



THE ROYAL BALLET SCHOOL

A Policy For General Marking, Presentation And Accuracy

The aim of this document is to provide an agreed approach across all subjects in the curriculum.

Marking

- Departments will have their own agreed marking policies and methods; there is no prescribed range of marking by the School but there should be consistency within each department.
- From time to time, there should be a process of monitoring marking against agreed criteria within each department.
- Departments may agree their own preferences of colour for marking
- There need not be a numerical or alphabetical mark for every task.
- Specific errors or factual errors should be highlighted or corrected according to the departmental policy; this may include corrections being made by the student on the work itself. Otherwise, no more than 5 spelling errors should be marked on each page of writing, by underlining the word.
- In most cases, marking should offer a formative comment.

Handwriting and Presentation

Teachers should direct pupils to do the following:

- Give all work a title, centrally placed and underlined.
- Leave a line before starting the task
- Write the date on the right hand side of the page.
- Use blue or black ink as this is a public examination requirement.
- Cross out mistakes only once and not to use any correcting fluids or pens.
- Practise writing in a cursive script using the ruled lines and large enough to be legible

Accuracy

Teachers should direct pupils to do the following:

- Use a dictionary, in the first instance, to check and correct spellings. If using the computer they should use the spell and grammar checker.
- Use an effective method of remembering spellings such as LOOK – COVER- WRITE – CHECK.
- Ensure that work on public display should be accurately spelt.
- ✓ **Departments are responsible for teaching subject specific spellings to their students and are encouraged to have these on display and in students' books or folders.**
- ✓ **Departments should model writing-up methods specific to their subject, such as reports, project notes and experiment outcomes.**
- ✓ **All classrooms should have a good quality, preferably etymological, dictionary and thesaurus.**
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A GUIDE FOR PUPILS ON MARKING, PRESENTATION AND ACCURACY

Marking

- ✓ Each subject will have its own marking system which you will become used to and which will be explained by your subject teacher. There will be the same standard of marking within the department.
- ✓ Your teacher will mark mistakes you have made in spelling or in the content of your work but not every spelling mistake will be marked so you should keep a record of these to see if you are making them often.
- ✓ Your teacher will write a comment on the end of your work to help you to continue to make progress.

Handwriting and Presentation

- Use **black ink** as this is a public examination requirement.
- Underline the last piece of work before you start a new piece
 - Write the title centrally and underline it.
- Leave a line before starting the task
 - Write the date on the right hand side of the page.
- If you make any errors, ~~neatly cross out the mistake once~~, you may not use correcting fluids or pens as these are not allowed in examinations.
- Choose a good ink pen or biro.
- **Practise writing in a neat, joined up style** which is large enough to read clearly.
- **Avoid curly styles which will be hard for an examiner to read quickly.**

Accuracy

- **Use a dictionary**, to check and correct spellings.
- **Use a thesaurus** to help you expand your vocabulary.
- If using the computer you should use the spell and grammar checker but you must check this too.
- Use a way of remembering spellings such as **LOOK – COVER- WRITE – CHECK.** You may have other methods.
- Ensure that work you give your teacher for display is neat and accurate.
- **Note the spellings you find around each subject's classroom** and learn these.

Finally: Remember that ALL reading and writing skills work for ALL subjects.

SG
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This document will be revised in line with changes in best practice and legislation. These changes will be notified to all concerned. Questions or comments should be directed to the appropriate member of the Senior Management Team.