Assessment, Marking and Feedback

Formal assessments are used as performance indicators to review pupils' progress and to evaluate current courses, teaching methods and future differentiation. Formal assessments are also used as a teaching aid to instruct pupils on the preparation required for exams and to familiarise students with the examination process. Informal assessments are used to monitor homework and learning.

Key Stage 3

Marking and Assessment:

Frequency:

- Within the faculty all work will be assessed and feedback should be given within 7 term time days of submission for homework or collected class work.
- Formal feedback should be complete within 14 term time days of the conclusion of a module or larger project in assessment booklets.

Process:

- Marking students work should adhere to the school marking policy and standardised notation used.
- Staff should be mindful of the school literacy policy and marking should reflect and support the spirit of the policy.
- For all projects on-going marking should be dated to show progress.
- Opportunity should be given for students to review and initial teacher feedback/comments.
- Assessment can be Verbal, Peer, Self, Written, or Levelled, but all will be recorded on the work or in an assessment booklet corresponding to the child. In the case of verbal, self and peer, the child should record this in their booklets or on their work in an appropriate manner.
- Self and peer marking should be carried out in green, and in the case of peer marking, the name of the child and the date should also be recorded.
- Colour sticker marking is commonplace for week by week homework tracking.
- SIMS is used for all children to track homework by RAG rating week by week during a module of work.

Feedback and Assessment:

- Levels will only be awarded at the culmination of a project, a piece of practical or a module. The majority of work marked will be by comment only to ensure that children focus on the content of the comment rather than being distracted by a level or grade.
- Comments should be based on learning objectives and focus on improving standards in the subject clearly identifying next steps for learning, working to assessment criteria.
- All comments should be purposeful and broadly positive.
- There is an expectation that quality of work being submitted is commensurate with the pupils' ability. Regarding homework, pupils will be given immediate feedback in the form of the green, amber, red system on the sims register or stickers on their work. Work not produced to expectations should be redone.

- Occasionally it may well be appropriate to level a singular important piece of work before the end of a module, but this should be the exception.
- On week 3 of the rotation pupil's will look at the staff feedback in the assessment booklet and respond to it in green pen. Pupils will also record their project level on the assessment flight path on the back page of the assessment booklets in order that they review their progress on regular time intervals. The work and assessment booklet will then go home for parents to view and comment on their child's performance.

Sub Levels:

- Sub levels should be used for the final module levels. Once levelling is complete for the four or more NC aspects using the department specific grid, work out the average level and place it within the sub level range.
- Eg: 2 3 3 3 = 3c   3 3 3 3 = 3b   3 3 3 4 = 3a   3 3 4 4 = 3a/4c   3 4 4 4 = 4c

(there is obviously teacher discretion here dependant on the core focus)

Key Stage 4

Marking and Assessment:

Frequency:

- Within the faculty all work will be assessed and feedback should be given within 7 term time days of submission for homework or collected class work.
- Mile stone assessment is likely to vary dependent on project, topic or unit of work.

Process:

- The process of marking and assessment should mirror that of KS3.

Feedback and Assessment:

- Any work submitted as a PowerPoint or electronically may have comments attached to individual slides, a final page or as an email.
- Tracking grids should use the RAG rating system to give pupils visual indication and general feedback.
- Dated comments on grids.