

## Marking and Assessment Policy Business

Our policy is to mark at least 4 pieces of relevant classwork per term for Level 2 for coursework units. We then issue a copy of the termly progress slip as a round-up of all the relevant classwork set during that term and allow students time to ensure they have all their updates and pieces in their folder for storage and to use towards assignment writing. (Copy at the bottom of this document)

We set at least one home learning task per fortnight on SMHW which is linked with the coursework subject matter and involves independent research. It is collected using the online submission facility and is graded using the red amber green policy along with www - ebi comments. Students are given time to improve this work and then print it for storage in their folders to use towards assignment writing.

In October after the data collection for year 11 we issue the slips for commenting on current performance and allowing for feedback from students as shown below.

All BTEC assignments are marked using the BTEC Summative Assessment forms which include feedback for each criteria and an overall comment as well as space for a learner comment on the assignment.

Name \_\_\_\_\_



Target Grade \_\_\_\_\_ Anticipated Grade (October 2015) \_\_\_\_\_

	R	A	G
Attitude to learning in class			
Exam/test performance			
Home learning deadlines			
Amount of revision for tests			
Quality of home learning			

As a result of this feedback I am going to:

- 1.
- 2.
- 3.

**Schedule for year 10**

## **Assessed pieces of class work for unit 8 (Coursework)**

CV

Letter of Application

Personal Audit

Job Description

Person Specification

Description of Job roles

Functional Areas PowerPoint

Dream Job Plan

Sarah's Salon

Interview Preparation

### **Home Learning for Unit 8**

Find a suitable job to apply for

Organisational Charts Leaflet

Key Words Presentation

Dream Job Profile

Questions to ask at interview

Answers to questions posed at interview

### **Unit 2 – Exam Preparation**

We feedback on exam preparations through marking of long answer questions which includes a score and www – ebi format marking as well as green pen time to improve.

We also mark all practice papers breaking down the score into subject areas to enable students to rag rate for their own personalised revision using the coloured dots on their issued revision guides.

We issue quizzes on SMHW which are automatically marked and rag rate any other finance home learning tasks using the red amber green policy and comments in grade book using the www ebi format.

There is also frequent use of self-assessment and peer assessment during the exam content delivery as it lends itself to this very well and allows students instant feedback on performance.

We issue other home learning tasks such as create a presentation of the key finance terms and complete the interactive diagrams that explain Balance sheets, cash flow etc. These are marked using red amber green and a www ebi comment on grade book.

## **Schedule for year 11**

### **Assessed pieces of class work for unit 1 (Coursework)**

Local factors impacting start-up businesses table  
National factors impacting start-up businesses table  
Environmental Trends Table  
Social Trends Table  
Ethical Trends Table  
Technological Trends Table  
Initial ideas research for start-up business  
Estimates of Profit spreadsheet  
Ownership PowerPoint

### **Home Learning for Unit 1**

Premises plans  
Target Market plans  
Stakeholders Document  
Sources of Finance Table

### **Assessed pieces of class work for unit 3 (Coursework)**

Benefits of successful branding  
Market Segmentation  
Promotional activities  
Promotional mix  
Marketing Mix  
Business to Business and Business to Consumer Marketing  
Planning a Promotional Campaign

### **Home Learning for Unit 3**

What is a brand?  
Brand personality  
Planning for promotion  
Promotional objectives

Example Classwork Feedback Overview for assignment preparation is shown below



**Feedback for Learning Aim A Classwork**

**Name**

Incomplete Tasks

What went well....

Even better if....

How I will use these comments to create my Newsletter for Unit 1 Assignment 1

### **Level 3 BTEC Assessment**

All classwork is set using SMHW and is collected using the online submission facility and graded using the red amber green policy along with www - ebi comments. Students are given time to improve this work and then print it for storage in their folders to use towards assignment writing.

All assignments are set using SMHW and are collected using the online submission facility and graded using pass merit distinction grading along with www - ebi comments.

All work is printed off and at the end of the unit it is marked using the BTEC Summative Assessment forms which include feedback for each criteria and an overall comment as well as space for a learner comment on the assignment.

Work is assessed at least weekly for each teacher in year 12 and 13. Each teacher sees the students for 4 and 6 lessons per week.

