

MARKING OF NOTEBOOKS (PRIMARY)

GEMS MILLENNIUM SCHOOL, SHARJAH



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

INSTRUCTIONS FOR TEACHERS (PRIMARY)

MARKING OF NOTEBOOKS: Policy and guidelines for all staff to assist them in the effective correction of children's 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.
5. To evaluate the notebooks on a scale of 1-5.

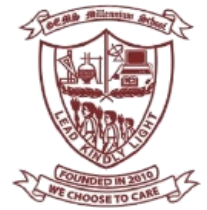
I. INDEX:

- a) Should be properly and neatly written in the given format. (Serial Number, Date/Lesson or Topic/Remarks or Marks/Teachers' sign).
- b) The index should be filled up for each assignment.
- c) The signature of the teacher and remarks to be filled after corrections on the completing the unit.

II. FORMAT FOR STARTING A NEW LESSON:

- a) Date should be mentioned on the left hand inside the margin.
- b) Lesson/Topic to be written in the centre between the 2 red lines.
- c) Correction symbols to be put up in students' notebooks.
- d) Appropriate headings to be given for every written work done. (Ex- C.W/R.W/Extension work)

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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 sketch pens for colouring as they leave an indent on the next page.
- c) Encourage students to present neat work.
- d) Ensure no doodling in the notebook/workbook is done by students.

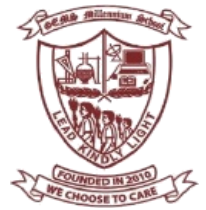
IV. HANDWRITING:

- a) Insist on legibility and cursive writing. (If you are not yourself very thorough with that form of writing please take specimen copies from the Library and practice it so that you can guide the students-this is for all subject teachers).
- b) Make sure that all punctuation marks 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.
- d) You can give a page of writing every day for students with bad handwriting as remedial work.

V. MARKING OF NOTE BOOKS:

- a) Teachers are expected to check students work accurately and thoroughly.
- b) Read each and every word carefully while correcting.
- c) Marking should correct inaccuracies, of not only facts, but also in spellings, punctuation, expression and capitals.
- d) Teachers to avoid correcting in classrooms.
- e) Evidence of teacher sighting (diagnostic comments/initials/sticker/stamp etc.). Feedback should align with curriculum intent.
- f) A mere tick does not mean that correction has been done.
- g) 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.
- h) Ensure that the answer to the question is a relevant one. Do not leave scope for ambiguity.
- i) Incomplete work must be completed by the students and completed work must be checked again.
- j) All work is to be dated and must bear the teacher's signature and date of correction.
- k) All correction work must be complete a week in advance before any test or before the commencement of an examination.

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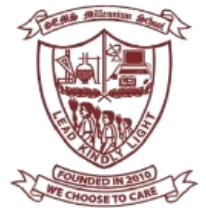
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- l) Remarks should be positive, diagnostic and encouraging. No negative remarks to be made.
- m) All teachers should follow a uniform code of correction – especially, language teachers. (Symbols added in the end).
- n) Do not over write. If an answer 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 clearly on 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) Emphasis should be laid on neatness of work and maintenance of the note books.
- s) Notebooks will be called in for inspection by the Principal / Headmistress / Head of Primary / Supervisor concerned.
- t) Notebooks to be brought to the Supervisor when teachers feel that work is exceptional or when the student is unable to cope.
- u) Students must be encouraged to check and assess their own work as well as others. The peer and self-correction must be done using a blue colour pencil signed with the date.
- v) At the end of the completion of two learning journeys, personalized reflections should be written by the student based on the verbal feedback given by the teacher.
- w) Students must be encouraged to write down their own notes and answer HOTS and critical thinking questions.
- x) Parents must be duly informed and when necessary, follow up action should be taken.
- y) 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.

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VII. WORK SHEETS/TASK SHEETS:

- They should have proper headings and written very neatly.
- Worksheets must be attached to the relevant note books neatly or make kept in a separate file.

SYMBOLS FOR MARKING:

<u>SYMBOL</u>	<u>INDICATES</u>
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, capital letter error.
/	Mistaken punctuation i.e. Struck out by a diagonal line.
_____	Where a combination of words do not make sense.