



KS5 Presentation of Written Work

At Isaac Newton Academy our aim is to equip every student with the knowledge, learning power and character necessary for success at university and beyond. High standards of written presentation and excellent organisation are important skills required throughout a student's education and by employers. Well organised and carefully presented written work supports students' on-going review of their learning and revision in preparation for tests and assessments. In maintaining high standards of presentation, students demonstrate pride in their work and learning.

Our expectations

Every member of staff at Isaac Newton Academy has high expectations of the presentation of written work.

1. The title is written clearly and underlined with a ruler
2. The date is written in the right hand corner of the page, in full (e.g. Monday 17th September) and underlined with a ruler
3. Handwriting is legible
4. Students write in black or blue pen and use pencils for drawings and diagrams, and green pen for self or peer marking
5. Graffiti and doodling on the book cover or on any of the pages is not permitted
6. Loose sheets are secured according to the departmental policy, for instance by using a tag or gluing in
7. Students are expected to draft and edit their writing. Correction fluid is not permitted
8. Additional subject-specific expectations of the presentation of work are communicated to students by their subject teachers, where applicable.

9. At KS5, subject areas decide on the most appropriate way for students to store their written work and paperwork. Subjects might supply exercise books. Students might use files or books only, or a combination of both. Most importantly, students should organise their written work and other papers in a clear, logical way that will support their learning and revision. This includes use of file dividers for each unit of learning. Students should signal clearly the task/title/topic at the start of each written piece. Tutors and subject teachers will monitor students' organisation of their written work as part of the tutorial programme and provide feedback and support students as required.

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