

**APPENDIX 1**  
**ST. ANDREW'S CE PRIMARY SCHOOL - MARKING GUIDELINES**

Whilst every teacher needs autonomy to mark in their own way, certain guidelines will be followed to ensure consistency across school.

- Every piece of written work will have some form of assessment or feedback on it.
- Written feedback will be completed in a different colour from the pupil's work.
- Marking should primarily be linked to the objective of the lesson however age appropriate 'basic skills' can be identified.
- The following codes will be used where necessary. More than one code may be used for each piece of work:

	Generic
GW	Work completed as a group. Members of the group will have similar outcomes as they have worked as a team to produce a common response.
WS	Work completed with adult support (adult should initial).
C	Written work that has been copied from a model.
I	Independent work
PW	Paired work
P	Punctuation
D	Please discuss
<b>Foundation Stage Marking Code</b>	
.	You have made a mistake
✓	This is correct , a good point
✓✓	Excellent idea, well done
<b>Key Stage 1 Marking Code</b>	
.	You have made a mistake
✓	This is correct , a good point
✓✓	Excellent idea, well done
?	I do not understand this
^	A word missing
~	Spelling mistake
fs	Full stop missing
cl	Capital letter missing
fsp	Finger spaces missing
⬆	Next step
<b>Key Stage 2 (as above plus)</b>	
/	New line should have been started
//	New paragraph should have been started
CM	A common mistake, I will talk to the class about it
G	Grammar needs checking
*	I have missed something important
#	Can you find a better word?

**BIG WRITING:**

- Should be marked fully using highlighters to emphasise 'good bits' and 'development/target' areas.
- Should be marked fully and in detail.
- Marking should refer to previous targets and comment upon whether the pupil has achieved these.
- Next steps and VCOP principles should be used to select appropriate targets and comments.