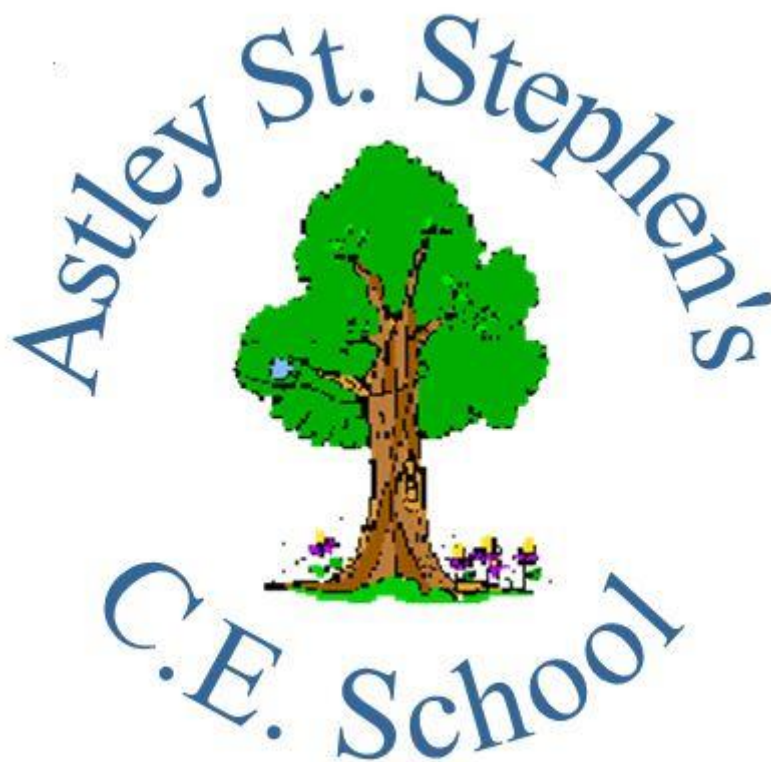


St Stephen's CE Primary School



Presentation and Marking Policy

June 2025

Incorrect Answers or Non-Negotiable Errors

To support children with their learning, teachers will bring any incorrect answers or non-negotiable errors to the attention of the pupil by the use of a pink highlighter.

Teachers will use their discretion with regard to the ability of the pupil and which level of marking guidance they will give.

For pupils in **KS1** teachers will directly highlight the mistake for the pupil to correct.

In **Lower KS2**, the teacher will place a small pink mark in the margin next to the line where the error has occurred. The teacher will then indicate what type of error has been made using the following codes:

cl = Capital Letter

hw = Handwriting

c = Comma

! = Exclamation Mark

? = Question Mark

fs = Full Stop

sp = Spelling

Λ = Omission

h = Incorrect use of a homophone

t = Tense

⤿ = Writing coming off the line

In **Upper KS2**, further challenge will be added by the teacher using less informative codes

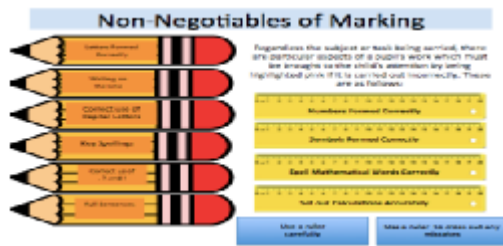
p = Punctuation Error

g = Grammatical Error

hw = Handwriting

s = Spelling

- It is also at the discretion of the teacher to decide how many non-negotiable errors are brought to the child's attention, depending on their ability. If a piece of work has several errors, then the teacher should not continue to mark this piece of work but spend time with the pupil and mark it together.
- Below is a poster that is used in every classroom to show the children what type of non-negotiable errors will be identified, and expected to be corrected, if made. This will be in every piece of work.



- It is the responsibility of all staff to identify incorrect answers and non-negotiable errors in the children's work.
- Where possible, live marking should take place during each lesson. This means that the teacher and teaching assistant should move fluently throughout the room marking and giving instant feedback with regard to the children's work.
- All non-negotiable marking must be responded to and checked by the teacher or TA by double ticking.

Next Step Marking

- In addition to the non-negotiable/incorrect answers marking, if there is an obvious next step in the child's work, then the teacher will write an instruction for the child to carry out. This may be one of the following:
 - If the child's answer, piece of writing or explanation has not met the required standard for their ability, the teacher may ask the child to re-write a part of this work again or up-skill a particular word choice or phrase.
 - If the teacher feels that the child has used some vocabulary that they may be unsure about the meaning of, the teacher may ask for the child to clarify the meaning of this word.
 - If the teacher is interested in the pupil's opinion regarding the mathematical method or piece of text that they have just read, the teacher may ask the child to share their thoughts.
- All next step marking must be responded to and checked by the teacher or TA by double ticking.