



Marking

GUIDELINES

Marking Guidelines – September 2014

- All work (inc. homework) must be at least acknowledgement marked, with ticks, a stamp and a comment where appropriate.
- MyMaths homework must be tracked and acknowledged.
- Marking should be related to the learning objective and quality marking should invite comments or scaffold next steps e.g. now try to think of five words to describe...or challenge: can you try these...
- Use questions to encourage a dialogue.
- Use LO (learning objective) and SC (success criteria or steps to success) which should be shared and displayed throughout the lesson.
- When marking English work or written work, spelling corrections should pick up on specific skills e.g. families of words, tricky words and editing skills. For KS2 when quality marking, underline the incorrectly spelt word and write sp in the margin. Write the correct spelling under the work and x 5 so the children can practice these when they get their books back.
- Every child should expect at least one piece of written work (in any subject area) to be quality marked every week. – **including next steps.**
- The greater the dialogue, the more meaningful the feedback.
- Quality marking might include 2 stars and a wish, a scaffolded next steps statement and a note that feedback has been given orally (O).
- From time to time in any unit of work, a plenary lesson will give children the opportunity to spend some time rehearsing improvement skills.
- The quality of dialogue will be evident in a work scrutiny.
- Feedback and marking will be given in green/black (pupil comments in the juniors will use a coloured pen, see table below). Peer assessment and self-assessment will be done in the same colour, but with letters PA or SA written before the comment.
- Teachers may use highlighters to emphasise excellent examples of work.
- Where an LSA has supported learning, they may mark 'S' in the margin to evidence supported work.
- Practical tasks or displayed work should be evidenced with date, LO, SC and explanation of where work is displayed. This may also include photos of work samples.

Marking Procedure – Pen colours

Year Group	Children's Work	Self and Peer Assessment	Teacher Feedback	Teacher Next Steps
Rec	Pencil	n/a	Dark Green	Black
Year 1	Pencil	n/a	Dark Green	Black
Year 2	Pencil/Blue pen into summer term.	Pink	Dark Green	Black/Light Green
Year 3	Blue Pen/Pencil	Orange	Dark Green	Black/Light Green
Year 4	Blue Pen/Pencil	Purple	Dark Green	Black/Light Green
Year 5	Blue Pen/Pencil	Light Blue	Dark Green	Black/Light Green
Year 6	Blue Pen/Pencil	Brown	Dark Green	Black/Light Green
Jewish Studies	Pencil	Dark Blue	Dark Green	Black/Light Green