

## Marking and Feedback

### Guidance at a glance

This guidance is relevant to senior leaders, governors and middle leaders in England and Wales. It is designed to support senior and middle leaders in reviewing and designing their marking, feedback and assessment policies.

Marking is an excellent teaching strategy when used effectively, is purposeful and within clear parameters. A rigorous and refined approach to marking can support both pupils and teachers.

In March 2016, the Marking Policy Review Group concluded that:

- all marking should be meaningful, manageable and motivating
- schools should review their policies and practices in accordance with these principles
- marking should be seen as one type of feedback and be part of an overarching assessment policy alongside practices that inform teachers, create positive pupil outcomes and drive future planning

This guidance will look in detail at the following:

**Section 1** Overview

**Section 2** Implement a feedback and assessment policy

**Section 3** Marking and feedback with impact on pupils and teachers

**Section 4** Make marking more efficient

**Section 5** Further information

## 1 Overview

The Marking Policy Review Group commissioned by the DfE, was established to consider effective practice on marking in schools which raises standards for pupils without creating unnecessary workload.

The group looked at the workload implications of certain marking practices, developed a set of principles for marking in schools and made recommendations about marking policies and practice.

In their published report, the Review Group concluded that all marking should be meaningful, manageable and motivating (link provided in Further information at the end of this paper). The group also recommended that schools should review their policies and practices in accordance with these principles. Marking should be seen as one type of feedback and be part of an overarching assessment policy alongside other practices that inform teachers, create positive pupil outcomes and drive future planning. The challenge is how to make marking both powerful and manageable.

The *Teachers' Standards* (link provided in Further information at the end of this paper), state that teachers should “give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to feedback”.

## 2 Implement a feedback and assessment policy

### Create collective ownership of a feedback policy

Involve teachers in a review of marking and feedback to develop a shared understanding of:

- a) the purpose of marking and feedback – what constitutes effective and ineffective marking and feedback?
- b) how teachers plan marking and feedback so it is useful for pupils and teachers
- c) how the school communicates its approach to marking to parents
- d) how marking supports teacher planning
- e) how teachers know whether marking is having a positive impact on pupil progress and pupil confidence
- f) how teachers develop pupils' self and peer assessment skills
- g) how marking is monitored across the school and its role in judging progress over time
- h) how marking is manageable without placing unreasonable demands on teachers
- i) how and when 'grading' of pupils' work is to be used – research shows that where grades are present, pupils are unlikely to read or act on written feedback

### Departmental and faculty feedback policies

Departments may differ in their approach to some of the above, however, it is advisable to have some underlying principles which underpin a common approach across faculties. The key questions which all departments should be addressing in formalising their feedback policy are:

- how will the marking and feedback promote learning?
- how can we ensure pupils act on the feedback?
- how do we know this is securing improvement?

- how will we ensure a school-wide consistent approach to SPAG, literacy and numeracy from both staff and pupils?
- what do 'high expectations' look like in a key piece of work? Establish minimum expectations for pupils in presenting work for marking and feedback

### **Clarify the role of marking in judging teacher effectiveness**

Ensure colleagues understand it is the quality not quantity of marking that matters. The quantity of marking has been a proxy for assessing 'good teaching' and schools are advised to communicate clearly how the quality of teaching will be assessed and that excessive and ineffective marking does not play a role in judging the overall quality of teaching. Schools are encouraged to communicate that feedback and marking should be viewed through the lens of "how does this promote pupil learning and pupil confidence, and what is the impact on pupil progress?"

### **Make effective use of teachers' time**

Time is teachers' most precious commodity. Producing ineffective marking which is not having a discernible impact on learning is time spent unwisely. Ensure you prioritise planning so teachers think about:

- where to inject challenge
- how to scaffold learning
- how to make pupils think hard in response to high quality questioning

This is likely to have more of an impact on pupil learning.

### **Communicate marking and feedback policies to stakeholders**

The purpose of feedback is to improve pupil learning; marking is not for parents. Once your feedback policy is agreed by departments and staff, ensure you have a clear communication plan for parents and governors via, for example, induction evenings, newsletters, parents evenings' and website. All stakeholders need to understand how feedback is given to pupils and what pupils are expected to do with the feedback.

### **Communicate marking and feedback policies to inspectors**

Ofsted have clarified their position regarding marking and are interested in the impact of feedback on pupil progress as well as the consistency of application of the school's feedback policy. It is advisable to ensure inspectors fully understand your policy, its application and monitoring arrangements, particularly if you have different approaches across different subjects.

### **Monitor and evaluate**

Monitoring is checking that things are going as planned and involves monitoring the consistent use of the school's marking and feedback policies so that leaders are confident this is happening across the school. Evaluation is assessing the impact of the policy on outcomes. Impact is always evidence-based, however, evidence may also be gathered by looking at drafting stages of work, progress in books and by talking to teachers and pupils.



### 3 Marking and feedback with impact on pupils and teachers

In *The Power of Feedback*<sup>1</sup>, John Hattie summarises effective feedback: “To be effective, feedback needs to be clear, purposeful, meaningful, and compatible with students’ prior knowledge, and to provide logical connections.”

#### What can be considered to be ineffective?

Marking does not necessarily result in feedback and marking is not the same as giving feedback; just because comments have been written on pupils’ work does not mean pupils will have received feedback.

Marking is effective when it has a clear purpose:

- To correct misconceptions.
- To provide further clarification.
- To increase effort.
- To increase aspiration.
- To build pupil confidence.

Instructional feedback is the most effective kind of feedback to lead to improvements or an enhancement in pupil performance. This could be by presenting pupils with a probing question or a further challenge. If the desired impact of the feedback is to increase effort, feedback is effective when it focuses on the task, not the student, ie the failure of the task is clearly attributed to a lack of effort, not the ability of the pupil.

Marking and feedback should be responsive to pupils’ needs and not disjointed from the learning process. It is effective when it is focused on developing pupils’ understanding and teachers should have the question in mind: “Will this help pupils learn? How will I know?” This could be in a subsequent piece of work or in an immediate response from the pupil, depending on the context. When responding immediately to feedback, pupils’ responses are best if the feedback is of low quantity but high quality.

Research shows that certain kinds of praise as feedback can be motivating, however, it may also have the effect of making pupils less likely to act on written feedback. Praise is most effective when it is specific and rewards effort, and least effective when it rewards ability and is general. When marking, do not praise pupils for meeting the minimum standard; this could be perceived as having low expectations. Use praise sparingly, as part of feedback is knowing what impact you want it to have.

Ineffective marking may include:

- marking that doesn’t involve pupils in responding to the feedback
- marking that doesn’t inform planning
- marking that uses inaccessible language for pupils
- extensive written comments which could be summarised more concisely

Teachers are encouraged to decide in advance the purpose and expected impact of their feedback to make it more effective.

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1 John Hattie and Helen Timperley, ‘The Power of Feedback’, *Review of Education Research*, March 2007, Vol. 77, no. 1, pp 81-112

## Marking is planning

When marking, teachers inevitably draw useful conclusions about what pupils can do now and what they may be able to do in the future. Marking should inform future planning and enable teachers to decide what needs to be taught again or better.

## 4 Make marking more efficient

Teachers' marking workload should be manageable for teachers and pupils.

### Clarify expectations for students

Marking can breed overreliance on the teacher and schools may want to consider establishing expectations for pupils about presenting their work to teachers for feedback. For example, this might include the minimum expectation that all work is proof read before it is handed in (with a checklist intended to provide guidance on what they should address during proofreading), with pupils identifying where they have made mistakes and annotate accordingly.

Pupils need to be familiar with a subject's approach to marking and understand that this may vary, for example:

- some marking may have a specific focus on a particular skill and a piece of work does not have to be marked for everything
- marking is one form of assessment and it may take the form of spoken, written, peer marking or self-assessment with a common purpose of supporting pupils' learning and progress
- pupils are trained on decoding specific marking and feedback
- for certain work, only the application of the learning will receive the feedback, not necessarily anything else that is in books leading up to this. This creates high expectations about pupils applying their learning into a piece of work for teachers' consideration and prioritises teachers' time effectively.
- marking is a two way process and there is an expectation that pupils will need to think and act in response to the feedback given

### Make more efficient use of teachers' and pupils' time

Suggestions aimed at making marking more efficient for teachers and enabling pupils to receive and act on appropriate and challenging feedback are as follows:

- Use a list of codes which match likely feedback tasks in advance.
- Predict likely misconceptions or errors and design a list of numbered actions likely to be required for pupils to challenge their thinking further. Pupils are then simply assigned a number and the numbered feedback tasks are displayed on the board.
- Prioritise redrafting and only accept and mark work after feedback has been given and acted on; only mark work once it has reached a specific quality.
- Mark a pupil's work in relation to the quality of a previous piece of work by issuing plus, minus or equals.
- Make more use of in-class feedback, for example use a visualiser whilst pupils are undertaking a task to support the identification of common mistakes and give the whole class timely and immediate feedback.



## Make feedback more effective leading to enhanced pupil performance

“The only important thing about feedback is what students do with it.” Dylan Wiliam<sup>2</sup>

In order to improve learning, pupils must actively use the feedback. Dylan Wiliam advocates making feedback into detective work so that pupils are encouraged to look at the feedback more closely and think about their own work more analytically. The following are some suggestions as to how this can be achieved:

- a) Tell the pupils the number of incorrect answers to questions and ask them to find them and correct them before marking ('find and fix').
- b) Write feedback comments on separate strips of paper and pupils have to match the comments with the piece of work.
- c) Ask pupils to rank pieces of work compared to success criteria.
- d) Ask pupils to develop success criteria for an 'outstanding' piece of work then give them anonymised examples to assess against the criteria.
- e) Ask pupils or groups of pupils to devise a plan to move a piece of work to the next stage or a higher grade.

## Self and peer assessment

A strong culture of peer and self-assessment needs to be established throughout the school, starting from when pupils join. Strategies to develop pupils' capacity for self-assessment are essential and the following list provides some suggestions to help develop effective practice:

- a) Introduce pupils to self-assessment using samples of anonymous work and ask pupils to describe what feedback they might give to the author of the work. Pupils can then move more confidently into peer assessment.
- b) To develop pupils' reflective skills, start with a simple approach of 'plus, minus, interesting' when judging a piece of work.
- c) Pupils may be asked to reflect on something they found challenging or easy or how they might improve if they did the task again. (It may be worthwhile telling pupils in advance that they won't have to make the improvements they have identified on this piece, to avoid the incentive to say the work is fine as it is!)
- d) Teachers may select a good answer to share with the class and pupils use this to improve their own work.
- e) Create pupil-friendly mark schemes so that pupils can mark their own work effectively.
- f) Issue highlighters to pupils so that they highlight areas of work where they have demonstrated evidence of skills according to the mark scheme, or success criteria for the piece of work.
- g) Develop pupils' meta-cognitive skills so they understand how they learn best and can apply this to their own self-assessment.

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2 Dylan Wiliam, 'The Secret of Effective Feedback', *Educational Leadership*, April 2016, Vol 73, no. 7, pp 10-15

## 5 Further information

DfE, *Reducing Teacher Workload: Marking Policy Review Group Report*

<https://www.gov.uk/government/publications/reducing-teacher-workload-marking-policy-review-group-report>

DfE, *Teachers' Standards*

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/301107/Teachers\\_Standards.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301107/Teachers_Standards.pdf)

ASCL guidance *Lesson Planning and Teacher Resources*

<http://www.ascl.org.uk/help-and-guidance/guidance-papers/ascl-guidance-lesson-planning>

### How ASCL can help

If you are considering a professional learning programme for your school or group of schools to implement a new approach to lesson planning, ASCL is able to help you by:

- developing a bespoke one-day training day to initiate your professional learning programme
- designing a full professional learning programme over two or three terms for your school or group
- designing a full programme to help you manage and reduce teacher workload in your school or group, including all three elements of marking, planning and data management

Visit our website [www.ascl.org.uk/consultancy](http://www.ascl.org.uk/consultancy) or contact ASCL Professional Development on **0116 299 1122** for more information.

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