



COLLEGE POLICY DOCUMENT

Collection and retention of marked / annotated student work

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INTRODUCTION

The purpose of this policy is to give the Principal a regular flow of students' work so that the work can be reviewed and feedback given back to the teacher concerned.

The key elements required from the teacher is that the annotation / marking shows clear guidance on what is good and what areas need to be worked on for the student to achieve their laid down objectives. The teacher will need to show how improvements can be made and what needs to be completed by the student by the time the next piece of work is handed in.

The Process

1. On two occasions each term after a teacher has marked a set of homework / tests / exams the teacher will pass to the Principal up to 6 pieces of work for review. The work will need to show students across different courses if applicable.
2. The Principal will review the work and speak to the teacher concerned about the marking / annotation if applicable.
3. If a meeting is required to discuss the work this will be arranged by the Principal at a time convenient to both parties.

4. At the meeting the marking will be discussed to see if there are any areas of professional development required or if there needs to be a plan to correct any issues and or concerns.
5. If the work seen by the Principal is in line with requirements the Principal will acknowledge receipt of the papers and advise the teacher accordingly.
6. Once the above process has been completed the work will be filed in teacher order by surname and kept for one academic year by the Principal. The work and any activity surrounding it will be used during future inspections.

Reviewed: July 2014, July 2015 and July 2016.

Next review: August 2017.