

Swanwick School and Sports College



Marking and Feedback Policy

Initial Date	Reviewed	Next Review
September 2023	May 2024 October 2024 November 2025	November 2026

Introduction

At Swanwick School and Sports College (SSSC) we believe marking should provide constructive feedback to every child, focusing on success and improvement against learning objectives and/or outcomes. Marking is a fundamental element of the assessment of pupil's work, helping them become reflective learners and to close the gap between current and desired performance.

This policy will:

- Promote high quality feedback throughout the school.
- Provide an approach to marking that is both manageable and effective.
- Standardise the school's approach to marking and feedback.

Aims

Effective feedback should be:

- ***Meaningful:***

It should vary by age group, subject and what works best for the pupil and teacher. It should aim to work with teachers to create an environment where pupils want to receive feedback and view making mistakes as part of the learning process. It should be carefully planned to ensure pupils welcome feedback so it has the most impact. Staff should also provide opportunities for pupils to respond to and use feedback to close the feedback loop and learning can progress.

- ***Manageable:***

Marking practice should be proportionate, bear in mind the impact on teacher workload, and think about how often and how deeply teachers mark.

- ***Motivating:***

Feedback should help to motivate pupils to progress. Marking and feedback should:

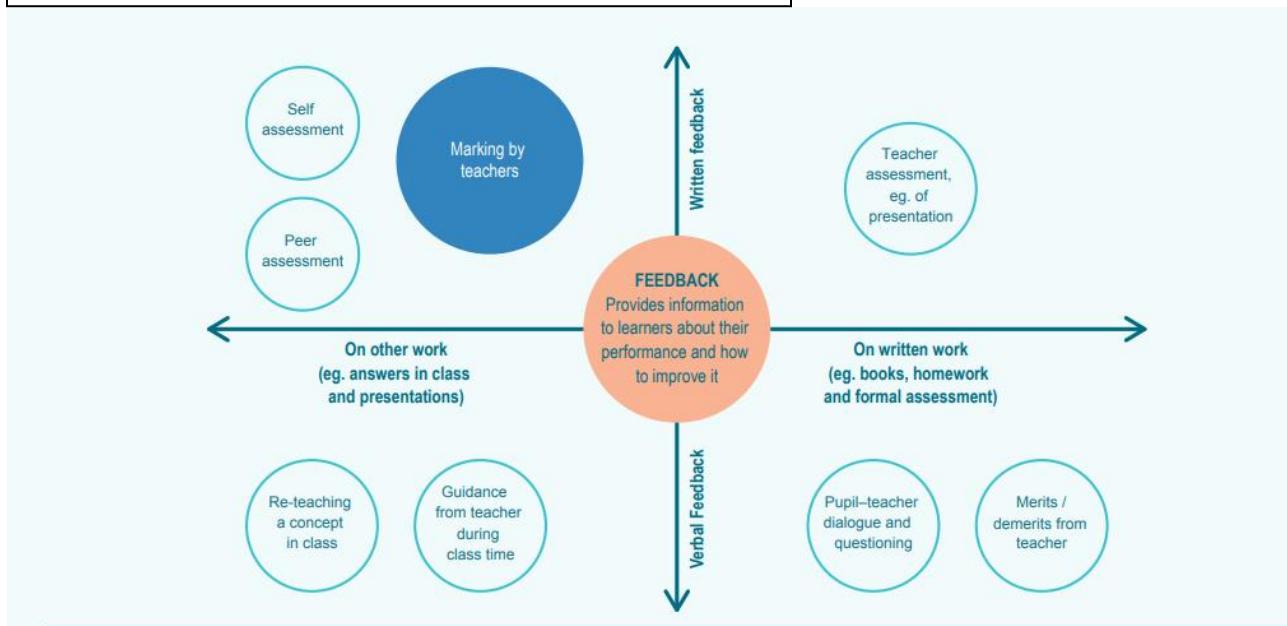
- Provide a dialogue between staff and pupils.
- Give pupils clear strategies on how they can improve their work.
- Provide opportunities for pupils to consolidate and/or extend their learning further.
- Provide a tool for teacher assessment – diagnostic, formative and/or summative.
- Help staff to evaluate teaching and inform planning.
- Positively reinforce pupils' effort when appropriate.
- Allow specific time for pupils to read, reflect and respond to marking where appropriate.

Feedback and Marking Procedures

- Staff will use feedback from marking to inform future targets and planning.
- Marking and feedback should be relevant to the learning objective/outcome.
- High quality feedback will celebrate pupils' success on a task, effort or self-regulation strategies.

Written responses offer one way of providing feedback to pupils and helping staff assess their pupils' understanding. While it is important to note that written marking is only one form of feedback (see Figure 1), marking offers an opportunity to provide pupils with the clear and specific information that the wider evidence base on feedback suggests is most likely to lead to pupil progress. It is important that staff are able to recognise that pupils' work can take many forms. (Ofsted, 2025).

Figure 1 (*Education Endowment Trust 2023*)



Formative Marking

In order for the marking to be formative, the information must be used and acted on by the pupils. Therefore, when work has been marked, time is planned in the next lesson for the pupils to read the prompt and make an improvement. Support staff should have an input in this, as pupils will not necessarily understand and act on comments unprompted. When response time is given, it is best that very specific guidance is given e.g. list 5 adjectives that could improve this, describe the character using 3 adjectives in a sentence, re-write the highlighted sentence using correct punctuation. This is particularly relevant to subjects that involve literacy, but all subjects will need to look at how this is interpreted in their area.

Teachers must model this process so that pupils are clear what the different markings in their books means and what is expected of them when they respond. If a group of pupils

have the same issue, then the subsequent lessons will address the issue rather than marking.

Deep marking

Deep marking is a process whereby staff provide written feedback to pupils offering guidance with a view to improving or enhancing their future performance. Deep marking should be assessed against the relevant pathway assessment systems and/or lesson outcomes/objectives.

Deep marking will inform teacher planning for future lessons and enable staff to accurately assess pupil attainment and progress.

At SSSC deep marking should provide a ‘**What Went Well**’ (WWW) comment that is written in green pen, to provide praise and feedback to what the pupil has done well within a particular piece of work. Pupils should then be given an ‘**Even Better If**’ (EBI) comment that is written in red pen that consolidates and/or extends learning further. Figure 5 supports staff in writing EBI comments that develop pupils critical thinking skills. Pupils are then expected to respond to EBIs in writing using **purple pen** to the guidance which in turn is verified by the teacher. (If it isn’t possible for the pupil to write a written response the member of staff should use a purple pen to record their verbal response or actions).

Light feedback and marking

Light marking and feedback will often take place within the lesson, in the moment to provide and record immediate feedback to a pupil about the accuracy and knowledge of the work produced or take place reflectively after the lesson has been taught. Light marking could take the form of ‘live’ marking, verbal feedback, peer assessment, self-assessment, shared marking and/or paired marking. This feedback is to be given using green pen.

Live marking

Live marking and feedback may be focused on a specific criterion, lesson outcome and/or address common errors through the use of SSSC’s feedback symbols (Figure 2). Live marking is done with the pupil, at point, and enables the teacher or TA to provide verbal feedback alongside. This would then enable pupils to respond there and then within the lesson, ensuring that any gaps in pupils’ knowledge or skills are identified and tackled quickly. Figure 2 shows the feedback symbols to use when providing marking and feedback to pupils. Figure 3 or Figure 4 are adapted versions that should be placed within the pupils’ books to ensure they understand the meaning of the feedback symbols. This feedback is to be given using green pen.

Verbal feedback

Staff recognise the importance of pupils receiving regular verbal feedback especially with pupils who lack the literacy skills or motivation to read written comments. Staff will initially talk to the pupil about how they have met the learning outcome and/or question the pupil about a specific part of the work. This may be to correct a pupil’s understanding or to extend the pupil’s learning. Verbal feedback is evidenced using the feedback symbols in Figure 2.

Peer and Self-Assessment

Peer and self-assessment are described as an evaluative act carried out by pupils themselves concerning their own or others work/outcome/progress. Where appropriate pupils at SSSC are encouraged to self and peer evaluate by identifying their own/others successes and ways to improve/develop a piece of work. This could be done using WWW and EBIs, marking and feedback symbols or an adapted assessment checklist. Self and Peer assessment should be overseen by staff to ensure accurate assessment is taking place.

Shared Marking

Staff may sometimes use one piece of anonymous work to mark as a class on the whiteboard. This enables the teacher to model the marking process and teaches particular points at the same time.

Paired Marking

Pupils sometimes mark narrative work in pairs. The following points are important:

1. Pupils need to be trained to do this through modelling with the whole class, watching the paired marking in action.
2. Ground rules should be decided as a class and adhered to.
3. Pupils should identify things that match the success criteria and then suggest a way to improve the piece but only against the learning intention. Encourage dialogue between the pupils rather than one being the 'teacher'.

Frequency of marking

At SSSC every piece of pupil work must receive “*light feedback and marking*”, for example through the use of agreed feedback symbols (Figure 2), with pupils expected to respond as required.

In English and Maths book: “Light feedback and marking” must be provided either live, during the lesson or immediately after each lesson, ensuring planning and next steps are informed by pupil progress.

In all other subjects: Light feedback and marking should take place promptly after the work has been completed and before the next lesson, so that feedback remains timely and purposeful.

In addition, each subject area must provide more than one opportunity for deep marking within a unit or topic of work. The frequency of marking should be appropriate to the subject, with further detail outlined in subject-specific guidance.

English:

In addition to the general guidance above, spelling, punctuation and grammar should be marked sensitively in line with each pupil’s current ability. For example, a teacher may correct selected spellings and then identify two further words for the pupil to correct independently.

All pupils should have at least one piece of work marked per week using the school’s “deep marking” guidance.

Each half term is structured around two genres/topics (e.g. Poetry and Newspapers). For each genre/topic, pupils should complete an independent write, which will be marked in line with ‘deep’ marking expectations.

Maths:

In addition to the general guidance above, marking and feedback in Maths lessons should always include opportunities for “live” marking and, where appropriate, self and/or peer assessment.

Maths lessons should provide regular opportunities for pupils to discuss answers and strategies, supporting the development of reasoning skills and deepening understanding. Lessons should encourage interaction and dialogue between staff and pupils, and between pupils themselves, with a focus on key concepts, addressing misconceptions, and developing efficient strategies for working mathematically.

All pupils must have at least one piece of work per week marked using the school’s “deep marking” guidance.

Evidence Collection in Practical Subjects

- **Drama:** Each pupil will have at least two pieces of evidence (photos or videos) uploaded to See-Saw and/or Solar. This evidence will be used for both assessment and progress tracking.
- **Art:** Each pupil will have at least two pieces of evidence uploaded to See-Saw and/or Solar. Videos may be used to capture pupils completing work and demonstrating techniques.
- **Food Technology:** Each pupil will have at least two pieces of evidence uploaded to See-Saw and/or Solar. Videos may be used to show pupils completing practical tasks and demonstrating techniques (e.g., kneading).
- **Music:** Each pupil will have at least two pieces of evidence uploaded to See-Saw and/or Solar. This evidence will be used for both assessment and progress tracking.
- **PE:** Each pupil will have at least two pieces of evidence (photos or videos) uploaded to See-Saw and/or Solar. This evidence will be used for both assessment and progress tracking.
- **DofE:** Each pupil will have at least two pieces of evidence (photos or videos) uploaded to See-Saw and/or Solar or the eDofE system every half term. This evidence will be used for both assessment and progress tracking.
- **Group evidence:** Any group photos or videos will be uploaded to See-Saw for internal moderation purposes only, not Solar.
- **Digital evidencing:** All evidence must be uploaded in line with the school's 'Digital Evidencing of Work' guidance.
- **Theme lessons, pupil evaluation:** At the end of each half term, pupils will complete a Microsoft Forms evaluation to reflect on their learning and progress.

(Note: Theme lessons take place on a half termly rotational basis. The evidence requirements above are in place when pupils are studying the Theme).

ICT

- All pupils' work to be saved and evidenced within their individual ICT folder on their 'student account'.
- Every completed piece of work should clearly include the learning objective and date.
- Pupils are expected to have evidence recorded for every topic covered, ensuring a complete record of progress across the curriculum.

Digital evidencing of work:

We use SeeSaw as part of our internal assessment and moderation procedures. Photographs and videos produced will remain securely stored within the class file on the SeeSaw platform. QR codes must not be reproduced or placed into pupil books, as this could present GDPR risks when group work is recorded.

For individual pieces of work, photographs may be uploaded to Solar to share with parents/carers, provide evidence for moderation, and support the assessment of pupil progress. In subjects such as PE, where group work is the norm, it is recognised that uploading evidence to Solar may risk breaching GDPR. In these cases, evidence will be stored using SeeSaw only.

When evidence of work has been done digitally, within the books please record this using the appropriate template 'Figure 6'. (These are also available on the staff share under, 'curriculum' and 'teaching and learning templates').

For Key Stage 4, where this evidence is used for external qualifications such as ASDAN, the use of photos and QR codes may be used.

Key Stage 4 Qualifications:

Pupils at Key Stage 4 complete a range of accredited qualifications, including ASDAN Life Skills Challenges King's Trust, Entry Levels, Functional Skills and GCSEs.

- **Assessment Feedback:** Staff must provide feedback to assessment tasks in line with the requirements of each awarding body. For example, when completing an OCR Entry Level Maths Practical Task, feedback should be delivered in accordance with the specification guidance.
- **ASDAN and King's Trust:** Feedback should continue to follow SSSC expectations, incorporating both *light marking* and *deep marking*. For these qualifications, deep marking must take place at least once for each objective, ensuring pupils receive meaningful guidance to support progress.
- **Consistency Across Qualifications:** All feedback should be timely, constructive, and linked directly to assessment criteria, enabling pupils to understand their achievements and next steps.

Related School Policies

- Assessment Policy
- Appraisal Policy
- GDPR

Monitoring and Review of this Policy

Middle Leaders and Faculty Leaders will monitor marking and feedback through observations, learning walks and book looks.

The Senior Leadership Team will be responsible for the implementation of this policy

Figure 2:

Feedback symbols (information for staff only)

Symbol	Meaning
✓✓	Particularly impressive or well thought out sentence, piece of writing, use of vocabulary, answer etc.
✓	This indicates something is correct or well done.
○	Place a circle/ring around a mistake to indicates something is wrong and needs correcting. E.g. in Maths they put a 3 instead of 8
SP _____	Underlining a word indicates a spelling needs correcting. This shouldn't be every incorrectly spelled word but should reflect the pupil and their current levels. EG: a key word that they should know, or a topic word that is on the working wall. Corrected by the pupil in purple pen or through feedback.
()	Brackets around a sentence indicates this sentence or phrase does not make sense and needs editing. Pupils to respond to this underneath the piece in purple pen.
^	Indicates a missing word or letter in a sentence, word or phrase. Pupils to respond to this in purple pen or through feedback
//	New paragraph
/	Needs a gap between two words
EBI	'Even better if' is a challenge given to pupils, when appropriate, to further challenge and extend learning. It could be written in individual books or, if more than one pupil has the same EBI, written on a PowerPoint for pupils to respond to in purple pen in their books. All EBIs should then be responded to by teachers either by way of a tick or further support. See Critical Thinking Skills (Figure 4) for more ideas to support and further learning.
WWW	What Went Well – Making personal comments to the pupil about what they have done well that lesson in relation to the work they produced.
I	Work completed independently
T	Work has been supported by a teacher
TA	Work has been supported by a teaching assistant
SA	Self-assessed. Marked by pupils themselves.
PA	Peer-assessed. Marked by another pupil.
VF	Verbal Feedback has been provided.

Figure 3

Feedback symbols for pupil books:

Symbol	Meaning
✓✓	Your work is fantastic.
✓	The answer is correct or this work is good.
○	There is a mistake that you need to correct by yourself or with support.
SP _____	This word is spelled wrong and you need to correct it by yourself or with support.
()	This sentence doesn't make sense. You need to correct it underneath your work by yourself or with support.
^	You have missed a word or a letter in your work. You need to correct it by yourself or with support.
//	You need a new paragraph.
/	You need a gap between two words.
EBI	'Even better if' – your EBI could be written in your book or on the board. Answer it in purple pen by yourself or with support.
WWW	What Went Well - in your work
I	You did your work by yourself.
T	You did your work with help from a teacher.
TA	You did your work with help from a teaching assistant.
SA	Marked your own work.
PA	Another pupil marked your work.
VF	Verbal Feedback has been provided.

Figure 4

Feedback Symbols for pupils books (adapted version)

✓	  Correct, good work
✓✓	  Amazing work!
○	  -   have made a  mistake
SP	  -     again
()	      again
^	  You have missed a word or letter!
//	    
/	    
EBI	 ! ... Even better if
WWW	   what went well
I	 Independent
T	   Supported by teacher
TA	   Supported by teaching assistant
SA	  Marked by myself
PA	   Marked by a peer
VF	  Verbal feedback given

Figure 5: Critical Thinking Skills

Critical Thinking Skills

1 Knowledge Identification and recall of information	define fill in the blank list identify	label locate match memorize	name recall spell	state tell underline
	Who _____? What _____? Where _____? When _____?	How _____? Describe _____. What is _____?		
2 Comprehension Organization and selection of facts and ideas	convert describe explain	interpret paraphrase put in order	restate retell in your own words rewrite	summarize trace translate
	Re-tell _____ in your own words. What is the main idea of _____?		What differences exist between _____? Can you write a brief outline?	
3 Application Use of facts, rules, and principles	apply compute conclude construct	demonstrate determine draw find out	give an example illustrate make operate	show solve state a rule or principle use
	How is _____ an example of _____? How is _____ related to _____? Why is _____ significant?		Do you know of another instance where _____? Could this have happened in _____?	
4 Analysis Separating a whole into component parts	analyze categorize classify compare	contrast debate deduct determine the factors	diagram differentiate dissect distinguish	examine infer specify
	What are the parts or features of _____? Classify _____ according to _____. Outline/diagram/web/map _____.		How does _____ compare/contrast with _____? What evidence can you present for _____?	
5 Synthesis Combining ideas to form a new whole	change combine compose construct create design	find an unusual way formulate generate invent originate plan	predict pretend produce rearrange reconstruct reorganize	revise suggest suppose visualize write
	What would you predict/infer from _____? What ideas can you add to _____? How would you create/design a new _____?		What solutions would you suggest for _____? What might happen if you combined _____ with _____?	
6 Evaluation Developing opinions, judgements, or decisions	appraise choose compare conclude	decide defend evaluate give your opinion	judge justify prioritize rank	rate select support value
	Do you agree that _____? Explain. What do you think about _____? What is most important?		Prioritize _____ according to _____? How would you decide about _____? What criteria would you use to assess _____?	

Figure 6
SeeSaw and SOLAR evidence slips



SeeSaw evidence

Photo evidence

Video evidence



SeeSaw evidence:

Date:

LO:

Photo evidence

Video evidence



SOLAR evidence

Photo evidence

Video evidence

File upload



SOLAR evidence

Date:

LO:

Photo evidence

Video evidence

File upload