

The ContinU Plus Academy



2026 -
2027

Marking and
Feedback Policy



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Marking and Feedback Policy



“The work in students’ books demonstrates their positive attitudes to learning. Work is well presented, neat and accurate” – Ofsted 2015.

“The progress of students is accurately assessed through regular testing and checking of students’ work” – Ofsted 2015.

Please consider the following definitions and principles:

Marking = the routine activity of reading, checking, monitoring, (when appropriate) correcting, and (where appropriate) giving a mark next to students’ written work.

Feedback = providing more detailed guidance to the learner in order to help them to improve their knowledge, understanding and skills.

Marking	Feedback
Summative	Formative
Assessment of Learning	Assessment for Learning
Measures learning	Moves learning forward
Directs thinking	Provokes thinking
Solves	Suggests
‘You should...’	‘How could you...?’

While it is important to note that written marking is only one form of feedback, 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.

Organisation

- All work by students is to be completed and kept in exercise books/folders. This will include the assessment tasks that arise as part of the programme of study.
- Books/folders will be regarded as a record of the child’s progress/learning journey. Students are encouraged to take pride in them and will be expected to follow a clear set of guidelines - provided to them at the beginning of the year.
- Students will be issued with the marking symbols guide at the beginning of the year or point of entry. These symbols are at the end of this document and are generic. Marking symbols must be stuck into the front of the book and must be used for teacher marking and assessment.
- Teacher/class/subject details must be clearly visible on the front cover along with the students’ full name.

Staff

- Assessment sheets must be used in line with the assessment calendar to provide students with action points linked to success criteria. The accuracy of these assessments is crucial in mapping the progress made by students over time.
- Teachers must undertake 'formal' marking of the exercise book/folder at least every 3 weeks and must include evidence of impact (Think Pink).
- Teachers should highlight errors with a pink highlighter pen and this should provide part of the review / reflection work undertaken in subsequent lessons. It should be noted that the highlighting of part of a pupils' work demands a response and may be accompanied by wider dialogue from the teacher towards the pupil. The act of correcting the highlighted sections serves as the pupils' response to teachers dialogue (although further dialogue maybe necessary).
- Formal marking must include dialogue between student and teacher. Teachers are to be specific with marking work detailing WWW and EBI. To this end, students are expected to respond to any specific action points/bridging question arising from the marking as posed highlighted in a pink box (Think Pink) and dedicated time should be built into lessons to allow this to happen.
- Teachers should pick up on spellings using the 'sp' spelling code as shown below, focussing on no more than 5 spellings per piece of work. If the same spelling occurs several times teachers should correct the first occurrence.
- Evidence of peer or self-assessment and informal in-lesson teacher viewing should be seen in student exercise books as and when opportunities arise.
- Exercise books are to be kept by staff and are to be made available on request.

Students

- Students are responsible for ensuring that work is free from graffiti.
- Students should only use blue or black ink or pencil in their books.
- Students should be encouraged that peer assessment should be undertaken in a sensible and productive way.

Marking codes

C	• Capital Letter
P	• Punctuation
SP	• Spelling
?	• This doesn't make sense
WWW	• What went well
EBI	• Even better if

Think Pink display poster

Assessment | Marking and Feedback

Teacher:



Your teacher will write two comments, WWW, EBI

Student:



An action point to be completed highlighted in pink – Think Pink



A policy summary is included in the ContinU Plus Academy’s Prospectus and the Assessment Policy is published in its entirety on the CPA’s website (www.continuplus.org.uk).

Member of Staff Responsible: Miss T Roberts

Review Date: January 2027

Signed: (Headteacher) (Date)

Signed: (Chair of Governors) (Date)