

Anonymous Marking

Guidance for staff

Introduction

In December 2015 the University's Anonymous Marking Policy was approved for full implementation from the start of the 2016-17 academic year. Colleges were encouraged to engage with the policy during the summer term 2015-16 where possible. The policy is available on the [Course Regulations internet page](#) and the [staff intranet](#). Anonymous marking is a process designed to eliminate the potential for both conscious and unconscious bias on the part of the examiners; to protect them from accusations of bias and discrimination; and to reassure students that the process is fair and impartial. The principle is that all non-exempted work is anonymous at the point of initial marking and double marking. For practical reasons full information will be available to the administrative processes that take place after marking has been carried out and names will not be obscured from Exam Boards, Extenuating Circumstances Panels, Appeals Panels, Complaints investigations etc.

This guidance document is designed to support staff in implementing the Anonymous Marking Policy for online and hard copy submissions. There is step-by-step guidance on setting assignments up to be marked anonymously in Turnitin and Moodle Assignment, marking work, and feeding back to students using the Online Assessment Tool (OAT). There is also recommended text for inclusion in Assessment Briefs to support students in submitting their work in a way that facilitates anonymous marking. Finally there is recommended text for inclusion in Assessment Briefs where it has been agreed that an assignment will not be anonymously marked.

Using this guidance document

The process for setting up the anonymous marking features and the guidance for students varies depending upon the submission platform that will be used. This guidance document is structured based on the submission platforms themselves so you will find everything you need to know about informing students, setting up the system and marking work in Turnitin (Section 1) or Moodle Assignment (Section 2) depending upon which platform will be used. If feedback will be provided via OAT (Section 3) the anonymous marking feature must be enabled in that system also. Guidance that applies to hard copy submissions is included separately (Section 4). There is information on what to tell students when an assessment will not be anonymously marked (Section 5) and specific guidance related to students with extended deadlines due to accommodated assessment arrangements (Section 6). Finally there is a Frequently Asked Questions section (Section 7) section to provide information on the common queries related to anonymous marking.

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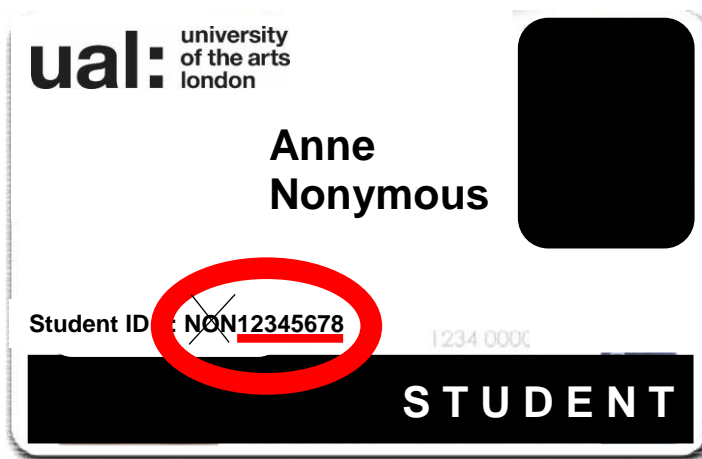
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1. Turnitin

1.1 Guidance for inclusion in Assessment Briefs

In order to ensure that students are not identifiable by name they must be given clear instructions on how to submit their work. We recommend that the following guidance is included in the Assessment Brief (or communicated to students in advance of the assessment deadline if briefs have already been issued):

*'Your work for this assignment will be marked anonymously. This means that **your name must not be included** anywhere on the work you submit for assessment. Your **Anonymous ID Number** should be used to identify you on your work. Your **Anonymous ID Number** is your Student ID number **without the first three letters of your surname**. Your Student ID Number can be found on your Library card. In the below example the Anonymous ID Number is 12345678:*



Please make sure that you do the following:

- 1. Include your Anonymous ID Number within the document itself, for example as a header at the top of a Word document. Please do not include your name.*
- 2. When saving your work include your Anonymous ID Number in the title of the document; for example 12345678 Unit 6 Dissertation. Please do not include your name.*
- 3. When submitting your work in Turnitin ensure that the Submission Title includes only your Anonymous ID number and the title of the work; for example 12345678 Unit 6 Dissertation. Please do not include your name.'*

1.2 Adding a new Turnitin assignment

New Turnitin assignments should be added in the normal way. To enable the anonymous marking feature when adding a new assignment click on the drop down menu next to 'Anonymous Marking' and select 'Yes'

Adding a new Turnitin Assignment

▼ General

Turnitin Assignment Name*

Summary*

Path: p

Display description on course page ☐ Select 'Yes' from the drop down menu.

Submission Type* Any Submission Type

Number of Parts 1

Maximum File Size Site upload limit (20MB)

Anonymous Marking Yes

1.3 Post Date

The Post Date is the date at which marks and feedback are released to students. **The Post Date is also the date at which anonymity is automatically switched off** and the names of students who have submitted work will become visible in Turnitin.

In order to mark anonymously **marking must be completed before the Post Date**. Therefore the Post Date should be set as late as possible to allow anonymous marking to take place and this should be taken in to account when setting up the Turnitin assignment:

Start Date	22	March	2016	19	54	
Due Date	29	March	2016	19	54	
Post Date	29	April	2016	19	54	
Max Marks	100					
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>						

The Post Date can be ammended at a later date if necessary within the Summary tab by clicking on the yellow pencil 'Edit' button:

Summary Submit Paper Submission Inbox Options

Turnitin Assignment Name	Anonymous Turnitin 2					
Summary	An anonymous ...					
Turnitin Tutors						

Assignment Part	Start Date	Due Date	Post Date	Max Marks	Export	
Part 1	23/03/16	30/03/16	30/03/16	100	<input type="button" value="PDF"/> <input type="button" value="XLS"/> <input type="button" value="Edit"/>	

1.4 Student Submission

The following screenshot shows the 'My Submissions' tab that students will complete when submitting a piece of work. Students must complete the 'Submission Title' using their Anonymous ID Number and the title

of the unit. The name of the file the students attach should also include only their Anonymous ID Number and the title of the unit:

Summary My Submissions

No submissions have been made
[Submitted to Turnitin? Click here to retrieve.]

Add Submission

Submission Type ?	File Upload
Submission Title ?	12345678 Unit 6 Dissertation
Submission Part ?	Part 1
File to Submit ?	H:\12345678 Unit 6 Dissertation.docx
<input type="checkbox"/>	By checking this box, I confirm that this submission is my own work and I accept all responsibility for any copyright infringement that may occur as a result of this submission.
Add Submission	

1.5 Submission Inbox

The work will appear in the markers Submission Inbox listed by Submission Title and marked 'Anonymous Marking Enabled':

Summary Submit Paper Submission Inbox Options

Refresh Submissions Enroll All Students

Search:

Show 10 Entries

First Previous 1 Next Last

Student Submission	Paper ID	Submitted	Similarity	Grade					
Part 1									
12345678 Unit 6 Dissertation Anonymous Marking Enabled	55082707	29/03/16	Pending	- /100					

First Previous 1 Next Last

Showing 1 to 1 of 1 entries.

1.6 Grade Mark

Grade Mark **must** be used to anonymously mark work submitted through Turnitin and marking **must** be complete before the Post Date. The title the student entered in to the Submission Title field will show up as the title of the piece of work in Grade Mark. The title should include the Anonymous Student ID and the work will be listed as submitted by 'Anonymous'. Otherwise Grade Mark will appear and function as normal:

Originality GradeMark PeerMark

12345678 Unit 6 Dissertation
BY ANONYMOUS

turnitin 39%
SIMILAR OUT OF 100

UNIVERSITY OF THE ARTS LONDON
ASSESSMENT REGULATIONS 2015/16

ual university of the arts london

Higher Education Course Regulations
2015/16

Section 3: Assessment

3.1 Marking Scale & Criteria2
3.2 Holistic and Element Assessment2
3.3 Assessment Deadlines2
3.4 Marking and Moderation3
3.5 External Moderation3

RELATED GUIDANCE NOTES:

- UAL Assessment Webpages
- Exam Board Guidance Notes (Section 2)
- Assessment Guidance Notes (Section 3)

The following regulations and guidance notes apply to all taught Higher Education courses at the University of the Arts London. Further Education regulations and guidance are provided by the University of the Arts London Awarding Body.

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Search QuickMark templates

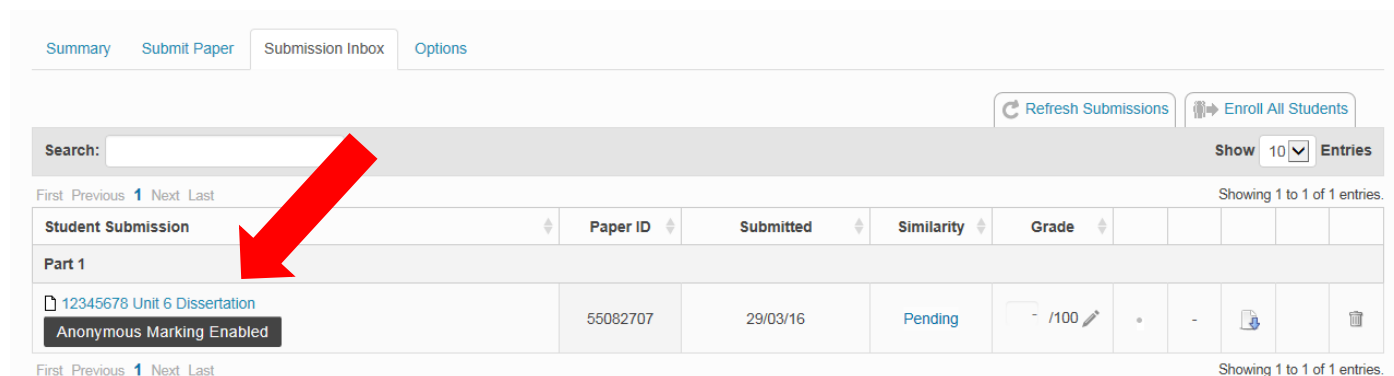
Commonly Used

Comment

Select text and click the Comment button to highlight text associated with a comment.

Awk C/S Citation Needed
Commonly Confused Del
Improper Citation Insert
Missing "" P/V Run-on Sp
Support Vague WC
Weak Transition

To download submitted documents for printing click on the title of the document within the Submission Inbox tab. This will open the document in GradeMark:



Summary Submit Paper Submission Inbox Options

Refresh Submissions Enroll All Students

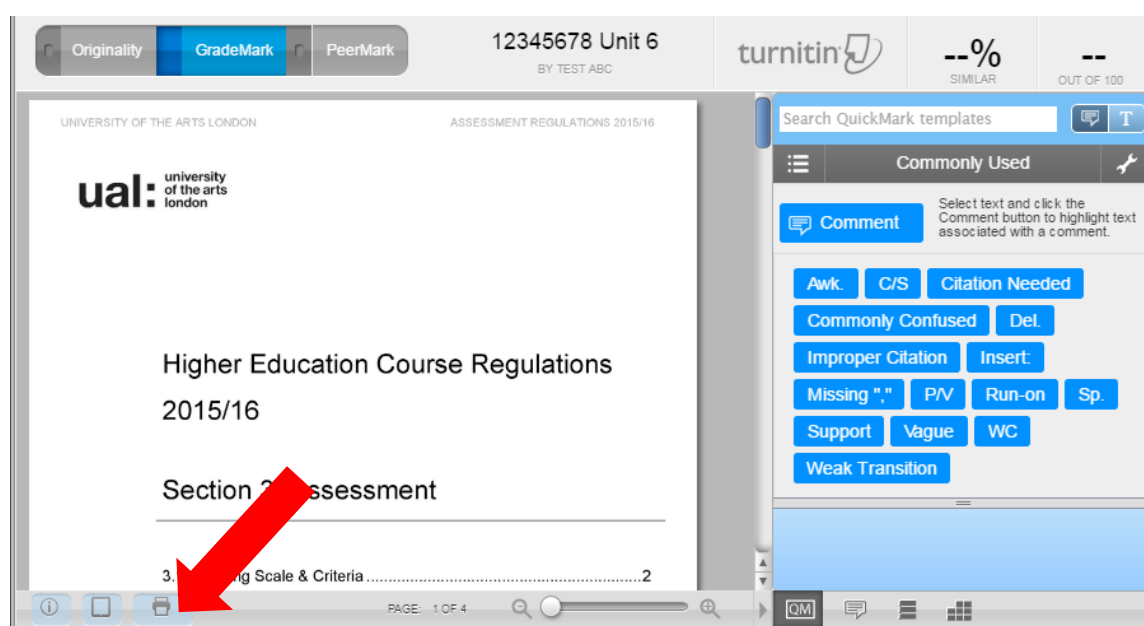
Search: Show 10 Entries

First Previous 1 Next Last Showing 1 to 1 of 1 entries.

Student Submission	Paper ID	Submitted	Similarity	Grade					
Part 1									
12345678 Unit 6 Dissertation Anonymous Marking Enabled	55082707	29/03/16	Pending	- /100					

First Previous 1 Next Last Showing 1 to 1 of 1 entries.

In the bottom left hand corner of the opened page there is a 'Print/Download' button which will allow you to print the document for marking outside of the system:



Originality GradeMark PeerMark 12345678 Unit 6 BY TEST ABC turnitin --% OUT OF 100

UNIVERSITY OF THE ARTS LONDON ASSESSMENT REGULATIONS 2015/16

ual: university of the arts london

Higher Education Course Regulations 2015/16

Section 2 Assessment

3. ...ing Scale & Criteria 2

PAGE: 1 OF 4

Search QuickMark templates

Commonly Used

Comment Select text and click the Comment button to highlight text associated with a comment.

Awk. C/S Citation Needed

Commonly Confused Del.

Improper Citation Insert:

Missing "," P/V Run-on Sp.

Support Vague WC

Weak Transition

1.7 Revealing student names after marking

When one student has submitted work the Anonymous Marking feature **cannot** be turned off in the settings. However the anonymous marking feature can be turned off for a student **individually** after submission and before the Post Date. This feature should only be used to resolve specific issues and following consultation with the Assessment and Quality team.

2. Moodle Assignment

2.1 Guidance for inclusion in Assessment Briefs

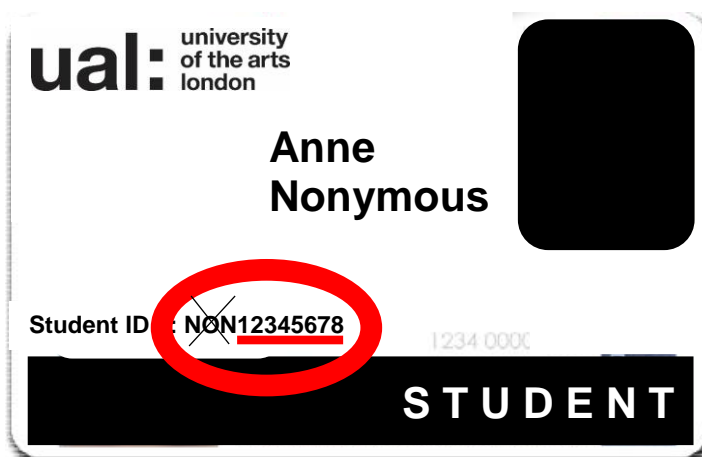
When submitting through Moodle Assignment students should be provided with the following information on the Assessment Brief (or this information should be communicated to students in advance of the assessment deadline if briefs have already been issued):

Fair Assessment

The University has robust processes in place to make sure that assessment is fair for all students and you can find out more on the Fair Assessment webpage <http://www.arts.ac.uk/study-at-ual/academic-regulations/course-regulations/3-assessment/fair-assessment/>

As part of its approach to fair assessment the University has an Anonymous Marking Policy which means that for some assignments, where this is appropriate, the marker will not know the name of the student whose work they are marking.

*Your work for this assignment will be marked anonymously. This means that **your name must not be included** anywhere on the work you submit for assessment. Your **Anonymous ID Number** should be used to identify you on your work. Your **Anonymous ID Number** is your Student ID number **without the first three letters of your surname**. Your Student ID Number can be found on your Library card. In the below example the Anonymous ID Number is 12345678:*



Please make sure that you do the following:

- 1. Include your **Anonymous ID Number** within the document itself, for example as a header at the top of a Word document. Please do not include your name.*
- 2. When saving your work include your **Anonymous ID Number** in the title of the document; for example **12345678 Unit 6 Dissertation**. Please do not include your name.*

2.2 Adding a new assignment

Add a new assignment as normal and then click on **'Expand all'** in the top right hand corner of the page. Scroll to the Grade section at the bottom of the expanded page, click on the drop down menu next to **'Anonymous Marking'** and select **'Yes'**

Adding a new Assignment

▼ Collapse a

▼ General

Assignment name*


Description*

Paragraph **B** *I*      

Path: p

Display description on course page



Additional files 

Maximum size for new files: Unlimite



Files



Notify graders about submissions

No



Notify graders about late submissions

No



Default setting for "Notify students"

Yes



▼ Grade

Grade 


Type Point

Scale


BTEC

Maximum points 100


Select 'Yes' from the drop down menu.

Grading method 


Simple direct grading

Grade category 


Uncategorised

Anonymous marking 

Yes

Use marking workflow 

No

Use marking allocation 

No

2.3 Submission Inbox

When the anonymous marking function is enabled in Moodle Assignment the system allocates students a random 'Participant Number'. If students have correctly labelled their work their Student ID Number will be included in the title of the document in the 'File submissions' column. The document can be downloaded as normal. Where students have not submitted work this will be flagged in the 'Status' column as normal and the names of those students can be revealed when all submissions have been marked.

Administration

Assignment administration

Edit settings

Locally assigned roles

Permissions

Check permissions

Filters

Logs

Backup

Restore

Advanced grading

View gradebook

Moodle Assignment 1

Grading action

Choose...

Select	Identifier	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Annotate PDF	Final grade
<input type="checkbox"/>	Participant 103547	Submitted for grading	-	Edit	30/03/16	12345678 Unit 6 Dissertation.docx Export to portfolio	Comments (0)	-	-	-
<input type="checkbox"/>	Participant 103545	No submission	-	Edit	-			-		-
<input type="checkbox"/>	Participant 103249	No submission	-	Edit	-			-		-

2.4 Revealing student names after marking

Programme

Administration

Assignment administration

Edit settings

Locally assigned roles

Permissions

Check permissions

Filters

Logs

Backup

Restore

Advanced grading

View gradebook

View/grade all submissions

Download all submissions

Reveal student identities

Course administration

Switch role to...

My profile settings

Once the marking process is complete (including internal moderation) student names can be revealed by selecting 'Reveal student identities' in the left hand Administration menu. You will be asked to confirm that you wish to do this as it cannot be undone. Once the student identities have been revealed the marks will be released to the gradebook.

3. Online Assessment Tool (OAT)

3.1 Enabling the anonymous marking feature

In Assessment Settings click on the drop down menu next to the Anonymous Marking Option and select 'Enabled' to turn anonymous marking on for that assessment element.

Assessment Settings

Fields marked with an asterisk (*) are compulsory.

Visibility	Visible
Type	Summative Assessment
Course ID	ZZ111ZZ11115/16
Course Title	Anon Test Space
Unit ID	ZZ111001Z000114/15
Unit Title	CTS 3
Assessment ID *	X2
Assessment Title *	Assessment Two
Publish By Date *	(DD/MM/YYYY)
Hand In Date *	05/06/2016 (DD/MM/YYYY)
Academic Year	15/16
Available Criteria	<ul style="list-style-type: none"><input checked="" type="checkbox"/> (1) Research<input checked="" type="checkbox"/> (2) Analysis<input checked="" type="checkbox"/> (3) Subject Knowledge<input checked="" type="checkbox"/> (4) Experimentation<input checked="" type="checkbox"/> (5) Technical Competence<input checked="" type="checkbox"/> (6) Communication and Presentation<input checked="" type="checkbox"/> (7) Personal and Professional Development<input checked="" type="checkbox"/> (8) Collaborative and / or Independent Professional Working
Anonymous Marking Option	Enabled

The word 'Anonymous' will now show in red next to the assessment element.

ZZ111001Z000114/15

CTS 3

Settings [Assessment Two](#) ***Anonymous***

Hand in date: 05/06/2016
Publish by date: 06/06/2016

Settings [Assessment One](#)

Hand in date: 04/06/2016
Publish by date: 16/05/2016

3.2 Student List

The below screenshots show how the student list will appear when an assessment is to be marked anonymously (on the right) in comparison to the way in which it would normally appear (on the left). When an assessment is to be marked anonymously the Student ID will not include the letters and students name will be replaced with 'Anonymous Candidate'. Students will be listed in numerical order by the numbers in their Student ID.

Normal marking

Assessments	Student List	Export Grades
FA Fine Art Wimbledon Extended Full-time Year 2 your Art Practice n of a body of work		
Student ID	Name	Feedback Status
AGB14438903	Agbo-Ola II, Yussef Olaniyi	No feedback
ALE13397554	Alexander, Timothy William	No feedback
AVS13401793	Avsec, Naomi Alexandra	No feedback
BEN14434793	Benedetto, Tobias William Federico	No feedback
BUT09256925	Butt, Molly	No feedback
CRO04133628	Crossan, Michael Francis	No feedback
CUR95037630	Curtin, Elizabeth Anne	No feedback
DAV10293470	Davar, Avanardavisur Hormuzda	No feedback
DEV14438894	Devine, Lorraine	No feedback
DUR10306069	Durman, Aleksandra	No feedback
DWY13395328	Dwyer, Katharine emma	No feedback
FAN13407579	Fang, Xiang	No feedback
GER14439692	Gerrard, Simon John	No feedback
GOL14439693	Goldby, Mark	No feedback
HAL13380869	Hall, Elliot Richard	No feedback
HOP11338166	Hoppner, Alannah Louise Elizabeth	No feedback
HO_14435994	Ho, Lok Chung	No feedback
HO_14435996	Ho, Shuk Mei	No feedback
LIE14435727	Lie, Yuanfeng	No feedback
MAC14439671	Mackay, Jane Elizabeth	No feedback

Anonymous marking

Assessments	Student List	Export Grades
FA Fine Art Wimbledon Extended Full-time Year 2 your Art Practice n of a body of work		
Student ID	Name	Feedback Status
04133628	Anonymous Candidate	No feedback
09256925	Anonymous Candidate	No feedback
10293470	Anonymous Candidate	No feedback
10306069	Anonymous Candidate	Draft feedback
11335174	Anonymous Candidate	No feedback
11336159	Anonymous Candidate	No feedback
11338166	Anonymous Candidate	No feedback
12376708	Anonymous Candidate	No feedback
13380869	Anonymous Candidate	No feedback
13383637	Anonymous Candidate	No feedback
13395328	Anonymous Candidate	No feedback
13397554	Anonymous Candidate	No feedback
13401793	Anonymous Candidate	No feedback
13407204	Anonymous Candidate	No feedback
13407579	Anonymous Candidate	No feedback
14422639	Anonymous Candidate	No feedback
14429497	Anonymous Candidate	No feedback
14429493	Anonymous Candidate	No feedback
14433464	Anonymous Candidate	No feedback
14433977	Anonymous Candidate	No feedback

3.3 Assessment Feedback Form

The below screenshots show how the Assessment Feedback Form will appear to staff when an assessment is to be marked anonymously (the bottom image) in comparison to the way in which it would normally appear (the top image). When an assessment has been marked anonymously the Student Name will be replaced with 'Anonymous Candidate' and the Student ID will appear without letters.

Normal marking

Courses	Assessments	Student List	Feedback Form	Print A	Print B				
Feedback Sheet									
Student Name	Naomi Alexandra Avsec	College	Wimbledon College of Arts						
Student ID	AVS13401793	Course Title	MFA Fine Art Wimbledon Extended Full-t						
Assessment Type	Formative	Unit Title	Mapping your Art Practice						
Publish Date		Assessment Title	Exhibition of a body of work						
Course ID	05258A482215/16	Course AOS Code	05258	Course AOS f					
Unit ID	XU000286A482215/16	Unit AOS Code	XU000286	Unit AOS Per					
Marking Criteria		Level of Achievement Indicators		Criteria Specific Comments					
		Fail	Fail	Pass	Pass	Pass	Pass		
		F	E	D	C	B	A		
(1) Research Systematic identification and investigation of appropriate sources. *									
		F	E	D	C	B	A		
(2) Analysis Examination and interpretation of resources. *									

Anonymous marking

Courses	Assessments	Student List	Feedback Form	Print A	Print B	
Feedback Sheet						
Student Name	Anonymous Candidate		College	Wimbledon College of Arts		
Student ID	13401793		Course Title	MFA Fine Art Wimbledon Extended Full-ti		
Assessment Type	Formative		Unit Title	Claiming your Art Practice		
Publish Date			Assessment Title	Exhibition of a body of work		
Course ID	05258A482215/16		Course AOS Code	05258	Course AOS P	
Unit ID	XU000287A482215/16		Unit AOS Code	XU000287	Unit AOS Peri	
Marking Criteria		Level of Achievement Indicators			Criteria Specific Comments	
		Fail	Fail	Pass	Pass	Pass
		F	E	D	C	B A
(1) Research Systematic identification and investigation of appropriate sources. *						
		F	E	D	C	B A
		⊙	⊙	⊙	⊙	⊙
(2) Analysis Examination and interpretation of resources. *						

4. Coversheets

4.1 Coversheets for electronic submission

Where students are asked to submit electronically and include a coversheet, the coversheet must ask for their Anonymous ID number and not their name. An example coversheet for electronic submissions is available on the [Assessment Information for Staff intranet page](#).

4.2 Coversheets for hard copy submissions

An example coversheet for hard copy submissions is available on the [Assessment Information for Staff intranet page](#). The coversheet informs students that their work will be anonymously marked and asks them to include their name in a section in the top right hand corner which should then be folded over and stapled upon receipt to conceal the name from the marker.

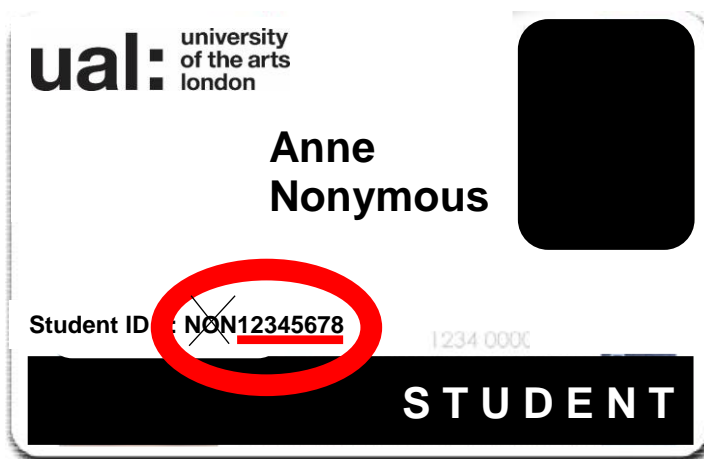
Where students are submitting work in hard copy the Assessment Brief must give clear instructions on how they should ensure it can be anonymously marked:

Fair Assessment

The University has robust processes in place to make sure that assessment is fair for all students and you can find out more on the Fair Assessment webpage <http://www.arts.ac.uk/study-at-ual/academic-regulations/course-regulations/3-assessment/fair-assessment/>

As part of its approach to fair assessment the University has an Anonymous Marking Policy which means that for some assignments, where this is appropriate, the marker will not know the name of the student whose work they are marking.

*Your work for this assignment will be marked anonymously. This means that **your name must not be included** anywhere on the work you submit for assessment. Your **Anonymous ID Number** should be used to identify you on your work. Your **Anonymous ID Number** is your Student ID number **without the first three letters of your surname**. Your Student ID Number can be found on your Library card. In the below example the Anonymous ID Number is 12345678:*



Please make sure that you do the following:

- 1. Include your Anonymous ID Number within the document itself, for example as a header at the top of a Word document. Please do not include your name.*
- 2. Follow the instructions on the Coversheet so that your name is only included in the top right hand corner of the page where it will be concealed from the marker.*

5. Students with extended deadlines for accommodated assessment

The Anonymous Marking Policy applies to all students. However there may be circumstances in which the reasonable adjustments that are in place for a disabled student prevent their work from being marked anonymously. These cases should be considered on an individual basis with guidance available from the Disability Service.

In order to prevent students being marked as non-submissions because the assignment is anonymously marked a final check should be carried out for students with extended deadlines before OAT feedback is published. When marking is complete for students that submitted to the original deadline, the anonymous marking feature can be switched off. This will happen automatically in Turnitin when the Post Date has passed. At this point it will be clear which students have not submitted work and records can be checked to see which students have extended deadlines to ensure that they are not marked as non-submissions.

Assessment and Quality is working with the elearning team to put in place a system which allows specified members of administrative staff access to student names when the anonymous marking features are enabled. When it is implemented this should help to resolve issues identifying those students who have extended deadlines. In the meantime elarning-support@arts.ac.uk can be contacted for assistance identifying individual students if necessary.

6. Informing students that an assessment will not be anonymously marked

Students must be informed if an assessment will not be anonymously marked and the Assessment Brief must clearly explain the reasons for this. Please ensure that the following text is included in the Assessment Brief together with a link to the Fair Assessment webpage which provides students with information on all of the processes in place to ensure fairness in assessment:

'Fair Assessment

The University has robust processes in place to make sure that assessment is fair for all students and you can find out more on the Fair Assessment webpage <http://www.arts.ac.uk/study-at-ual/academic-regulations/course-regulations/3-assessment/fair-assessment/>

*As part of its approach to fair assessment the University has an Anonymous Marking Policy which means that for some assignments, where this is appropriate, the marker will not know the name of the student whose work they are marking. This assessment will not be anonymously marked because **[insert brief summary of reason e.g ‘... it is a group assessment where the work of others contributes to the final mark’ or ‘...it is an observed assessment where you will present your work in person in front of the examiners.’ etc]** However internal moderation and all other elements of the assessment process will remain in place for this assignment to make sure the assessment is fair, accurate and consistent for all students.*

7. Frequently Asked Questions (FAQs)

What is anonymous marking?

Anonymous marking is a process designed to eliminate the potential for both conscious and unconscious bias on the part of the examiners; to protect them from accusations of bias and discrimination; and to reassure students that the process is fair and impartial. The principle is that all non-exempted work is anonymous at the point of initial marking and double marking but, for practical reasons, full information will be available to the administrative processes that take place after marking has been completed.

Will anonymous marking be suitable for my assignment?

Course teams are encouraged to explore the potential for anonymous marking of all forms of summative assessment. It is expected that written assignments will be anonymously marked whether they are submitted online or in hard copy. For other types of assessment course teams should consider the potential for anonymous marking in consultation with the Course Leader and with a view to marking anonymously wherever possible. If it is agreed that it will not be possible for a specific assessment to be anonymously marked there must be a clear rationale for the decision. The policy specifies a number of assessment types which may not be readily amenable to anonymous marking (which includes performances, presentations and some forms of practical work) but it is expected that course teams give due consideration to the potential for anonymous marking of these assessments also.

The University acknowledges the crucial role that academic staff play in supporting students through the development of their work and it is accepted that there may be exceptional circumstances in which staff will be able to identify a student whose work they are purported to be anonymously marking. Whilst these exceptions may be unavoidable they should not undermine the Anonymous Marking Policy or prevent anonymous marking taking place for assessments where it is appropriate.

What should I do if my assignment will not be anonymously marked?

Students must be informed if an assessment will not be anonymously marked and the Assessment Brief must clearly explain the reasons for this. This guidance document includes recommended text for inclusion in Assessment Briefs where the work will not be anonymously marked and includes a link to the Fair Assessment webpage which provides students with information on all of the other processes in place to ensure fairness in assessment:

How will students anonymise their work?

In this guidance document there is suggested text for inclusion in Assessment Briefs that explains to students what they need to do to ensure their work can be anonymously marked. Students should ensure that their name is not included anywhere on the work or in the file name that is used to save the work. Instead students should identify themselves using their Anonymous ID Number, which is their Student ID Number without the first three letters of their surname.

What happens if students do not correctly anonymise their work?

Students are responsible for ensuring that they submit their work in a way that allows it to be marked anonymously. If students do not correctly anonymise their work, for example by including their name, the work will not be marked anonymously. The same marking process should be followed (i.e it is not necessary for anonymity to be switched off for that student) but the student's identity will of course be known to the marker.

How do we identify students who have not submitted or submitted work after the deadline?

If students have correctly anonymised their work by including only their Anonymous ID it will be possible to identify students who have not submitted work, although this could be a time-consuming process. Alternatively once all of the submitted work has been marked the anonymous marking feature can be switched off to reveal student identities. In Turnitin anonymity will automatically switch off once the Post

Date has passed. At this point it will be possible to identify which students have not submitted work and which students submitted work after the deadline.

How do we identify students who have extended deadlines due to disability?

When marking is complete for students that submitted to the original deadline, the anonymous marking feature can be switched off. This will happen automatically in Turnitin when the Post Date has passed. At this point it will be clear which students have not submitted work and records can be checked to see which students have extended deadlines to ensure that they are not marked as non-submissions.

What if something goes wrong?

Safeguards have been built in to the system to ensure that, where any issues arise, student names can be linked to the work they submitted to avoid any potential material irregularities or disadvantage to students. If you have any difficulty using the University systems to anonymously mark please contact the e-learning support team elearning-support@arts.ac.uk