

## **Woodbridge School Marking and Assessment**

### **Policy Statement**

Every subject department is free to follow its own agreed marking/assessment policy within the general principles below. It must be transparent and accessible to pupils and its implementation must be monitored by the Heads of subject.

### **Procedure**

Written work or its equivalent should be set and marked on a regular basis in all subjects. The marking should be accurate, consistent and appropriate to the pupil's age and individual needs.

Marked work should be returned to pupils as quickly as possible.

Marked work should include both summative and formative assessment, and hence contribute to the planning of teaching and learning.

Marking and the process of handing back work must make clear to pupils the quality and standard of their work in relation to identifiable benchmarks.

Marking and the process of handing back work should also refer to the individual pupil in pointing out areas where progress has or has not been made, how errors have occurred, and how improvement can be achieved. It should aim to encourage and motivate rather than to discourage.

### **Evaluation**

Responsibility for regularly monitoring the above is with the heads of department, who report to the Director of Studies.

The academic board will from time to time audit the quality of this monitoring.

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