

Guidelines for Presentation and Marking of children's work



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Rationale

Improved standards of children's work can be achieved by giving clear guidelines as to what are and what are not acceptable methods of presentation.

We mark work

- to acknowledge the effort that has been made
- as a record of progress and attainment
- to move learning forward

Effective assessment depends on an agreed approach to marking children's work which is implemented consistently throughout the school.

Handwriting:

- Best writing should always be required from children except when they are told otherwise, such as when they are drafting or taking notes.
- Biro's are never permitted. Roller ball pens/school pens are acceptable as an alternative to fountain pens, but gel pens should not be used for written work. 'Big Write' allows a free choice of pens.
- Children who struggle to make a mark during early writing may find a 'Berol' pen easier than pencil.
- Children should correct errors with a neat single line through the incorrect word (preferably using a ruler) with the correct version written above or afterwards. Use

rubbers as and when appropriate, at discretion of teacher.

Presentation of work

- Unless the teacher directs otherwise or there are only 3 or 4 lines at the bottom of the page, new work begins under last piece of work which is underlined with a ruler. Younger children may find this difficult but in principal, we don't waste paper.

Exercise books:

- No scribble marks are permitted at any time on covers of books.
- No scribbles or doodles are permitted inside exercise books
- Each piece of work should be titled and dated except when it is inappropriate to do so, and the title and date underlined. If the work is literacy based, the worded date will be written, if mathematical, the numerical date will be written.
- Children should be encouraged to use pages efficiently, not wasting space.
- Children should always write on the top line and never write under the bottom line. They should not write across the centre of the book.
- In written work, a line will be missed to denote a new paragraph.

Maths:

- Numbers should be in line, normally one digit in each square - graphs and fractions will be the exception.
- Rulers should be used to draw lines.
- Tick if correct. Dots or crosses should be used for errors and Comments added to encourage or aid understanding. It might be appropriate to highlight where the error has occurred.

Any Written Comments under a piece of work will, where possible

- be positive
- lead the child on to improve his / her work
- reflect the effort that has been given to the piece
- be marked alongside the child. (It is, however, recognised that this is frequently impracticable) If time permits, children should be encouraged to initial or respond to comments.

'Big Write'

Big writing may be marked slightly differently where good examples are highlighted in one colour and areas for development in another, e.g. **Green for Go** and **Pink for Think** This may also be self marked by children.

VCOP, (Vocabulary, connectives, openers and punctuation), is used as a self - assessment tool.

Types of Marking:

Marking of a draft copy/workbook is developmental to help the quality of the final piece of work. It should be easily visible to the child.

Marking on final copies - use discretion.

Spellings: A reasonable number of spellings (perhaps three), identified by a line underneath, to be learned with Look-Cover-Write-Check under the piece of work. For those children at the beginning of drafting (poetry, information writing etc.) spellings to be corrected in draft copy after children have self-checked. Flexibility and discretion is to be used with less able children.

Words specific to the subject and child's developmental level will influence response to misspellings. High frequency words could be highlighted if mis-spelt, particularly in KS2.

Subjects other than Literacy or Maths/ Cross curricular

Comments should be made concerning subject content, not just the English or presentation, for example, comments on science content in a piece of science work. Spelling corrections should be around key subject vocabulary and any mis-spelt, high/medium frequency words.

Diagrams and charts should be drawn in pencil and labelled in print with pen. Lines for writing labels should be horizontal. All lines should be drawn with a ruler.

Rewards

- Positive phrases written - good, very good, excellent, etc.
- As an incentive to continued effort, merits/stars on card leading to merit/positive comments/ visits to the head/ card sent home to parents may be given.

Summary:

A high priority is always given to children's presentation of work. Accuracy, motivation and pride in performance are all increased when the work looks neat.

Marking is seen as a dialogue between teacher and pupil, constantly to be leading them forward to the next stage in their learning.

It is very important to give frequent feedback that is encouraging and developmental. Teachers use appropriate comments or questions to encourage progress.

Marks in Books

Self assessment

C apitals

H andwriting

I nterest

P unctuation

S pelling

Also

V ocabulary

C onnectives

O peners

P unctuation

Symbols for

I understand well

I am not sure I get it all

I didn't really understand

E.g smiley faces, traffic lights,

For staff and/ or children

I independent

NL used a number line

NS number square used

E equipment used

TA worked with TA

TD teacher directed

PW worked with partner/in pairs

OF Oral feedback given

Highlighting - Green for Go, Pink for think.

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What do the marks in your book mean?

If you make a mistake, cross it out carefully with a neat single line through the incorrect word (use a ruler!) and then write the correct version above it!



Keep your exercise book cover clean, without scribbles or doodles!
Keep the inside neat and tidy as well!



Each piece of work should be ruled off after it is finished!

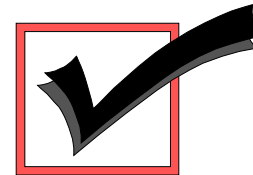
Each piece of work should be titled and dated except when you are told not to, and the title and date must be underlined!



Write on every line without leaving empty lines between sentences!

Never leave more than one line empty for any reason!

If your writing will not fit, go on to the next line – not across the middle of the page!



Always write on the top line!
Never write under the bottom line!

