



# LITTLE FLOWER ENGLISH SCHOOL

## DUBAI

### MARKING POLICY

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MS. ANNIE MATHEW
Role	PRINCIPAL
Date of review	18-03-2025
Date of next review	18-03-2026
Signature	



## **LFES MARKING POLICY**

### **Aims**

- To provide a consistent approach to marking across all stages.
- To provide children with constructive feedback.
- To enable children to identify strengths and information on how to improve their performance.
- To inform the teacher of children's progress and needs for future planning.
- To involve children in part of the process of marking and provide opportunities to review their own work as well as their peer's.

### **Guidelines for Marking**

Every piece of work should be marked or have a teacher's presence on it.

- It should be frequent and regular.
- It should be manageable for teachers and children.
- It should relate to the learning objectives.
- Lessons where children can look at marking and edit their writing should be planned for.
- The plenary should be used for children to check their work against the given success criteria and self evaluate.

## **Feedback**

Feedback should focus on:

Where they are in their learning  
Where they need to go  
How to get there

## **Marking should focus on**

- Highlighting success.
- Identifying areas for improvement.
- Giving an improvement suggestion e.g. write a prompt that will help the learner make the improvement.
- Giving time for the pupil to read the improvement and make the changes.
- Including success criteria, boxes for children to self-assess.
- Information on how the work was completed should also be noted, e.g. In a group, independently, copied from a whiteboard.
- Bubbles can be added to request more content, eg. I would like to know more about ...

## **Frequency**

Work should be marked as soon as possible after completion.

When possible this should be with the child present.

Long-term projects can be marked when completed.

In all areas, time should be given to children to correct their work as required.

## **Self-Assessment**

Children may use emojis to assess themselves.

😊 - I can do it.

😐 - I can do some of it. I need help.

😞 - I can't do it.

Children may add their own comments too.

## **Peer assessment**

Students may assess their peer's work against rubrics or success criteria provided. All peer assessment must have teacher presence.

## **Codes generally used in marking**

✓	Correct answer
x	Wrong answer
sp	Spelling mistake
G	Grammatical error
P	Punctuation error
^	Missing word
?	Doesn't make sense
/	New line
//	New paragraph
--	Space missing between words
I	Independent work
GW	Group Work
WS	Done with support