



Town Junior School

Marking Policy

Policy

Adopted: September 2019
To be reviewed September 2020



The Purpose of Marking at Town Junior School

- To provide constructive feedback and guidance to enable children to make progress
- To raise self esteem
- To provide opportunities for self and peer assessment
- To enable children to recognise their strengths
- For the teacher to monitor progress and standards individually and within the class
- To indicate, when appropriate, the level of independence of the completion of work by pupils

Guidelines for Marking Work

- Whenever appropriate/possible verbal feedback will be given to children (VF)
- When marking work, staff will identify strengths before identifying weaknesses in work (strengths)
- A brief written comment, identifying strengths and next step/target for improvement will be given if appropriate. (Next steps / weaknesses)
- CTG (close the gap) tasks will be used when necessary to address misconceptions and move learning forward.
- Marking should pick up on progress towards previous targets / areas for improvement where appropriate
- Marking will be linked to the learning objective/ pupil target as appropriate
- Work will be marked as soon as possible after completion and where possible in the presence of the child
- Marking will be in green coloured pen
- On some occasions the work will be marked by pupils or peer marked in class. **The expectation is that this will be neatly presented with small ticks in red pen. Red pen will also be used for editing and making improvements to their writing.**
- Stamps can be used to provide development points to move the learning on.
- House points and merits to be used for rewards

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Marking of Spelling

If a child should know the word (i.e. Vital vocabulary or subject vocabulary)

- **sp** will be written in the margin whenever possible. The teacher will write the word correctly for the child and the child will rewrite the word x3 times. No more than x3 spellings per piece of work to be corrected. Spelling should be modelled and corrected in all subjects. (using pencil).

Marking of Extended writing

- Children are given time to proof read and correct their work and then self-assess against the agreed targets before the teacher marks the work. **Self and peer assessment will be denoted by pupils with PA/SA written in the margin using pencil.**
- The teacher should assess the extent to which the learning objective has been met by using a tick next to the LO.

If the LO has not been achieved, it will not be ticked and the comment at the end of the piece of work will address this. If the work is marked by a supply teacher, they should write 'supply' next to the LO.

- Examples of good features within the child's writing will be identified when appropriate using √√
- The teacher will identify a target/next step personal target which will enable them to make progress with their writing based on **INSIGHT objectives**.
- **When a target has been met the teacher will denote this with T in a circle and a tick in the margin but adjacent to the target evidence.**

Symbols used in Marking

Incorrect Spellings:

Words underlined by a wiggly line and the symbol sp is used to denote an incorrect spelling

Incorrect use of Grammar:

Word or words underlined by a wiggly line and 'g' written in the margin

Punctuation Error:

A letter p in the margin and 'a wiggly line' under words for missing/incorrect punctuation e.g. capital letters, full stops, commas, speech marks etc

The following symbols will also be used in marking:

'^' in writing means a word missed out.

'?' in margin means the sentence/ phrase etc does not make sense.

'vf' means child has discussed this work with teacher.

// new paragraph needed



Next step target

If target is met above symbol will be marked with a tick ✓ adjacent to the evidence



Where appropriate (I = independent) and S if children were working with support /part of a group.

Maths

- Ticks for correct work and dots for incorrect work are used when marking work.
- In Key Stage 2 corrections will be **written again in pencil**.
- A tick and a **C** to denote a correction will put next to the correct answer. Self and Peer assessment by pupils will be marked using red pen.

Corrections in Maths:

- A dot in Maths means it is incorrect. **C** means corrected mistake - A red **C** if self/peer assessed and a green **C** if marked by the teacher.