

## Marking and feedback (lockdown)

During periods of whole-school lockdowns due to the impact of COVID-19, marking and feedback practices will be adapted to remote learning.

### Marking and feedback during remote learning

**Microsoft Teams** will be used to set assignments and quizzes which can be submitted and marked online, observing the following principles and strategies:

- EGSU (Excellent, Good, Satisfactory, Unsatisfactory) used to indicate effort
- Use of comments box in *Assignments* to record targets and identify errors for self-correction
- Use of low-stakes quizzes and tests in order to gauge understanding and identify common misconceptions, which can be addressed in subsequent lessons
- Use of the *Assignment* function to quickly identify students who have not completed the work
- When work has been completed using *Teams*, students will be encouraged by their class teacher to keep a record of their work (printing it out if possible) so that they can gauge their progress

Verbal feedback will also be provided at a whole-class and individual level, with possible strategies including:

- Whole-class sharing of success criteria
- Shared examples of good practice
- Identification of areas of improvement
- Conversations with individuals to check work and identify targets (teachers will sometimes use lesson time to speak with individual students via *Teams* whilst the other students in the class complete independent tasks)

### Regularity of feedback

The regularity and nature of feedback will depend on the Key Stage and the subject. Each department area will identify an appropriate approach to ensure that students receive meaningful feedback in line with that which would normally be provided. This will take into account the additional challenges in some practical subject areas where the curriculum has had to be significantly adapted to account for the move to remote learning.

### Recording outcomes

Teachers will record EGSU marks, as well as any numerical / graded marks given for individual pieces of work.

### Reporting to parents

Scheduled parents' consultation evenings will continue during periods of school closure, as well as the planned screening schedule (with appropriate amendments to take lockdown circumstances into account).

### If students do not complete work

- The individual teacher will contact the student via “Chat” to check whether the student is in good health and whether any practical reasons have prevented the submission, confirm that the student understands the work and how to submit it and negotiate a date for submission
- If the student does not respond, or work is regularly not submitted (the definition of “regular” will depend on the subject and the frequency with which it is taught in the timetable), the individual teacher will contact the parent / carer to check whether there are any difficulties that the school should be aware of, and to seek support in helping the student to catch up (communication logged in SIMS)
- CL and HoY will be informed of contact with parents
- There will be times where some students might struggle with the volume of work that needs to be completed and caught up – in these instances, it might be appropriate for work to be prioritised in particular subject areas
- If students are regularly not engaging with and submitting work in a number of subjects, the HoY will arrange a *Teams* meeting with the student and parent / carer