

## **Rugby High School Presentation Policy**

The purpose of this policy is to clarify how students' written work should be presented and to ensure that a common standard is maintained across the curriculum. Work that does not meet these standards will be returned to the student without being assessed and the students asked to resubmit it in the correct format.

The visual appearance of work is important. Well presented work evokes a positive response in the reader.

From time to time, teachers may invite students to present their work in a different way e.g. as an ancient historical document, in the form of an artefact e.g. a model. In these cases, teachers will explain the standard of presentation that they require.

### **Handwritten Work**

Blue or black ink must be used for all handwritten work (black pens only for exams). Pencil should be reserved for graphs and other drawings. Students may use cartridge pens, disposable ink pens or biros.

Handwriting must be legible and letters clearly formed. Students whose writing is very slow or poorly formed will be given additional support and may be required to complete additional practice to develop their skill.

Handwritten work must be completed in an exercise book or on A4 file paper, graph paper or other paper supplied by the school. Work should be dated (left hand margin using dd/m/yy). Students studying languages may be required to write the date in full in the target language instead.

Where a target has been set for the piece, this should be written at the top of the piece before the heading.

Work should be given an appropriate title or heading which should be underlined neatly using a ruler (in some cases this may simply be the page number of the textbook and the exercise number).

A line should be left between the title and the first paragraph or first response.

Students should use the punctuation conventions set out in the appendix to this policy. Paragraphs must be clearly indented.

Students are expected to proof read their work (they may find it helpful to read it aloud). The purpose of proof reading is to reduce errors. Students are encouraged to use a dictionary to check the spellings of any words with which they are unfamiliar and to check punctuation. Corrections should be made by neatly crossing through and inserting the alteration. An asterisk and a note at the bottom of the page may be used if the correction will not fit in the space available.

Where a target has been set, students should review their progress towards meeting the target at the end of the piece. Students should insert a side heading entitled 'Target Review' and make a brief comment reviewing the extent to which she believes that she has met the target.

Unless specifically instructed otherwise, students using exercise books should rule off after the teacher's comments and any corrections.

### **Word Processed Work**

Examination boards sometime have explicit guidelines detailing how word processed work should be presented. It is important that students comply with these. The guidelines below apply to all other pieces of work.

Work should be presented in 12pt font using a simple, clear font such as Arial, Calibri or Times New Roman.

Margins of 2.5cm should be left on both sides and at the top and bottom of the sheet.

Work should be given an appropriate title or heading which should either be put in bold and centred or underlined and centred. A line should be left between the title and the first paragraph or first response.

Pages should be numbered.

The footer should be used to record the date and the name of the student.

Where a target has been set for the piece, this should be written at the top of the piece before the heading. Where a target has been set, students should review their progress towards meeting the target at the end of the piece. Students should insert a side heading entitled 'Target Review' and make a brief comment reviewing the extent to which she believes that she has met the target.

Students should use the punctuation conventions set out in the school's punctuation guide. Paragraphs must be clearly marked by inserting an empty line.

Students are expected to proof read their work (they may find it helpful to read it aloud). The purpose of proof reading is to reduce errors. Students are encouraged to use the spell and grammar checks remembering that spell checks don't pick up incorrectly used homophones e.g. which, witch, their, they're, there, whether, weather and the grammar check may not always recognise the complex sentence used for effect.