



الأكاديمية الهندية، دبي

The Indian Academy, Dubai

Policy No: TIA 2.1

Correction Policy

Introduced : May 2014 Revised : March 2015	Implemented by : Principal
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NEED: This policy is made to check the status of students' work and help them improve the presentation and make it more informative. The student's ability to assess themselves is developed through marking and then this is seen to be an important part of the Teaching and Learning process.

It serves in the following purposes:

- To set future goals for students
- To provide encouragement and praise for the students.
- To monitor the students work.
- To inform parents about progress, expectations and targets of the students.

IMPLEMENTATION:

- ❖ Teachers and students must be aware of the concepts, facts and skills that are being assessed in a piece of work to be marked.
- ❖ Marking should correct inaccuracies of not only facts but also in spelling, punctuation, expression and capitals (as per the SPEC code) where appropriate. It must also be used to reinforce correct answers in the process of assessment.
- ❖ Marking should result in the student having a clear idea of strengths and weaknesses and guidelines for future development.
- ❖ The marking of student's work must take place regularly.
- ❖ Measures should be taken to promote consistency through the moderation and standardisation of work.

- ❖ Staff record book should contain the evidence of marked class work, home work and course work and attainment in the exam and other assessments throughout the year.
- ❖ The analysis of the student work must be used to modify teaching in the school.