

## Anonymous Marking Policy

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### Policy Guidance statement

The Policy defines anonymous marking, explains why the University is implementing it wherever possible. It also provides information about instances when assessments may be exempt from anonymous marking and when anonymity is lifted. Finally, it sums up how both staff and students play an essential part in implementing the Policy.

### Who needs to know about the Regulation / Policy / Procedure / Guidance?

- SMT
- Heads of School and Department
- Teaching Staff
- Staff who directly support Course Teams in Faculties
- Registry Staff
- Students

### Purpose of the Policy

The Policy defines anonymous marking and explains why the University is implementing it wherever possible. It also provides information about instances when assessments are exempt from anonymous marking, when anonymity might not be possible, what to do if you think your assessment should be exempt from anonymous marking. Finally, it sums up how both students and staff play an essential part in implementing the Policy.

### Contacts

Learning and Teaching Enhancement (LTE) is responsible for:

- Providing advice and assistance
- Guidance and templates
- Accessing training

The team can be contacted by emailing: [LTE-ADMIN@canterbury.ac.uk](mailto:LTE-ADMIN@canterbury.ac.uk)

# Anonymous Marking Policy

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## Anonymous Marking Policy

### Anonymous Marking Policy

#### 1. What is anonymous marking and why does the University use it?

- 1.1. Anonymous marking is a practice which ensures that the identity of students (including those studying at the University's collaborative partners who use CCCU systems (Turnitin)) remains unknown to staff who mark their assessments. The student ID1 is used in place of the student name at the time of submission of assessments (and reassessments) as well as during the marking and moderation (or double marking) process. The student name is disclosed only during the administrative process for entering marks on the University's student record system, with some exceptions listed below.
- 1.2. Anonymous marking is one of the University's key strategies to "support success for all students", as central to the University's Vision 2030. The University is proud to have a very diverse student body. Our practices need to reflect our commitment to inclusivity. The University needs to address the gap in black students' attainment compared with white students. Anonymous marking provides some reassurance to students that assessments are conducted fairly and impartially. It also protects markers from accusations of conscious and unconscious bias.
- 1.3. Anonymous marking is one element in a much broader set of inclusive practices put in place to ensure a high-quality learning experience for all students. It does not prevent students from receiving bespoke support as it is still possible for them to discuss their progress (measured in an ipsative manner, i.e. compared with their previous performances) with their tutors once the mark has been released.

#### 2. Which assessments does this policy cover?

- 2.1. The University recognises that it is impossible to anonymise some types of assessment, such as oral presentations, performances, or professional practical work. Additionally, it may not always be in students' interest to have some of their assessments marked anonymously. It is especially the case for a student requiring regular and personalised feedback on work that demonstrates their unique achievement, such as supervised dissertations or creative work.
- 2.2. However, the University is committed to using anonymous marking as much as possible. Appendix 1 presents a list of all types of assessments used at the University and states, for each type:
  - when anonymous marking should systematically happen unless the assessment has been approved to be marked non-anonymously
  - when anonymous marking should happen where possible unless technical reasons make it currently not possible or it has been approved the assessment can be marked non-anonymously.
  - when anonymous marking is not pedagogically or technically possible or appropriate.

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<sup>1</sup> Students with a Student ID starting with the first three letters of their surname must remove the three letters in the anonymisation process.

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- 2.3. Anonymous marking is technically possible and supported for assessments submitted via Turnitin and for on-site and take-home examinations (if submitted through Turnitin). The University endeavours to carry out regular work to enhance the possibility of anonymous electronic submissions on other platforms.
- 2.4. When marking is not anonymous, the University has processes in place which provide assurance that marking is done fairly and impartially: each assessment is marked against a set of criteria known to students in advance of submission, and the [Marking Procedures](#) specify the contribution of moderators, double markers and external examiners.
- 2.5. Anonymous marking does not prevent Special Arrangements (arrangements made for specific students as part of reasonable adjustments made in respect of disclosed disabilities, e. g. allowance for spelling, grammar and punctuation) to be highlighted to markers.
- 2.6. Feedback on formative work is not provided in an anonymous manner. This formative work has a much narrower scope than the related summative assessment. It aims to develop some, not all, elements of knowledge and skills to be achieved in the summative assessment. It is important that students receive personalised feedback during their developmental stage. It may include a dialogue with tutors, where their progress is discussed concerning their previous work.
- 2.7. There are two exceptions to the non-anonymised provision of feedback on formative work. The anonymity of formative submissions must be set up:
  - when students use a draft electronic submission point simply to obtain and check a similarity report, and their submission is not going to be used to provide feedback
  - when students submit a *final* draft of their work for feedback, the nature of the work being identical to the summative assessment requirements.
- 2.8. This Policy does not cover assessments set and marked by accrediting bodies external to the University, e.g. End Point Assessments for Higher Degree Apprenticeships.

### 3. When can the identity of an anonymised submission be established?

- 3.1. Every effort should be made to resolve errors in the assessment submission process without revealing the student's identity to the marker. However, as per the [Marking Procedures](#), anonymity may need to be lifted by administrators in some instances. An example is when a student has not submitted their work to the correct submission point.
- 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.

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3.3. Anonymous marking may not guarantee anonymity in the following circumstances:

- when the cohort on a module or course is small
- when a student submits their work at a different time from the rest of their cohort because they have been awarded an extension, have a deferral or reassessment, or have a re-presentation as a result of an Academic Misconduct investigation.
- when reasonable adjustments mean that a student is the only person in the cohort to submit their assessment in a particular format or at a specific time.

3.4. Student names are not obscured during the transfer of marks onto the student record system. Anonymity is not used for Boards of Examiners, Exceptional Circumstances, Complaints, Appeals, Academic Misconduct cases and other panels where knowing students' identity supports the effective management of processes.

3.5. If a student thinks that an assessment in their module should be marked anonymously, but the Module Handbook states that it will not, they should, at the beginning of each semester/trimester, raise the matter with the student representatives and the module leader. They can seek support from the Students' Union.

## 4. How do we all support the anonymous marking process?

4.1. To support the effectiveness of the anonymous marking process, all stakeholders must proactively implement this Policy and other guidance provided.

4.2. Students should anonymise their work following guidance provided by their module or course, and use only their student ID in their work. They should refrain from revealing their name in the body of the assessments which are covered by this Policy.

4.3. For on-site examinations (organised centrally or locally), the University (or its collaborative partners for their own campuses) requires students to use their student ID on their scripts.

4.4. For locally organised on-site examinations, the module or course team's responsibility is to ensure that the anonymisation process is guaranteed.

4.5. Course teams are responsible for arranging anonymous electronic submissions points for each assessment (and reassessment) where anonymous marking is used.

4.6. Course teams provide information to their students on the anonymous marking process for specific assessments, in Module Handbooks and assessment briefs, on the VLE and other suitable means. It includes a statement of which assessments are marked anonymously and those exempt from anonymous marking.

4.7. Assessments marked anonymously, and associated feedback, should be returned in the same timely manner as other assessments, as determined in the [Timely Feedback Policy](#) and the [Marking Procedures](#).

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### Appendix 1: Anonymous marking by type of assessment

Yes	<p>These are assessment types that are normally submitted through Turnitin, or are physical artifacts (some of which will be listed as ‘where possible’ as not all physical artifacts will be suitable for anonymous marking), and will be anonymously marked as standard. If you have assessment types that fall into this category that are not submitted through Turnitin then they should be anonymously marked if physical artifacts (where relevant) or are automatically exempt if submitted on digital platforms not currently supported for anonymous marking (for example PebblePad, Blackboard Tests, direct Blackboard ‘Assignment’ submissions). If there are other pedagogic reasons for not marking anonymously despite being submitted through Turnitin or an exam you must seek an exemption through your Faculty Quality Committee. Exemption form found here; <a href="https://www.canterbury.ac.uk/learning-and-teaching-enhancement/policies/Anonymous-Marking.aspx">https://www.canterbury.ac.uk/learning-and-teaching-enhancement/policies/Anonymous-Marking.aspx</a></p>
Where possible	<p>These are assessment types where we would seek to mark them anonymously if they are submitted through Turnitin or are physical artifact assessments (where relevant). However if they are submitted on other digital platforms not currently supported for anonymous marking they are exempt (for example PebblePad, Blackboard Tests, direct Blackboard ‘Assignment’ submissions). If there are other pedagogic reasons for not marking anonymously despite being submitted through Turnitin or a physical artifact you must seek an exemption through your Faculty Quality Committee. Exemption form found here; <a href="https://www.canterbury.ac.uk/learning-and-teaching-enhancement/policies/Anonymous-Marking.aspx">https://www.canterbury.ac.uk/learning-and-teaching-enhancement/policies/Anonymous-Marking.aspx</a></p>
No	<p>These are assessment types automatically exempt from anonymous marking, however if you felt there was a case to mark these assessments anonymously you should discuss this with your Course Director and administrative team to set this up appropriately. This could only be supported currently if submitted through Turnitin or as a physical artifact.</p>

Consult with your Faculty Director of Learning and Teaching (FDLT) if you are unsure and with Learning and Teaching Enhancement (LTE) for any technical queries regarding Turnitin. The University will continue to explore other digital platforms available for anonymous marking within our Learning Platform Suite, for example PebblePad and direct Blackboard ‘Assignment’ submissions.

## Anonymous Marking Policy

Anonymous marking	Activity Type	Activity Descriptor
Yes	Written Exam	Timed examination organised centrally by the University, which students complete on-site.
Yes	Multiple Choice Exam	Timed multiple-choice examination organised centrally by the University, which students complete on-site.
Yes	Open-Book Exam	Timed examination organised centrally by the University, which students complete on-site, and for which they can bring in a book or other material to the exam room, or for whose question is released in advance of the day of the exam
Where possible	Computer-Based Exam	Exam organised via specific Computer-Based Testing services
Yes	Written Local Exam	Sometimes referred to as written Time-Constrained Assessment (TCA), organised locally by the course
Yes	Open-Book Local Exam	Sometimes referred to as open-book Time-Constrained Assessment (TCA), organised locally by the course
Where possible	Multiple Choice Local Exam	Sometimes referred to as multiple-choice Time-Constrained Assessment (TCA), organised locally by the course
Where possible	Computer-Based Local Exam	Sometimes referred to as computer-based Time-Constrained Assessment (TCA), organised locally by the course
Where possible	Take-Home Exam	Timed examination organised centrally by the University, which students complete online in their chosen environment
Where possible	Group Coursework	e.g. Group poster, group fieldwork report
Yes	Essay	e.g. Medieval history essay
Where possible	Reflective Writing	e.g. Reflective diary, reflective Journal
Where possible	Digital Assignment	e.g. Blog, wiki, PowerPoint/Sway slides, podcast
Where possible	Individual Poster	e.g. Leaflet, booklet
Where possible	Case Study	
Yes	Review / Critical Review	e.g. literature review, critical analysis, critical commentary
Where possible	Written Coursework	Written work other than essay, report, creative writing assessment, or others mentioned in this table
No	Preparatory Assessment	Written brief, research proposal, plan
Where possible	Written Report	Business report, legal report

## Anonymous Marking Policy

Anonymous marking	Activity Type	Activity Descriptor
Where possible	Fieldwork Report	
Where possible	Laboratory Report	
No	Work Placement Report	Assessment of Practice Tool (APT), work-based learning report
Where possible	Clinical Report	
No	Individual Study or Dissertation	Dissertation, Research study, systematic literature review, thesis
Where possible	Portfolio	Design portfolio, production portfolio, teaching portfolio
Where possible	Physical Artefact (excluding exam papers)	Sculpture, painting, new product
Where possible	Digital Artefact	Website, social media campaign, Computer software
No	Exhibition	Artistic or other presentation of creations
No	Group Practical	Group performance, Group Presentation
No	Individual Performance	Artistical performance in music, dance, drama, etc.
No	Clinical Skills	Objective Structured Clinical Evaluation (OSCE), skill demonstration, clinical role play/simulation
No	Technical Skills / Practical Skills	Laboratory Skills, Media/Arts Skills, Computer-Aided Design (CAD), simulation
No	Individual Presentation	Presentation done in class or recorded and shared
Where possible	Aural Assessment	Listening exercise organised locally
No	Oral Assessment	Debate, discussion, interview, language oral
No	Viva Voce	A conversation between assessor/s and student on a prepared topic, thesis, etc.
Where possible	Set Exercises	Data interpretation/analysis, problem-solving

It is expected that all the assessment types with 'yes' will be anonymously marked and the majority of 'where possible' assessment types will be marked anonymously. The 'no' assessment types are either not suitable for anonymous marking or not possible due to being submitted outside of the digital platforms available for anonymous marking and not anonymous exams, however if you would like to mark any of these assessment types anonymously please speak to your admin team about setting this up appropriately.

Exemptions are automatic for 'no' assessment types and module leaders need not do anything further. Exemptions for 'yes' or 'where possible' assessment types need to be approved by Faculty Quality Committee using the Anonymous Marking Exemption Request form unless already exempt due to assessment type or submission process (see information above) . <https://www.canterbury.ac.uk/learning-and-teaching-enhancement/policies/Anonymous-Marking.aspx>



## Anonymous Marking Policy

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<b>Related University Procedures</b>	<p><a href="#">Marking Procedures</a></p> <p><a href="#">Academic Misconduct Procedures</a></p>
<b>Approved by</b>	Academic Board

## Anonymous Marking Policy

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