



**Cramlington Village Primary School**

# **Assessment, Feedback and Marking Policy**

**September 2020**



## “Empowering everyone to achieve”

<b>Policy Title</b>	<b>Assessment, Feedback and Marking Policy</b>
<b>Policies that inter-relate</b>	<b>School development plan; Homework policy; Presentation policy;</b>
<b>Legal and Statutory documents linked</b>	<b>National Curriculum Assessment without Levels Commission Teacher Workload directive</b>
<b>Governor Committee responsibility</b>	<b>Education Committee</b>
<b>Date of last review</b>	<b>Sep 2020, Sep 2019, March 2018, previously June 2016</b>
<b>Reviewer name and position</b>	<b>Amanda Milligan Vice Principal</b>
<b>Date of next review</b>	<b>September 2021</b>
<b>Date approved by Governors</b>	<b>13.10.2020</b>
<b>Audit file updated (date and name)</b>	<b>15.10.2020 Angela Hall</b>



“We know what a difference it makes to pupils’ learning when they and their teachers have a really good understanding of where pupils are in their learning, where they need to go next and how best to get there.”

*Jim Knight*  
*Minister for Schools 2008*

## **Aims**

The aim of CVPS is to involve pupils in their learning by:

- sharing learning objectives with them (supporting children to take ownership of their learning) which are broken down into success criteria
- showing that the children’s work is valued by offering praise and encouragement
- providing timely oral and written feedback to children on their performance and supporting their progressive development
- sharing children’s learning targets with them so that they understand their next steps
- scaffolding the children with the tools to be able to effectively self assess and peer assess including checklists
- providing an assessment record

Teachers assess children throughout the day by observing and constantly speaking to them as well as children undertaking specific pieces of work designed to enable teachers to assess pupils’ independent levels of aptitude.

## **Type of Assessments**

### **1) Summative assessment**

Summative assessments are completed regularly. These are unsupported pieces of work or assessment tasks that happen at the end of a half term or end of a topic to assess children’s progress. CVPS uses the following programmes to assess children:

- NFER assessments for Reading and Mathematics from Y1-Y6
- RWI half termly assessments
- White Rose pre and post unit assessments for Mathematics
- Accelerated Reader reading assessment scheme for reading



- Phonic screener (statutory) with previous screeners used as a practice tool
- Early Years Foundation Stage Profile or EYFSP (statutory)
- Year 2 end of year teacher assessment tasks (statutory) with previous year tests used as a practice tool
- Year 4 Multiplication Tables Check
- Year 6 end of year Standard Assessment Tasks (SATs Tests)
- PIVATs assessments

## 2) Formative (ongoing) assessment

This is a daily assessment and provides a wide range of evidence of learning in specific contexts which shapes immediate next steps. Periodic review of this evidence gives a clear profile of pupils' achievement as a whole which informs and shapes future planning whilst determining areas for improvement. When required, these judgements and insights can be more formally shared between pupils, parents and teachers at transitional points between year groups and schools.

CVPS uses the following programmes to assess children's progress and learning needs:

- North Tyneside's Assessment Guidelines (NTAGs) for Reading and Writing
- Rising Stars Assessment and Progression Frameworks for all statutory assessment areas
- White Rose Mathematics scheme with pre and post unit assessments
- The development matters age band descriptors for Early Years
- Pivats (used after a term with little or no progress on standard assessment schemes)
- Professional judgement
- National Curriculum Year group expectations
- Read, Write, Inc programmes for spelling, punctuation and grammar as well as phonics programmes
- internally produced checklists and tools
- our own internally produced Forest School Progression of skills Badge award system



## **Marking for assessment**

Marking children's work at CVPS is a manageable form of record keeping for everyone and feeds into school assessment records, which are based on subject specific skills and the National Curriculum for reading, writing and mathematics. Marking is used at CVPS to enhance the child's learning and focus on how well a child has achieved the learning outcome or success criteria. Children's written and oral work as well as their contributions to lessons can all be referenced and included in marking.

In learning situations teachers should always ensure learning objectives and success criteria are clear to the child.

Our revised approach to pupil feedback is that the school expects a minimum of one piece of written work to be quality marked every half term, by the end of the penultimate week of half term. This informs teacher judgement for a half termly graded assessment that is tracked on a tracker sheet across every half term of a child's time at our school.

## **Marking as feedback**

Research undertaken by the Sutton Trust confirms that feedback is the single most important factor that can drive pupil progress when it is delivered well. By being specific, good quality oral and written feedback leads to improvements in achievements, which in turn, supports raising standards across school. Direct feedback (written or oral) from the teacher to the child should relate to what is good and what can be improved.

Feedback in books is a combination of specifying attainment and improvement on previous work, and setting targets for future development. It can take place individually, in a group or the whole class. It can be elaborate, or short and sharp in checklist format.

Marking and feedback should be shared with the child by either the teacher or the assistant teacher when possible.

When marking is completed away from the child, teachers should provide a marking scheme in line with the school marking scheme :

This ensures that:

- the child understand the symbols
- the child can read the comments
- time is allowed for the feedback to be read



- time is planned in for these to be read and actioned/edited as necessary

In KS1/KS2 lesson objectives and success criteria are used to set the criteria for learning during each lesson.

The most effective marking includes the involvement of children in assessing their own learning and that of their peers.

How can we know if marking is effective?

Effective marking should:

- Provide clear feedback to children about strengths and areas for development in their work.
- Recognise, encourage and reward children's effort and progress
- Record children's progress
- Help parents to understand their child's strengths and areas for development in their work
- Provide children with next steps/targets for improvement
- Address misconceptions
- Be carried out promptly and will normally be completed before the next lesson in that subject (not always possible for longer pieces of work).



## CVPS Agreed Marking System Expectations

Please note EYFS teachers predominantly use verbal feedback and may annotate work to act as a reminder for key areas to improve as targets.

Our school's approach to quality marking is as follows:

- Literacy and Numeracy work in books is marked in greater detail using the '**Pink for think and Green for Great**' approach
- Marking/reviewing Y2 upwards will highlight whether pupils have achieved the success criteria or not using checklists or written feedback
- A label containing the identified learning intention and success criteria will be positioned at the top of the page and is shared with the children at the start of the lesson
- The success criteria is highlighted in green by the teacher or child if the children have 'got it' and will be highlighted in pink if they need to 'think' about what they have done. ('**Pink for think and Green for Great**')
- Staff make green comments linked directly to the statements that have been highlighted in green and pink comments will focus on next steps for learning
- Children will respond to these pink comments during their 'Think Pink Panther' time before the start of their next lesson on that subject using purple pens. This will be daily in mathematics but once every half term in writing
- Staff can respond to children's individual targets in books and record when they have seen evidence to support progress towards their target
- Staff and children should indicate if work has been completed independently, with peer's support, with adult help, in a group, or by using practical resources
- By KS2 children can record their success criteria and learning objectives in their own books at the start of each lesson. (SEN children should have them written in or stuck in by classroom support)
- Children should initial feedback statements to show they have read them
- Marking symbols are displayed in every classroom for all to be aware of, including visiting adults such as supply teachers, classroom volunteers, trainees, parent helpers and assistant teachers
- Assistant teachers and supply teachers are expected to mark in the same way with any child or group of children they work with. Children



should be encouraged to check their work to aid movement towards self-evaluation and self-improvement

- Staff should initial the work they mark
- The extent of the teacher's response to a piece of work is determined not by the number of errors found in it, or the presentation but by the teacher's professional judgement
- Consideration is given to what a particular child is capable of, what the next learning stages involve, and what should now have priority
- Children should not receive the impression that things are right when they are not, and they should not be discouraged from being adventurous for fear of having faults emphasised
- Usually from Y2 peer marking can be encouraged in both literacy and maths. It is essential that pupils undertaking peer marking can clearly see success criteria and learning objectives for each lesson
- Key targets for reading are entered into home-school reading comment books

Marking symbols should be displayed in each KS1 classroom for children to read.

<b>I</b>	<b>independent</b>
<b>VF</b>	<b>verbal feedback</b>
<b>PM</b>	<b>peer marked</b>
<b>SM</b>	<b>self-marked</b>
<b>SC</b>	<b>self-corrected</b>
<b>T</b>	<b>target</b>

## **Marking in mathematics**

### **Success criteria for each piece of written work**

When marking a page of calculations, indicate correct answers using **green pens**. Incorrect answers should be left unmarked.

If answers in mathematics are incorrect the teacher should not give the correct answer but provide an opportunity to correct some of the errors. If the majority of the child's answers are incorrect the teacher should indicate that he would like to see them by writing/saying "come to me for more help" or "chat to me about this work".



Specific positive comments should be given wherever appropriate. Further development points or challenges must be given if all success criteria has been achieved.

**'Think Pink Panther'** time should be given regularly during a lesson. A child who has completed the work correctly without any problem should be given an extension question to consider when the others have correction time. Verbal feedback should be indicated by writing 'VF' at the bottom of a piece of work. The person giving verbal feedback should initial the VF symbol. **When peer marking children should always use a different colour to the child's work being marked.**

For example, KS1 can use a smiley face to indicate positive feedback and positive comment should be written at the end of the work at KS2.