

Marking Policy

September 2021

1. Purpose & Aims

- 1.1 Our aim is to ensure that Worcester Sixth Form College students receive timely and meaningful feedback on marked work to enable them to identify strengths and areas to focus future study to further develop their skills and knowledge, in line with JCQ requirements for NEAs and the resubmission process for BTEC courses.
- 1.2 Marking should be consistent, fair, accurate and provide feedback that is constructive and clear to enable students to create their own development target.
- 1.3 We aim to allow flexibility in our approach to marking, taking into account the nature of the subject, the workload of staff and the purpose of the piece of work in terms of formative or summative assessment.

Objectives.

2.1 Marking should:

- Inform students, staff, parents (and others) of student attainment.
- Provide reassurance, encouragement and praise.
- Provide information to assist in making realistic applications to employment and higher education.
- motivate students.
- identify specific areas for improvement.
- provide a means for students' self-evaluation.
- provide a means to discuss progress with students and to assist in their preparation of individual action plans.
- Follow the guidelines of the relevant exam board in terms of feedback (where applicable).

Roles and Responsibilities

3.1 Teachers

- Return the work to students as soon as possible and within 10 working days (two calendar weeks) depending on the level and type of work e.g large pieces of coursework may take longer as detailed in the departmental assessment schedule.
- Explain the assessment and marking system to students. Share the assessment schedule and assessment criteria prior to submission of the work.
- Comment on the learning which summarises what has been achieved. Feedback should be meaningful for the student but manageable for the teacher.
- Marking should be targeted rather than correcting all errors.
- Give feedback that can be easily understood so can be used by the students to help them improve (where applicable, work within the BTEC regulations to signpost to skills building for future work).
- Maintain accurate records for tracking and recording progress.
- Explain plagiarism and the implications with reference to the student code of conduct.
- Use feedback to plan targets and teaching strategies.
- Ensure marking is moderated and consistent across the subject for key assessments (see guidelines for standardising and moderating marking – Appendix 1).
- Encourage peer and self-assessment where applicable.
- Ensure any specific learning needs are supported.

4.1 Students

- Have access to marking criteria and be able to interpret the marks they receive.
- Proof-read all work.
- Develop and maintain high standards for presentation of work.
- Read comments made by teachers and use feedback to plan individual targets and areas for improvement.
- Catch up on work missed after absence.
- Self-assess or peer assess using the criteria fairly and responsibly.
- Meet submission deadlines.
- Ensure all work submitted is their own and that they are clear regarding the process if plagiarism is suspected.

5 Parents and Carers

Parents/carers should do all they can to encourage and support their son or daughter with their submission of work, including finding an appropriate place to work, checking that set work is completed.

Parents/carers should:

- Remind their son/daughter of the principles of the Worcester Working Week.
- Wherever possible, support their son/daughter in the production of set work.
- Encourage their son/daughter to fully engage with all learning and make the most of any opportunities provided.

6.1 Learning Support

Teachers should consider adaptations that can be adopted for students with additional learning needs. Learning Support will advise on this. Learning support assistants will make adaptations as required in collaboration with teaching staff

7.1 Senior Leaders

Senior Leaders will take responsibility for setting the College's approach to marking and coordinate the approach across the College. Senior leaders will monitor and support HoDs and Subject Leaders in ensuring consistent and effective provision of marking and invite feedback from students and parents.

Review

The policy will be reviewed annually, and any changes approved by the Senior Leadership Team in consultation with the Heads of Department.