

## Marking Policy

### Aims

- To assess regularly the level of pupils' knowledge, understanding and skills across a range of subjects.
- To give pupils constructive feedback on their work.
- To motivate pupils by showing them their strengths and giving them strategies for tackling their weaknesses.
- To achieve consistency of marking within and across departments.

### Practice

*Each teacher has a responsibility to ensure that:*

- Work is set and marked regularly, then returned promptly.
- A clear relation exists between marks given for class and homework, and grades given on reports.
- Marks are recorded in markbooks and/or electronically.
- Assessment criteria are shared and clarified with pupils.
- Constructive feedback, both oral and written, is delivered to pupils.
- Marks awarded distinguish accurately between pupils of a different standard.
- Pupils are commended for good work and/or good effort.
- Sanctions are imposed for poor work/poor effort.

These practices apply to written and oral performance as well as practical work as appropriate.

*Heads of Department have a responsibility to ensure that:*

1. All members of the department are consistent in their approach and that common mark schemes exist for formal assessments and internal exams
2. Opportunities exist to:
  - discuss and review departmental marking policy;
  - share good marking practice;
  - consider varied styles of marking e.g. formative and summative, peer and self- assessment.

### Coursework

Heads of Departments are responsible for setting up internal moderation procedures to ensure consistency.

It is essential that the following information is given to candidates **in written form**:

### Before completion

- Specific details of required **content, word count** and the extent to which teachers are allowed to offer help.
- Reminder of the **need to avoid plagiarism** and the steps they can take to avoid it.
- The exam board's **marking criteria** for each piece of coursework and the percentage that course work counts towards the final mark.
- How many (completed) drafts the teacher will accept and by which date(s).
- A clear **deadline** for submission of the final draft.

### After completion

- Pupils should be given a **written or verbal indication** of how well they have performed, preferably in the form of a grade, as soon as possible after a piece of written coursework has been completed, as long as it is made clear that the mark/grade is provisional and may be moderated up or down.
- Pupil and parents should be alerted by the teacher, or Year Tutor/IB Coordinator as appropriate, if a pupil seems likely to secure an unusually low coursework mark.
- If an IB student fails to submit a piece of coursework (either draft or final), the procedure defined in 'IB Policy and Procedures' must be followed.