

MARKING AND FEEDBACK POLICY

AY 2023-24

Policy created in October 2019

Policy Reviewed in April 2020, April 2021, April 2022 and April 2023

Policy to be reviewed again in April 2024

The Indian Academy recognizes that marking and feedback to students, both written and oral, are important aspects of assessment. At TIA effective feedback given to students through marking and reviewing work provides clear and constructive steps for every student to ensure they are able to make progress.

Focus Marking:

- Teachers complete their marking in 3 to 4 days of the work being completed by the students.
- Focus marking should be dated with Teachers initials.
- Focus marking to be completed by the respective subject teacher.
- All symbols to be used during focus marking according to the need and subject.
- Diagnostic comment to start with Positive comments and the area of improvement with clear steps and date of resubmission or completion or correction to be mentioned.
- All teachers to use red color for marking and Feedback.
- Students to follow up on the developmental feedback and respond to the feedback with an update.

DISTANCE EDUCATION: Distance Education Learners will upload their work on TEAMS in one note and the teachers will assess their work online. The feedback will also be shared on Teams. The Assignment uploaded by the learners are assessed and handed over to the students.

Acknowledgment Marking:

- Acknowledgement marking can be completed by the Learners where needed, if they self-assess using a rubric or with the help of a teacher, they should write SC if they self-correct and PC if they do peer correction.
- Peer Correction must have worked well, and one area of improvement based on the Rubric shared or the set expectations.

All the acknowledgment marking should be dated with the initials of the learners

DISTANCE EDUCATION: Learners will share their feedback verbally, on Padlet wall or any other collaborative medium using the Rubric.

Individual Feedback:

The teacher will have Individual Feedback to discuss the area of concern in Focus marking and Acknowledgment marking with the students once in three months.

DISTANCE EDUCATION: Individual Feedback for Distance Learners will be shared once in three months.

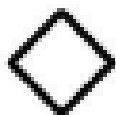
All staff at TIAD will adhere to this marking policy at all times. The use of this will be frequently monitored and evaluated. It is essential that our students consistently and continuously understand where they are up to with their learning and that any errors are rectified swiftly. Students must always work with an understanding of where/how they went wrong and actively know how they have been able to put it right. To support the marking and feedback policy teachers may use the keys / symbols given below.

Correction Symbols for Reliable Assessment:

Efficient use of symbols for reliable assessment



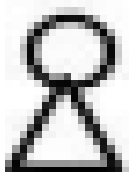
Scaffolding provided



Enrichment Support provided



Peer Support provided



Teacher Support Provided

English Gr 3 to 5:

Correction Symbols:

Sp - Spellings

Δ - Missing Word T - Wrong Tense

? - Not clear

Syn- Syntax (incorrect sentence construction)

_ - Give space between words Ww – Wrong word

S-V – Subject Verb agreement is not correct P - Punctuation

R – Repetition

// - Indent paragraph

H - Work on handwriting

C- Capitalisation

Prep- Preposition needed Conj- Conjunction needed Art- Article needed

CT- Completion of Task

Correction abbreviation: Science

| Abbreviation | Explanation |
|--------------|-----------------------------|
| CS | Check spelling |
| USW | Use scientific word |
| CH | Check hypothesis |
| CRD | Check recorded data |
| RC | Review conclusion |
| CPD | Check proportion of diagram |
| RL | Review labelling of diagram |
| RA | Research and answer |
| H | Work on |
| R | Repetition |
| - | Give space between words |
| ? | Not Clear |
| | Missing Word |

Regards,



SHINY DAVISON

Principal