

# CASTLE SCHOOL

## Assessment, Recording and Reporting Policy

### Marking

- Pupils' work should be seen and marked or acknowledged within a fortnight of completion.
- Comments should help pupils identify how the work could have been improved and used to encourage and acknowledge achievement and progress.
- Pupils should be aware of the criteria for assessment.
- Some opportunities for Self-Assessment and peer assessment by pupils should be given where appropriate in order for the pupil to fully engage with the task.
- Good spelling, punctuation and grammar should be encouraged and supported in all subject marking.
- Staff have been issued with an Assessment checklist

### Marking and Assessment Checks

As part of 'Best Practice', exercise books for each year and subject will be checked and marking assessed by a senior member of staff. There will be regular individual and general feedback to staff.

### Spelling

Spelling should be underlined and the correct spelling written in back the of exercise book for pupils to copy out 4 times as practice.

Subject teachers will pick out subject key words for attention as well as commonly misspelt words.

### Punctuation and Grammar

All sentences should begin with a capital letter and end with a full stop or other appropriate punctuation.

Long pieces of writing should be paragraphed in all subjects – in English they are taught to start new paragraphs 'in from the margin'. It may be acceptable to leave a line between paragraphs in other subjects.

### Presentation

Please look for neat writing and good presentation. All work should be dated and titled – underlined with a ruler. Diagrams should be drawn in pencil and label lines drawn with a ruler. Felt tips are not to be encouraged in exercise books – please advise the use of coloured pencils.

### Levels and Grades

NC attainment levels and GCSE grades will be submitted every term for each pupil and entered on to the Whole School Database. This information is used to check and monitor progress.

All subjects will be examined at the end of the Summer Term and a full written report will be sent home including exam marks and NC levels.

### Reporting and Parent Consultation Evenings

Autumn Half Term	Parent Evening for Years 7, 10 and 11 and new pupils.
End of Autumn Term	Full Report for Year 8 and 9 Interim Report for Years 7,10 and 11
Spring Half Term	Parent Evening for Years 8,9,10 and 11
End of Spring Term	Full Report for Year 7 Interim Report for Years 8,9,10 and 11
End of Summer Term	Full Report for Year7,8,9 and 10