

Leisure and Tourism Department

Key Stage 5 Marking Policy and Coursework 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

An annual target grade is set by Alis for each student after the first half-term; this should be entered by the student in their course handbooks. The student should also enter their own target grade for the course they are studying.

When marking work staff should use comments that are constructive and diagnostic and should include targets for improvement. Comments should relate to both attainment and effort.

For coursework tasks

- Coursework is to be split into each assessment objective – usually this is 4
- Coursework guidance is given through a help sheet and referring the students to their course books
- Students will receive feedback to their coursework as long as they meet the guidelines set out in the student guide and meet the draft coursework deadline. These deadlines will also be submitted to parents in a letter at the start of the year.

Draft coursework should be marked using the following guidelines:

- Students should receive a front sheet with feedback relating to their coursework. This front sheet should include both constructive and diagnostic comments. Specific areas for improvement should be made very clear (for example bullet pointed, in a box or in bold)
- A draft mark should also be given – when this is low, specific reasoning why it is low should be made
- Specific comments in the body of the work should also be made. These comments could refer to specific improvements on that page, questioning the student or highlighting simple grammatical errors. This is in addition to the typed comments on the front sheet
- Draft work should where possible should be returned to the student within 2 weeks with a final submission deadline set up to 10 days later
- Students should receive a discussion about their coursework feedback when it is returned to them
- The draft mark should be written by the student in the Assessment Record at the front of their course books
- Teachers should enter the mark onto the relevant draft mark onto the assessment spreadsheet

Final coursework should be marked using the following guidelines:

- Work should be annotated to show evidence for the examiner where marks have been awarded
- If appropriate a level that corresponds to the mark scheme should be entered on the page either in the bottom corner or next to the paragraph awarded that mark
- Teachers should enter the final mark onto the relevant assessment spreadsheet
- If a student has under performed from their target grade the parents or guardian should be informed and the student invited back after school to correct some of their errors or make the necessary improvements. The subject leader should also be informed of any underperforming students

The marking of work for exams

- Marking should follow the 'student friendly' criteria on the "Grade Boundary sheet" in the students course handbooks.
- 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 grade inline with percentage boundaries (where possible) for all tasks.**
- Enter each assessment mark into the relevant assessment sheet on the assessment spreadsheets for that subject
- If a student has under performed from their target grade, the parents or guardian should be informed and the student invited back after school to discuss and make the necessary improvements. The subject leader should also be informed of any underperforming students