ANONYMOUS MARKING

1. BACKGROUND AND RATIONALE

At Senate in April 2013 it was agreed that anonymous marking should be introduced for all summative assessment “where practical”.

Anonymous marking has been brought in in order to reduce the perception of bias in the marking process. Examinations at the University have been conducted anonymously for many years and extending this expectation to coursework brings consistency to our assessment practices.

Anonymous marking applies primarily to the marking of an assignment. Where coursework is concerned, it may not be practical or desirable for anonymity to be in place, for instance when referring to Turnitin reports, providing feedback or for the inputting of marks.

The Students’ Union has campaigned for a number of years for anonymous marking. Feedback from students indicates that they feel more comfortable commenting on their programme and participating in class in the knowledge their performance, or any comments they make, will not impact on the final judgement of their work. We are also aware that in discursive assessments, students are more likely to take risks and show originality of thought, when work is marked anonymously.

We trust our staff to take a fair and balanced approach to students and their work. Anonymous marking is intended to protect both staff and students from perceptions of bias. It is true that opinion in the sector is divided on the value of anonymous marking. However, research has shown that there are benefits and many UK universities apply it where there are no practical constraints.

2. EXPECTATIONS FOR 2015/16

Anonymous marking was piloted in departments during 2014/15 and the outcomes of this pilot have helped to inform future implementation. This guidance has been updated in the light of feedback from academic and administrative staff.

Your Faculty/School will determine the level of implementation expected for 2015/16.

In order to implement anonymous marking successfully you will have to adapt current practices. The e-Learning Team (e-learning@bath.ac.uk) and the Faculty/School/Department e-learning officers can provide additional advice and support on online submission and marking. Your Faculty/School will be able to provide advice on paper submissions.

Where it is clearly not practical, eg for presentations, some laboratory work etc, there is no expectation that marking be anonymous. QA16 Assessment, Marking and Feedback has been updated with the basic expectations relating to anonymous marking. The statement includes an indicative list of the types of assessment which it may not be practical to mark anonymously.

The first step in implementing anonymous marking is to identify those units that can be marked anonymously. It is the responsibility of Department Learning, Teaching and Quality Committees to determine whether anonymous marking is practical.
In relation to this, Chairs of DLTQCs are reminded that:

- the impact on the student learning experience should always be considered; there may be times when it is not only impractical but inappropriate to mark anonymously;
- it may be necessary to adapt existing practice in order to accommodate anonymous marking;
- where possible, student academic reps should be involved in discussions if there is uncertainty regarding the suitability of a unit to be marked anonymously;
- a lack of resources is not normally considered to be an acceptable reason for not marking work anonymously.

3. SUBMISSION OF COURSEWORK

Mechanisms are in place for coursework to be marked anonymously, whether it is submitted on paper and/or electronically.

You will need to remind your students not to put their name on any coursework which is to be marked anonymously. Given the phased implementation, students may need to be reassured that, if marking is not anonymous, they are not disadvantaged in any way. We have many other mechanisms in place including moderation, external examining, and, where appropriate, double marking to ensure that our marking is fair.

Student work will be normally identified using an “exam” candidate number (and/or, if necessary, their student ID number (SPR code)) \(^1\). In the case of an electronic submission (see section 5) this may be inserted in the file name and in the body of the assignment. Where paper submission is concerned, identifiers will appear on the automatically generated cover sheet (see section 4). It may also be advisable to request that students put an identifier in the body of the assignment, particularly if there are a number of attachments.

A student’s ID appears in SAMIS and is accessible to all staff and students. Candidate numbers can only be accessed by the students themselves and some administrative staff. From 2015/16 students will be able to access their candidate number on SAMIS on the web.

4. PAPER SUBMISSIONS

To facilitate paper submission of coursework, cover sheets have been developed which students can download directly from SAMIS. These coversheets, which can be easily anonymised, are automatically populated with the student’s candidate number, their student ID number (SPR code), and information about the unit and assignment (see template in Appendix 1). Your faculty/school administrative team will be able to set up your units to enable this facility. Production of the cover sheets is dependent on the coursework submission date appearing against individual assignments in SAMIS. Therefore you will be asked for coursework deadlines well in advance of submission for any units where anonymous marking is to be applied. Your administrator will also have to be kept up to date with any extensions you have agreed to. The cover sheets include a QR code which, when scanned, enables the submission of the assignment to be

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\(^1\) The student ID (or SPR code) is the permanent number allocated to every student at the start of their studies. Candidate numbers, which are issued to students for assessment purposes change every year and are sent out to students at the start of Semester 1.
logged directly on SAMIS. Following the coursework deadline, your administrator will be able to produce a report identifying those students who have not submitted.

A step by step guide to the process for paper submission, using the scanners, is provided in Appendix 2. Instructions for students on how to download the sheets are attached in Appendix 3.

**Using Turnitin when marking paper submissions**

Many departments expect their students to submit work both in paper and electronic (through Moodle) format with the paper copy used for marking and the electronic copy providing a record of the submission and to facilitate submission to Turnitin. If this is the practice in your department you will need to be aware that Moodle does not use the same numerical identifiers as SAMIS. Therefore, in order to match up Turnitin originality reports with the paper submission, departments should ensure that either a) students have put their candidate (or student ID) number into the file name of the electronic copy of their work and/or b) lift the anonymity completely at this point in the marking process.

Within Moodle the default setting for Turnitin is not anonymous and therefore, unless the anonymity function is enabled, the names of the students will be revealed as soon as the work is uploaded. Instructions for enabling anonymity in Turnitin are provided in the section on Moodle submission (see section 5). **However, it is acceptable to lift the anonymity at this point.**

To maintain anonymity for as long as possible during the marking process it will probably be necessary for marking be undertaken prior to viewing the Turnitin reports.

**Returning paper submissions**

Practice in departments varies. However, in most departments the submission is sorted by number order and students are then expected to provide their candidate number (or student ID) when they collect their work from the department office.

5. **SUBMISSION OF COURSEWORK THROUGH MOODLE AND MARKING ON MOODLE**

Step by step instructions (and FAQs) for setting up anonymous marking in Moodle are provided at: [https://wiki.bath.ac.uk/pages/viewpage.action?pageId=94574729](https://wiki.bath.ac.uk/pages/viewpage.action?pageId=94574729)

These instructions are primarily intended for staff who mark work online. If your practice is to mark a paper copy of the assessment and to use Moodle solely to record the submission and/or to use the Turnitin function, please refer to section 4 above.

If you are using the anonymous marking function in the Moodle assessment tool for the first time, we would advise you to contact a member of the e-Learning Team and/or your Faculty/School/Department e-learning officer:

- **e-Learning Team** ([e-learning@bath.ac.uk](mailto:e-learning@bath.ac.uk))
- Geraldine Jones ([g.m.jones@bath.ac.uk](mailto:g.m.jones@bath.ac.uk)), Faculty of Humanities and Social Sciences
- Paul Pinkney ([a.p.pinkney@bath.ac.uk](mailto:a.p.pinkney@bath.ac.uk)), School of Management
- Yvonne Moore ([y.moore@bath.ac.uk](mailto:y.moore@bath.ac.uk)) and Rachel Applegate ([r.e.applegate@bath.ac.uk](mailto:r.e.applegate@bath.ac.uk)), Faculty of Engineering and Design
When anonymous marking is enabled in Moodle the student’s name is replaced with a random number. Neither candidate numbers nor the students’ IDs appear in Moodle and it is not possible to reveal individual student names without revealing the names of the whole cohort. This means that, once students have submitted their work, it is not possible to reveal the name of one student without breaking the anonymity for all. We therefore recommend that students put an identifier (such as their candidate number) into the file name, and the body, of the document which they are submitting so that they can be identified if there is a problem. Normally the names of students are revealed at the end of the marking process when anonymity is lifted. Reminders to students to submit their work on time should be sent to the whole cohort.

If both submission and marking are through Moodle, anonymity can be maintained when using Turnitin. However, anonymity has to be lifted in order to input marks into SAMIS.

6. IN-CLASS TESTS

Standard exam stationery cannot be used for in-class tests. Further information on stationery for in-class tests will be available shortly.

7. INPUTTING OF MARKS

Marks can be input either by candidate number or student ID (SPR code) depending on the settings in SAMIS. If your students are using the anonymous cover sheets (see Appendix 1) to submit work, SAMIS will automatically be set up for inputting by candidate number.

If work is submitted on Moodle it will be necessary to lift the anonymity when putting marks into SAMIS in order to input the students’ marks against their names.

Last updated: October 2015
### Assignment Description

#### Student Declaration

By submitting the attached coursework you confirm that the work is your own and that any re-use of your own work, or use of the work of others, is referenced appropriately.

It is expected that you will have read and understood the Regulations for Students and your programme handbook including the particular references to and penalties for unfair practices such as plagiarism, fabrication or falsification.

If you are in any doubt that all the material in this submission is all your own work (except where you have included full references in the required form), you should consult your handbook for further explanations and guidance or seek help from appropriate members of staff before submission, in order to avoid any later accusation and possible penalty.

Scanned receipt of coursework is confirmed via an email. In the event you do not receive an email within 24 hours of the due date, please enquire at the Undergraduate Office.

#### Word Count (if applicable)

#### Number of items included

(e.g. 2 reports and one CD)

#### Date

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**Note:** Only work submitted on the standard covers will be accepted.

Cover sheets need to be securely attached to the assignment.
Appendix 2

Guide to submission of coursework using scanners

1. Identify assessments to which anonymity will apply.
2. Ensure that each piece of assessment has been set up separately on SAMIS.
3. Apply anonymity to assessments in SAMIS by setting the print name in MAB to “no”.
4. Enter submission deadlines against each piece of assessment within SAMIS.
5. Run SAS1B on SAMIS to generate assessment.
6. Inform students that the assessment will be marked anonymously and request that they do not put their name on their work (their candidate number will automatically appear on the coversheet).
7. If work is also to be submitted electronically, request that students put their candidate number on the coursework and in the file name of the submission (this will help when matching up Turnitin originality reports with the paper copy).
8. Provide students with instructions on downloading coversheets from SAMIS (see Appendix 3).
9. Ensure extensions granted to individual students are entered into SAMIS.
10. Ask students to download coversheets and attach these to their coursework for submission to the department office.
11. Set up scanners in preparation for receipt of coursework.
12. Scan the submission using the QR code on the coversheet.
13. An e-mail is automatically generated and sent to the student to confirm receipt of their work.
14. A report can be run confirming which students have submitted, if required (ASS_CW_dispatch_report_v3.rep). This report is not anonymous.
15. Mark the submission prior to referring to Turnitin originality reports.
16. If applicable, refer to the electronic submission to check Turnitin reports. If students have included their candidate number in the file name of their submission it should be possible to match up both hard copy and electronic submissions. It may be necessary and easier to lift anonymity at this point.
17. Sort the submissions by candidate number ready for inputting marks.
18. Enter marks into SAMIS using the candidate number.
19. Students collect work from department office.
COVER SHEETS FOR ASSIGNMENT SUBMISSION

Department of xxxxx students are now required to attach personal cover sheets to the front of each piece of coursework submitted in hard copy.

You must print your cover sheet from SAMIS on the Web. **You will not be able to get anyone else to print it for you.**

To access and print your cover sheets, please use the guide below.

1. Log into SAMIS using your BUCS username and password: [www.bath.ac.uk/samis/urd/sits.urd/run/siw_lgn](http://www.bath.ac.uk/samis/urd/sits.urd/run/siw_lgn)

2. Choose the STUDENT HOME tab

3. In the STUDENT TASKS container click on Assignment coversheets
4. Choose the cover sheet for the correct unit AND the correct piece of work and click on PRINT. SAMIS will only allow you to print the coversheet once. (If you need to print a further copy prior to submission please contact the faculty office).

5. Print your assignment coversheet and staple it to the hard copy of your assignment.

6. Submit the assignment to the Department of xxxxx.

7. Following the assignment deadline the cover sheets will be scanned by the administrator to confirm receipt. You will receive an email receipt within one working day of the deadline.