACC Subjects	Minimum of once per half term	Every 5-7 hours of learning
Option Subjects	Minimum of once per half term	Every 5-7 hours of learning
Other Subjects (Lower school / Core RE)	Once per half term	Twice per half-term

PIN Marking

Minimum expectations of PIN marking & feedback

Staff must use **PIN** marking to give students detailed feedback. The following criteria form the minimum expectations of all marking in the academy:

- **P - 'Praise and positives'** = Identify what a student has done well in a piece of work, linked to success criteria and specification
- **I - 'Improvements'** = Identify what a student must do to improve the work further, linked to success criteria and specification
- **N - 'Next steps'** = give students clear instructions on what to do next, respond or re-draft the work
- A student's **response or re-draft** should be acknowledged by the teacher and re-marked if needed
- Marked work should be occasionally graded to show students how close to their target they are.

Marking colours

Marking of student work, including peer and self-marking and student response to marking will take place in the following colours:

- **Purple for PIN** - the teacher will use purple ink when marking work
- **Red for response & re-drafting** - the students will use red ink when responding or re-drafting
- **Green for group** - students will use green ink when peer and self-assessing.

Compliance Marking

Presentation marking

All staff should insist on the highest standards of presentation from students and from themselves when marking work. Student work must be marked for presentation using the academy 'PROUD' codes below.

Student work should clearly indicate which of the 'PROUD' expectations they have failed to meet. It is expected that this will be challenged in future lessons.

- P** - Use a black pen to write
- R** - Use a ruler for straight lines
- O** - Oops! Draw a neat line through mistakes using a ruler
- U** - Underline the date and title
- D** - Draw in pencil

Marking codes

When marking students' literacy, spelling, punctuation and grammar the following codes must be used in all books.

Code	Description	How To Mark
✓	Work is correct	Correct work is ticked
x	Work is incorrect	Incorrect work is crossed
<u>Sp.</u>	Common words incorrectly spelt	Underlined with the abbreviation sp. and correct spelling
...	Challenging words incorrectly spelt	Identified by 3 dots underneath the word
o	Punctuation errors	Error circled
<u> </u>	Grammatical errors	Underlined
?	Written work that does not make sense	Question Mark at the end of the sentence / paragraph
++	Work is incomplete / lacking detail	Placed next to work that is incomplete
//	New paragraph needed	Symbol is used where a new paragraph should be inserted in the text

Student work

All students must:

- write the date in full (e.g. 25th April 2017) at the top right hand corner of the page
- ensure all work has a title
- underline all dates and titles using a ruler
- complete all work in **black pen** with corrections done in **red**
- cross out any mistakes and errors with a single line using a ruler
- use a pencil to draw graphs and diagrams
- keep their exercise books in pristine condition; doodling, graffiti, folding or creasing books are not allowed
- ensure their handwriting is as neat as possible with presentation remaining consistent or even improving throughout the year.

Additional Information and questions

All vocational courses which include pieces of examinable controlled work must adhere to specific guidelines for marking and feedback provided by JCQ and the exam board. In these areas marking, feedback and response may be evidenced separately to student controlled work.

Quality Assurance

Consistency of marking and feedback will be reviewed through departmental quality assurance processes as well as senior leadership team work scrutiny, lesson observations and learning walks.

Frequency of Quality Assurance

Quality assurance of PIN marking will take place each half term with compliance marking quality assurance taking place more regularly. Quality assurance will be completed using the pro-forma below.

Work Scrutiny Pro-forma



PIN Marking

Subject: _____ Date: ____ / ____ / ____

Year group/set: _____ Teacher: _____

Questions to consider	4	3	2	1	Comments (if necessary)
Is the work marked regularly, in line with the Academy Policy?					
P – Is there regular effective written feedback detailing progress . Are comments positive? Do they celebrate areas of success?					
I – Is it clear what the student needs to do to improve ?					
N – Are there clear next steps that students have to take? This could be in the format of a question or task.					
Is there evidence that the next steps have been acted upon?					
Is there evidence that the teacher has acknowledged the student's response?					

Overall Grade	Comment

1 = Clear strength
2 = Good practice
3 = Further development needed
4 = Significant development needed

MARKING SCRUTINY COMPLETED BY _____

Work Scrutiny Pro-forma



Compliance Marking

Subject: _____ Date: ____ / ____ / ____

Year group/set: _____ Teacher: _____

Questions to consider	Y	N	Comments (if necessary)
Is the work marked regularly, in line with the Academy Policy?			
Is the work presented in line with the Academy PROUD policy?			
Is there evidence of SA/PA?			
Is there evidence of marking for literacy with SPaG?			
Is it clear whether the student is on track to make expected progress			
It is evident that the work set is challenging for the students ability.			
Is all work completed appropriately?			

Overall Grade	Comment

All marking is dated and initialled Appropriate pen colours are used All marking codes are used

MARKING SCRUTINY COMPLETED BY _____



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