



## **KAMIL MUSLIM COLLEGE** **BOOK MARKING POLICY**

### **INTRODUCTION**

Students' notebook inspection is an integral aspect of teaching and learning process. It serves many purposes.

- Firstly, teachers keep a track on the students work. They keep track of students' abilities and weaknesses in writing notes. When notes are inaccurate, students will tend to make similar mistakes in learning such as Mathematical symbols or literal alphabets.
- Secondly, it provides sufficient information to supervisors that students work is continuously monitored and necessary corrections are made in time for the students to learn.
- Thirdly, to monitor teachers and students coverage throughout the different streams at respective levels and also to gauge and give feedback to students through positive comments.
- Finally, to inculcate in students the need to be up to date with their knowledge through note taking of the topics taught in class and summarized notes given to them by their teachers.

### **PROCEDURES**

1. Notebooks of ALL students must be checked once in a fortnight.
2. Records of book marking must be kept in the file with the date of inspection clearly written.
3. Teachers must initial and write the date of inspection in the margin of the notebooks.
4. All books marked must contain some form of feedback / positive comment for the students.
5. Book marking record must be passed on to the VP as stipulated in the Term Calendar by the Head of Department.

### **GUIDELINES FOR BOOK INSPECTIONS**

#### **1. Format for starting a new lesson**

- I. Rule off before every new topic / or topic of the day with proper dates mentioned on the left hand inside the margin.
- II. Lesson/ topic to be written in the centre and underlined. Subtopics will follow in the same manner but aligned to the left hand side.

#### **2. Neatness**

- I. The notebook/ workbook/ worksheet folders should be neatly covered.
- II. Name, year, level, subject etc should be neatly and legibly written on the note book.
- III. Ensure neat work when students are copying notes by making observations and correcting them immediately if their work is not up to the expectation.
- IV. Diagrams should be neatly drawn with simple borders around it to avoid untidy work.
- V. Avoid use of felt or pental pens for colouring as they leave an indent on the next page.
- VI. Encourage students who do the work neatly and give remarks to those whose work is untidy. Remarks must be polite and constructive.

#### **3. Handwriting**

- I. Make sure that Capital letters are being used in the correct places.
- II. Check carefully if any student is forming any letter incorrectly- speak to him/ her and show them how to write it correctly and make them practice it till they have corrected themselves. These apply to language teachers.

**4. While Correcting Notebooks**

- I. Very thorough and accurate checking is expected from all teachers with a red pen only.
- II. Read each and every paragraph, essay, examples and activity carefully while correcting.
- III. The corrections should be done thoroughly leaving no errors unmarked and underlining spelling mistakes as **sp** on top. Circle or underline grammatical errors and put a dash ( \_ ) for incomplete sentences.

**5. Follow up Work**

- I. After every lesson, students should do corrections.
- II. Spelling mistakes to be written 3-5 times and other sentences once. (The teachers should not write the correct word but call the student and ask him/her to find the correct answer and after confirming it, it should be written down in the note book as **CORRECTION WORK**)
- III. The teacher should also check this correction work and if mistakes exist again, re-correction should be done by the students.

**6. Diagrams/Map Work**

- I. Encourage drawing and diagram/ maps work etc as students learn better with graphics.
- II. Ensure these are relevant and creatively done at proper place and not clustered up.

**7. Work Sheets/ Activity Sheets**

- I. They should have a proper heading, written very neatly, pasted or attached to relevant notebook or file to keep them safely.
- II. A3 sheets must be kept in a file/ folder in the ascending order of date.

**TIPS FOR CONSISTENT BOOK MARKING**

**How to be on time in checking students' work**

After assigning the work to the student, keep moving around the class and watch out for the student who finishes his/her work and check it immediately. Continue with this till the last submission of the students work. **You must be wondering how you will be able to check the student's work so quickly as it would need thorough concentration.** So there's a solution to that. When you are on round, don't move blankly but instead keep an eye on what the students are writing and catch their mistakes and correct them there and then. In that way, you will only need to put a "tick" on it.

**Vocabulary**

Understanding any subject requires understanding its vocabulary. Most vocabulary, however, is quickly forgotten and thrown into the nearest receptacle never to be seen again. Having a specific notebook section helps students review key words and prepare for exams. Vocabulary must be easily accessible and readable for full points.

**Miscellaneous**

The miscellaneous section can contain artwork, pictures, goals, designs, self progress chart/ graph or anything the student feels makes his or her notebook unique. The same neatness and organization requirement remain in effect.

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Principal

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Chairman – Board of Governors