

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by		
Head of Secondary		
Date of review	August 2023	
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Marking and feedback is a central part of a teacher's role and can be integral to progress and attainment. Written responses offer a keyway of providing feedback to pupils and helping teachers assess their pupils' understanding. Research through the Education Endowment Foundation; shows that feedback is the most effective tool to increase student progress within an academic year.

However, the 2016 report of the Independent Teacher Workload Review Group noted that written marking had become disproportionately valued by schools, unnecessarily burdensome for teachers and that quantity of feedback has too often become confused with the quality.

The DBS Policy is aimed at identifying the common ethos of marking and feedback within the school, whilst allowing individual departments to identify structures and methods that are appropriately placed at supporting students within their specific subjects.

#### 1.1 Agreeing the definitions

### Marking

The routine activity of reading, checking, monitoring, (when appropriate) correcting, and (where appropriate) giving a mark to students' written work.

Marking can be either self-led, peer-led, as well as a teacher activity.

### Feedback

Feedback is information given to the learner or teacher about the learner's performance relative to learning goals or outcomes. It should aim towards (and be capable of producing) improvement in students' learning. Feedback redirects or refocuses either the teacher's or the learner's actions to achieve a goal, by aligning effort and activity with an outcome. It can be about the output of the activity, the process of the activity, the student's management of their learning or self-regulation. This feedback can be verbal or written or can be given through tests or via digital technology. It can come from a teacher or someone taking a teaching role, or from peers.

#### 1.2 Regularity of Marking and Feedback

	Core Subjects	Non-Core	Non-Core
	(Science/English/	(MFL/History/	(Music/Art/Drama
	Mathematics)	Geography)	/Moral/Islamic)
Marking	Every two weeks –	Every three weeks –	Once a half term –
	books reviewed	books reviewed	books reviewed
Feedback	Twice per half- term	Twice per half-term	Once a half-term
Tracking sheets	Each term	Each term	Each Term

• Tracking sheets allow a student to view their summative performance during the year.

#### 1.3 Marking

Marking students' books is a professional duty. Routinely reading, checking and monitoring students' books helps to ensure that they care about the work they produce. It shows students that we value their work and provides us with crucial on-going information about how well they are learning. It also enables us to monitor the completion of class-based and home learning tasks.

This kind of routine light marking should be regular, timely and manageable; frequency will vary from subject to subject, as a rough guide, at DBS we would expect to see;

Core Subjects	Non-Core (MFL/History/	Non-Core (Music/Art/Drama
	Geography)	/Moral/Islamic)
Every two weeks – books	Every three weeks –	Once a half term – books
reviewed	books reviewed	reviewed

#### Features of 'Marking'

- Summative
- Assessment of Learning
- Measures learning
- Directs thinking
- Solves
- "You should..."



#### 1.4 Feedback

Feedback is specific information given to the learner about their performance relative to learning goals. It should aim to (and be capable of) producing improvement in students' learning. Providing effective feedback is challenging. Research suggests that it

- should be specific, accurate and clear (e.g. "It was good because you..." rather than just "correct");
- compare what a learner is doing right now with what they have done wrong before (e.g. "I can see you were focused on improving X as it is much better than last time's Y...");
- encourage and support further effort and be given sparingly so that it is meaningful;
- provide specific guidance on how to improve and not just tell students when they are wrong;

Recent studies also suggest that careless mistakes should be marked differently to errors resulting from misunderstanding. The latter may be best addressed by providing hints or questions which lead students to underlying principles; the former by simply marking the mistake as incorrect, without giving the right answer.

Core Subjects	Non-Core (MFL/History/ Geography)	Non-Core (Music/Art/Drama /Moral/Islamic)
Twice per half- term	Twice per half-term	Once a half-term

Our analysis of the research has informed two ground rules for giving effective written feedback:

- 1. Written feedback should result in more work for students than it does for teachers.
- 2. Written feedback should be given sparingly so that it is meaningful. Too frequent written feedback can create dependence.

#### Features of Feedback

- Formative
- Assessment for Learning
- Moves learning forward
- Provokes thinking
- Sugaests
- "How could you...?"



#### 1.5 Student response to Feedback

There are many different tasks that pupils can respond to feedback. It depends on what they got wrong or missed out in their assessed work. The following list is by no means exhaustive:

- Redrafting of a whole piece of work
- Redrafting of a section of the work
- Redoing something (for example a graph)
- Answering a question / questions
- Editina.

#### 1.6 Student expectations

All students will have a copy in their subject books the marking and feedback they will receive during the course of the year. This can be displayed in a variety of ways, related to appropriate department structures.

#### Common information will link to

- 1. Book expectations
- 2. Assessment folder expectations
- 3. Guidance on regularity of marking and feedback

#### Dubai British School English Department Marking and Assessment Guide for Students Key Stage 4

#### English Lever Arch Folder/ Ring binder

- Your classwork will be completed on paper and be kept in your English ring binder or Lever Arch folder. You will bring this folder to each lesson.
- You will be expected to purchase this folder. It would also be helpful to purchase a refill pad
  of A4 lined paper and some subject dividers.
- Your English folder should be kept neat and well-presented although draft work is allowed.
- All work must be completed in blue or black pen
- Your English teacher will ensure they have looked over your folder to check the quality/ accuracy/ content/ amount of work you have produced.
- The folder will contain your notes, any handouts your teacher gives you, alongside examples
  of exam papers.

#### Assessment Folder

- You will be issued an assessment folder in Year 10 and will keep this folder until the end of Year 11.
- This will have your formal assessed pieces of work.
- All formal assessed pieces are completed on paper.
- · Printing of assessments is completely your responsibility.
- Assessed pieces will be a range of classwork and home work.
- Assessed pieces will be both handwritten and typed depending on what your teacher has set.

There are three different types of assessed work that will go in this folder. They are teacher assessed work, self-assessed work and peer assessed work.

#### Teacher Assessed Work

- You should have a piece of work formally assessed by your teacher every 2-3 weeks.
- Your feedback may be written by the teacher or it may be delivered verbally by your teacher It may be a mixture of both verbal and written feedback.
- This could be an essay, a timed piece you've completed in class or possibly just some questions.
- Your teacher will inform you whether you are working in line with your predicted grade.
- . You will also receive 1-2 targets that you need to work on to improve.

#### Self-Assessed work

This is work you have assessed yourself using mark schemes or grading criteria. It helps you to evaluate your own work and think about how you can improve it.

#### Peer Assessed Work

This is work that your peers have graded. It's important that we look at each other's work.
 We may be able to see some great examples and also be able to offer feedback on how to improve it.



### Guideline document

## Faculty Approaches to Marking and Feedback

## **English**

## Key Stage 3

ЦО	How is the subject taught?						
ПО			1				
✓	Class exercise books	i	Marking	Class books are	light touched marked		
				sporadically as teach	ers ao.		
	Homework Books				.e.e ge.		
	HOHIEWOR BOOKS						
✓	Assessment Folders						
			Feedback	One piece every two weeks to be toge			
			reedback	One piece every two weeks to be teache			
				assessed.			
	Common marking a	nd feed	lback strategie	S			
✓	Teacher marking	✓ Pee	er marking	✓ Self-marking	✓ Verbal feedback		
	Tracking?						
	Title of piece of work, date, step achieved and target for improvement.						
	fille of piece of work, date, step achieved and larger for improvement.						

## Key Stage 4 and 5

	How is the subject taught?				
✓	Class exercise books	Marking	Class books are li sporadically as tec	ight touched marked achers go.	
	Homework Books				
~	Assessment Folders	Feedback	One piece even teacher assessed.	y two weeks to be	
	Common marking and feedback strategies				
✓	Teacher marking ✓ Peer m	arking	✓ Self-marking	✓ Verbal feedback	
	Tracking? Title of piece of work, date, step achieved and target for improvement.				

### Drama

### **All Phases**

	How is the subject taught?				
<b>√</b>	Class exercise books	Marking	Every three lessons	for KS4 and KS5.	
	Homework Books		Different policy for	KS3 – Half termly.	
✓	Assessment Folders	Feedback	Feedback in e assessment folder specifically using to	s for KS4 and KS5 -	
	Common marking and feed	back strategies			
✓	✓ Teacher marking ✓ Peer marking		✓ Self-marking	✓ Verbal feedback	
	Tracking? No				

## **Media Studies**

## Key Stage 5

	How is the subject taught?				
✓	Class exercise books	Marking	Fortnightly		
	Homework Books				
	Assessment Folders	Feedback	Students have a set written piece of extended writing every fortnight with detailed diagnostic feedback in accordance with exam board success criteria and a set mark scheme.		
	Common marking and feedback strategies				
✓	✓ Teacher marking ✓ Peer marking		✓ Self-marking ✓ Verbal feedback		
	Tracking?  No - Each CSP has either a factsheet which consolidates all the information which may include some activities or students have a detailed PLC which needs to be completed.				

## Science

### **All Phases**

	How is the subject taught?				
✓	Class exercise books	Marking	Every 3 weeks		
✓	Homework Books				
	Assessment Folders	Feedback	Diagnostic feedback assessments and student e sheets.	comes on exam analysis	
	Common marking and feedback strategies				
✓	✓ Teacher marking ✓ Peer marking		✓ Self-marking ✓ Verk	oal feedback	
	Tracking? KS5 perform detailed assessment analysis on tracking sheets				

## **Physics**

## KS4 and KS5

	How is the subject taught?				
✓	Class exercise books	Marking			lessons. Especially in the end of a piece of
✓	Homework Books			work a stretch que work.	estion is based on the
<b>*</b>	Assessment Folders	Feedback		extended writing detailed diagno	set written piece of every fortnight with ostic feedback in exam board success nark scheme.
	Common marking and feedb	ack strategies			
✓	Teacher marking ✓ Peer n	narking	✓	Self-marking	✓ Verbal feedback
	Tracking?  No - Each CSP has either a factsheet which consolidates all the information which may include some activities or students have a detailed PLC which needs to be completed.				

## Maths

## Key Stage 3

	How is the subject taught?			
✓	Class exercise books  Homework Books	Marking	Books are pee throughout the ye	
	Assessment Folders	Feedback	weeks) a homewo unit of work. This students are give	every unit (roughly 2 ork sheet is set for that is then marked and n the opportunity to be upon their learning.
	Common marking and feedback strategies			
✓	Teacher marking ✓ Peer m	narking	✓ Self-marking	✓ Verbal feedback
	Tracking? Assessment week results are tracked as the year progresses. Assessments are cumulative continually review learning.			

## Key Stage 4

	How is the subject taught?				
			T		
<b>V</b>	Class exercise books	Marking	Class books are self, and peer mark well as given verbal feedback from	staff.	
	Homework Books		Each unit, for independent students must complete a double	•	
✓	Assessment Folders		revision spread to consolidate led which is marked by teachers to c	_	
			accuracy.		
		Feedback	After every unit, roughly twice a students complete a unit assessme RAG analysis is given and used to ar questions and improve	ent. A nswer their	
			understanding which is also marked	٦.	
	Common marking and feedbo	ack strategies			
✓	Teacher marking ✓ Peer m	arking	✓ Self-marking ✓ Verbal feed	back	
	Tracking?				
	RAG analysis completed after every unit test. Students also complete a RAG after				
	assessment weeks. All RAG links in to Mathswatch through topic lists.				
	ussessment weeks. All RAG link	s in 10 Mainswa	ich mough topic iists.		

## Key Stage 5

	How is the subject taught?			
<b>√</b>	Class exercise books  Homework Books	Marking	they work through	the course. Any class are for their own work
<b>✓</b>	Assessment Folders	Feedback	At the end of eve weeks) students homework on e Students also exp	ry unit (roughly 2 to 3
	Common marking and feedbo	ack strategies		
✓	Teacher marking ✓ Peer m	arking	✓ Self-marking	✓ Verbal feedback
	Tracking? Each unit has a sheet which covers all possible work to be completed (above and beyond) as well as highlighting key topics and links to AWs			

## **Physical Education**

## All phases

	How is the subject taught?				
	Class exercise books	Marking		Homework is marked every 2 wee (average) - often as feedback/EBI	
	Homework Books				
<b>✓</b>	Assessment Folders	Feedback	Folders are looked at every 6 wee (classwork) - diagnostic feedback give No time built in for student responses.		iven.
	Common marking and feedback strategies				
✓	Teacher marking ✓ Peer m	✓ Peer marking		ng 🗸 Verbal feedk	pack
	Tracking? No				

### **Business**

### **GCSE** and A-Level

	How is the subject taught?				
<b>✓</b>	Class exercise books	Marking	Class notes not ronce per half term	narked, but checked n.	
	Homework Books				
<b>✓</b>	Assessment Folders	Feedback	Exam questions and case studies marked every 2 weeks, with written/verb feedback.  Students are expected to repair the answers using the feedback.		
	Common marking and feedback strategies				
<b>√</b>	Teacher marking ✓ Peer	marking	✓ Self-marking	✓ Verbal feedback	
	Tracking? Yes – the tracking sheet records the topic, the mark awarded, errors made and how to improve.				

### **Economics**

#### A-Level

	How is the subject taught?				
	Class exercise books	Marking	Notes folders are checked every 6 weeks.		
	Homework Books				
<b>✓</b>	Assessment Folders	Feedback	Exam questions are marked every 2 weeks and Assessment for Learning folders are checked every 6 weeks. Students repair feedback every two weeks.		
	Common marking and feed	back strategies			
✓	Teacher marking ✓ Peer	marking	✓ Self-marking ✓ Verbal feedback		
	Tracking?				
	Yes - Assignment title, Mark, errors made, Repairs made to the answer.				

### Islamic

### **All Phases**

	How is the subject t	taught?						
<b>✓</b>	✓ Class exercise books		Marking		Weekly marking including comme	of all studentary of Qura		
	Homework Books							
✓	Assessment Folders		Feedback		Students receive respond with imp	e feedback; rovements.	and	then
	Common marking	and feedl	oack strategi	es				
<b>✓</b>	Teacher marking	✓ Peer r	marking	✓	Self-marking	✓ Verbal f	eedbaa	ck
	Tracking?  Students are provided with a termly/half termly overview of the course. They identify their start points at the beginning of the term and reflect on their progress once a unit has been completed. This is stuck into all student books and is clearly evident across all year groups.							

### MFL/Arabic B

### **All Phases**

	How is the subject	taught?			
<b>✓</b>	✓ Class exercise books		Marking	Weekly / when a significant piece work has been written	
	Homework Books				
	Assessment Folders		Feedback	Every 2-3 weeks when a piece of independent writing is produced	
	Common marking	and feedl	oack strategies		
<b>√</b>	Teacher marking	✓ Peeri	marking	✓ Self-marking	<ul><li>✓ Verbal feedback</li></ul>
	Tracking? target for end of year/ gcse, 3 grids for AW feedback				

## Art

### **All Phases**

How is the subject taught?				
Class exercise books  Homework Books	Marking	Students constantly peer assess each other's work in teams. Students work constantly assessed during lesson time		
Assessment Folders	Feedback			
Common marking and	feedback strategi	•		
✓ Teacher ✓ F marking	eer marking	✓ Self-marking ✓ Verbal feedback		
Tracking?  Students have individual action plans at key stage 4 and 5 and also have their work marked on the GCSE and A Level assessment matrix. Students also have a simplified version with the recommended amounts of work included for each grade descriptor so that they can monitor their progress, understand where they are and also know how to get to where they want to be.				

#### Music

## **All Phases**

	How is the subject taught?				
	Class exercise books	Marking	Marked for Listeni Assessments	ng Tests / Controlled	
	Homework Books				
<b>✓</b>	Assessment Folders	Feedback		eedback each lesson / feedback once a half	
	Common marking and feedbo	ack strategies			
✓	Teacher marking ✓ Peer m	arking	✓ Self-marking	✓ Verbal feedback	
	Tracking? Adapted from the pathway trackers. Will be released to students once reports are out. They have all data points on them and areas for students to write their strengths and improvements each term.				

## Psychology/Sociology

## **GCSE** and A-Level

	How is the subject taught?				
✓	Class exercise books	Marking	On a weekly basis		
	Homework Books				
<b>✓</b>	Assessment Folders	Feedback	On a weekly basis - students are given on essay a week - with time in class to monitor tracker sheets, respond to feedback or redarft		
	Common marking and feedback strategies				
✓	Teacher marking ✓ Peer r	marking	✓ Self-marking	✓ Verbal feedback	
	Tracking? Name of student, Expected and Challenged grades, Essay title, mark on first attempt and targets.				

### Geography

### **All Phases**

	How is the subject taught?					
✓	Class exercise books		Marking		3-6-week cycle	
	Homework Books					
✓	Assessment Folders		Feedback	Fortnightly (weekly for KS5)		y for KS5)
	Common marking and feedback strategies					
<b>√</b>	Teacher marking ✓	Peer n	narking	✓	Self-marking	✓ Verbal feedback
	Tracking? Used for assessment week information capture.					

## History

### **All Phases**

	How is the subject taught?					
<b>√</b>	Class exercise books	Marking	Exercise books - discretion	- Light touch at teacher's		
	Homework Books		weeks at KS3. KS4,	sed piece of work every 3/4 /5 generally complete at least		
✓	Assessment Folders		one exam questic	on/essay every 2 weeks		
		Feedback	objectives after e	ck in line with assessment very assessed piece of work regularly given in lessons		
	Common marking and feed	back strategies				
✓	Teacher marking ✓ Peer	marking	✓ Self-marking	✓ Verbal feedback		
	Tracking? Record raw mark, level & teacher feedback (strengths & targets) for each assessed piece of work completed. Additional tracking sheet in books to show progress over course of the year's assessments.					

## **Design and Technology**

## **GCSE**

	How is the subject taught?				
✓	Class exercise books	Marking	Every couple of weeks - constant verseback given every lesson esp. practical		
	Homework Books				
✓	Assessment Folders	Feedback	Every unit - twice per term		
	Common marking and fee	dback strategies			
✓	Teacher marking ✓ Peer	marking	✓ Self-marking	✓ Verbal feedback	
	Tracking?				
	End of unit assessment sheets used to assess specific subject learning skills				



#### Moral Education and Arabic Social Studies

#### **All Phases**

	How is the subject taught?						
<b>✓</b>	Class exercise books		Marking		SPAG should be picked up regularly at least 3 times per HT		
	Homework Books						
	Assessment Folders		Feedback		1 class assessment per term - but this can be teacher/peer/self-marked, 1 whole school assessment per term teacher marked		
	Common marking and feedback strategies						
<b>✓</b>	Teacher marking	✓ Peer marking		✓	Self-marking	✓ Verbal feedback	
	Tracking? date, title, teacher/self/peer marked, % performance if needed, suggested improvements, targets						

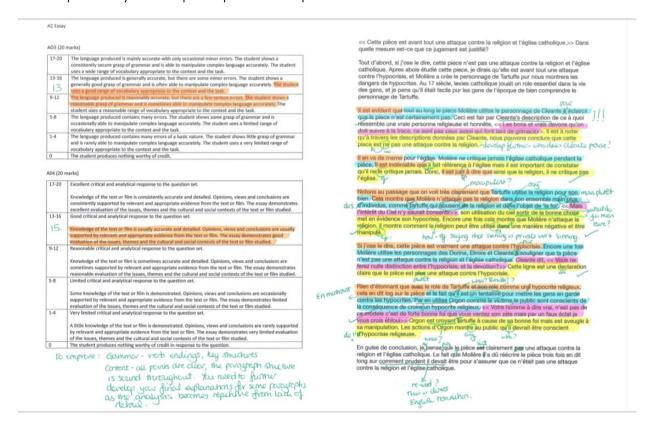
#### **BTEC Courses**

All BTEC courses are covered by the assessment and feedback guidelines as within their curriculum guides. This information is covered within the student handbook.

#### **Snapshots of Marking and feedback**

#### MFL: Key Stage 5

Work is marked explicitly to AO mark scheme with clear identification of marks; and most importantly the steps required to improve.



#### Key Stage 3

Students track their performance across the key learning skills within the subject and can see their progress over time. There is an expectation that students are able to identify the steps required to improve their own work.

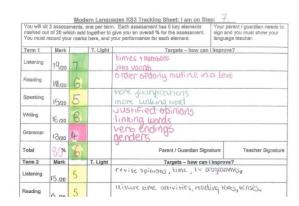
Maths: Key Stage 5



underperformance. This is then used as a basis for target setting within the subject, and the setting of half-termly targets.

down during the exam & not rush

Students monitor their performance and progress against the subject topics. They are able to identify their areas of relative strength against areas of



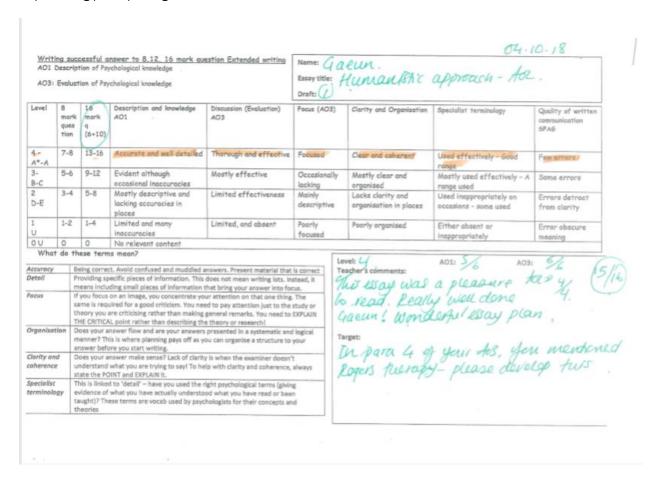
**Pupil RAG Rating Analysis** 



### Key Stage 4

A RAG Analysis is automatically produced based upon staff mark books. This provides a clear visual overview of student strengths and areas to target. This information is kept in student's assessment folders; and is used in reflective activities after assessments, before moving on to new topics.

#### Psychology; Key Stage 5



The marking overview sheet enables students to review their work against the AO of the subject, whilst also providing a clear breakdown of the key terms used in the marking rubric. Even though the work submitted is of the highest quality, there is still a specific target included that allows the student to identify the next step to further improve.