

DUBAI BRITISH SCHOOL EMIRATES HILLS

Secondary Marking and Feedback Policy

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by		
Head of Secondary		
Date of review	August 2023	
Date of next review August 2024		



Marking and feedback is a central part of a teacher's role and can be integral to progress and attainment. Written responses offer a keyway of providing feedback to pupils and helping teachers assess their pupils' understanding. Research through the Education Endowment Foundation; shows that feedback is the most effective tool to increase student progress within an academic year.

However, the 2016 report of the Independent Teacher Workload Review Group noted that written marking had become disproportionately valued by schools, unnecessarily burdensome for teachers and that quantity of feedback has too often become confused with the quality.

The DBS Policy is aimed at identifying the common ethos of marking and feedback within the school, whilst allowing individual departments to identify structures and methods that are appropriately placed at supporting students within their specific subjects.

1.1 Agreeing the definitions

Marking

The routine activity of reading, checking, monitoring, (when appropriate) correcting, and (where appropriate) giving a mark to students' written work.

• Marking can be either self-led, peer-led, as well as a teacher activity.

Feedback

Feedback is information given to the learner or teacher about the learner's performance relative to learning goals or outcomes. It should aim towards (and be capable of producing) improvement in students' learning. Feedback redirects or refocuses either the teacher's or the learner's actions to achieve a goal, by aligning effort and activity with an outcome. It can be about the output of the activity, the process of the activity, the student's management of their learning or self-regulation. This feedback can be verbal or written or can be given through tests or via digital technology. It can come from a teacher or someone taking a teaching role, or from peers.



1.2 Regularity of Marking and Feedback

	Core Subjects (Science/English/ Mathematics)		Non-Core (Music/Art/Drama /Moral/Islamic)	
Marking	Every two weeks – books reviewed	Geography) Every three weeks – books reviewed	Once a half term – books reviewed	
Feedback	Twice per half- term	Twice per half-term	Once a half-term	
Tracking sheets	Each term	Each term	Each Term	

• Tracking sheets allow a student to view their summative performance during the year.

<u>1.3 Marking</u>

Marking students' books is a professional duty. Routinely reading, checking and monitoring students' books helps to ensure that they care about the work they produce. It shows students that we value their work and provides us with crucial on-going information about how well they are learning. It also enables us to monitor the completion of class-based and home learning tasks.

This kind of routine light marking should be regular, timely and manageable; frequency will vary from subject to subject, as a rough guide, at DBS we would expect to see;

Core Subjects	Non-Core (MFL/History/	Non-Core (Music/Art/Drama
	Geography)	/Moral/Islamic)
Every two weeks – books	Every three weeks –	Once a half term – books
reviewed	books reviewed	reviewed

Features of 'Marking'

- Summative
- Assessment of Learning
- Measures learning
- Directs thinking
- Solves
- "You should..."



1.4 Feedback

Feedback is specific information given to the learner about their performance relative to learning goals. It should aim to (and be capable of) producing improvement in students' learning. Providing effective feedback is challenging. Research suggests that it

- should be specific, accurate and clear (e.g. "It was good because you..." rather than just "correct");
- compare what a learner is doing right now with what they have done wrong before (e.g. "I can see you were focused on improving X as it is much better than last time's Y...");
- encourage and support further effort and be given sparingly so that it is meaningful;
- provide specific guidance on how to improve and not just tell students when they are wrong;

Recent studies also suggest that careless mistakes should be marked differently to errors resulting from misunderstanding. The latter may be best addressed by providing hints or questions which lead students to underlying principles; the former by simply marking the mistake as incorrect, without giving the right answer.

Core Subjects	Non-Core (MFL/History/ Geography)	Non-Core (Music/Art/Drama /Moral/Islamic)
Twice per half- term	Twice per half-term	Once a half-term

Our analysis of the research has informed two ground rules for giving effective written feedback:

1. Written feedback should result in more work for students than it does for teachers.

2. Written feedback should be given sparingly so that it is meaningful. Too frequent written feedback can create dependence.

Features of Feedback

- Formative
- Assessment for Learning
- Moves learning forward
- Provokes thinking
- Suggests
- "How could you...?"



1.5 Student response to Feedback

There are many different tasks that pupils can respond to feedback. It depends on what they got wrong or missed out in their assessed work. The following list is by no means exhaustive:

- Redrafting of a whole piece of work
- Redrafting of a section of the work
- Redoing something (for example a graph)
- Answering a question / questions
- Editing.

1.6 Student expectations

All students will have a copy in their subject books the marking and feedback they will receive during the course of the year. This can be displayed in a variety of ways, related to appropriate department structures.

Common information will link to

- 1. Book expectations
- 2. Assessment folder expectations
- 3. Guidance on regularity of marking and feedback

Dubai British School **English Department** Marking and Assessment Guide for Students Key Stage 4

English Lever Arch Folder/ Ring binder

- Your classwork will be completed on paper and be kept in your English ring binder or Lever Arch folder. You will bring this folder to each lesson
- You will be expected to purchase this folder. It would also be helpful to purchase a refill pad of A4 lined paper and some subject dividers.
- Your English folder should be kept neat and well-presented although draft work is allowed All work must be completed in blue or black pen
- Your English teacher will ensure they have looked over your folder to check the quality/ accuracy/ content/ amount of work you have produced.
- · The folder will contain your notes, any handouts your teacher gives you, alongside examples of exam papers.

Assessment Folder

- You will be issued an assessment folder in Year 10 and will keep this folder until the end of Year 11.
- This will have your formal assessed pieces of work.
- · All formal assessed pieces are completed on paper
- Printing of assessments is completely your responsibility.
- Assessed pieces will be a range of classwork and home work
- Assessed pieces will be both handwritten and typed - depending on what your teacher has set.

There are three different types of assessed work that will go in this folder. They are teacher assessed work, self-assessed work and peer assessed work.

Teacher Assessed Work

- You should have a piece of work formally assessed by your teacher every 2-3 weeks. · Your feedback may be written by the teacher or it may be delivered verbally by your teacher.
- It may be a mixture of both verbal and written feedback.
- This could be an essay, a timed piece you've completed in class or possibly just some questions.
- · Your teacher will inform you whether you are working in line with your predicted grade You will also receive 1-2 targets that you need to work on to improve.

Self-Assessed work This is work you have assessed yourself using mark schemes or grading criteria. It helps you to evaluate your own work and think about how you can improve it.

Peer Assessed Work

This is work that your peers have graded. It's important that we look at each other's work We may be able to see some great examples and also be able to offer feedback on how to improve it.



Guideline document

Faculty Approaches to Marking and Feedback

English

Key Stage 3

Hc	How is the subject taught?							
~	Class exercise books		Marking	Class books are light touch sporadically as teachers go.		touched	marked	
	Homework Books							
✓	Assessment Folders							
			Feedback	One piece ev assessed.	ery tw	vo we	eeks to be	teacher
	Common marking and feedback strategies							
~	Teacher marking	✓ Pee	er marking	✓ Self-marking		✓ \	/erbal feed	back
	Tracking? Title of piece of work, date, step achieved and target for improvement.							

Key Stage 4 and 5

	How is the subject taught?						
~	Class exercise books	Marking	Class books are li sporadically as teo	ght touched marked achers go.			
	Homework Books						
~	Assessment Folders	Feedback	One piece every two weeks to be teacher assessed.				
	Common marking and feedback strategies						
~	Teacher marking 🖌 Peer m	narking	✓ Self-marking	✓ Verbal feedback			
	Tracking? Title of piece of work, date, step achieved and target for improvement.						



Drama

All Phases

	How is the subject taught?						
~	Class exercise books		Marking		Every three lessons for KS4 and KS5		
	Homework Books				Different policy for KS3 – Half ter		8 – Half termly.
~	 Assessment Folders 		Feedback		Feedback in exercise books an assessment folders for KS4 and KS5 specifically using teams for formally		or KS4 and KS5 -
	Common marking and feedback strategies						
~	Teacher marking 🖌 I	Peer m	arking	~	Self-marking	✓	Verbal feedback
	Tracking? No						

Media Studies

Key Stage 5

	How is the subject taught?					
~	Class exercise books	Marking	Fo	ortnightly		
	Homework Books					
Assessment Folders		Feedback	Students have a set written piece of extended writing every fortnight with detailed diagnostic feedback in accordance with exam board success criteria and a set mark scheme.			ery fortnight with feedback in m board success
	Common marking and feed	back strategies				
✓ Teacher marking ✓ Peer marking		narking	✓ Se	elf-marking	✓	Verbal feedback
	Tracking? No - Each CSP has either a factsheet which consolidates all the information which may include some activities or students have a detailed PLC which needs to be completed.					



Science

All Phases

	How is the subject taught?								
~	Class exercise books		Marking		Every 3 weeks				
~	✓ Homework Books								
	Assessment Folders		Feedback		Diagnostic fee assessments and sheets.	dbad stud		comes exam and	on alysis
	Common marking	and feedb	ack strategies						
~	✓ Teacher marking ✓ Peer m		arking	~	Self-marking	~	Verl	bal feedb	ack
	Tracking? KS5 perform detailed assessment analysis on tracking sheets								

Physics

KS4 and KS5

	How is the subject taught?					
~	Class exercise books Marking		Marking as I go in lessons. Especially in smaller groups. At the end of a piece of			
~	Homework Books		work a stretch question is based on the work.			
~	Assessment Folders	Feedback	Students have a set written piece of extended writing every fortnight with detailed diagnostic feedback in accordance with exam board success criteria and a set mark scheme.			
	Common marking and feedb	ack strategies				
✓	 ✓ Teacher marking ✓ Peer marking 		✓ Self-marking ✓ Verbal feedback			
	Tracking? No - Each CSP has either a factsheet which consolidates all the information which may include some activities or students have a detailed PLC which needs to be completed.					



Maths

Key Stage 3

	How is the subject taught?				
~	Class exercise books	Marking	Books are pee throughout the ye		
Homework Books Assessment Folders		Feedback	At the end of every unit (roughly weeks) a homework sheet is set for th unit of work. This is then marked a students are given the opportunity review and improve upon their learnir		
	Common marking and feedback strategies				
~	Teacher marking 🖌 Peer m	arking	✓ Self-marking	✓ Verbal feedback	
	Tracking? Assessment week results are tracked as the year progresses. Assessments are cumulative to continually review learning.				

Key Stage 4

	How is the subject taught?		How is the subject taught?						
~	Class exercise books	Marking	Class books are self, and peer marked as well as given verbal feedback from staff.						
	Homework Books		Each unit, for independent study students must complete a double page						
~	Assessment Folders		revision spread to consolidate learning which is marked by teachers to check accuracy.						
		Feedback	After every unit, roughly twice a term, students complete a unit assessment. A RAG analysis is given and used to answer questions and improve their understanding which is also marked.						
	Common marking and feedb	ack strategies							
~	✓ Teacher marking ✓ Peer marking		✓ Self-marking ✓ Verbal feedback						
	Tracking? RAG analysis completed after every unit test. Students also complete a RAG after assessment weeks. All RAG links in to Mathswatch through topic lists.								



Key Stage 5

	How is the subject	taught?							
~	Class exercise boo Homeworl		Marking		Students self-assess their own work as they work through the course. Any class books they have are for their own work and are not viewed by teachers				
~	Assessment Folders	5	Feedback		At the end of every unit (roughly 2 to 3 weeks) students get set formal homework on exam style questions. Students also expected to complete online assessments as they work through the course.				
	Common marking	and feedbo	ack strategies						
~	Teacher marking	✓ Peer m	arking	~	Self-marking	~	Verbal feedback		
	Tracking? Each unit has a sheet which covers all possible work to be completed (above and beyond) as well as highlighting key topics and links to AWs								

Physical Education

All phases

	How is the subject to	aught?						
	Class exercise book	Marking		Homework is marked every 2 weel (average) - often as feedback/EBI				
	Homework Books							
•	Assessment Folders		Feedback		Folders are looked at every 6 weeks (classwork) - diagnostic feedback given No time built in for student responses.			
	Common marking c	and feedbo	ack strategies					
~	Teacher marking	✓ Peer m	arking	~	Self-marking	~	Verbal feedback	
	Tracking? No							



Business

GCSE and A-Level

	How is the subject taught?							
~	Class exercise books Homework Books	Marking		Class notes not n once per half term	narked, but checked 1.			
	HOILE WOLK BOOKS							
~	Assessment Folders	Feedback		Exam questions and case studies marked every 2 weeks, with written/verbo feedback. Students are expected to repair their answers using the feedback.				
	Common marking and feedb	ack strategies						
~	Teacher marking ✓ Peer m	arking	~	Self-marking	✓ Verbal feedback			
	Tracking? Yes – the tracking sheet reco improve.	ords the topic, t	ne i	mark awarded, erro	ors made and how to			

Economics

A-Level

	How is the subject to	aught?							
	Class exercise book	S	Marking		Notes folders are weeks.	e c	checked	every	6
	Homework Books								
~	Assessment Folders		Feedback		Exam questions of weeks and Asse folders are chec Students repair f weeks.	ssm ked	ient for I every a	Learnir 6 weel	ng <s.< td=""></s.<>
	Common marking and feedback strategies								
~	Teacher marking	✓ Peer m	arking	~	Self-marking	✓	Verbal fe	edbad	ck
	Tracking?								
	Yes - Assignment titl	e, Mark, er	rors made, Repo	airs	made to the answe	<i>.</i>			



Islamic

All Phases

_					
	How is the subjec	t taught?			
~	Class exercise boo	ks	Marking	, 0	of all student books; entary of Quran recitation.
	Homework Books				
~	Assessment Folders	5	Feedback	Students receive respond with imp	e feedback; and then rovements.
	Common marking	g and feedl	back strategi	es	
~	Teacher marking	✓ Peeri	marking	✓ Self-marking	✓ Verbal feedback
	start points at the	beginning	of the term c	ind reflect on their prog	course. They identify their gress once a unit has been ent across all year groups.

MFL/Arabic B

All Phases

	How is the subject	taught?						
~	Class exercise boo	Marking		Weekly / when work has been w	a significant piece of ritten			
	Homework Books							
	Assessment Folder	ſS	Feedback		•	2-3 weeks when a piece of bendent writing is produced		
	Common marking	g and feed	back strategies					
~	Teacher marking	✓ Peerr	narking	~	Self-marking	 ✓ Verbal feedback 		
	Tracking? target for end of year/ gcse, 3 grids for AW feedback							



Art

All Phases

How is the subject taught?						
Class exercise books Homework Books	Marking	Students constantly peer assess each other's work in teams. Students work constantly assessed during lesson time				
HOME WOR BOOKS						
Assessment Folders	Feedback	Students receive feedback after each specific practical task is completed. Students also receive ongoing feedback on their sketchbook development				
Common marking and fee	Common marking and feedback strategies					
✓ Teacher ✓ Pee marking	er marking	✓ Self-marking ✓ Verbal feedback				
marking Tracking? Students have individual action plans at key stage 4 and 5 and also have their work marked on the GCSE and A Level assessment matrix. Students also have a simplified version with the recommended amounts of work included for each grade descriptor so that they can monitor their progress, understand where they are and also know how to get to where they want to be.						

Music

All Phases

	How is the subject taught?						
	Class exercise books	Marking	Marked for Listeni Assessments	ng Tests / Controlled			
	Homework Books						
~	Assessment Folders	Feedback		edback each lesson / feedback once a half			
	Common marking and feedbo	Common marking and feedback strategies					
~	Teacher marking 🗸 Peer m	arking	✓ Self-marking	✓ Verbal feedback			
	Tracking? Adapted from the pathway tra have all data points on th improvements each term.						



Psychology/Sociology

GCSE and A-Level

	How is the subject taught?							
~	Class exercise books	Marking		On a weekly basi	S			
	Homework Books							
~	Assessment Folders	Feedback		On a weekly basis - students are given one essay a week - with time in class to monitor tracker sheets, respond to feedback or re- draft				
	Common marking and feed	lback strategies						
~	Teacher marking 🗸 Peer r	marking	~	Self-marking	~	Verbal feedback		
	Tracking? Name of student, Expected targets.	and Challenge	ed g	rades, Essay title, r	narl	k on first attempt and		

Geography

All Phases

	How is the subject	taught?						
✓	Class exercise boo	oks	Marking		3-6-week cycle			
	Homework Books							
~	Assessment Folder	S	Feedback		Fortnightly (weekly for KS5)			
	Common marking	and feed	back strategies					
~	Teacher marking	✓ Peer n	narking	~	Self-marking	~	Verbal feedback	
	Tracking? Used for assessment week information capture.							



History

All Phases

	How is the subject taught?					
~	Class exercise books	Marking	Exercise books - discretion	· Light touch at teacher's		
	Homework Books		One formal assessed piece of work every 3/ weeks at KS3. KS4/5 generally complete at leas			
\checkmark	Assessment Folders		one exam question/essay every 2 weeks			
		Feedback	Written feedback in line with assessmen objectives after every assessed piece of work Verbal feedback regularly given in lessons			
	Common marking and fee	dback strategies				
~	Teacher marking 🗸 Pee	r marking	✓ Self-marking	✓ Verbal feedback		
				r each assessed piece of work ss over course of the year's		

Design and Technology

GCSE

	How is the subject taught?						
~	Class exercise books	Marking	Every couple of weeks - constant feedback given every lesson es				
	Homework Books		practical				
~	Assessment Folders	Feedback	Every unit - twice per term				
	Common marking and feed	oack strategies					
~	Teacher marking ✓ Peer r	marking	✓ Self-marking ✓ Verbal feed	Jback			
	Tracking? End of unit assessment sheets used to assess specific subject learning skills						



Moral Education and Arabic Social Studies

All Phases

	How is the subjec	t taught?				
~	 Class exercise books Homework Books Assessment Folders 		Marking	Marking SPAG should be picked up regularly at least 3 times per HT		
			Feedback	can be teache whole school	1 class assessment per term - but this can be teacher/peer/self-marked, 1 whole school assessment per term teacher marked	
	Common marking	g and feedl	back strategies			
~	Teacher marking	✓ Peer ı	marking	✓ Self-marking	 ✓ Verbal feedback 	
	Tracking? date, title, teache targets	er/self/peer	marked, % perfo	rmance if needed, sug	gested improvements,	

BTEC Courses

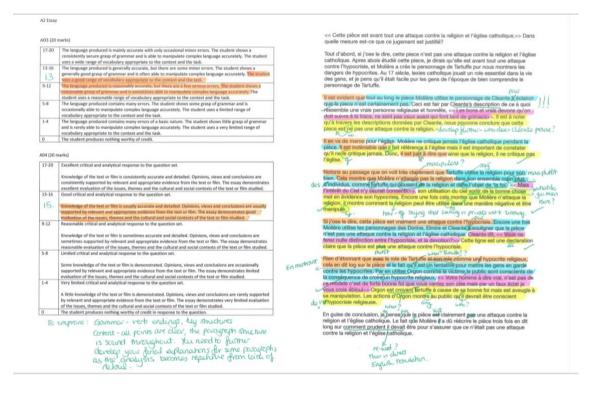
All BTEC courses are covered by the assessment and feedback guidelines as within their curriculum guides. This information is covered within the student handbook.



Snapshots of Marking and feedback

MFL: Key Stage 5

Work is marked explicitly to AO mark scheme with clear identification of marks; and most importantly the steps required to improve.





Key Stage 3

Students track their performance across the key learning skills within the subject and can see their progress over time. There is an expectation that students are able to identify the steps required to improve their own work.

Maths: Key Stage 5

the setting of half-termly

targets.

			matics Feedback Sheet pt to your own preference	our own preference					
Na	ime:		Jemmah		Previous Results AW1 – Pure	Percentage 68			
	Assessment:				AW2 - Pure AW2 - Stats	77 80			
					AW2 - Mechanics	45			
		Mark	Chapter/Topic		get for Improvement				
	6	618	Cycles	Read Q p	is per ly 1		10 A 12		
-7		9/h	Graphs	Vectical is *	-> !! Leok at Q . !	CIS positive coi	Store !.		
	500	0/3	Bunerical Economica	Read Q Cle					
	12	0	Binemial Expansion Differentiation		SKIPPED Q! Makes	ue have a all	D'S arrowite		
	13	0	Differentiario	Losk over Hi	at principle	and the second second			
	4c	215	Differentiation	Den't aven					
14	r dør	2/4	Different Kitson	Wrong be	pari A was wrong				
	Les Grappie Les Grappie Les Simutatoreus en 5 Les Bringensal Explansion Areas for Improvement La Grappie								
	to organisation and first principles) to Cricles 19								
	Student comment and overall targets								
6	A lot of my mortalism were either locit scipping the Q instreading the G Erroro by invercempticating is getting the 1 st point remay which leas ether pairs beings meraging wander strangther is there i just read a which i know. But I can do most of the hipus-1 just nued to								
			during the exam 8 1						
-			ormance.		then				
used c	S	а	basis for to	arget					
etting	١v	vit	hin the sub	oject, o	and		Actional applications maple		

Students monitor their performance and progress against the subject topics. They are able to identify their areas of relative strength against areas of

marked ou	t of 20 wh	ich add	together to	give you an overall % for the assessment.	Your parent / guardian needs to sign and you must show your language teacher.			
Term 1	Mark		T. Light	Targets how can I improve?				
Listening	19/20	T		times thumbers jobs vocab				
Reading	10/20	~		order of daily notine in a text				
Speaking	15/20	5		more juppications more linking word				
Writing	16/20	6		Justified opinions linking words				
Grammar	13/20	4		verb endings genders				
Total	80%	6		Parent / Guardian Signal	ture Teacher Signature			
Term 2	Mark	-	T. Light	Targets – how can I i	improve?			
Listening	15/20	5		revise opinions, time, to pro	ogrammeso			
Reading	5 00	5		reiscure time activities, reading tooks, tenses.				

	Pupil RAG Rating Analysis	
		Unit 9 Equations and Inequalities
		Salma Shamseldin 52/60 87%
14	Anthree	
and a second	Amber	ana .
		I Louise requests 1 2.4
	4) Spotting mistake 1/2	
		A decision and power pro-
		 F. Constraining the Departs 17.
		To be any transmission of the
		the standy out and they depend to
Act Overlagging regime in memorizan 2/2		
Statement of State		Strength 11.5
		and some in the second s
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that have a support constant of		
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		of the property of the second second second second second
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Key Stage 4

A RAG Analysis is automatically produced based upon staff mark books. This provides a clear visual overview of student strengths and areas to target. This information is kept in student's assessment folders; and is used in reflective activities after assessments, before moving on to new topics.

Psychology; Key Stage 5

AO1 Description of Psychological knowledge AO3: Evaluation of Psychological knowledge					Name: Gaeun. Essay title: Human Bhic approach - Ar. Drott: D				
Level 8 ma que tion		16 mark q (6+10)	Description and knowledge AO1	Discussion (Evaluation) AO3	Fecus (AO3)	Clarity and Organisation	Specialist terminology	Quality of written communication SPAG	
4- 7-8 A*-A		13-16	Accurate and well detailed	Thorough and effective Focused		Clear and coherent?	Used effectively - Good	Few arrors/	
3- B-C			Evident although occasional inaccuracies	Mostly effective	Occasionally lacking	Mostly clear and organised	Mostly used effectively - A range used	Some errors	
2 D-E			Mostly descriptive and lacking accuracies in places	Limited effectiveness	Mainly descriptive	Locks clarity and organisation in places	Used inappropriately on occasions - some used	Errors detract from clarity	
1 U	1-2 1-4		Limited and many inaccuracies	Limited, and absent	Poorly focused	Poorly organised	Either absent or inappropriately	Error obscure meaning	
00	0	0	No relevant content					Incoming	
What	do th	nese term	is mean?		5	vel: L/		27	
lecuracy Detail locus Drpanisati	P If SH U T	roviding sp neans inclu f you focus ame is requ heory you i HE CRITICA	1. Avoid confused and muddled a ecific pieces of information. This cling small pieces of information to on an image, you concentrate you and for a good criticism. You nee are criticising rather than making b, point rather than describing the	does not mean writing lots. In hat bring your answer into for ar attention on that one thing, id to pay attention just to the general remarks. You need to a theory or research!	is correct Te stead, it tus.	ischer's comments:	ADI: 5% ADDI a pleasure the y well done logs esay pla	as 4 (5	
	otion Does your answer flow and are your answers presented in a systematic and manner? This is where planning pays off as you can organise a structure to answer before you start writing.		riogical your 7	inget:	r change for der	u mentra			
Clarity and coherence	U	Does your answer make sense? Lack of clarity is when the examiner doesn? understand what you are trying to say! To help with clarity and coherence, state the POINT and SZPLAIN it.			t always	logers tuerap	y your tos, you y- please deve	19 turs	
ipecialist erminolog	τy e	his is linker vidence of	d to 'detail' – have you used the ri what you have actually understor ese terms are vocab used by psyc	od what you have read or been	6 0				

The marking overview sheet enables students to review their work against the AO of the subject, whilst also providing a clear breakdown of the key terms used in the marking rubric. Even though the work submitted is of the highest quality, there is still a specific target included that allows the student to identify the next step to further improve.