Marking and Feedback Policy

Purpose
To ensure that all assessment marking and feedback are consistent, constructive, and timely, enabling learners to understand their progress and how to improve.

Scope
This policy applies to all Alpha Training staff involved in marking and providing feedback on learner work, including assignments, practical tasks, and examinations.

Responsibilities
- **Tutors/Assessors** – mark work accurately and fairly against agreed criteria and provide clear feedback.
- **Learners** – use feedback to reflect on and improve their work.
- **Quality Assurance Staff** – monitor marking standards through internal verification and sampling.

Procedures
1. Mark learner work against published assessment criteria.
2. Provide written and/or verbal feedback within an agreed timescale (normally 10 working days).
3. Feedback should highlight strengths, identify areas for improvement, and give clear action points.
4. Record marks and feedback in the learner's assessment record.
5. Offer learners the opportunity to discuss feedback in tutorials or review meetings.

Monitoring & Review
- Internal quality assurance sampling.
- Annual review of marking procedures.

Approved by: Michelle Howdle