**Business and Computing Departmental Marking and Feedback policy**

This policy outlines are department expectations for both marking and assessment. Due to the impact of Flexible Learning Days and various other factors this policy will need, at times, to be flexible.

**Key Stage 3 Computing**

Currently we teach units that are 6 weeks / lessons long. During the unit

Homeworks :

* Will be collected and recorded as completed.
* Marking will generally be acknowledgement marking in red
* Obvious spelling errors will be corrected in green, especially key words
* If the work is a planning document EBIs should be highlighted in purple and DIRT completed

The finished work :

* Will be collected in and graded following what was agreed at the standardisation meeting. This will generally be after 5 weeks
* It will be marked in red, spellings in green and DIRT EBIs in purple, following the 2 bullet principle (WWW and EBI)
* DIRT work will be addressed in the next lesson. It may/will also include peer and self- assessment

**Key Stage 4 IT GCSE**

This course is currently 40% exam based and 60% Controlled Assessment.

During examined delivery :

* Exercise books will be used to generate a revision resource with marking generally being acknowledgement marking in red and obvious spelling errors will be corrected in green, especially key words
* They will receive 2 assessed pieces per half-term which will be marked in red, spellings in green and DIRT EBIs in purple, following the 2 bullet principle (WWW and EBI)
* DIRT work will be addressed in the next lesson. It may/will also include peer and self- assessment
* Books will generally be marked on a 2 week cycle

During the Controlled Assessment delivery :

* When the students are completing the controlled assessment staff will need to follow the official guidance.
* This means that during the prep work students are allowed teacher guidance
* During the actual write up the work will be done in exam conditions with no teacher support
* Students are not allowed to improve their controlled assessment work. They may be allowed to complete the work again but it will be a different question

**Key Stage 4 Computing GCSE**

This course is currently 40% exam based and 60% Controlled Assessment for Year 11 and 75% exam for Year 10.

During examined delivery :

* Exercise books will be used to generate a revision resource with marking generally being acknowledgement marking in red and obvious spelling errors will be corrected in green, especially key words
* They will receive 2 assessed pieces per half-term which will be marked in red, spellings in green and DIRT EBIs in purple, following the 2 bullet principle (WWW and EBI)
* DIRT work will be addressed in the next lesson. It may/will also include peer and self- assessment
* Books will generally be marked on a 2 week cycle

During the Controlled Assessment delivery :

* When the students are completing the controlled assessment staff will need to follow the official guidance.
* This means that during the prep work students are allowed teacher guidance
* During the actual write up the work will be done in exam conditions with no teacher support
* Students are not allowed to improve their controlled assessment work. They may be allowed to complete the work again but it will be a different question

**Key Stage 4 Business Studies GCSE**

This course 75% exam based and 25% Controlled Assessment.

During examined delivery :

* Exercise books will be used to generate a revision resource with marking generally being acknowledgement marking in red and obvious spelling errors will be corrected in green, especially key words
* They will receive 2 assessed pieces per half-term which will be marked in red, spellings in green and DIRT EBIs in purple, following the 2 bullet principle (WWW and EBI)
* DIRT work will be addressed in the next lesson. It may/will also include peer and self- assessment
* Books will generally be marked on a 2 week cycle

During the Controlled Assessment delivery :

* When the students are completing the controlled assessment staff will need to follow the official guidance.
* This means that during the 6 hours of prep work students are allowed teacher guidance and can work on their research at home as well
* During the actual 3 hour write up the work will be done in exam conditions with no teacher support
* Students are not allowed to improve their controlled assessment work. They may be allowed to complete the work again but it will be a different question