

TAKE-HOME EXAMS 2021-22 – BLACKBOARD & TURNITIN SETUP GUIDANCE FOR ANONYMOUS MARKING

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CONTEXT

From the 2021-22 academic year onwards, module teams are asked to setup their own Take-Home Exams on Blackboard as they would any other type of assessment. All Blackboard modules requested as 'new' will have come with a *Take-Home Exam* folder in the *Assessments* area as standard, ready for the module team to customise; Blackboard modules requested as 'copy' of a previous year's site will not and module administrators should follow the below guidance on how to setup a Take-Home Exam area. This guide also includes the steps necessary to ensure that Take-Home Exams have been enabled for 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](#), [Anonymous Marking Staff Guidance](#), and the [Troubleshooting with Anonymous Marking on Turnitin](#) documents.

TURNITIN STANDARD USAGE

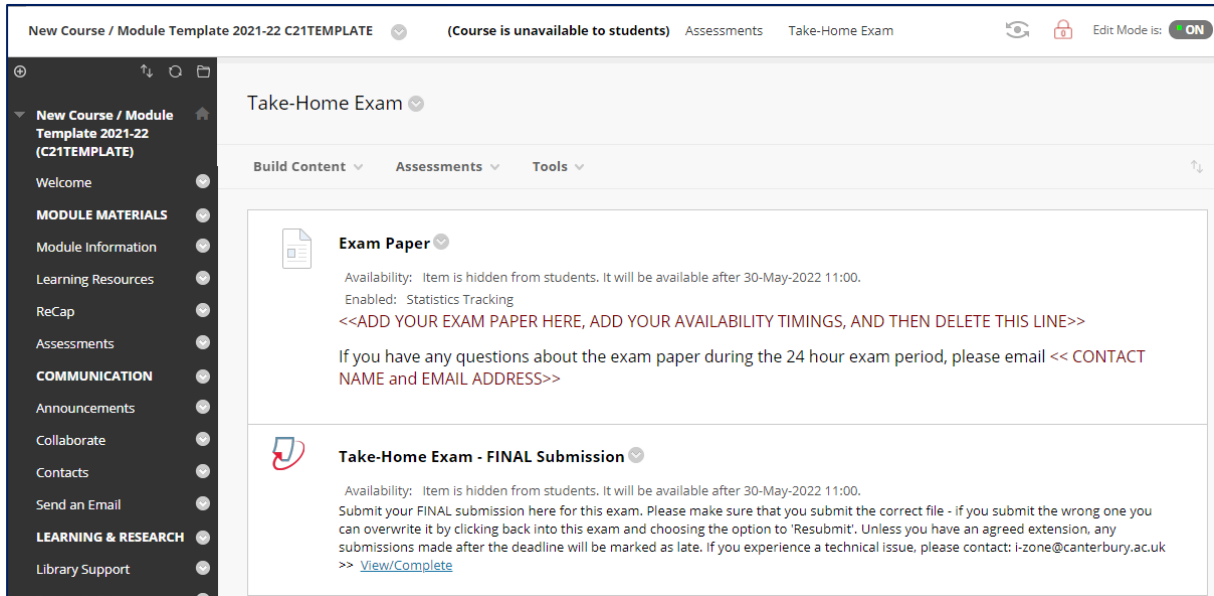
Turnitin is being used as the main point of submission for Take-Home Exams after positive use during 2020-21 and existing familiarity with the service from students and staff alike.

The standard setup for a Turnitin Assignment is based around students submitting word-processed documents that Turnitin can 'read' for Similarity Checking. This then produces a Similarity Report that markers can use to assist their feedback and academic judgement around referencing and originality.

Modules requiring students to submit **scanned** work should pay attention to the second **Note** box in the *Turnitin Assignment – FINAL Submission* section below as facilitating this requires a change in the setup to allow any type of file. Please also be aware that Turnitin cannot 'read' scanned work for Similarity as it is essentially an image, so no Similarity Report will be available in these cases.

MINIMUM NECESSARY SETUP

As an absolute minimum you will need to create a standard Blackboard folder, item, and a Turnitin Assignment per exam. You may need more if you are running multiple exams, require areas for reassessments and/or deferrals, or, for exams of less than 24 hours (with professional body requirements) areas for students with reasonable adjustments (as determined in their Learning Support Plan).

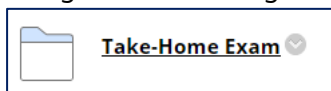


The screenshot shows the Blackboard interface for a course titled 'New Course / Module Template 2021-22 C21TEMPLATE'. The course is currently unavailable to students. The 'Assessments' section is active, showing a folder named 'Take-Home Exam'. Inside this folder, there are two items:

- Exam Paper**: Availability: Item is hidden from students. It will be available after 30-May-2022 11:00. Enabled: Statistics Tracking. Description: <<ADD YOUR EXAM PAPER HERE, ADD YOUR AVAILABILITY TIMINGS, AND THEN DELETE THIS LINE>>. Note: If you have any questions about the exam paper during the 24 hour exam period, please email << CONTACT NAME and EMAIL ADDRESS>>.
- Take-Home Exam - FINAL Submission**: Availability: Item is hidden from students. It will be available after 30-May-2022 11:00. Description: Submit your FINAL submission here for this exam. 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'. Unless you have an agreed extension, any submissions made after the deadline will be marked as late. If you experience a technical issue, please contact: i-zone@canterbury.ac.uk >> [View/Complete](#).

FOLDER

Create a folder titled **Take-Home Exam** on your module within the Assessments section. If you run multiple exams for the same module, you should add a descriptor to the end too, such as *Take-Home Exam – January 2022*, to make it easier for students and staff to navigate and distinguish between them.



EXAM PAPER

Create an item titled **Exam Paper** within the newly created folder.

1. **add the following line to the description**, replacing the section in chevrons/arrows with the relevant contact name and email address:
"If you have any questions about the exam paper during the 24-hour exam period, please email << CONTACT NAME and EMAIL ADDRESS>>"
2. **Add your exam paper as an attachment** for students to download and complete (e.g. in Word format)
3. **Set release dates** to ensure that the exam paper is available at the correct time:
 - Permit Users to View this Content = **Yes**
 - Track Number of Views = **Yes**
 - Select Date and Time Restriction = **tick boxes next to Display After and Display Until and set the date and time for your exam** to be available from and to (e.g. after 17/05/2022, 11:00 until 18/05/2022, 11:00)



Exam Paper

Availability: Item is hidden from students. It will be available after 30-May-2022 11:00.

Enabled: Statistics Tracking

<<ADD YOUR EXAM PAPER HERE, ADD YOUR AVAILABILITY TIMINGS, AND THEN DELETE THIS LINE>>

If you have any questions about the exam paper during the 24 hour exam period, please email << CONTACT NAME and EMAIL ADDRESS>>

TURNITIN ASSIGNMENT – FINAL SUBMISSION

Create a Turnitin Assignment for final submissions underneath the exam paper created above. Use the following settings for the standard Take-Home Exam setup:

- Assignment Title: **Take-Home Exam - FINAL Submission**

Note: if you are running multiple exams you should add a descriptor too, such as Take-Home Exam – January – FINAL Submission, to make it easier for students and staff to distinguish between them, particularly for marking and feedback.

- Point Value: **100**
- **Allow only file types that Turnitin can check for similarity**

Note: if you are intending for students to submit scanned work that Turnitin cannot 'read' for similarity checking then select the second option, Allow any file type.

- Start Date: **date exam should start / become available to students to submit**
- Due Date: **date exam should finish / become unavailable to students to submit**
- Post Date: **date grade and feedback is released to students – should be set to 15 working days after the Due Date**
- Enter Special Instructions: **the following should be copied and pasted in –**

Submit your FINAL submission here for this exam. YOUR NAME MUST NOT BE INCLUDED ANYWHERE on your work. Instead, YOU MUST ADD YOUR STUDENT ID NUMBER (numbers only) TO YOUR WORK AND THE TURNITIN SUBMISSION TITLE. 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'. Unless you have an agreed extension, any submissions made after the deadline will be marked as late. For GUIDANCE ON HOW TO SUBMIT ANONYMOUSLY see the Blackboard Help section > Turnitin > Submitting (folder on anonymous marking). For any issues with your anonymous submission please contact your Course Administrator, who will be able to identify your submission if necessary, and not your Tutor who will not be able to. If you experience a technical issue, please contact: i-zone@canterbury.ac.uk. For more information about the University Anonymous Marking Pilot see the Exams and Coursework Procedures web page.

- Allow submissions after the due date?: **No**
- Generate Similarity Report for submissions: **Yes**
- Generate Similarity Reports for student submission: **Immediately (can overwrite reports until due date)**

- Exclude bibliographic materials from Similarity Index for all papers in this assignment?: **No**
- Exclude quoted materials from Similarity Index for all papers in this assignment?: **No**
- Exclude small sources?: **No**
- Allow students to see Similarity Reports?: **No**
- Reveal Grades to students only on post date?: **Yes**
- Enable anonymous marking?: **Yes**
- Submit Papers to: **Standard paper repository**
- Search Options: **all ticked**
- Attach a rubric/form to this assignment: **Attach rubric if you are using one, or leave as No rubric/form**



Take-Home Exam - FINAL Submission

Availability: Item is hidden from students. It will be available after 30-May-2022 11:00.

Submit your FINAL submission here for this exam. 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'. Unless you have an agreed extension, any submissions made after the deadline will be marked as late. If you experience a technical issue, please contact: i-zone@canterbury.ac.uk
>> [View/Complete](#)

ADDITIONAL SETUP

FURTHER GUIDANCE & EXAM PREPARATION

You may wish to include a folder of exam preparation materials or previous papers for students to complete. If so, create a new folder within the *Take-Home Exam* area called **Further Guidance & Exam Preparation** and add any desired documents or links within.



Further Guidance & Exam Preparation

Past papers, mock-exams, and specific guidance for this exam.

DEFERRALS, REASSESSMENTS, EXTRA TIME, MOCK EXAMS

Follow the guidance in this document to also create any additional areas as and when necessary for deferrals, reassessments, for students requiring extra time for short exams in modules with professional body requirements, or mock exams. Where the same exam paper is being used, then create new Turnitin Assignment(s) below the FINAL (following the guidance above but ensuring to adjust the name, dates, and special instructions accordingly). Where a different exam paper will be used, then create a new folder, item, and Turnitin Assignment to keep things separate but within the same *Take-Home Exam* area. For example:



Deferral / Reassessment

New Course / Module Template 2021-22 C21TEMPLATE (Course is unavailable to students) ... Take-Home Exam Deferral / Reassessment

Deferral / Reassessment

Build Content Assessments Tools

Reassessment Exam Paper

Availability: Item is hidden from students. It will be available after 01-Aug-2022 11:00.
Enabled: Statistics Tracking

<<ADD YOUR REASSESSMENT EXAM PAPER HERE, ADD YOUR AVAILABILITY TIMINGS, AND THEN DELETE THIS LINE>>

If you have any questions about the exam paper during the 24 hour exam period, please email <<CONTACT NAME & EMAIL ADDRESS>>

Take-Home Exam - DEFERRAL & REASSESSMENT Submission

Availability: Item is hidden from students. It will be available after 01-Aug-2022 11:00.

Submit your DEFERRAL or REASSESSMENT submission here for this exam. 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'. Unless you have an agreed extension, any submissions made after the deadline will be marked as late, if you experience a technical issue, please contact: i-zone@canterbury.ac.uk

>> [View/Complete](#)