



### **ICT Department Key stage 3**

#### **Light touch marking:**

All student work will receive light touch marking which will be completed every six hours of learning. All teacher marking will be in green pen.

#### **Deep marking:**

Every unit of work will be assessed formally at the end of each half term. Students will be given a grade, WWW, EBI which will be linked to targets. There will be a DIRT lesson where students can reflect and improve work. This will all be recorded on a summary sheet and saved in a logical order. The improved work will be collected/printed and added to the assessment piece. All teacher marking to be completed in green pen and the student response will be in purple pen. Each assessment piece will be stored in their exercise book (from September 2016). Dates will be added to show assessment and DIRT lesson. This will be used as evidence in work scrutinies.

#### **Verbal feedback:**

This will be used extensively in all lessons. Students will be given positive feedback and constructive improvements. This will be evidenced in learning walks and observations.

#### **Self-assessment:**

Half termly students will self-assess work using the department template. Students will be assisted in their marking with grading criteria available to ensure better quality feedback. There will be an opportunity for students to assess literacy.

#### **Peer assessment:**

Students will peer assess work using the department template. Students will be assisted in their marking with grading criteria available to ensure better quality feedback. This will occur at least once per term.

#### **Marking literacy:**

All work will be marked for literacy using the school symbols. Students will be encouraged to use dictionaries/spell checkers on all computer documents before handing in. We will include any 'push of the months' into normal teaching. We will ensure all resources have a high standard of literacy including highlighting key words. There will be an opportunity for students to assess literacy.

#### **Pride in presentation:**

All students will be encouraged to take pride in their work and ensure all work has a title and a date. All work will be stored in a book/folder in order of completion. The teacher will draw attention to any elements which are not at the Chaucer Standard. We will use the regular work scrutiny cycle to ensure this is being addressed effectively.

#### **Exam preparation:**

During exam periods, students may be practising online tests and there will be a disruption to written feedback. The examination paper will be marked with some WWW/EBI added.

### **ICT Department Key Stage 4**

**Light touch marking:** All student work will receive light touch marking which will be completed every six hours of learning. All teacher marking will be in green pen.

**Deep marking:**

Classwork/coursework will be assessed every 6 hours where appropriate and students will be given a grade, WWW, EBI which are linked to targets. There will be a DIRT lesson where students can reflect and improve work. All teacher marking will be in green pen and the student response will be in purple pen. If the response is improved work then this will be stapled to the original work. Dates will be added to work to clearly signpost the original assessment and the DIRT work. This will be checked in the regular work scrutiny programme.

Controlled assessment will be marked in line with exam board regulations to ensure we don't conduct malpractice. This will be monitored in work scrutinies. Some controlled assessment cannot be given traditional written feedback, which is dictated by exam regulations, as it is produced by students so there will be periods where there is none. However there will be completed 'official' coursework documents on the completion of units.

**Verbal feedback:**

This will be used extensively in all lessons. Students will be given positive feedback and constructive improvements.

**Self-assessment:**

At least once per half term students will self-assess work using the department template. Students will be assisted in their marking with grading criteria available to ensure better quality feedback. There will be an opportunity for students to assess literacy.

**Peer assessment:**

Once per term or more students will peer assess work using the department template. Students will be assisted in their marking with grading criteria available to ensure better quality feedback.

**Marking literacy:**

All work will be marked for literacy using the school symbols. Students will be encouraged to use dictionaries/spell checkers on all computer documents before handing in. We will include any 'push of the months' into normal teaching. We will ensure all resources have a high standard of literacy including highlighting key words. There will be an opportunity for students to assess literacy accuracy such as spelling, full stops etc.

**Pride in presentation:**

All students will be encouraged to take pride in their work and ensure all work has a title and a date. All work will be stored in a book/folder in order of completion. The teacher will draw attention to any elements which are not at the Chaucer Standard. We will use the regular work scrutiny cycle to ensure this is being addressed effectively.

**Exam preparation and Controlled Assessment:**

During exam periods, students may be practising online tests and there will be a disruption to written feedback. The examination paper will be marked with some WWW/EBI added.