



## Students: Presentation of your work

- ✓ Your exercise books are an important record of what you have done and achieved.
- ✓ We want you to feel proud of your written work.
- ✓ If your work is clearly laid out and well presented, it is much easier for all of us to see your progress.
- ✓ You will also be able to revise from your exercise books to achieve the success that you deserve.

### **Please:**

- ✓ Write a date for each piece of work
- ✓ Write a title (or learning objective) for each piece of work
- ✓ Write in pen ( blue or black)
- ✓ Draw diagrams in pencil
- ✓ Cross mistakes out neatly

Thank you

## Understanding the marking of your work

- ✓ Your work will be marked by a member of staff using **green ink**  
There will be **comments** and **targets** by the member of staff.
- ✓ **Read them.**
- ✓ **Think** about what has been written and make sure you **understand**.  
Do you need to take any **action?**
- ✓ When you have shown that you have **understood** the comment, this will be marked in **purple.**

*Your books will be marked every two weeks by your teacher*