

KHALSA COLLEGE EXERCISE BOOK MARKING POLICY 2016

- 1. All the pupils' exercise books must be marked by the teachers once every fortnight. Students must be briefed very well in the beginning.**
- 2. All the exercise books must be neatly covered, properly labeled with the name, year, subject and school indicated. Course content, outline of topics must be given to the students.**
- 3. Exercise book must have a title page, table of contents page and a test mark page in the beginning section. Dates for all new work done must be written in the margin and underlined.**
- 4. Students' written work must be done with a blue or black pen. Diagrams need to be drawn neatly with a pencil. Unnecessary scribbling must not be seen in the students' note books.**
- 5. All marking of pupils' work must be done by teachers with a red ball pen.**
- 6. Corrections must be done after each exercise and for homework given.**
- 7. All corrections must be clearly indicated with a sub heading in the exercise book. Corrections done must be checked and marked.**
- 8. All corrections done must be marked also with a red ball pen.**
- 9. All topics, sub topics done must be clearly underlined in the exercise book as per the subject prescription given.**
- 10. For paragraphs and essays, a marking scheme must be followed and indicated in the margin for the mark awarded.**
- 11. Exercise book check will be done by the HoD's, Administrators at random and advisory comments for improvement will be given.**
- 12. Blank spaces must not be seen in the exercise books. Weaknesses seen in the books must be relayed to the students. Follow up on book check done must be done by the teacher in the classroom.**
- 13. Positive and encouraging comments must be written by the teacher in the margin marking the exercise books.**
- 14. Usage of twink and untidy work must be avoided in the book.**
- 15. Follow your guide given by your HoD and expectations from CDU.**

PRINCIPAL.