



A Complete Guide to

NOTE-BOOK CORRECTION

Dear Teachers,

We understand that notebook checking is a crucial aspect of assessing student progress and maintaining a comprehensive record of their academic journey. To ensure consistency and fairness in this process, we have outlined a set of parameters for you to consider during your notebook-checking sessions. These guidelines aim to promote a systematic and thorough approach to evaluating student work.

Ensuring quality correction of notebooks with actionable feedback is essential for student growth and improvement. Here are steps to achieve this:

- 1. Clear Criteria and Expectations:** Provide students with clear criteria and expectations for their notebooks. This can include guidelines on organization, completeness, accuracy, and presentation.
- 2. Individualized Feedback:** Instead of generic comments, provide personalized feedback tailored to each student's strengths and weaknesses. Identify areas where the student is doing well and areas that need improvement.
- 3. Actionable Suggestions:** Instead of simply pointing out mistakes, provide actionable suggestions for improvement. For example, if a student is struggling with mathematical concepts, provide additional practice problems or recommend resources for further study.
- 4. Highlight Strengths:** Acknowledge and highlight areas where the student has shown improvement or mastery. Positive reinforcement can motivate students and build confidence.
- 5. Modeling:** Provide examples or model solutions to demonstrate the correct approach to solving problems or presenting information. This helps students understand what is expected and how to improve.
- 6. Clarification of Concepts:** If a student has misunderstood a concept, provide clear explanations and examples to clarify their understanding. Offer additional resources or opportunities for remediation if needed.
- 7. Encourage Reflection:** Encourage students to reflect on the feedback provided and identify specific steps they can take to improve. This can be done through prompts or questions that prompt self-reflection.
- 8. Follow-up:** Follow up on previous feedback to track students' progress and see if they have implemented suggested changes. This demonstrates that their efforts are valued and help reinforce learning.
- 9. Feedback Loop:** Establish a feedback loop where students can ask questions or seek clarification on the feedback provided. This promotes communication and ensures that students understand how to address areas of improvement.

// Comprehensive Correction Guidelines //

Quality of Correction

- 1. Identify omissions, improper constructions, and ambiguous responses-** Underline these and mention the correct response. Additionally, if repeated errors occur only underline them.
- 2. Punctuation error-** To indicate missing or incorrect punctuation, place a "P" near the error. Additionally, provide the correct response alongside the error for simultaneous correction. Further use appropriate symbols (e.g., periods, commas, apostrophes) to correct the errors.
- 3. Repeated phrase errors-** Underline sentences or phrases to denote repeated errors.
- 4. Spelling Mistakes-** Provide the correct spelling alongside the first error. If repeated spelling mistakes occur, denote them with "sp" to indicate incorrect spelling.
- 5. Individualized Feedback:** Instead of generic or brief comments such as good work, excellent, fair, etc, provide personalized feedback tailored to the work or behaviour rather than the individual.

Example 1. Remarkable content! Focus on improving handwriting for better clarity. Keep up the excellent work.

Example 2. Great Effort! Let's work on minimizing spelling errors.

Regularity and Punctuality

- 1. Regular Submission:** Monitor students' adherence to submission deadlines and initiate follow-up communication regarding notebook submissions for those who fail to submit on time.
- 2. Completion of Assigned Tasks:** Ensure that students fulfill all assigned tasks and exercises within the allotted time frame.
- 3. Correction Time Frame:** This varies according to the learning stages:
 - a) Foundational Level:** Notebooks should be checked on the same day or the following day of the assigned work.
 - b) Preparatory Level:** Notebooks are to be checked within 72 hours or 3 days from the date of work.
 - c) Middle and Secondary Levels:** Notebooks are to be checked once the chapter is completed. In case of vacations, teachers should correct the notebooks promptly and return them to students even if the chapter is incomplete.

Visual Appearance and Organisation

- 1. Visual Presentation:** Ensure that all notebooks are neatly covered, and details such as the student's name, class, and subject are fully completed on the cover.
- 2. Alignment:** Ensure that students write their topics only under the red line and in the center of the line, avoiding writing above the red line. The date should be written in the designated date column; if no date column is provided, it should be placed on the left-hand side above the red line. Teachers should sign on the left-hand side of the notebook.
- 3. Page Accuracy:** Ensure that students number all pages and simultaneously list them in the index. Page numbers should be accurately placed, and dates should correspond accordingly.
- 4. Accurate Index:** Ensure that the index is promptly filled out as students begin any work. The index should be signed by the teacher topic-wise rather than all at once. Additionally, teachers should sign in the appropriate column. Simply placing a question mark in case of an unfilled index is not sufficient; follow-up is necessary, and teachers should ensure timely completion.
- 5. Neatness:** Check for legible handwriting, organised content, absence of stains or loose papers to ensure neatness of the notebook. The use of pink pen is recommended for foundational and preparatory learning stages and red pen for middle and secondary stages.

// Rubrics and Rating Scale //

Dimensions	Unsatisfactory (1)	Needs Improvement (2)	Satisfactory (3)
Quality of Correction	<ol style="list-style-type: none"> 1. Fails to identify errors or provide correct responses. 2. Fails to indicate punctuation errors accurately or use symbols effectively. 3. Ignores most of the spelling errors and does not assist corrects the spelling mistakes in the notebook. 	<ol style="list-style-type: none"> 1. Effectively identifies errors, and provides correct responses with minor inconsistencies. 2. Mostly identifies punctuation errors, with minor oversights. 3. Occasionally provides correct spelling, and denotes repeated errors with "sp" to assist in correction. 	<ol style="list-style-type: none"> 1. Effectively identifies errors, and improper constructions, providing accurate responses. 2. Accurately indicates punctuation errors with no oversights. 3. Thoroughly provides correct spelling alongside errors (uses "sp") and helps students correct spelling mistakes by following up.
Regularity and Punctuality	Consistently fails to complete notebook corrections promptly with significant delay of over 10 days in correction.	Notebooks are typically corrected on time with an occasional miss of correction by more than 5 days.	Notebooks are corrected with with no delays. The specified time frame (varying according to the learning stages) is duly adhered to.
Visual Appearance and Organisation	<ol style="list-style-type: none"> 1. Covers lack labeling and fail identification due to no student information. 2. Pages disorganized, topics scattered, inconsistent dating, incomplete index. 3. Notebooks are disorganized with untidy presentation that hinders comprehension and 	<ol style="list-style-type: none"> 1. Covers sufficiently labeled however some details may be missing. 2. Pages reasonably organized, inconsistent daes, partially filled index. 3. Notebooks are visually acceptable with occasional inconsistencies and untidiness. 	<ol style="list-style-type: none"> 1. Covers neatly labeled with complete details on the cover. 2. Pages are meticulously organized, and accurately dated with complete index. 3. Notebooks are exceptionally neat and organized and has visually appealing layouts.