

General:

Written feedback:

- Books marked in green pen
- WWW, EBI & Action written by teacher
- Marking codes may be used (sheets should be glued into the back of exercise books)
- Students should write out what each number represents if marking codes used
- Purple pen evident from students - correcting errors, redrafting work, adding sentences (ACTION)

KS4 (5 lessons per cycle)

- GCSE summative assessments will be done in all 4 skill areas at least **twice** in year 10 and year 11 (speaking at least once a year) with feedback given in reference to the exam specification, including a %, grade and www/ebi/action feedback.
- GCSE and A Level formative assessments will receive either verbal or written feedback as regularly as is appropriate to the task (eg. extended writing pieces, assessment preparation - speaking booklets, presentations or translation tasks).
- Specific reference to accuracy through either marking codes or comments. If appropriate the work will also be assessed against the grade descriptors with feedback relating to how to make progress next time.
- WWW/EBI/action tasks clearly labelled.
- Speaking booklets regularly marked & feedback given verbally or in writing as appropriate

KS3 (3 lessons per cycle)

- End of/mid-unit assessments (3 part assessments already created 22-23) which refer to core/extended/advanced (**to be changed to numerical data**) with www/ebi/action tasks completed 3 times over the year - stuck into books (printed on **green** where possible)
- Whole class feedback will be delivered regularly as part starters/plenaries to address common misconceptions
- Whole class feedback to be addressed in written tasks will be in lessons as a standalone lesson after unit assessments with time for students to respond to feedback, ideally including a redraft of their paragraph. (labelled feedback lesson in schemes of learning)

MFL exercise books:

How should books be laid out and marked? (link to dept. policy if appropriate)

- Date (in TL) and title (usually a question) written out and underlined with a ruler. Title may also be translated, and objective should be written for the lesson.
- Listening work, vocab tests and some home learning tasks may be carried out at the back of exercise books
- Coloured pens/highlighters may be used for noting vocab
- Assessments marked by teacher according to dept policy

How often should students be producing work?

- Evidence of work from each lesson
- Computer lessons/ listening or speaking focused lessons may not be evident in books

How should books show evidence of students reviewing their work?

- Purple pen corrections & feedback responded to
- Speaking booklets regularly corrected
- Peer assessment in red pen