



Vocational Department Key Stage 4

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

Deep marking: All classwork will be assessed for every 6 hours of teaching within the theory elements of the BTEC courses. Due to the restrictions on written feedback in BTEC subjects this will only occur in the examination unit. Feedback will include at least one WWW and one EBI. Students will respond to written feedback in Designated Improvement and Response Time (DIRT) using a purple pen in order to record learning conversations. All marking and student feedback will be dated in order to track chronology of when marking and DIRT has taken place.

Exam preparation and Controlled Assessment: During exam periods, students may be practising online/written tests and therefore there will be no written feedback. Controlled assessment will be marked in line with exam board regulations to ensure there is no conduct of malpractice. This will be monitored in each work scrutiny. 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: Is an integral part of all lessons. All students will receive verbal feedback in all lessons. Students will be given positive feedback and constructive improvements to act upon. This is not formally recorded.

Self-assessment: Self-assessment of work will take place after every 12 hours of learning time. This will involve students including a WWW and an EBI that they must respond to. 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: Peer-assessment of work will take place after every 12 hours of learning time. This will involve students including a WWW and an EBI that their peer must respond to. Students will be assisted in their marking with grading criteria available to ensure better quality feedback.

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.

Marking literacy: All work will be marked for literacy using the agreed whole school codes. Students will be encouraged to use dictionaries/spell checkers on all computer documents before handing in. We will include any keywords used as whole school '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, punctuation, etc.