

Leisure and Tourism Department

Key Stage 4 Marking Policy and Book Presentation

The basic principle for the marking of Leisure and Tourism work is that all students need to know

- Where they are
- Where they are going
- How to get there

Staff should use comments that are constructive and diagnostic and should include targets for improvement. Comments should relate to both attainment and effort.

For formal assessment tasks

- where possible relate to the mark scheme
- This will provide evidence of the type of grades students are working towards
- Assessments should be marked out of 10 or 20 (where possible) and a grade awarded. The grade should relate to % boundaries (40-50=E, 50-60=D, 60-70=C, 70-80=B, 80-90=A, 90+ =A*)
- This mark along with a comment should be written by the teacher in the Assessment Record
- The teacher should fill in the effort grade termly
- The assessment record should be signed each term by the parent/guardian

An annual target grade is set by teaching staff for each student should be set after the first half-term, on the basis of available data and experience of that student during that time period

The marking of books/work

- Marking should follow the 'student friendly' criteria on the "Grade Boundary sheet" in the back of their books.
- Books should be marked every 3 weeks
- A comment about the book and the work in general from the previous marking should be written at the end of the last piece of work
- All work must be stuck in when marking
- Any work missing must be completed in a detention
- Give specific advice for moving forward
- Give positive feedback
- Challenge the student to think for themselves
- Assessment of progress through marking should try to focus on the quality of outcomes rather than exclusively on matters of organisation and presentation of students' work
- Student self and peer assessment which is essential for students to become independent learners must be incorporated into marking, teaching and learning
- Mark in Red or Green
- **Give a mark out of 10 (where possible) for all tasks as well as an effort grade in line with the progress tracker 1-2-3-4 (1=Exceeding all expectations, 2=Meeting expectations, 3=Meeting some expectations, 4=Not meeting expectations)**

Codes to follow

sp in the margin and the word **underlined** Spelling error

NP New paragraph needed

Large letter over small Capital letter needed.

Small letter over large Small not capital letter required

Presentation of Books

- Relate all titles to lesson objectives or learning outcomes
- Class/homework, suggest approximately every 3 lessons – taking into account the frequency of different subjects per week (this equates roughly to once a week)
- Underline all headings and date all work
- Underline (or make clear) key words and definitions
- Be wary of too many worksheets
- Ensure all worksheets are stuck in flat and not folded