

### Guidelines for marking English a common policy:

Rationale: Learners need to be able to express themselves clearly in writing to demonstrate the knowledge and skills they have acquired on their programme. Accurate and consistent feedback of English inaccuracies will enable learners to identify what they need to do to develop their written skills and prepare them better for success in their chosen profession.

Aim: All staff will work towards a consistent marking and correction policy

Method:

VTAs will encourage learners to take care in their written work emphasising the importance of:

- Spelling
- Punctuation
- Grammar
- Structure
- Coherency
- Neatness

Subject specific words will be displayed in learning areas and all learners will be provided with a reference booklet giving advice on spelling, punctuation, grammar and study skills. A dictionary will be available in all classes. All learners will have access to online interactive resources specific to their needs as identified in the assessment they undertook at the start of their programme. VTA's will promote use of these aids to learners to encourage development of skills.

A common marking approach, which has been adopted in schools and colleges, will also be used by NITAL staff, as many learners will be familiar with this approach. This will be displayed in all teaching rooms:

^	Word/s missing
Sp	Spelling error
P	Punctuation error
Gr	Grammar error
T	Tense error
?	Meaning unclear
//	Start a new paragraph here

As well as marking work for content, VTAs will also identify spelling and punctuation errors using the codes above.

Minimum standards:

As a minimum, learners will be expected to:

- Use capital letters and end of sentence punctuation appropriately
- Spell correctly all regular words and words specific to their vocational area of study
- Produce sentences that make sense
- Produce legible handwriting in handwritten assignments and tests or be given the opportunity to type their work

For assignments (Level 3 learners), they will be expected to meet all of the above criteria plus:

- Use headings and sub-headings
- Write in complete sentences
- Organise their work using paragraphs

Minimum feedback:

As a minimum, all blatant errors will be highlighted and coded. Where learners have not met the minimum standards expected, feedback should be given.

Depending on the learner:

- Errors may be highlighted and corrected  
or
- The TA may highlight the errors and return the work to the learner, asking for correction to be made, if this is the case the TA should signpost the learner (for example: 'visit BKSB for capital letters advice')

Setting targets:

- Once the work has been marked set realistic and achievable goals, for example ask the learner to practice between 3 and 5 spellings and to ensure these are correct in any future work they hand in
- Where learners have very poor English skills, set a maximum of 3 targets per feedback, each time encouraging the development of a new skill. For example, this may consist of learning 3 spellings, using a capital letter for I as a personal pronoun and using end of sentence punctuation for all sentences
- Learners with additional learning needs may need to be set fewer targets or be given more support to develop their skills

Learners with additional learning needs:

Use contextual information to identify learners with additional learning needs and speak to a member of the learner support team if you feel you need advice for specific requirements regarding individual learners

## Marking Codes

The following codes will be used to give feedback on your written work:

- ^ Word/s missing from the sentence
- Sp This is a spelling error
- P There is a punctuation error
- Gr There is a grammatical error
- T There is an error in the tense used
- ? Your meaning is unclear here
- // You need to start a new paragraph here

Remember:

ALL work you do needs to be produced to a high standard.  
This includes written as well as practical work.

Use your English Study Guide, dictionaries, BKSB resources and the recommended websites to help develop your skills and always proof read your work before you hand it in.

**Quality MATTERS!**