
Report checker

1) Use the pupil's full first name at the start of the comment, not a nickname.

2) Check the spelling of the name is correct and spelled the same way throughout the comment – beware: Jon John

Jonathan Jonathon Omor Omar Kieran Cieran and thousands more



3) Keep the language formal but not too over-elaborate, verbose or Dickensian; pupil and parents need to understand your comment. Clear and concise.

4) Criticism can be couched more gently: 'he lacks focus' could be expressed as 'I would like to see him apply himself'. 'He is often disruptive' could be expressed as 'He is a capable student who he would make rapid progress if he chose not to be disruptive.'

5) Avoid sarcasm. We know you're more clever than your audience.

6) Describe what is going well, particular strengths; then say how the pupil can improve. PNA: **Positive** comment – **Negative** comment – **Advice**.

7) One space after a comma, like this. Then two spaces after a full-stop. Like this.

8) Avoid copying and pasting *you're* comments as **miss takes** tend to reproduce.

Avoid copying and pasting *you're* comments as **miss takes** tend to reproduce. 'He' gets confused with 'she', 'Darren' becomes 'Sharon' and *their* are all sorts of errors which spellcheckers do not pick up.

9) Check for for repeated words

10) Check for words which been missed out

Common Spelling Mistakes – A or B? (answers on the following page)

1. He must spend more time [practising/ practicing] his spelling
 2. With [practice / practise], his marks will continue to improve
 3. He must work more [independantly/ independently]
 4. He has a [tendency / tendancy] to be distracted at times
 5. He must adopt a more [committed/comitted] approach
 6. He would have [benefitted / benefited] from more revision
 7. He must remain [focussed / focused] at all times
 8. His attitude is [detramental / detrimental] to his learning
 9. His negative approach [affects / effects] his progress
 10. On [occaision / occasion] he can produce excellent work
-

Answers

1. He must spend more time [practising/ practicing] his spelling
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6. He would have [benefitted / benefited] from more revision
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8. His attitude is [detramental / detrimental] to his learning
9. His negative approach [effects / affects] his progress
10. On [occaision / occasion] he can produce excellent work

1) A He must **practise** spellings regularly. The word 'Ice' is a noun (Pract**ice**). The word 'Is' is a verb (Pract**ise**)

2) A With **practice**, his marks will improve

3) B He must work more **independently**. Be more Independent

4) A He has a **tendency** to be distracted at times.

5) A **Committed** - He must adopt a more **committed** approach. He should show more commitment.

6) A He would have **benefitted** from more revision. He will find careful revision **beneficial**

7) A or B Both are correct: He should ensure that his attention is **focussed / focused** on detail

8) B His attitude is **detrimental** to his learning

9) B His negative approach **affects** his progress and this has negative **effects** on his results

10) B On **occasion**, he can produce excellent work

Score: 10 = genius 9= near genius 8= sub-genius 7= sub average

6 = subversive 5= sub 1-4= sob