



PARK HOUSE SCHOOL & SPORTS COLLEGE
ASSESSMENT AND MARKING POLICY

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CHANGE HISTORY

Version	Date	Description
Issue 1	May 2013	Revised Policy
Issue 2		
Issue 3		

LINKED DOCUMENTS

[Teaching and Learning Policy](#)



PARK HOUSE SCHOOL

Assessment and Marking Policy

Purpose and Overview

At Park House School assessment is used to progress learning. Teachers across all departments regularly and consistently use a range of feedback strategies which students act upon to make or exceed expected progress.

Procedures

- In addition to the regular formative marking of student work, departments identify at least six (i.e., termly) opportunities for detailed written assessment feedback to include strengths, areas for improvement and targets (Appendix A)
- Feedback will be recorded and discussed with students, who comment on the feedback they have received and agree the focus for the next steps in their learning
- Actual performance and targets will be recorded as **levels** in key Stage 3 (Years 7 and 8) and **Grades** in Key Stages 4 and 5
- Marking for Literacy should be included in formative assessments to include the spelling of key words, punctuation and grammar using the editing codes allocated below

Marking for Literacy

Symbol	Meaning
Sp With / without the word underlined	Check the spelling and write it correctly
C With / without the error circled	Correct the missing or misplaced capital letter
P With / without the error circled	Correct or insert appropriate punctuation
///	Begin a new paragraph
Exp	Rewrite to improve expression
+	Add this
✓	Good point or well written
✓ ✓	Excellent point / writing
CS	Comma splicing (avoid commas in inappropriate places)

APPENDIX A – Exemplar

Written Assessment Feedback Sheet

Date: _____

TITLE: _____

STRENGTHS:

AREAS FOR IMPROVEMENT:

LEVEL / GRADE: _____

FEEDBACK DISCUSSION:

Student's Signature: _____

Date:

Teacher's Signature: _____

Date:

NEXT STEPS / TARGETS:

