



# 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: August, 2023

Next Policy Review: August, 2024

### 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 and Heads of Departments to ensure that students are making good progress, and effective feedback is being given.

### Frequency

- Exercise books should be reviewed by class teachers at least once every three weeks.
- One significant piece of work should be marked by class teachers at least once every two weeks; this marking should highlight a positive aspect and an area for improvement.
- All teachers are expected to comment on reoccurring grammatical errors.
- 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*.
- Purple pen will be used by students when responding to feedback.
- Standardised marking codes will be used by all teachers (outlined in this policy, and displayed inside all subject exercise books).
- Teachers will give regular and meaningful verbal feedback to students.
- Opportunities for reflection on teacher feedback should be built into lessons.
- 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.

## Moderation

- Departments will mark in-line with good standardized examples.
- All departments will 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.
- All PPE mock exams will be moderated by departments.
- Department leads 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
C	Use Capital Letters
P	Punctuation Missing
Sp.	Incorrect Spelling
//	New Paragraph
^	Missing Word(s)