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| Marking Codes | Meaning |
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**Student version:**

It is a responsibility of all staff to mark for literacy when deeper marking and to check that mistakes are noticed and corrected by students. Literacy is the basic ability to communicate effectively both in written spoken language and is a concern of EVERY subject teacher. To support our students in developing the language needed for learning, addressing misconceptions is crucial. This, alongside modelling good oracy, is our way of heightening students’ chances of success.

**Staff version:**

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| Marking Codes | Meaning |
| \_\_\_\_\_ Sp  Sp  Sp in the margin | If you’re teacher writes this next to a word and underlines/circles it, it means the spelling is incorrect and you will need to use a dictionary to correct the spelling. You should write the corrected spelling in blue pen near the original mistake. Your teacher may ask you to write out the correct spelling three times to reinforce this and help you to remember. |
| C | This means that a capital letter is needed. You should write the appropriate letter in blue pen next to the word. Usually this will be for the start of a sentence, the name of a place/person or when using ‘I’. |
| // | This means new paragraph needed here. Your writing needs to be separated into sections to separate your ideas and focus. |
| P | His means missing punctuation. You may need to add brackets [ ] a comma, semi colon; colon: exclamation mark! Question mark? Full stop. “Speech marks” or ellipsis… The correct punctuation should be added in blue pen wherever it was missing. Ask your teacher to clarify if needed. |
| G | This means a grammatical error. In other words, a word has been misused or the phrase/expression doesn’t make sense. Check things like ‘I was’ not ‘I were’ and ‘We were’ not ‘we was’. Ask your teacher for help if you are unsure |
| N | This means that you have used Numeracy skills during your lesson. For example, this could be a task involving numbers/dates or something involving problem solving or the use of diagrams/graphs. Both Numeracy and Literacy include transferable skills that are useful for a range of subjects and tasks. |

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| Marking Codes | Meaning |
| \_\_\_\_ Sp  Sp | You should identify incorrect spellings by writing ‘Sp’ next to the mistake and either underlining or circling the error.  For high ability students, you can write ‘Sp’ in the margin and leave them to find the error during reflection time and correct it in blue pen.  Students are expected to use a dictionary to write the correct spelling in blue pen next to the misspelled word. If applicable to your class, to aid retention, you can ask them to write the correct spelling three times. |
| C | You should use a capital C to show students where they have missed a capital letter. Common mistakes are missing capital letters at the start of a new sentence, for a name of a person or place or when using ‘I.’ |
| // | You should use this symbol to signify that a student needs to start a new paragraph. This should be whenever they are introducing a new idea in a piece of work. It shows a change in focus. |
| P | You should write ‘P’ next to the part of a word or sentence where a student is missing the necessary punctuation. Missing punctuation could be: brackets [ ] a comma, semi colon; colon: exclamation mark! Question mark? Full stop. “Speech marks” or ellipsis… During reflection, students should write the correct punctuation wherever it was missing in blue pen. If there is no space available, it should be written just above the word or phrase. |
| G | This should be used to identify a grammatical error. This could be a word that has been misused, a phrase that doesn’t make sense. Check for common mistakes such as ‘they was’ and ‘I seen’ as well as homophone errors (i.e using ‘where’ instead of ‘were’). |
| N | This should be written in the margin by students whenever they are completing a task involving numeracy skills. Some examples of these tasks could be a task using numbers/dates/equations, problem solving or diagrams/graphs. |