



**Oak Hill Academy West London**  
an Aspirations Academy

# Feedback, Marking, Assessment and Moderation Policy

October 2025  
Next Annual Revision: By October 2026

## **Rationale:**

At Oak Hill Academy we endeavor to support all pupils in making at least expected progress and raising their confidence and self-esteem. We see assessment as central to this. This includes: teacher questioning, written/verbal feedback, observations and group work, teacher assessments, formative assessment and also summative assessments (including national SATs) and weekly tests (spelling, arithmetic etc.).

This policy has been written in line with Ofsted expectations (2017), outcomes from the DfE report from the Commission on Assessment without Levels and takes in to account suggestions from the Teacher Workload Review Groups (DfE March 2016) to reduce teacher workload. Oak Hill staff had input in to this document. It will be reviewed bi-annually by the SLT and the West London Regional Board. The effectiveness of the implementation of this policy will be monitored by SMT and SLT termly through the school's monitoring systems.

## **Principles of Feedback:**

Whilst the Education Endowment Foundation (supported by John Hattie and Robert Bjork) acknowledges that it is unfeasible to "deep mark" every piece of work, or to correct every accuracy mistake, feedback is an imperative part of the learning cycle. It is important that there is a focus for feedback, underpinned by the National Curriculum objectives, which should be purposeful to the individual child's development and linked to the learning intentions/ success criteria of the learning journey. At Oak Hill, we pride ourselves on presentation and basic skills and so, where appropriate teachers are expected to acknowledge errors which are appropriate to the age and/or stage of all pupils' learning.

## **Principles of Assessment:**

As well as written and oral feedback, formal assessment procedures are carried out in order to support the on-going teacher assessment of pupils to support planning for effective teaching and learning. Formative and summative assessment of children can take different forms including informal observations and discussions as well as the formal assessment of written work and tests. Every term pupils across the school are formally assessed and data tracked which is the basis for Class Profiles, Year Group Profiles and Intervention Groups. This information is then provided to parents and carers as well as the West London Regional Board.

### **Aims:**

- To ensure children progress, by personalising and pitching feedback appropriately
- To formatively assess the ongoing progress of pupils and their needs
- To inform and enable teachers to amend planning, so that the needs of **all learners** are met
- To measure the assessment of children's progress against National Standards.

## **SEND**

### **Pupils with Special Educational Needs and Disabilities:**

Children with registered special educational needs that impact on their cognitive ability are supported to access the National Curriculum. All children have the right to experience quality first teaching at an age appropriate level; however, we recognise that adaptation of the curriculum may be necessary to meet the particular needs of a very small minority of pupils. Pupils identified on the Special Educational Needs (SEND) register are assessed within the age-related expectations of attainment, derived from the National Curriculum. For these pupils, it may be necessary to break down the age-related expectations into smaller steps so

that progression may be measured and celebrated. Where a child's individual learning needs are so significant that they are unable to access the smaller steps of progression within their expected academic year, differentiated tasks and expectations may be used.

### **Monitoring and Evaluation:**

The Associate Principal, SLMT and core Subject Leaders will monitor provision and outcomes at least once per half term with a focus on the progress of learners and how this policy is being implemented consistently across year groups and the whole school. Team Leaders will regularly monitor the quality and consistency of feedback in books, across their year group. Regular feedback and support will be provided to staff as necessary to ensure that the written/verbal feedback that they are giving is having the desired impact on pupil outcomes. Pupil and staff voice will also be gathered and taken into consideration in the next annual policy review.

### **Effective Feedback:**

At Oak Hill Academy, we believe all feedback (written or verbal) should be meaningful and manageable for both pupils and teachers. It is important to provide constructive feedback to children, which will impact on learning and progress; this enables children to become reflective learners and helps them to close the gap between what they can currently do and what they need to be able to do in order to reach their personal learning targets and national age related expectations (ARE). It also enables teachers to use assessment to inform their future planning, so lessons and activities are targeted to children's needs.

### **The amount of written feedback is determined by:**

- The child's age/developmental stage
- The child's reading ability
- The purpose of the piece of work
- The extent to which feedback has been provided in the lesson, e.g. in 1:1 TA OR Teacher support / 1:6 TA OR Teacher support/ TA OR Teacher Guided (this could be a whole piece of work or a paragraph or two)
- How basic skills are being used and applied throughout the piece of work (appropriate to the age and stage of the learner), regardless of which curriculum subject is being taught.

### **Checklist for effective feedback:**

- For visual clarity, teachers mark in a pink pen and children use green for editing, corrections, marking and responding.
- Teachers must plan in time within the day for children to respond effectively to feedback given, modelling where appropriate.
- Teachers will give children time to reflect on their learning at the end of every lesson verbally or through the use of marking grids.
- Pupil's responses to feedback will be acknowledged accordingly by the teacher, support staff member or peer.
- All written feedback must be modelled clearly, using legible handwriting and high standards of grammar, spelling and punctuation.
- VF will indicate that verbal, or '**live feedback**' (*Mark Roberts TES Spring 2018*) has taken place between the teacher and the child.
- There may not always be a next steps comment for every piece of work, but there will be a clear indication of appropriate feedback (e.g. ticks, a short comment, VF, a next steps/challenge sticker, praise stamp or pre-planned next steps) **OR** an indication as to whether the child has met the learning intention using the Oak Hill LI stamp.

- Teachers are expected to use live verbal cues throughout the lesson, with children's own corrective work evidenced in green to show progress throughout the lesson.

### **Teacher Feedback Expectations:**

- All work should be assessed, before the next lesson, in accordance with this policy.
- Feedback should focus on age appropriate/ability appropriate basic skills and the learning intention/ success criteria of the lesson.
- There is no 'set amount' of work that is expected to be deeply marked; teachers' professional judgement is trusted.
- Target children (e.g those working below their personal attainment or progress targets) may require more adult support (see marking codes) and/or written/verbal feedback, which will be evident in their books.
- Children with SEND & IEPs should have differentiated marking grids, as appropriate, and marking should reflect the individual needs of these children.
- Basic skills and presentation of work are priority areas (non-negotiables) in all areas of the curriculum.
- The minimum expectation for all written work is acknowledgement by the adult leading the teaching (e.g. tick/initial/LI achieved stamp where there is no need for next-step marking).
- The LI stamper should be used to assess against every learning intention – this is an indication of how well the child is meeting the overall objective of the lesson. TAs can also use stampers, following the same guidance as teaching staff.
- Written feedback should be pitched correctly, purposeful and developmental, and centered on the LIs and SCs of the lesson.
- Praise stampers/ stickers/ Aspirations Points can be used for positive praise to avoid excessive written feedback from the teacher.

- To keep feedback manageable, teachers should prioritise when 'deep' written feedback is necessary, based on their assessment of learning throughout the lesson and their knowledge of the learners' needs.
- Marking Grids can display pre-planned differentiated next steps.

### **Expectations of Adult Assisted Group/1:1 Work**

- Any adult supporting an individual child or group of children, must note their support down in Learning Logs/Maths Books when given (e.g. 1:6 and initial).
- Work should be marked by the adult who has supported the group or individual throughout the lesson and feedback to the teacher should be given accordingly (note/verbal/ email); teachers are accountable for the children in their class and need to be fully informed of their progress and needs by the adult supporting.

**USE OF STAMPERS: The purpose of LI stampers is for a quick reference to how LIs are being met – Class Teachers, Team Leaders, Subject Leaders and SLT will use the stamping as evidence of the learning outcomes during their monitoring. This should also inform teachers of the needs of the year group/class when planning.**

- *If a child has reached the LI (including via the use of resources/scaffolds/support) they will receive an '**Learning Intention Achieved**' stamp.*
- *If a child has not fully achieved the LI (including via the use of resources/scaffolds/support) they will receive an '**Working Towards Learning Intention**' stamp.*
- *If a child has not achieved the LI/ Not produced evidence of reaching the LI, they will receive an '**Learning Intention Not Yet Achieved**' stamp.*
- A child who is not achieving the LI (receives either '*Working Towards Learning Intention*' or '*Learning Intention Not Yet Achieved*' stamp) should be given a personalised next step given in line with their needs prior to the next lesson or as necessary; be targeted in the next lesson; given an IGI (Inclusion Group Intervention), or identified to receive adult support as appropriate (e.g. VF).

### **Marking Grid Rationale:**

The purpose of the Marking Grid is to clearly display the LI and SCs for the learning, so that children can clearly see the expectations and steps for success in their learning. Marking Grids provide the opportunity for teachers to explore the LI and SCs with the learners, revisit the LI and SCs throughout the lesson/Learning Journey, support the process of self/peer assessment and where appropriate, to provide pre-planned next steps to help keep written feedback to a minimum. Teachers are expected to incorporate Marking Grid expectations into planning and lesson time and teach children how to use them effectively. Marking Grids and marking workload should be organised at the planning phase in PPA sessions as a team.

If a marking grid is used for more than one lesson, there needs to be an SE for each day it is used for.

For the second lesson of a marking grid's use, there needs to be a strip at the start of the lesson which has the subject colour, the repeated LI, and an indication of where the lesson was continued from (see below).

Long date.....

LI: IALT xxxxxxxxxxxxxxxxx	Science (Physics)
Lesson continued from: <i>short date</i>	

**ENGLISH:** Independent Write Feedback

- 'Independent Write' is identified by a red 'Independent Write' marking grid (see below).
- Every class teacher has a paper version of the TAF (year group appropriate) for each child in their class.
- For every Independent Write, the teacher will track whether the child has achieved each individual target on the TAF using the following agreed code:
  - Use / for objectives that are fully achieved in that piece of writing.
  - Use . for objectives that are partially achieved.
  - Use **N/A** for objectives that are **not applicable** to that piece of work.
  - Leave the box **blank** if the objective is not achieved in the piece of writing.
- The teacher will use statements from the TAF on the marking strip.

<p><b>Independent Write:</b> Write a setting description that captures the effects of a natural disaster. <b>Skill:</b> To entertain <b>Form:</b> Setting Description</p>
<p><b>Well done for including:</b></p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>Next time, you need to include:</b></p> <p>.....</p> <p>.....</p> <p>.....</p>

- With teacher support and modelling, children will reflect on the progress that they have made in their Independent Write (before starting the next learning journey) and will identify where they have made progress and the writing skills that they will be aiming to transfer into their writing moving forward.
- Every lesson in an English learning journey should have an attached Marking Grid- this does not necessarily mean a grid per day, some grids may refer to 2 or 3 lessons, depending on the focus of the learning.
- The English Subject Lead/ SLMT/SLT will monitor the effectiveness of feedback in English (including basic skills) and feedback accordingly.

**Assessment and moderation - Oak Hill Academy**

At Oak Hill we use Assessment for Learning (AfL) and Assessment of Learning (AoL) strategies to support the formative and summative assessment of pupil progress.

Inside pupil Maths or Learning Log books you will see:

- Learning Intentions
- Success Criteria
- Marking Grids (where appropriate)
- Next steps feedback, VF or developmental questioning (where appropriate)
- Pupil self and peer reflection
- Challenge for All/ Challenge for Depth tasks to challenge all pupils
- Differentiated work where appropriate
- Scaffolds and resources (where appropriate)

## **FORMATIVE ASSESSMENT**

As our Formative Assessment process is ongoing we use a variety of strategies depending on the subject area and point in the learning journey.

At Oak Hill we use formative assessment to identify knowledge gaps and misconceptions to help identify areas of a curriculum which need to be revisited to either an individual, a group of students or the whole class.

Staff use probing questions for deeper meaning, foster critical thinking skills and to develop higher order capabilities (Doherty, 2017). Questioning is a cornerstone of effective pedagogy so staff are mindful of the balance between skilful questioning and effective pedagogy. They therefore pose questions with precision, intentionality and adaptability. We also ensure that there is inclusivity of questioning by focusing on equitable questioning to foster a dynamic learning environment in the process (Grigg, 2015). Teachers deepen, stretch and challenge learners of all abilities including those who are recognised as being more able by employing effective feedback and pupils use feedback in a proactive manner to address misconceptions (Henderson et al. 2021; Hattier & Timperley, 2007). Teachers pitch the questions to the ability level of the child whilst ensuring that learners think hard yet at the optimum 'desirable difficulty' (Bjork & Bjork, 2014). Teachers also employ Bloom's Taxonomy (Krathwohl, 2002) as a guide to stretching and challenging pupils' knowledge and retention of prior learning.

The different types of formative assessment may include, but is not limited to:

- Whole class use of mini whiteboards
- Use of thumbs
- Higher order questioning
- Verbal Feedback from the teacher
- Mini tasks/ reasoning questions
- Partner discussions and talk tasks
- Cold tasks
- Quizzes

## **SUMMATIVE ASSESSMENT**

### **Termly**

Each term, all children are summatively assessed using the PiXL assessments, as per the PiXL assessment calendar in:

- Reading
- Maths (Arithmetic and 2 reasoning papers)
- GPS (Grammar and Punctuation and Spelling papers)

For each of these assessments, children who are eligible, receive accessibility adjustments, as appropriate.

### **Half termly**

- All children complete a STAR reader assessment from the Accelerated Reader programme

### **Other assessments which take place**

- 'Hot Write' tasks are used to assess writing at the end of every writing learning journey. Teachers use the Teacher Assessment Framework (TAF) to assess this writing. Regular training is given to staff in the administration of this. Year 6 teachers also take part in training with the Local Authority.

Teacher assessment judgments are made using a combination of summative test results and teacher assessment. This takes place as per the Aspirations Trust assessment policy, known as AP1, AP2 and AP3. Less experienced staff are supported in making accurate assessment judgements by more senior leaders and Year Team Leaders.

Pupil data is entered into the school's tracking system, Arbor, and is analysed for attainment and progress, class by class and year group by year group.

### **Assessment and Curriculum Design**

The sequencing of the curriculum is informed by the forensic level analysis of the test scripts on a pupil, class and cohort level. Teaching, curriculum sequencing and interventions are designed based on this.

## **Standardisation, Moderation Cross Academy and Aspirations Trust Quality Assurance**

At the start of each academic year, Standardisation of English & Maths takes place cross academy between Oak Hill and Oriol Academies. Moderation of Writing and Maths takes place cross academy termly. Oak Hill works closely with Oriol Academy staff to moderate samples of Reading, Writing and Maths from every year group. This process supports and aligns the standards judgements made between schools.

Moderation also takes place across the Aspirations Trust to ensure parity of judgements for all children in Year 6 and provide robust end of Key Stage 2 judgements (teacher assessments) and outcomes.

When making judgements for AP1, 2 and 3, subject leaders assist teachers and year group teams work together to moderate judgments.

SLT and middle leaders moderate test scripts across the school at each assessment point. Pupil's books and assessment data is then used to moderate teacher assessments.

### **Staff CPD**

- Subject insets – subject leaders discuss assessment in their subject as a non-negotiable – including AOL and AFL strategies, including standardisation comparisons
- SLs lead extra sessions for ECTs for English and Maths assessment and moderation
- The English lead for Oak Hill is a trained moderator. This expertise is shared widely across the school to enable teachers to make accurate judgements.

Appendix 1:

## **OAK HILL ACADEMY Feedback Code – KS2**

P = punctuation error

CL / O (letter circled) = capital letter in the wrong place

sp = spelling error

Supply = marked by a supply teacher

TA Cover = Lesson taught by Teaching Assistant

VF = Verbal feedback given

TA/ T 1:5 = TA / T assisted group (TA to initial)

Initials of adult feedback

## Appendix 2

# Bloom's Taxonomy



