



INDIAN SCHOOL

RAS AL KHAIMAH

Monitoring of Teacher Scrutiny of Student Work Policy

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	Viola Shiny
Role	Head of Phase 4
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Signature	





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Purpose

The purpose of this policy is to establish a framework for the systematic appraisal of student work across all subjects and grade levels. This policy aims to:

- Monitor and evaluate student learning and progress.
- Provide constructive feedback to enhance student understanding and performance.
- Encourage self-assessment and reflection among students.
- Ensure alignment with educational standards and curriculum objectives.

2. Scope

This policy applies to all students from Grades 1-12 across all subjects within the school. It encompasses various forms of student work, including:

- Notebooks
- Written assignments
- Projects and presentations
- Practical work
- Class participation and engagement

3. Objectives

The objectives of the Student Work Appraisal Policy include:

- **Consistency:** Establish consistent appraisal practices across all subjects and grades.
- **Quality Feedback:** Provide meaningful, specific, and actionable feedback to students.
- **Progress Monitoring:** Regularly monitor student progress and engagement throughout the academic year.
- **Reflection and Improvement:** Foster a culture of self-reflection and improvement among students and teachers.
- **Accountability:** Hold students accountable for their work and encourage responsibility for their learning.

4. Appraisal Procedures

4.1 Frequency of Appraisals

- **Ongoing Assessment:** Student work will be continuously monitored throughout the term via formative assessments, classwork, and participation.



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- **Scheduled Appraisals:** Formal appraisals will occur at least once per term, with specific focus areas for each cycle as outlined in the **Monitoring of Teacher scrutiny of Student Work Schedule**.

4.2 Types of Appraisals

- **Formative Appraisals:** Regular checks of student work to provide immediate feedback on understanding and progress.
- **Summative Appraisals:** Comprehensive evaluations at the end of a term or unit to assess overall achievement and understanding.

4.3 Appraisal Focus Areas

- **Presentation and Organization:** Neatness, structure, and clarity of student work.
- **Content Accuracy:** Correctness of information and understanding of subject matter.
- **Depth of Understanding:** Evidence of critical thinking, analysis, and application of concepts.
- **Feedback Implementation:** Use of previous feedback to improve future work.
- **Engagement and Effort:** Level of student participation, effort, and ownership of learning.

5. Feedback Mechanism

- **Written Feedback:** Teachers will provide constructive written comments on student work, highlighting strengths and areas for improvement.
- **Verbal Feedback:** In addition to written comments, teachers will offer verbal feedback during class discussions or individual meetings.
- **Goal Setting:** Following appraisals, students will be encouraged to set personal learning goals based on feedback received.

6. Self-Assessment and Reflection

- **Student Involvement:** Students will be encouraged to assess their work and reflect on their learning process through self-assessment forms or reflection journals.
- **Peer Assessment:** Opportunities for peer review will be provided to enhance collaborative learning and critical evaluation skills.

7. Roles and Responsibilities

- **Teachers:** Responsible for conducting appraisals, providing feedback, and supporting students in their learning journey.
- **Students:** Expected to engage actively in the appraisal process, respond to feedback, and reflect on their learning.



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- **School Leaders:** Oversee the implementation of the policy, ensuring consistency across subjects and grade levels.

8. Monitoring and Review of the Policy

- The **Monitoring of Teacher scrutiny of Student Work Policy** will be reviewed annually to ensure its effectiveness and relevance.
- Feedback from students, parents, and teachers will be considered during the review process.

9. Implementation Timeline

- The policy will be implemented at the beginning of the academic year, with training sessions for teachers to ensure understanding and adherence to the appraisal procedures.