

MARKING OF NOTEBOOKS (MIDDLE & SENIOR SCHOOL)

GEMS MILLENNIUM SCHOOL, SHARJAH



REVIEWED IN: MARCH 2019, MARCH 2021, MARCH 2022, MARCH 2023

INSTRUCTIONS FOR TEACHERS (MIDDLE AND SENIOR SCHOOL)

MARKING OF NOTEBOOKS: Policy and guidelines for all staff to assist them in the effective correction of students' work.

PURPOSE

1. To use the marking as a means of communication between teacher, student and parent.
2. To monitor how the student is coping with present work, which will help apprise future planning.
3. To inform parents of the progress, expectations and targets of their child.
4. To provide encouragement and praise for students.

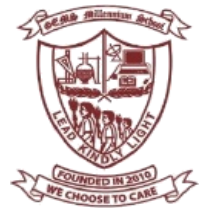
I. INDEX:

- a) Should be properly and neatly written in the given format. (Serial Number, Date/Lesson or Topic/Remarks or marks/Teachers' sign).
- b) Index should be filled up for each assignment.
- c) The signature of the teacher and remarks to be filled immediately after marking at the end of each unit.
- d) Marking should correct inaccuracies, of not only facts, but also in spelling, punctuation, expression and capitals.

II. IMPLEMENTATION :

- a) Teachers and students should know exactly what concepts, facts and skills are being assessed in a piece of work to be marked.
- b) The marking of students' work must take place regularly and be returned promptly to be effective.
- c) Correcting every mistake can be disheartening, so it might often be better to focus on particular aspects of the work at different times. Students will need to be aware what aspects are being focused on.
- d) Students should, increasingly with age, be encouraged to check and assess their own and others' work.
- e) Students must be encouraged to take down their own notes and answer HOTS and critical thinking questions.

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III. PRESENTATION:

- a) Name, class, subject should be neatly and legibly written on top of the notebook.
- b) Avoid use of felt pens for colouring as they leave an indent on the next page.
- c) Encourage students to do the work neatly.

IV. HANDWRITING:

- a) Insist on legibility and cursive writing.
- b) Make sure that all punctuations are being used in the correct places.
- c) Check carefully if any student is forming any letter incorrectly-speak to him/her and show them how to write correctly and make them practice it till they have corrected themselves.
- d) You can give a page of writing every day for students with bad handwriting as remedial work.

V. MARKING OF NOTE BOOKS:

- a) Accurate checking is expected from all teachers.
- b) Avoid marking in classrooms.
- c) While marking work oversights are possible on the part of the teacher. However, acknowledge these and make sure that they are corrected.
- d) Evidence of teacher sighting (diagnostic comments/initials etc.). Feedback should align with curriculum intent.
- e) If a tick is placed on a page or after an assignment, it is indicative that the matter has been read and found to be correct in all aspects.
- f) Ensure that the answer to the question is a relevant one. Don't leave scope for ambiguity.
- g) Appropriate feedback must be provided and attention drawn to the errors.
- h) Incomplete work must be completed by the students and the work must be checked again.
- i) All work is to be dated and must bear the teacher's signature and date of correction.
- j) All marking work must be completed a week in advance before a test or before the commencement of an examination.
- k) Remarks should be positive, diagnostic and encouraging. No negative remarks to be made.
- l) All teachers should follow a uniform code of correction – especially, language teachers.
(Symbols added at the end)

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- m) The symbols that are used to indicate errors must be uniform.
- n) Do not over write. If an answer is incorrect and you wish to provide the right answer, please indicate it in the margin or above the work or sentence.
- o) When correcting a test / exam paper make sure that the incorrect work is circled or underlined and a tick or a cross placed near the error.
- p) Write the total final score in figures on the top of the page so there is no scope for error.
- q) All correction work must be carried by the teachers concerned themselves. Only pink pens must be used.
- r) Students must be encouraged to check and assess their own work as well as others. The peer and self-correction must be done in blue ink and signed with the date.
- s) At the end of the completion of two learning journeys, personalized reflections should be written by the student based on the feedback given by the teacher.
- t) Emphasis should be laid on neatness of work and maintenance of the notebooks.
- u) Notebooks will be called in for inspection by the Principal / Headmistress / concerned Supervisor.
- v) Notebooks to be brought to the Supervisor when teachers feel that work is exceptional or when the student is unable to cope.
- w) Parents must be duly informed and when necessary, follow up action should be taken.
- x) If a student has missed out on large amount of written work due to long absence, phase out the written work over a period of time. In cases where it is necessary, allow student to photocopy the material.

VI. DIAGRAMS/MAP WORK:

- a) Encourage mind maps, drawing labelled diagrams/map work etc. as children learn better with graphics.
- b) Ensure that these are relevant and done creatively.
- c) They should be neatly done leaving proper space and not cluttered up.

VII. WORK SHEETS/TASK SHEETS:

- a) They should have proper headings and written very neatly.
- b) Paste or attach them to the relevant note books or make a separate file to keep them safely and neatly.

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SYMBOLS FOR MARKING:

<u>SYMBOL</u>	<u>INDICATES</u>
/	A correctness, or to acknowledge that a piece of work has been seen accepted.
X	An incorrect point. (e.g. Mathematics work, spelling test etc.)
S	A spelling error. (S in margin to draw attention to the error underlined with a zig-zag. Correct spellings may be added to the end of work for learning or correction)
^	A word or phrase is missing.
O	Missing punctuation.
_	A capital letter error.
//	A new paragraph is required.
Ww	A wrong word. (e.g. Their for there)
\	Mistaken punctuation i.e. Struck out by a diagonal line.
_____	Where a combination of words do not make sense.
T	A target for future work(with a written or verbal comment)
Exp	Error in expression of Standard English underline the error and write exp in the margin.