

Marking Policy

Overview

Autus will ensure that learners get the maximum benefit from their education through an entitlement to regular feedback from staff. This will enable them to understand their progress and achievement and apprise them of what they need to do next in the learning and development process. The methods used for marking work will be applied consistently throughout and will be linked to the policy on assessment, recording, and reporting.

Objectives

1. To monitor, evaluate and review learners' current stages of progress, and identify their next steps for progress and improvement.
2. To give learners accurate feedback on their progress and achievement.
3. To build the confidence and promote a positive self-image for learners encouraging them to value and take pride in their work.
4. To celebrate and reward learners' achievement and progress.
5. To agree and set challenging targets for improvement
6. To standardise the marking procedures used throughout Autus, Hao2 and Croydon CVA
7. To enable learners to self-evaluate their work and take responsibility for setting their own targets.
8. To provide evidence for assessment, recording and reporting

Strategies

1. Assessors and trainers oral and written comments will provide clear and easily understood feedback and encouragement for learners.
2. Oral feedback should be given during tutorials while the learners are engaged in the learning process.
3. Feedback and marking will celebrate and reward success and let learners know what they need to do next to progress their skills development.
4. Feedback and marking will result in clear targets being agreed for improvement.
5. There will, whenever possible, be an opportunity for the learner to participate in this process so that there is a shared perspective on feedback and marking, and target setting.
6. Written comments should be kept to a minimum but be clear and concise.
7. There will be consistency of approach through verbal and written marking across Autus and regular standardisation meetings between assessors will ensure this.

Outcomes

Marking and feedback will be carried out professionally and learners will benefit from its high quality. It will be used to encourage and celebrate learner's achievement and progress. It will be used to underpin clear and accurate feedback to learners and employers.

Cloud Portfolio

All learners will register with Hao2.eu Ltd's online portfolio where they will upload portfolio evidence including images, documents, audio and video for marking and assessment. The portfolio will be used as a means of planning, review and feedback.