

Anonymous Marking Policy

This is a defined Policy which all Faculties are required to follow.

1. Anonymous marking for all written, invigilated examinations is standard at the University.
2. Faculties are encouraged to extend anonymous marking to all other forms of assessment, where this is practically possible
3. It is recognised that whilst the principle of anonymity ought to be retained, the blanket application of anonymity for students is not always appropriate. This policy recognises that there are some circumstances in which, it is not advantageous or administratively viable for full anonymity to be applied.
 - 3.1 **Summative assessments**, including those submitted electronically via E-Assignment or Blackboard, should be marked anonymously unless it is not practicable (e.g. for an oral examination, presentation or performance, laboratory or field work, research dissertations or theses or in a small cohort), or there is a clear academic benefit that outweighs that of full anonymity, such as providing personalised feedback to students.
4. When full anonymity in marking is not possible, then Faculties are responsible for ensuring that marks are awarded in a fair and equitable manner through the use of specific moderation techniques or by a partial level of anonymity combined with specific moderation techniques. The Module Lead should discuss the approach to be adopted in such cases with the relevant External Examiner.
5. **Anonymity should remain until such time as the marking process is complete.** Once the process is complete, candidate names and numbers should be reconciled with marks in preparation for the Board of Examiners meeting. Pre-board discussions should be carried out without revealing student names.

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