Correction Policy

Introduction: This policy is established to enhance the quality of students' work by assessing their efforts, aiding in improving presentation, and enhancing the informational content. This practice of self-assessment through marking is an integral component of the Teaching and Learning process.

Purpose: The policy serves the following key purposes:

1. Set Future Goals: Help students establish future learning objectives.
2. Provide Encouragement: Offer praise and encouragement for students' achievements.
3. Monitor Progress: Regularly monitor students' work to track their advancement.
4. Inform Parents: Keep parents informed about their child's progress, expectations, and targets.

Implementation:

1. **Awareness of Assessment:**
   - Teachers and students should be well-informed about the concepts, facts, and skills assessed in each piece of marked work.
2. **Comprehensive Marking:**
   - Marking should encompass correcting factual errors and addressing issues in spelling, punctuation, expression, and capitalization (following SPEC code where applicable).
   - Reinforce accurate responses during the assessment process.
3. **Feedback and Improvement:**
   - The marking process should provide students with a clear understanding of their strengths and weaknesses.
   - Constructive guidelines should be given for future development.

4. **Regular Marking:**
   - Timely and consistent marking of students' work is essential.
5. **Consistency and Standardization:**
   - Efforts should be made to maintain consistency through the practice of moderating and standardizing marked work.
6. **Documentation and Records:**
   - Staff record books should contain evidence of marked classwork, homework, coursework, exam attainment, and other assessments throughout the academic year.
7. **Analysis for Improvement:**
   - Analysis of students' work should inform adjustments to teaching methods within the school.

Continual Enhancement: This policy will be periodically reviewed to ensure its effectiveness and relevance in promoting students' growth and learning through proper marking and feedback.

By adhering to this correction policy, we aim to enhance students' learning experiences, promote self-assessment, and create a positive atmosphere for growth and development within our school community.

REVIEWED & UPDATED
MARCH 2023