

# SETTING UP TURNITIN ASSIGNMENTS FOR ANONYMOUS MARKING

TURNITIN



---

LEARNING  
TECHNOLOGY

LEARNING AND TEACHING  
ENHANCEMENT

## CONTENTS

About This Guide .....	3
About Turnitin and Anonymous Marking.....	3
Editing a Turnitin Assignment for Anonymous Marking.....	3
What type of Assignment is suitable for Anonymous Marking? .....	4
Draft Turnitin Assignments .....	5
Final (On Time) Turnitin Assignments .....	5
Final (After Deadline) Turnitin Assignments.....	6
Further Help and Guidance.....	8

### ABOUT THIS GUIDE

This is a guide to enable the anonymous marking option on new or existing Turnitin assignments.

Please refer to the *Setting Up Turnitin Assignments (Standard Setup)* [\[add link\]](#) guide on how to set up or edit existing Turnitin Assignments using the standardised University requirement first **before** using this guide on making specific changes to enable anonymous marking.

### ABOUT TURNITIN AND ANONYMOUS MARKING

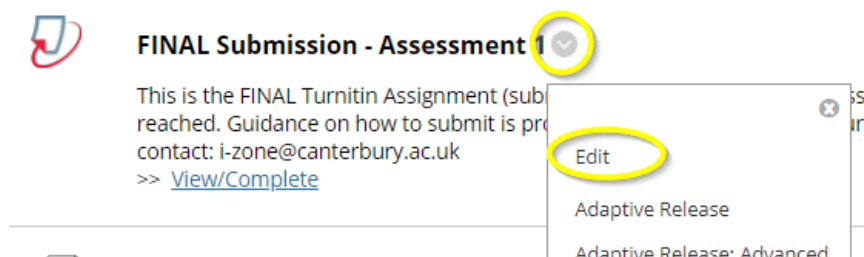
Turnitin has the facility to enable anonymous marking to take place. There are some key considerations that warrant highlighting:

- It should be noted that the post date is the un-anonymisation point, as well as the point for releasing feedback to students, and it's essential that any changes to set the Post Date back are made **before** it initially passes or is irrevocably de-anonymised.
- The option to individually un-anonymise a student's name is a **last resort** and that establishing the owner of a submission in question, or locating a specific student's submission, will usually be done via a Student ID look up.
- Anonymous marking cannot be enabled on a Turnitin submission point once a submission has been made.

For further advice and guidance, please refer to the *Anonymous Marking Policy* [\[add link\]](#), *Anonymous Marking Staff Guidance* [\[add link\]](#), and the *Troubleshooting with Anonymous Marking on Turnitin* [\[add link\]](#) documents.

### EDITING A TURNITIN ASSIGNMENT FOR ANONYMOUS MARKING

1. With **Edit Mode ON**
2. Go to your Turnitin submission point, click on the grey button next to the Turnitin assignment name and choose **Edit** from the drop-down menu.



### WHAT TYPE OF ASSIGNMENT IS SUITABLE FOR ANONYMOUS MARKING?

Refer to the *Anonymous Marking Policy* [\[add link\]](#) document to ascertain which forms of assessment are appropriate for anonymous marking where students have to submit work through Turnitin.

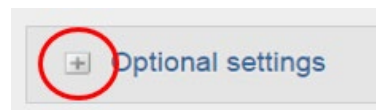
If in doubt, please consult with the Module Leader or Course Director to help determine whether the chosen assessment needs to be anonymously marked or not. It is important to ensure that both administrators and academics are aware of which Turnitin submission points are to and have been set up for anonymous marking.

### DRAFT TURNITIN ASSIGNMENTS

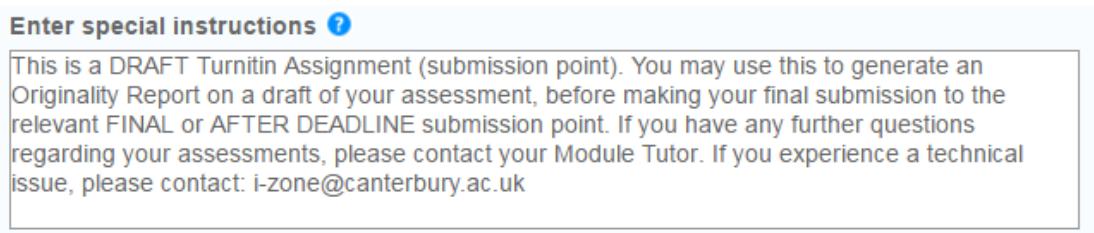
**IMPORTANT NOTE:** All final draft submission points should be anonymised. This refers to the draft submission points which come pre-set in new module Blackboards, which are used for student 'self-service' only. Please refer to the Policy [[add link](#)] for **separate** arrangements for formative assessment, including feedback on drafts.

Do **not** change the Post Date to be any earlier than the last student's assessment for the module, including re-assessment, so that anonymity is preserved throughout.

Open the Optional Settings:

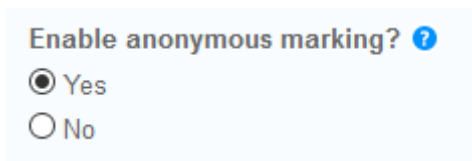


Amend the special instructions area as appropriate, for example adding Course Administrator contact details (**not** Tutor contact details), and a sentence to say that the submission point is anonymised referring to student guidance. Furthermore, emphasise that the submission point is for student 'self-service' only and they should not be receiving any feedback on submissions to these points:



Finally, ensure remaining settings are exactly as follows;

Enable anonymous marking? **Yes**

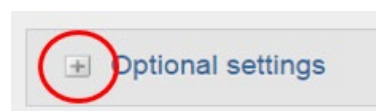


Then select **Submit**, wait a few seconds and then select **OK**.

### FINAL (ON TIME) TURNITIN ASSIGNMENTS

**IMPORTANT:** Please ensure any subsequent changes to the Post Date are made before the Post Date passes or the marker will not be able to mark anonymously after that, even when retrospectively set the Post Date back, for example to provide more time for marking.

Open the Optional Settings:



## SETTING UP TURNITIN ASSIGNMENTS FOR ANONYMOUS MARKING

---

Amend the special instructions area as appropriate, for example adding Course Administrator contact details (**not** Tutor contact details), whether and when digital feedback will be provided via Turnitin, and a sentence to say that the assignment will be marked anonymously and students must not include their name anywhere on the work they have submitted, rather they should include their Student ID to the Turnitin submission title (where they type this into Turnitin when submitting - it is important to add this to aid administrative efficiency) and in the header of their document or equivalent:

### Enter special instructions

Submit your FINAL submission here for this assessment. 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. 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'. Guidance on how to submit is provided below. For questions regarding assessments, please

Finally, ensure remaining settings are exactly as follows;

Enable anonymous marking? **Yes**

### Enable anonymous marking?

Yes

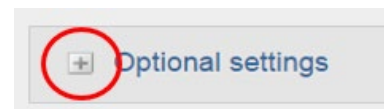
No

Then select **Submit**, wait a few seconds and then select **OK**.

## FINAL (AFTER DEADLINE) TURNITIN ASSIGNMENTS

**IMPORTANT:** Please ensure any subsequent changes to the Post Date are made before the Post Date passes or the marker will not be able to mark anonymously after that, even when retrospectively set the Post Date back, for example to provide more time for marking.

Open the Optional Settings:



Amend the special instructions area as appropriate, for example adding Course Administrator contact details (**not** Tutor contact details), whether and when digital feedback will be provided via Turnitin, and a sentence to say that the assignment will be marked anonymously and students must not include their name anywhere on the work they have submitted, rather they should include their Student ID to the Turnitin submission title (where they type this into Turnitin when submitting - it is important to add this to aid administrative efficiency) and in the header of their document or equivalent:

### Enter special instructions

Submit your AFTER DEADLINE submission here for this assessment, e.g. for late, extenuating circumstances and temporary learning agreement submissions. 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. 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 Module Tutor / admin to request that it be cleared so that you can submit again. Guidance

Finally, ensure remaining settings are exactly as follows;

Enable anonymous marking? **Yes**

### Enable anonymous marking?

Yes

No

Then select **Submit**, wait a few seconds and then select **OK**.

### FURTHER HELP AND GUIDANCE

Comprehensive advice and guidance, including user guides and technical support, can be found via the Blackboard Help tab.



See also the Turnitin online help in the top-right of the Feedback Studio window:



For further advice and guidance, please refer to the *Anonymous Marking Policy* [\[add link\]](#), *Anonymous Marking Staff Guidance* [\[add link\]](#), and the *Troubleshooting with Anonymous Marking on Turnitin* [\[add link\]](#) documents.

Contact your Module Leader / Course Director for:

- advice on which assessments should and should not be anonymised, and questions around policy, managing marking, deadlines, etc.

Contact your [Digital Academic Developer](#) for:

- advice on digital assessment (formerly called EMA) approaches including use of Turnitin

Contact the [Learning Technology Skills Developer](#) for:

- technical training and support in setting up and using Turnitin

Contact the Staff IT Service Desk (ext 2626):

- if you receive any errors when using Turnitin



# LEARNING TECHNOLOGY

---

LEARNING AND TEACHING  
ENHANCEMENT