# GUIDANCE FOR ACADEMIC STAFF
# ON ANONYMOUS MARKING

This guidance is for academic staff whose modules use assessments which are marked anonymously. The guidance must be read in conjunction with the Anonymous Marking Policy [add link]. Separate guidance is also available for administrators on How to set-up the Turnitin submission points [and on how to handle issues relating to assessment submission (Troubleshooting with Anonymous Marking)

## Contents

# 1. Information needed for students, in Module Handbooks and/or Assessment Briefs and other means

In your module handbook and/or assessment brief, you should highlight which summative assessments are marked anonymously, and which are exempt. You are prompted to do so in several sections of the Module Handbook for Anonymous Marking template.

You will need to provide a very brief rationale if the assessment is not marked anonymously. The rationale will be, most of the time, that the assessment type is part of the list of assessment types that cannot be marked anonymously as per the Policy, or that the "tool" used for submission does not allow it (e.g. Pebblepad submission). For assessments that are labelled "likely" in the Policy, the expectation is that it will be marked anonymously unless there are specific technical, logistical or pedagogic reasons for it, which you will need to explain.

For assessments marked anonymously, you need to provide information to students on the submission process, following the published guidance for students [add link to the page]. This guidance contains information on how they submit their work via Turnitin. For onsite examinations, the process is explained on the Assessment pages available to students.

In addition to the information provided in the Module Handbook/Assessment brief and anywhere else on Blackboard, you should discuss with students why anonymous marking is used (or not) and the anonymous marking process during live sessions and offer to answer any question they may have. This is especially the case for students who are new to the University (in the first semester/trimester of their studies at level 0, level 4 or level 7). If needed, do show them the Anonymous Marking Policy [insert link] and discuss it.

Information to stress to students in relation to the anonymisation is:

- Students shouldn't insert their name anywhere in the file/s they submit.

- Instead, they should insert their Student ID in **ALL** of the following:

  - the Header of the document (or equivalent),

  - the Turnitin Submission Title box (where they type this into Turnitin when submitting) - it is important to add this to aid administrative efficiency,

  - the filename of the document when they save the file, before they upload their work on Turnitin.

- Students with a QL Student ID (which has 3 letters of their names and 8 digits) should only insert the 8 digits. Students with SITS ID should simply insert it (9 digits, starting with 1).

- Students should ensure they keep a copy of the e-mail digital receipt somewhere safe. You can also download a PDF version of it.

# 2. Formative feedback

As indicated in the Anonymous Marking Policy (sections 2.6 and 2.7), any individual feedback that you provide when students engage in formative activities should be tailored to the student and is therefore not anonymous. Doing otherwise would undermine the effectiveness of the learning process.

However, when you set up a Turnitin submission point whose sole purpose is to allow students to check their Similarity Report for FINAL DRAFT (and you do NOT provide feedback on their work at this stage), then these must be enabled for anonymous marking. This is explained in the Turnitin section below.

## 3. The marking and summative feedback process

The marking and feedback process is done following the [Marking Procedures](#), except you cannot see the student identity. You should not try to check the identity of the student and if there are some issues with the assessment submission, seek the support of your administrator.

You must follow the usual good practice of marking against a set of assessment criteria, published in your Module Handbook and/or Assessment Brief and discussed with students in advance of the summative assessment deadline. It will not be possible for you to provide *personal* feedback (e.g. when you refer to the student's name at the beginning, or say they've improved on a specific area compared to the previous assessment), but you can still provide *personalised* feedback, when you highlight specific areas where the student has done well, areas where specific improvement is needed, and specific feedforward.

The summative feedback cannot, for obvious reasons, focus on the student's individual progress in relation to previous work. But if the student requires so after their mark and feedback is published, the tutor, module leader or personal academic tutor (PAT) should arrange to provide them with additional ipsative feedback (section 1.3 of the Policy). It means that you can revisit the feedback given in light of their previous work, including formative, and focus on the progress they have made, where they have resolved some issues and where more still needs to be done on some specific skills, knowledge, assessment criteria, etc.

## 4. How to resolve issues with marking anonymous marking submissions

There is a separate guide for handling troubleshooting scenarios relating to the anonymous submission of work via Turnitin. In this section, the focus is related to trouble-shooting elements relating to your role of marker.

### 4.1 What to do when academic misconduct is suspected

Section 3.2. of Anonymous Marking Policy states the following:

> 3.2 Anonymity may be lifted when an assessment is referred to the Academic Misconduct process. Where Academic Misconduct is suspected, the anonymity of the student will be maintained until the formal investigation is initiated by the Course Director. Anonymity will not be disclosed upon suspicion only.

You should not immediately un-anonymise the submission. You should first seek evidence of the academic misconduct and report it to the Course Director. Un-anonymisation occurs only when the formal investigation starts. More information can be found in Scenario #9 in the Troubleshooting for Anonymous Marking Guidance.

### 4.2 What to do if you recognise a student's work

The anonymous marking policy (section 2) already stresses instances when it is more likely that the marker might be able to recognise the student who submitted the work: very small cohort, late submission, sole reassessment, reasonable adjustment, etc. Students will be aware of this. It may also be the case that a specific element in the assessment gives you a clue as to the identity of the student.

If a student has not complied with anonymous submission, and their name is revealed in their work, you should still mark it. But do try to stress, in the feedback provided, that they should not reveal their identity in future assessment covered by the anonymous marking policy.

In any case, you should ensure that this does not result in any bias (favouritism or discrimination) and that your academic judgement is not affected by this. You should continue to follow the usual marking process by aligning the feedback and mark to the published assessment criteria.

### 4.3 What to do if several markers are involved in the marking

When several markers are involved in a batch of assessments, you should organise a localised process to ensure that all assessments are marked, so that none is missed out or marked twice. Options available can be found Scenario # 15 of the Troubleshooting for Anonymous Marking guidance.

## 5. Monitoring student engagement and progress

You can still chase students who have not submitted their work after the deadline has passed. The process for sending an email to "non-submitters" is explained in the Scenario #10 of the Troubleshooting in Anonymous Marking guidance. This process is carried out anonymously.

In addition to this, module leaders and PATs are encouraged to contact students who have not submitted their work once the marks are released unless the student has approved mitigating circumstances or has already been in touch. The non-submission of summative assessment is also recorded via the Student Engagement Dashboard, which module leaders, PATs and Course Directors should consult regularly.

## 6. Using Turnitin submission points

There is separate guidance for the setting up of Turnitin submission points, and this section is about understanding the limitations and implications of the use of Turnitin for anonymous marking.

## 6.1 Limitations

- You can only enable anonymous marking using the Turnitin submission points BEFORE students start submitting work.

- Names of students cannot be seen until anonymity is lifted, i.e. when the Post Date has been reached, or using the Turnitin un-anonymise function, which is irrevocable.

- You cannot re-enable anonymous marking once the Post date has been reached. For example, if one day past the Post date, you decide you need more time for marking, it's too late to hide the students' identity.

- While anonymous marking is turned on for a Turnitin assignment, no data is transferred to the Blackboard Grade Centre – i.e. no grades will appear in the Grade Centre, and there is no indication of which students have submitted.

- Anonymous marking disables some other features of Turnitin, e.g. it prevents you from exporting a summary of student submissions and grades, or from downloading student papers from within the Feedback Studio. However, student submissions can be downloaded from Turnitin whilst anonymity is still active, though the student submissions themselves will have the student's name removed, thus honouring the anonymisation process.

- A submitted assignment is displayed as an 'Anonymous Marking Enabled' button within Turnitin.

- When submitted their work on Turnitin, there is no disclaimer explaining to students that for this specific assessment, the marking will be anonymous. It's therefore important that you tell them in advance which assessments are covered by anonymous marking and which ones are not. The student can check that their work is being anonymously marked by downloading a PDF copy of their submission from the Turnitin submission point – see troubleshooting guidance and student guidance.

- You will only be able to see data related to assessments marked anonymously on the Student Engagement Dashboard after the Post date.

## 6.2 Extent of Turnitin set-up

The current standard Turnitin setup for module-level Blackboards consists of:

a) 2 x Draft Submissions Points – Students can submit as many times as they like. This will produce an Similarity Report for each submission. Papers are not submitted to the Turnitin repository.

b) 2 x Final (On Time) Submission Points – Students can submit as many times as they like until the 'Due Date' has been reached. A Similarity Report will only be generated after the 'Due Date'. Papers are submitted to the Turnitin repository. Students will receive feedback usually

15 working days after the 'Due Date'. The following recommended text can be used and adapted when the submission point is set up:

*"Submit your FINAL submission here for this assessment. Your work will be marked anonymously, as explained in the Module Handbook. Make sure you include your Student ID in the Turnitin Submission Title box. Similarity Reports will be available once the due date / deadline has been reached. Please make sure that you submit the correct file - if you submit the wrong one you can overwrite it by clicking back into this assessment and choosing the option to 'Resubmit'. If you experience a technical issue, please contact: i-zone@canterbury.ac.uk"*

c) 2 x After Deadline Submission Points – This submission point will open after the 'Final (On Time)' submission point has closed. Students can only submit once. A Similarity Report will be generated after the submission. Papers are submitted to the Turnitin repository. The following recommended text can be used and adapted when the submission point is set up:

*"Submit your AFTER DEADLINE submission here for this assessment, e.g. for late work or if you have extenuating circumstances. Your work will be marked anonymously, as explained in the Module Handbook. Make sure you include your Student ID in the Turnitin Submission Title box. Similarity Reports will be available shortly after submission. Please make sure that you submit the correct file - if you submit the wrong one, please contact your Course Administrator to request that it be cleared so that you can submit again. If you experience a technical issue, please contact: i-zone@canterbury.ac.uk"*

d) There are additional 2 x Final (On Time) and 2 x After Deadline Submission Points for reassessment purposes. Use the standard descriptive text for Final (On Time) and After Deadline submission points as highlighted above.

e) For take-home examination – Students can submit as many times as they like until the 'Due Date' has been reached. A Similarity Report will be generated after the submission. Papers are submitted to the Turnitin repository. The 24 hours include "emergency" issues they may have had during this window, and you shouldn't therefore accept submission after the 24 hours (Turnitin will be set up not to accept late submissions).

The following recommended text can be used and adapted when the submission point is set up:

*"Submit your FINAL submission here for this exam. Your work will be marked anonymously, as explained in the Module Handbook. Make sure you include your Student ID in the Turnitin Submission Title box. Similarity Reports will be available shortly after submission. Please make sure that you submit the correct file - if you submit the wrong one you can overwrite it by clicking back into this exam and choosing the option to 'Resubmit'. It is not possible to make a submission after the deadline and lack of submission will result in a mark of zero. If you experience a technical issue, please contact: i-zone@canterbury.ac.uk"*

If the submission point is for deferral or reassessment, replace the word 'FINAL' in the above take-home examination recommended text to 'DEFERRAL & REASSESSMENT'.

If the submission point is for exceptional reassessment, replace the word 'FINAL' in the above take-home examination recommended text to 'EXCEPTIONAL REASSESSMENT'.

The anonymous marking option within Turnitin will need to be enabled for Draft, Final (On Time) and After Deadline Submissions Points. Similarly, any Turnitin Submission Points used for take-home examinations or reassessment purposes will also need the anonymous marking option enabled.

Additional student guidance on anonymous marking (see Figure 1 below) will be added in each of the individual assessment folders located within the 'Assessments' area of the standard University module-level Blackboard templates. This guidance also provides a link for students to access more detailed guidance on anonymous marking [add link].

Figure 1: Screen shot of additional student guidance on anonymous marking embedded within the Assessment folders of the module-level Blackboard template. [TO ADD]