

NEWTON INTERNATIONAL ACADEMY SMASH



SECONDARY MARKING POLICY





Newton International Academy SMASH

أكاديمية نيوتن العالمية

"An international community of learners striving for excellence and celebrating success"

<http://newtonschoools.sch.qa>



Secondary Marking and Feedback Policy

Policy Review Date: June, 2026

Next Policy Review: June, 2027

Policy Implementation and Monitoring

- All teachers are responsible for the effective implementation of this policy.
- Heads of Departments will regularly review exercise books, and conduct moderation within their departments.
- Book reviews will take place periodically by SLT, Secondary Coordinators and Heads of Departments to ensure that students are making good progress, and effective feedback is being given.

Frequency

- One significant piece of work should be marked by class teachers at each assessment point; this marking should highlight a positive aspect and an area for improvement (WWW/EBI).
- Summative assessments should be returned to students within no more than 10 days from assessment completion.

Expectations

- Written feedback will highlight a positive aspect of the work, and an area for improvement, indicated as such: *WWW – What Went Well, and EBI – Even Better If.*
- Teachers should use red pen to mark students work.
- Students should use purple pen to self-mark and write model answers.
- Each assessment point should be followed by a dedicated feedback lesson, including the use of a whole class feedback sheet.
- Standardised marking codes will be used by all teachers (outlined in this policy).
- Teachers will give regular and meaningful verbal feedback to students.
- Opportunities for self and peer assessment will be built into lessons.
- Teachers will use SIMs to keep accurate personal records of all grades given for summative assessments.

Whole Class Feedback

- After each assessment points, students should complete a feedback lesson using a differentiated whole class feedback sheet (WCF).
- WCF should feature:
 - WWW / EBI for assessed piece.
 - Differentiated tasks to cater to all students in the class.
- Feedback work should be completed in exercise books in purple pen, with WCF glued in for reference.

Moderation

- All departments should moderate for every summative assessment prior to returning work to students.
- Departments may collaborate with colleagues from other Newton International schools to moderate Year 11 – 12 summative assessments, when required.
- HODs are responsible for overseeing moderation processes within the department.
- Departments should collaborate at least once a half term to review exercise books.
- Where a teacher is uncertain about a grade, they will have seek feedback from within their department to ensure consistency.

Whole School Marking Codes

The below marking codes will be used through the whole school to ensure consistency across subjects:

Symbol	Meaning
WWW	Indicates a positive aspect of the work (what went well)
EBI	Even better if (target for improvement)
✓	Correct / Good
X	Incorrect
<u>Underlined</u>	Review Unclear Expression / Idea

In-Class Marking Codes

The below marking codes will be used by teachers and students during lesson time to ensure consistency across subjects:

Symbol	Meaning
SA	Self-assessed work
PA	Peer-assessed work
VF	Verbal feedback given by class teacher

Progress Trackers

- Progress trackers are used to set targets, record progress and identify how students can improve each term.
- Progress trackers should be placed in the inside cover of the front of each student book