**CANTERBURY CHRIST CHURCH UNIVERSITY**

**Anonymous Marking**

**Exemption Request Form**

The following form should be used to request exemption from anonymous marking of an assessment as specified by University policy. The rationale for any proposed exemption will need to be on the basis of legitimate reasons and an early discussion with the FDLT is recommended to determine this. This form should be completed by the Course Director or Module Lead and submitted to the relevant Faculty Quality Committee (normally before the period of study).

**This form is not required for**:

* Exceptions covered by the Anonymous marking policy which are:
  + Those assessment types already listed as ‘no’ for anonymous marking
  + Those assessment types listed as ‘Where possible’ which use a digital platform not currently supported for anonymous marking e.g. PebblePad, Blackboard Tests, Blackboard ‘native’ submissions.

Key issues to note in requesting an anonymous marking exemption:

* Formal feedback on assessment is a key aspect of assessment for learning and anonymous marking does not interfere with the ability to feedback appropriately to students. Feedback is important for enabling student development and progression. Students should have confidence in the marking procedures at the University and feel they are been assessed fairly and without bias, to enable them to review progress and to identify areas for improvement in future work.
* Typically requesting an exemption would need to have a compelling reason for the exemption and without this rationale maybe rejected by Faculty Quality Committee.

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| **PART 1 - To Be Completed By Course Director (Or Equivalent)** | | |
| **1** | **Course** |  |
| **2** | **Course Director** |  |
| **3** | **Module title** |  |
| **4** | **Assessment type** |  |
| **5** | **Activity descriptor** |  |
| **6** | **Collaborative Partner (where relevant)** |  |
| **7** | **Most recent NSS / PTES score for the course on question 6 ‘Assessment arrangements and marking have been fair’** |  |
| **8** | **Start date and relevant cohort for proposed exemption.** |  |
| **9** | **Substantive rationale (see guidance above and anonymous marking policy) for the proposed exemption.** |  |
| **10** | **How will the proposed change impact the students’ ability to utilise feedback? How does this change relate to the overall course assessment strategy?** |  |
| **11** | **How will the exemption be communicated to students?** |  |
| **12** | **How would you anticipate being able to address and realign to standard anonymous marking requirements over time? (For example are you reviewing assessment design, or use of technology?*)*** |  |
|  | **Course Director Signature**  **(electronic signature is acceptable):** |  |
|  | **Date:** |  |
| **PART 2 - To Be Completed By Head of School** | | |
| **13** | **What measures are being put in place to support the course in realigning to standard anonymous marking requirements over time?** |  |
|  | **In signing this form I am confirming that I have reviewed the impact on students and am confident this is currently appropriate.**  **Head of School Signature**  **(electronic signature is acceptable)** |  |
|  | **Date:** |  |

-----For office use only----

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| --- | --- | --- | --- |
| **Faculty Decision** | | | |
|  | **Approved** |  | **Rejected (if rejected, reason for rejection):** |
| **Faculty Director of Quality Signature**  **(electronic signature is acceptable):** | |  | |
| **Date:** | |  | |