MARKING FOR LITERACY GUIDELINES

CORRECTING SPELLING ERRORS

- Spelling errors should be indicated in the margin with an Sp code (when appropriate) and the word underlined.
- Generally, the teacher will allow time, either in a lesson or as part of homework, for students to correct underlined spelling errors themselves.
However, it is recognised that in subjects where students are learning to write in a foreign language, it may be more appropriate for teachers to correct spelling errors.
- It is recognised that it may not always be appropriate for every spelling error in a piece of writing to be corrected. Corrections may be limited to subject specific key words and words it is felt students 'ought' to know.
- Teaching staff should remain sensitively aware when correcting the work of students with a Specific Learning Disability, in line with the guidelines in their IEPs.
- Departments should devise their own spelling correction strategies. It is suggested that students correct spellings in the back of their exercise books or in the dictionary pages of their planners.

CORRECTING GRAMMAR AND PUNCTUATION

- Punctuation and grammar errors should be indicated in the margin with a p/g code (when appropriate) and the phrase underlined.
- It is recognised that it may not always be appropriate for every punctuation or grammar error in a piece of writing to be corrected.
- Teaching staff should remain sensitively aware when correcting the work of students with a Specific Learning Disability, in line with the guidelines in their IEPs.
- Departments should devise their own follow-up strategies for improving punctuation and grammar. An example might be including a literacy comment and/or objective when marking pieces of work.
It is recognised that where students are learning a foreign language, punctuation and grammar correction will necessarily be more detailed than in other subjects, and that language teachers will need to use a wider range of codes and marking for literacy strategies.

MARKING CODE

Margin	In the text	Meaning of code
√	√*	Good point or expression (either in margin or text)
√√	√√	Very good point or expression (either in margin or text)
Para	//	Paragraphing error
Sp	beleive	Spelling error (word underlined)
p/g	I should of	Punctuation or grammar error (phrase underlined)
^	R^bbit	Word or letter missing
?	The rabbit this that then	Unclear meaning / clumsy expression

*N.B. Using the tick symbol to denote pleasing literacy does not exclude its use as a way of showing a correct factual answer.

Subject specific marking for literacy codes may be used alongside the above, or necessary adjustments to the above code can be made, e.g. for pieces of work where there is no margin.