



**Pharos University in Alexandria  
The English Language Centre**

**Pharos University**  
**Professional Development Unit**  
**Grading Writing Workshop Brief**

**Workshop Aims:**

1. To introduce new teachers to grading techniques to use while correcting writing samples.
2. To introduce new teachers to correction symbols to facilitate the process of proofreading.
3. To make sure all teachers (old staff and new staff) are following the same criteria while correcting writing samples to avoid discrepancies in marks.
4. To practice applying different marking schemes on different samples of writings.

**Description:**

The workshop starts with dividing teachers into 7 groups. Each group has at least one new staff member. Teachers, then, get introduced to grading symbols, and why they are important to be used while correcting a writing sample. Afterwards, teachers start the practical stage getting different writing samples of different levels as well as their marking schemes. Working together, each group is asked to provide a final mark for each writing sample. In case major discrepancies occur, a discussion is conducted by which all teachers should explain their rational behind the final result they came up with. This would help in minimising discrepancies in future correction.

**Material Needed:**

1. Authentic writing samples
2. Designed writing samples
3. Fall 2015 and Spring 2016 Writing rubrics
4. Correction Symbols guiding document  
<http://www.rong-chang.com/correctionsymbols.pdf>